

President Rebecca Schaltenbrand called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, November 8, 2018 at 7:00 p.m. Trustees in attendance were: William Beasley, Betsey Bell, Holly Moore Kowalski, Matthew Pastron, Rebecca Schaltenbrand. and John Williams. Also present were Director William Rutger, Fiscal Officer Lorie Scheer, and Fiscal Assistant Maureen Minadeo. Cheryl Arnold was absent. Gerry Vogel joined the meeting at approximately 7:15 p.m.

William advised we have a guest, Murray Holland, from Archoustics Mid-America, who provided a short presentation of sound making equipment as a solution to the Library's acoustic imbalance challenges. William noted that he requested a presentation because that is the most effective way to understand how the technology works. There was a discussion of privacy of conversations in certain sections of the library and that patrons have commented on the lack of privacy. One example is the ease at which other patrons can unintentionally overhear reference desk questions, including medical research questions. William reminded the Board that this was just a demonstration today, and we can further discuss the challenges and solutions in the future.

William shared a thank you note from the Avon Lake High School marching band for recent use of the parking lot.

John Williams moved and Holly Moore Kowalski seconded to adopt Resolution #2606-18, approving the minutes, as amended with the correction to Shea's title, of the regular meeting of October 11, 2018.

Call for Vote: All Ayes Motion Carried

Fiscal Officer's Report:

Lorie noted that the revenue report shows that as of the end of October, we should be at 84 percent, and we are at 85.91 percent with the PLF. Lorie advised total revenue is at 97.63 percent, and reminded Trustees to look at the unencumbered account balance. On the expense side, Lorie detailed that line item Lease Copiers and Supplies looks like it's over budget. We recently installed new printers and received a check for \$4,400, so we won't be in the negative on that line item. William Beasley inquired about line item Water and Sewer being up significantly 76.59 percent and if there was an increase in rates. Lorie advised she would look into the trend on this account and let Trustees know. William asked about line item Furniture and Equipment which appears to be over encumbered. Lorie advised she would have to investigate this and report her findings. Lorie noted that we budgeted conservatively.

Betsey Bell moved and John Williams seconded to adopt Resolution #2607-18, approving the Fiscal Officer's October 2018 report, and monthly financial statements.

Call for Vote: All Ayes Motion Carried

Gifts:

There was one gift to the Library, as follows:

\$30.00 from Michael Roberts for digital books.

2606-18
Approve minutes
of regular
meeting

2607-18
Approve
October
financial
statement

John Williams moved and Betsey Bell seconded to adopt Resolution #2608-18, approving the gift to the Library in the amount of \$30.00.

Call for Vote: All Ayes

Motion Carried

Director's Report:

William touched on the big success of Boo in The Basement. Severe weather, at the last minute, forced the event inside, and most of the trail was transported inside, which was very well received. Holly was in attendance that night and stated there were an outstanding number of volunteers, and there were large numbers of people in the Library. William advised we saw a spike in attendance at Story Time, which had a Halloween theme. William noted that there was a conversation with the committee and Council Member Dave Kos asking if there was any chance we could close the Library for this event. We already close the parking lot. The trail has become very popular. William noted that the Board does not have to decide today. Holly noted that she doesn't mind closing early, but would not like to see the Library closed all day. William noted that any time would be beneficial. Rebecca asked William to relate to the staff that the Board is very pleased with the feedback from this event.

William noted the Candidates' Forum that took place in October, and both of the Manning's have been re-elected. OLC's Government Relations Director Michelle Francis advised they are hoping to get back to 2.2 percent on the PLF. They are hoping for at least an increase in the current 1.68 percent. William noted our new governor DeWine is a big Library supporter.

William noted that the creative firm behind our logo won an award for their design of our logo.

DiscoveryWorks rolled out a wristband program to separate the areas designated for older children, and we've seen an uptick in science kits being utilized.

William was approached by Amy at the Metro Parks concerning a utility shed that is currently located on high school property that needs to be removed. Amy requested that the shed be moved to Library property in or near the woods. Betsey inquired how big the shed was, and William Beasley stated it's a small shed, just left of the tennis courts behind the Library. William stated he was thinking that over by the clothes drop off might be a good area. The shed currently has power, but that's not mandatory. Discussion ensued, Betsey would like it to be in the least obtrusive spot. Holly noted it would have to go to the Planning Commission once approval is received.

William advised that 25 Libraries had levies on the ballot, and 24 passed. The only losing Library was in Stark County. Two new Libraries passed their first levies. The Avon Lake Public Schools passed their continuing levy.

Statistics:

William stated that there was a 3 percent increase in circulation, for the first time since 2016. There were a number of areas that saw an increase; Children's Department is doing a presentation on the Dewey Decimal System; DiscoveryWorks saw an increase in kits and attendance; meeting room usage is also up.

Unfinished Business:

None.

New Business:

The 2019 temporary appropriations budget does not have any changes. Lorie advised the numbers are updated based on the certification we received. 3,837,220 minus the \$750,000 we will carry over.

2609-18
Approve
Temporary
Appropriations
Budget

Rebecca Schaltenbrand moved and Betsey Bell seconded to adopt Resolution #2609-18, approving the 2019 Temporary Appropriation Budget at the millennium levels of:

1000/Salaries and Benefits for	\$2,019,487
2000/Supplies for	\$ 36,900
3000/Operations/Contracts for	\$ 530,251
4000/Materials for	\$ 315,000
5000/Capital Outlay for	\$ 74,500
7000/8000 Other for	\$ 142,600

For a General Fund total of \$3,118,738 and a \$200,000 appropriation from the Building Fund for a combined total for the two funds of \$3,318,738.

Roll Call Vote:

Motion Carried

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

Meeting room policy was next. William noted some changes in language in order to simplify the form. We are eliminating booking of rooms for a full year to reduce rescheduling space and bumping of Library programs. Pricing has gone up to \$20.00 for corporate and business patrons, which is still a nominal fee. Our meeting rooms will continue to be free for government use or schools. We would like to get your approval now and we don't believe there will be any push back from organizations that use the meeting rooms.

2610-18
Approve
Meeting Room
Policy Changes

John Williams moved and William Beasley seconded to adopt Resolution #2610-18, approving changes to the Meeting Room Policy, under Protocols, as follows:

- A. A group requesting a meeting room must complete a Meeting Room Request before the meeting date. The person requesting a meeting room must be an adult and is responsible for the orderly conduct of the group. In the event of any damage to Library property or equipment, the person requesting the meeting room is liable. The Director or the Director's designee will approve all reservations.

- B. Fees are charged for room use when the reservation request is approved. Use by Government agencies is free; not for profit/community group fee is \$10; the corporate business fee is \$20. Fees are nonrefundable.
- D. Groups using the meeting rooms must vacate rooms a minimum of five (5) minutes before the Library’s scheduled closing.

The Nominating Committee was the next agenda item. Holly has already volunteered for this committee, and was appointed chairperson. Betsey Bell and Rebecca Schaltenbrand also volunteered. The committee agreed to meet to discuss Board officer positions, after the regular meeting. Rebecca noted that notice of the Nomination Committee meeting was posted earlier in the week, in accordance with Ohio’s Sunshine laws.

William noted our upcoming Trustee vacancy, and thanked John Williams for his time on the Board. John expressed it was an honor and a great opportunity. Rebecca also thanked John for his years of service.

Gerry gave a quick update about the upcoming author event on Saturday, November 10, 2018, where 20 authors will be on hand to discuss publishing your writing.

2611-18
Move to
Executive
Session

Matthew Pastron moved and John Williams seconded Resolution #2611-18, to convene to Executive Session at 8:09 p.m. to discuss the Trustee vacancy.

Roll Call Vote:

Motion Carried

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

Executive session ended at 8:17 p.m.

The Board requested that the Director contact a former Trustee applicant to see if he is still interested in a Board seat.

With no further business to discuss, the meeting adjourned at 8:19 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees is Thursday, December 13, 2018.

Rebecca Schaltenbrand, President

Cheryl Arnold, Secretary