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President Rebecca Schaltenbrand called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, May 10, 2018 at 7:00 p.m. Trustees in attendance were: Betsey Bell, Holly Moore Kowalski, Matthew Pastron, Rebecca Schaltenbrand, and John Williams. Cheryl Arnold was absent. Also present were Director William Rutger, Assistant Director Gerry Vogel, Children's Services Manager Sybil Wendling, and Fiscal Assistant Maureen Minadeo. William Beasley, who will be joining the Board of Trustees at our July, 2018 meeting, was also in attendance.

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

2572-18
Approve minutes
of regular
meeting

Holly Moore Kowalski moved and John Williams seconded to adopt Resolution #2572-18, approving the minutes of the regular meeting of April 12, 2018.

Call for Vote: All Ayes

Motion Carried

2573-18
Approve minutes
of Finance &
Audit
Committee
meeting

John Williams moved and Betsey Bell seconded Resolution #2573-18, approving the minutes of the Finance and Audit Committee meeting on April 23, 2018, with adjustment.

Call for Vote: All Ayes

Motion Carried

2574-18
Approve minutes
of Personnel
Committee
meeting

Holly Moore Kowalski moved and Betsey Belle seconded Resolution #2574-18, approving the minutes of the Personnel Committee meeting on April 26, 2018.

Call for Vote: All Ayes

Motion Carried

Director's Report:

William noted Sybil's presence and advised Sybil will provide an update on a new program regarding Kindergarten readiness in the Children's Department. William stated he will have managers attend meetings occasionally to address relevant topics.

William touched on the Annual Report, noting circulation was over 500,000, which includes physical and digital checkouts. We had over 250,000 visits and 19,000 in program attendance. Additional information includes computer usage data, and we have 29,000 registered borrowers. The population in Avon Lake is approximately 25,000; nice to see our registered user's number so high. Some discussion ensued about Wi-Fi data and how it is counted. William noted that we go by the State definition. The numbers were higher than last year, and we will have them posted on line.

Sybil spoke about Kindergarten readiness and advised that we contacted all the schools this year trying to get Library cards in the hand of every Kindergarten student. We ordered extra bags and we gave every child a bag that states "READ". We set up stations so that they could practice their skills, and we had over 90 participants in this program. William noted that Gerry and Sybil also worked with fifth graders to get digital Library cards in every student's hands.

Summer reading is coming, and we have a draft for the Summer Reading Program. Theme is "Libraries Rock", and we will have giveaways, including bookmarks, bags, and temporary tattoos. For the Summer Reading challenge, we will be giving away a ukulele, and the kick-off party is on June 9, 2018.

William touched on the beach book club at the Folger House, and Shea has set up a beach glass jewelry class, a paid program that quickly filled up. Friends are doing the Summer Concert Series, and our guitar lending kick off is May 24, 2018. We will have live local rock bands, and we've had a good deal of interest in this program.

William noted the Dolly Parton Imagination program, a book gifting program that the Library will be supporting during the month of May. This is part of the Literacy Council, and books are delivered to children aged 0-5 free of charge, in an effort to promote literacy.

William detailed a recent meeting with Senator Gayle Manning, which took place just as news of the Ohio Speaker of the House resigning was breaking. Gayle is a big supporter of Libraries, and is coming to do a Story Time here, we are working on time and date. William noted that all ten Ohio library levies on the ballot passed. Ohio has a good track record of Library support.

William advised the upcoming meeting with Westlake Porter Library Board of Trustees next Wednesday at 6:30 p.m. William will send out the agenda, and Andrew Mangels inquired if there was anything our Trustees wanted to discuss. The Library is offering dinner at 6:00 p.m. Some discussion of topics took place, the 5 Year Plan, and levy campaign were mentioned.

Statistics:

William noted that we've had 12 check-outs of bicycles already this year, which is impressive, considering the weather. Self-checks remain strong. William touched on the staff in-service day, and noted that there were no complaints from patrons, and that there was a lot of good feedback from staff who attended.

Fiscal Officer's Report:

Lorie asked if there were any questions on the March financial report. Betsey noted the only question she had was on the over encumbrance. Lorie explained that she had sent out a report detailing that salaries were divided out between professional wages and substitute wages. Lorie noted the next report will show that this was fixed.

Holly Moore Kowalski moved and John Williams seconded Resolution #2575-18, approving the Fiscal Officer's April 2018 report, and monthly financial statements.

Call for Vote: All Ayes

Motion Carried

Lorie went over the April financial report, noting that the Revenue Report is recent and shows Homestead Rollback, PLF receipt, and Fines & Fees. Lorie noted there was nothing unusual in April, and now the Trustees can see where the Wages were fixed. Everything is encumbered in Professional Wages and Substitute Wages. We are still working out some of the bugs with CMI, our new software system. We are currently being audited, and our Auditor advised she likes CMI better than SSI, our former software supplier. Some discussion of Auditors Julian & Grube took place.

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Lorie went over the 2017-2021 Appropriations Budget Projection Report, and stated we will be able to see how our projections match up with reality. Our actual expenses have been consistently less than our projections for the last three years. This tells us that we are not running short of money. When I run this report in January, I will apply it to our projections and we can see where we are. Betsey noted this was the first year there was going to be a deficit, but there will not be a deficit. John noted that the Trustees have built in a cushion. Rebecca noted that we will be in union negotiation in 2021 and need to strategize. Technology changes so fast. We need to ensure that we have a plan, and we may want to move a larger amount of money from the General Fund to the Building in November.

2576-18

Approve Fiscal Officer's April 2018 Report

Betsey Bell moved and John Williams seconded to adopt Resolution #2576-18, approving the Fiscal Officer's April 2018 report, and monthly financial statements.

Call for Vote: All Ayes

Motion Carried

Gifts:

There was one gift to the Library of \$75.00 from the Avon on the Lake Garden Club in memory of members who have passed away.

Total gifts to the Library of \$75.00 for April, 2018.

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Approve Gifts

John Williams moved and Matthew Pastron seconded Resolution #2577-18, approving gifts to the Library and Endowment Fund in the amount of \$300.00.

Call for Vote: All Ayes

Motion Carried

Unfinished Business:

William noted William Beasley has agreed to accept the Trustee position created by Steve Lavelle's resignation. The School Board meets June 12, 2018, so William Beasley will be sworn in at our July 12, 2018 meeting.

2578-18

Approve Appointment of William Beasley

Betsey Bell moved and Holly Moore Kowalski seconded Resolution #2578-18, requesting the appointment by the Avon Lake Board of Education of William Beasley to the Avon Lake Public Library Board of Trustees for a 7 year term, commencing June 2018 through 31 December 2024.

Roll Call Vote: All Ayes

Motion Carried

Arnold	ABSENT
Bell	AYE
Kowalski	AYE
Pastron	ABSTAIN
Schaltenbrand	AYE
Williams	AYE

William went over the new Communications Manager position, and advised we will have to create the new position. Some discussion took place regarding hourly pay and salaried employees. William noted the salary was sent to an outside consultant, and they

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recommended the Grade 25 position, and a 10 percent increase. William advised this will be a management position, and Shea will have management responsibilities.

John Williams moved and Matthew Pastron seconded Resolution #2579-18, creating the non-bargaining exempt position of Communications Manager.

2579-18
Approve New
Position

Roll Call Vote: All Ayes Motion Carried

Arnold	ABSENT
Bell	AYE
Kowalski	AYE
Pastron	AYE
Schaltenbrand	AYE
Williams	AYE

2580-18
Appoint new
Communications
Manager

Betsey Bell moved and Matthew Pastron seconded Resolution #2580-18, appointing Shea Allmont as the full-time Communications Manager (Grade 26), for an annual salary of \$48,613.50, effective the next pay period.

Roll Call Vote: All Ayes Motion Carried

Arnold	ABSENT
Bell	AYE
Kowalski	AYE
Pastron	AYE
Schaltenbrand	AYE
Williams	AYE

William went over parking lot repairs that are necessary due to the long winter and went over a map titled "Asphalt Maintenance", which showed a map of our parking area. Marty got quotes from Surface Engineering. Area One encompasses the entry driveway, but the majority of the damage is by the Book Drop. The entire parking lot will need to be done, probably in 2024, after the Levy. That will be 30 years since the entire lot has been resurfaced. William noted the red area on the map being repaired, and that should get us through until then. Some discussion of disruption to the Library took place, replace on Sunday, close earlier on Saturday. William advised that just the area in red will be replaced with 2" of asphalt, and Marty can handle the other repairs. The cost would be \$37,600, according to our specifications.

2581-18
Approve Asphalt
Installation

John Williams moved and Betsey Bell seconded Resolution #2581-18, approving the asphalt installation of the West Exit Drive for the amount of \$37,600.00 to Surface Engineering.

Roll Call Vote: All Ayes Motion Carried

Arnold	ABSENT
Bell	AYE
Kowalski	AYE
Pastron	AYE
Schaltenbrand	AYE
Williams	AYE

