

Vice-President Cheryl Arnold called to order a meeting of the Avon Lake Public Library Board of Trustees on June 13, 2019 at 7:01 p.m. Trustees in attendance were: Cheryl Arnold, Betsey Bell, Holly Moore Kowalski, Steve Parsons, and William Beasley. Rebecca Schaltenbrand was absent. Also present were Director William Rutger, Fiscal Officer Lorie Scheer, and Fiscal Assistant Maureen Minadeo.

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

Holly Moore Kowalski moved and Betsey Bell seconded Resolution No. 2653-19, approving the minutes of the regular meeting of May 9, 2019.

Call for Vote: All Ayes Motion Carried

2653-19
Approve minutes
of regular
meeting

Fiscal Officer’s Report:

Lorie noted that on the Revenue side everything is in order. We should be at 43 percent, and we are ahead on most line items. Lorie advised that the bank report shows we did the transfer from the Building Investment fund to the Building Checking. Healthcare is over encumbered by \$41,000. Lorie detailed that we spend \$33,000 per month on healthcare. We will have two premium holidays this year at the end of the year, which will take care of this line item.

Lorie noted two accounts that will require some adjustment. Staff Recognition and Patron Programs will be worked on to adjust their figures, but we are in good shape financially. Lorie asked if there were any questions on the check report. Lorie noted that the 2020 Proposed Budget has to be approved by the School Board, and it will be on the agenda for the July 2019 meeting.

Betsey Bell moved and William Beasley seconded Resolution No. 2654-19, approving the Fiscal Officer’s May 2019 report, and monthly financial statements.

Call for Vote: All Ayes Motion Carried

2654-19
Approve Fiscal
Officer’s Report

Gifts:

There was one gift to the Library, as follows:

\$50.00 from Creative Space Avon for art gallery updates.

Holly Moore Kowalski moved and Betsey Bell seconded Resolution No. 2655-19, accepting the gift of \$50.00 to the Library.

Call for Vote: All Ayes Motion Carried

Director’s Report:

William advised that the Community Survey has had a good turn-out, with over 600 surveys completed the first week. William has also received some paper copies, and the survey will be available until June 28, 2019.

2111-19

Summer Reading is off to a great start with a very successful kick-off party. Summer Reading sign-ups are at 695, which is more than last year. Our Children's Department has done some serious decorating and William encouraged the Trustees to visit the Children's Department to see the results.

William detailed that the planned scavenger hunt, which was going to take place in the parks, has been suspended. Several of the planets got damaged, including Venus, Saturn and Uranus. Some discussion of the vandalism being caught on camera at Redwood School took place. In the future, it might work better to locate special displays at small businesses.

William stated that several of our staff attended the Ohio Library Council's Community Engagement Conference, along with the Garden Club President Jennifer Fenderbosch, who also gave a presentation on our "Mary's Garden". William noted Avon Lake Public Library received a nice shout out from Andrew Mangels, the Director of the Westlake Porter Public Library for our guitar program. Some items that came out of this conference are that Libraries are a good place to have critical conversations about tough subjects. Libraries generally feel safe to citizens and are neutral and unbiased, enabling them to tackle difficult subjects. There is value in presenting this information. There was a short discussion about the levy, but everyone was in agreement we need to be engaged with the community before we go out and ask for levy support.

Statistics:

William noted we continue the trend with a 12 percent increase in circulation. Betsey noted some areas have drastic ups and downs, Discovery Works circulation was up 14 percent. Betsey inquired if there was something in Discovery Works that is making this difference. Betsey also stated these figures might help with Strategic Planning. William noted that Discovery Works has new science kits that were just introduced, and were strongly promoted. Betsey asked if we've changed the hours in Discovery Works. William advised that promotion is a big part of it, and Shea has brought tremendous value in this area, with a collaborative approach. Lorie noted Shea does a lot with social media, she checks attendance, and if a program needs to be promoted, she does so. Further discussion of Discovery Works took place regarding staffing, and William advised we can look at this for Strategic Planning. We have an uptick in all areas, and William stated he credits the staff, who keep an eye on things. William noted that lots of Libraries are continuing to see a downward trend. Some discussion of Adult Tablet collection being down 800 percent. William explained that the tablets have been removed from the collection due to low usage. Most people have their own tablet, and these particular tablets never took off. We moved a few to Children's.

William Beasley inquired about Hot Picks, which are new release DVD's. Also noted was the amount of Inter-Library Loans that we currently process.

Unfinished Business:

William gave a Strategic Planning update. William noted Becky wanted us to revisit the Board retreat to see if we wanted to move the retreat to the day. Cheryl was interested, but

Holly said that might be a problem for her. It was agreed that the Trustees will continue to meet as originally planned on Thursday, July 25 from 5:00 p.m. – 9:00 p.m.

Obsolete Equipment was the next agenda item, William noted that anything that we want to dispose of has be to be approved by the Board of Trustees. A listing of Obsolete Equipment was with the Board packet.

Cheryl Arnold moved and William Beasley seconded Resolution No. 2655-19, approving the listing of obsolete equipment for sale, donation or responsible disposal.

2655-19
Approve
Obsolete
Equipment List

Roll Call Vote:

Motion Carried

Arnold	AYE
Beasley	AYE
Bell	AYE
Kowalski	AYE
Parsons	AYE
Schaltenbrand	Absent

William asked the Trustees if they'd like to cancel the July, 2019 meeting, in light of the Strategic Planning retreat and the custom of canceling either the July or August meeting. It was decided that we would not have a meeting in July.

2656-19
Approve
Executive
Session

William Beasley moved and Betsey Bell seconded Resolution No 2656-19, to convene to Executive Session at 7:32 p.m. to discuss the upcoming trustee vacancy.

Roll Call Vote:

Motion Carried

Arnold	AYE
Beasley	AYE
Bell	AYE
Kowalski	AYE
Parsons	AYE
Schaltenbrand	Absent

The Board came out of Executive Session at 7:35 p.m.

William will post the trustee vacancy and keep it up until July 31, 2019. Discussion of meeting and interview dates took place. William will send out a packet of interested candidates to the trustees ahead of the August Board meeting. The Board gave William the authority to post the trustee vacancy. William advised that he will post the position tomorrow, and hopes that with it being summer, we have increased traffic and interest in the position.

2113-19

With no further business to discuss, the meeting adjourned at 7:42 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees is Thursday, August 8, 2019.

Rebecca Schaltenbrand, President

William Beasley, Secretary