

2045-18

President Rebecca Schaltenbrand called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, March 8, 2018 at 7:02 p.m. Trustees in attendance were: Betsey Bell, Holly Moore Kowalski, Rebecca Schaltenbrand, and John Williams. Cheryl Arnold and Steve Lavelle were absent. Also present were Director William Rutger, Assistant Director Gerry Vogel, Public Relations/Marketing Coordinator Shea Allmont, Fiscal Officer Lorie Scheer, and Fiscal Assistant Maureen Minadeo. Also in attendance was Matthew Pastron.

There were no adjustments to the agenda and no comments from the public.

Matthew Pastron took the Oath of Office, and was sworn in as a Trustee of the Avon Lake Public Library Board of Trustees.

John Williams moved and Holly Moore Kowalski seconded to adopt Resolution #2561-18, approving the minutes of the regular meeting of February 8, 2018.

Call for Vote: All Ayes

Motion Carried

Fiscal Officer's Report:

Lorie detailed the bank report, and some discussion ensued about moving some of the Building Fund into short-term Certificates of Deposit. Lorie advised that she could move most of the \$294,000 in the Building Fund to the Star Ohio Plus account. Lorie touched on Revenue and noted the \$6,600 rebate we received from First Energy. Lorie went over the Expense Report, we are only in the first two months of the year. Lorie noted we are making progress on the Check Report, and the only negative is the inability to summarize. Every invoice will be shown with a description.

Betsey Bell moved and John Williams seconded Resolution #2562-18, approving the Fiscal Officer's February 2018 report, and monthly financial statements.

Call for Vote: All Ayes

Motion Carried

Gifts:

There was one gift to the Endowment Fund in February of \$100.00 from the Dubas family in memory of Maureen Garabis.

John Williams moved and Holly Moore Kowalski seconded Resolution #2563-18, approving gifts to the Endowment Fund in the amount of \$100.00

Call for Vote: All Ayes

Motion Carried

2561-18
Approve minutes
of regular
meeting

2562-18
Approve Fiscal
Officer's Report

2563-18
Approve Gifts

Director's Report:

William gave a shout out to Gerry Vogel for receiving the Avon Lake City Schools Gold Start Award for development of the Library Coding Club.

William noted his meeting with state Representative Stein was very interesting and required a follow-up meeting with Michelle Francis at Ohio Library Council. There was also a meeting with Senator Gayle Manning and Representative Nathan Manning, who are strong Library supporters. Gayle Manning is running for State Representative unopposed, and Nathan Manning is running for State Senator, with some challengers.

William touched on *The Chronicle* article regarding the return of 49 overdue items valued at more than \$1,000. *The Chronicle* must have picked up the story from local police reports, community response has been supportive, and we received all items back, along with the fine. The patron is now in good standing.

William advised that the Scratch Made Incubator project will be here at the Library in April. The program is for home based businesses to develop a business model around a product. This was a priority of the Mayor, and the program has already sold out.

William touched on our new display of Penrod, who came to us from Duck Brand Headquarters. We recently had a DiscoveryWorks patron who also worked at Duck Brand Headquarters and when they retired the guerilla, she thought it would be a good exhibit to include in DiscoveryWorks.

William noted that the bicycle lending program will return on April 2, 2018, weather permitting.

Statistics:

William noted that digital audio books are growing in popularity. There was also a nice spike in Children's non-fiction. Betsey noted Self-Checks are healthy, with 30 percent being an all-time high. William noted an increase in attendance at Children's Story Times, with total attendees over 1,000. We had fire fighters come in and read to the children.

Unfinished Business: None.

New Business: Lorie detailed the Appropriations Budget, noting on the revenue side, there were no changes, everything stayed the same. On the permanent appropriations, we only made a couple changes; Publicity increased by \$15,000 which includes a branding project that we are doing. The only other change is on the Outsourced Services that Nick Kelley will require for a SIRSI update. We made some tweaks to the Materials budget. We need to submit Permanent Appropriations by the end of March. Discussion ensued concerning 2017 budget vs. 2018 budget and the reasons for the increase. Betsey noted that at the end of this levy, we could fall short, despite setting aside funds, if the next levy doesn't do well. We need to be careful. Lorie noted that new technology and new services can be costly. William advised that the Friends of ALPL have a surplus of funds available also

John Williams moved and Betsey Bell seconded to adopt Resolution #2564-18, approving the 2018 Final Appropriation Budget at the millennium levels of:

2564-18
Approve Final
Appropriations
Budget

1000/Salaries and Benefits for \$1,957,665
2000/Supplies for \$36,900
3000/Operations/Contracts for \$517,280
4000/Materials for \$300,000
5000/Capital Outlay for \$74,500
7000/8000/Other for \$142,600

For a General Fund total of \$3,028,945 and a \$200,000 appropriation from the Building Fund for a combined total for the two funds of \$3,228,945.

Roll Call Vote:	All Ayes	Motion Carried
Arnold	Absent	
Bell	AYE	
Kowalski	AYE	
Lavelle	Absent	
Pastron	AYE	
Schaltenbrand	AYE	
Williams	AYE	

William noted the Endowment Fund request is for a guitar lending program we would like to establish ahead of the Summer Reading Program, "Libraries Rock". This is going to be a year round program, with the idea being to spark interest and discussion with music in our local Libraries. Program for adults and children. One instrument, a hybrid ukulele would allow a younger person to easily transition to a guitar. This is a good Endowment Fund project and would bring awareness of our Endowment Fund to the general public. The Ron Zehel Guitar Center will repair any damage. We will have to make initial purchase, but repairs will be taken care of. We will put serial numbers on these instruments so we can track. All pieces will be inventoried so we are sure we get everything back. Discussion regarding musicians ensued. Shea noted that we will be highlighting musicians every month; we have been running contests. We have a new partnership with Playhouse Square, and we are giving away free tickets, a month's worth of free guitar lessons. We are planning jam sessions in May, the School of Rock would come and play for free. We have received discounts on pricing. Discussion of who would be checking items in took place, and William advised we will have a checklist to ensure safe return of all items. No other Library in our area has a program like this, and we have been in contact with the Rock Hall about developing programming. This would be a pilot program, and if there is a great deal of interest, it could grow into a summer concert series. William noted that this is a good value for the price, and it continues our partnership with the local community. Matthew noted that for more expensive items we lend, we can get a GPS tracker that they use in the construction business, and you can track the item. Cost is about \$35.00 per chip. Discussion of damage to equipment and liability, and patron responsibility. Betsey noted they have to have a Library Card in good standing, and Gerry noted we ask for a drivers license when we lend equipment. Holly inquired about timing, and William advised we would like to roll this out in May, 2018.

2048-18

John Williams moved and Holly Moore Kowalski seconded Resolution #2565-18, authorizing an expenditure from interest earned on the Avon Lake Public Library Endowment Fund, held by the Community Foundation of Lorain County, for the purchase of music instruments and support equipment for the Rock Out: ALPL Guitar Lending Service, not to exceed \$3,000.

2565-18
Approve
Endowment
Fund Expense

Roll Call Vote: All Ayes Motion Carried

Arnold	Absent
Bell	AYE
Kowalski	AYE
Lavelle	Absent
Pastron	AYE
Schaltenbrand	AYE
Williams	AYE

Travel Policy Update:

William advised that there was recently a question about Section II - tips and gratuities being a non-reimbursable expense. Lorie noted this was a standard practice, and William explained we want it to be a reimbursable expense, but it must be reasonable and not exceed 20 percent, Section V – Meals. Discussion ensued and William advised that we will stay in line with the Federal requirements and standard rates for meals reimbursed. Lorie noted that the cost to us will be insignificant, as most of the meals are covered. Section IV Lodging – Room sharing. William advised that he would be uncomfortable sharing a room with a subordinate, and he believes this is unnecessary. Rebecca agreed and from a harassment standpoint it makes sense. Rebecca noted if we see there are problems with costs, we can be more discriminating about who goes to conferences. Betsey noted the State of Ohio does not require room sharing.

Betsey Bell moved and John Williams seconded Resolution #2566-18, approving the proposed changes of Section II, Section IV and Section V of the Travel Policy, as presented by the Director.

2566-18
Approve Final
Appropriations
Budget

Roll Call Vote: All Ayes Motion Carried

Arnold	Absent
Bell	AYE
Kowalski	AYE
Lavelle	Absent
Pastron	AYE
Schaltenbrand	AYE
Williams	AYE

Obsolete Equipment:

William provided a list of obsolete equipment, noting that most of this equipment is either dead or dying. John inquired about a program for computer maintenance. William advised we can explore those options. Rebecca stated we still need to declare the equipment obsolete. William advised some equipment with proprietary software could not be

