

2073-18

President Rebecca Schaltenbrand called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, October 13, 2018 at 7:01 p.m. Trustees in attendance were: Cheryl Arnold, William Beasley, Holly Moore Kowalski, and Rebecca Schaltenbrand. Betsey Bell, Matthew Pastron, and John Williams were absent. Also present were Director William Rutger, Fiscal Officer Lorie Scheer, Public Relations & Marketing Coordinator Shea Allmont, and Fiscal Assistant Maureen Minadeo.

Rebecca added the discussion of the Nominating Committee for 2019 to the meeting agenda.

Holly Moore Kowalski moved and Cheryl Arnold seconded to adopt Resolution #2601-18, approving the minutes of the regular meeting of September 13, 2018.

2601-18
Approve minutes
of regular
meeting

Call for Vote: All Ayes

Motion Carried

Cheryl Arnold moved and Holly Moore Kowalski seconded to adopt Resolution #2602-18, approving the minutes of the special meeting of September 13, 2018.

2602-18
Approve minutes
of special
meeting

Call for Vote: All Ayes

Motion Carried

Fiscal Officer's Report:

Lorie noted that the amount we received for the PLF was larger than usual. Lorie touched on bank balances in the different Star Ohio accounts. Expenses are tracking right on target, and fourth quarter purchase orders will account for the unencumbered balance in materials. Some discussion of magazine expenses took place.

Cheryl Arnold moved and Holly Moore Kowalski seconded to adopt Resolution #2603-18, approving the Fiscal Officer's September 2018 report, and monthly financial statements.

2603-18
Approve
September
financial
statement

Call for Vote: All Ayes

Motion Carried

Gifts:

There were no gifts to the Library in September, 2018.

Lorie noted the rate on millage is 2.8 percent. The amount we receive from property taxes will be \$2,321,412, as noted on the Official Certificate of Estimated Resources. We will do our Temporary Appropriations Budget at our November meeting.

Holly Moore Kowalski moved and William Beasley seconded Resolution #2604-18, accepting the 2019 levy proceeds, as certified by the Lorain County Auditor.

2604-18
Approve 2019
Levy Proceeds

Roll Call Vote:

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

Director's Report:

William touched on several activities, the Big Truck event and the Beer Festival. Both events were family friendly and were staffed by Library personnel. We received positive feedback from both events.

William advised that staff from Equality Ohio came and talked to our Adult Services staff. Holly inquired what that entailed and William noted it was mostly about terminology, gender identity was an issue recently with a patron within that department. There were no policy changes, just a conversation.

William went over the All Staff meeting, which are being held quarterly. Staff from Assist Now gave a presentation on employee mental health services. They reminded staff that they offer a free service for professional support, legal help, childcare, and family counseling.

William noted that the Read / Write / Local – We will be sponsoring an Author Festival on Saturday, November 10. Twenty authors have been confirmed. It will be a panel discussion, followed by a book signing.

William stated he has recently been elected to the Northeast Ohio Regional Library System (NEO-RLS) Board of Directors. We use NEO-RLS for professional development here on a regular basis.

Statistics:

Some discussion of the Electronic collection took place. EBook circulation is increasing, and we are budgeting accordingly. William noted a new snapshot report which will detail electronic categories, which will go into use in 2019. William noted a 39 percent increase in Downloadable E-books, and a 27 percent increase in audiobooks. DiscoveryWorks kits are up 38 percent, new kits are available, with an emphasis on Science, Technology, Engineering and Math. William advised he'd look into the increase of 131 percent in the Community Meeting Room Use.

Unfinished Business:

William touched on the recent Westlake Board of Trustees visit. Holly noted she was impressed with how they promoted the levy by placing signs at many local businesses. William noted that The Press had a circular this week advertising not to vote for the school levy. Rebecca noted they the entity who paid for the circular used the school logo which would appear to be unauthorized. William noted that the school levy is a continuing levy

and we may want to consider a continuing levy for the library as there are advantages to both the library and taxpayers. Discussion of social media and getting the word out took place. Meeting the Westlake Trustees was overall very positive, and perhaps something the Board could continue, perhaps every other year. Holly voted for every year, perhaps smaller meetings.

New Business:

Rebecca noted the Trustee reappointment will be tabled until next month.

Fiscal Officer exempt status was the next item. Lorie explained that when she was hired, her position was considered hourly and exempt due to professional status. That changed with the Fair Labor Act laws. You cannot be hourly and exempt any longer. We need to change this job status from exempt to non-exempt. Lorie explained she works a thirty hour week, so this should have no effect on her wages, unless she works over 40 hours in a week. She would then have to be paid overtime. Rebecca inquired if Lorie has ever worked over 40 hours in a week and Lorie replied no.

William Beasley moved and Cheryl Arnold seconded Resolution #2605-18 to reclassify the position of Fiscal Officer to non-union and non-exempt.

2605-18
Approve job
reclassification

Roll Call Vote:

Motion Carried

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

Rebecca noted that a copy of the By-Laws was included with the Board packet and the By-Laws reflect the change to the Board Member terms (Article I) that was agreed upon at the September meeting. The Nominating Committee recommends Officers assignment for the following calendar year. In order to make these deadlines, the Nominating Committee would make recommendations at the November meeting. Therefore we are looking for volunteers for the Nominating Committee. Holly Moore Kowalski volunteered and advised there are usually three people on the Nominating Committee, and they can have a quick meeting after the November meeting, and formally vote in December, 2018.

With no further business to discuss, the meeting adjourned at 7:37 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees is Thursday, November 8, 2018.

Rebecca Schaltenbrand, President

Cheryl Arnold, Secretary