

2098-19

President Rebecca Schaltenbrand called to order a meeting of the Avon Lake Public Library Board of Trustees on March 14, 2019 at 7:00 p.m. Trustees in attendance were: Cheryl Arnold, William Beasley, Betsey Bell, Holly Moore Kowalski, Matthew Pastron, and Rebecca Schaltenbrand. Steve Parsons was absent. Also present were Director William Rutger, Assistant Director Gerry Vogel, Fiscal Officer Lorie Scheer, and Fiscal Assistant Maureen Minadeo. Also in attendance was Betsy Lantz, Executive Director of NEO-RLS.

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

Unfinished Business:

William welcomed Betsey Lantz to our meeting, who gave a short overview of NEO-RLS, and their role in providing continuing education and support to all libraries in northeast Ohio. She discussed the facilitator role and providing framework for our upcoming Strategic Planning project. Discussion took place regarding the process, community involvement and staff participation.

Cheryl Arnold moved and Holly Moore Kowalski seconded Resolution No. 2641-19, approving the minutes of the regular meeting of February 14, 2019.

Call for Vote: All Ayes Motion Carried

Fiscal Officer's Report:

Lorie advised that nothing stands out as unusual, and our current bank balance is \$2,298,234.00. Rebecca Schaltenbrand asked a general question about Amazon, and how we decide on where to purchase products. Gerry noted that we order from distributors based on who provides the best incentives, discounts and free shipping. We order certain products from Amazon that are discounted and shipped free that we can't get from our regular vendors. Large book companies, Ingram and Baker & Taylor offer very favorable discounts that we take advantage of.

Betsey Bell moved and William Beasley seconded Resolution No. 2642-19, approving the Fiscal Officer's February 2019 report, and monthly financial statements.

Call for Vote: All Ayes Motion Carried

Gifts:

William noted that we received an unusually large number of donations in memory of Albert Nash. William met with his widow, who advised that Albert was a library lover, and she was very pleased that there was such an outpouring of donations on his behalf. We will be putting a gold leaf on the donor tree in his honor.

There were 24 gifts to the Library, as follows:

2641-19
Approve minutes
of regular
meeting

2642-19
Approve Fiscal
Officer's Report

2099-19

\$ 50.00 From Janice Goins and David & Kelly Robinson in memory of Albert Nash.
\$100.00 From Erick Bain in memory of Albert Nash.
\$200.00 From Stephen Nash in memory of Albert Nash.
\$100.00 From Linda and Clyde McClung in memory of Albert Nash.
\$ 30.00 From Marie Canter in memory of Albert Nash.
\$ 50.00 From Constance & George Ulrich in memory of Albert Nash.
\$ 75.00 From Marianne Stern in memory of Albert Nash.
\$100.00 From Walter Towslee in memory of Albert Nash.
\$ 50.00 From Carolyn May in memory of Albert Nash.
\$100.00 From Marguerite Mansfield in memory of Albert Nash.
\$ 30.00 From Loralee Wilson in memory of Albert Nash.
\$ 25.00 From Susan Hustek in memory of Albert Nash.
\$150.00 From Susan & Patrick Finnegan in memory of Albert Nash.
\$ 25.00 From Toni Dematte in memory of Albert Nash.
\$ 25.00 From Linda Broadhurst in memory of Albert Nash.
\$ 20.00 From Jolene Smith in memory of Albert Nash.
\$ 20.00 From Nora Steele in memory of Albert Nash.
\$ 20.00 From Mary & Scott Fitz in memory of Albert Nash.
\$ 25.00 From Cynthia Phillippe in memory of Albert Nash.
\$100.00 From Lisa Funderburg in memory of Albert Nash.
\$ 25.00 From Deborah Peters in memory of Albert Nash.
\$ 40.00 From Barbara Butler in memory of Albert Nash.

\$ 50.00 From Kittie Saracusa in memory of Elaine Claire Holmes

Gift to the Endowment Fund:

\$120.00 From Jen Miller & Armour Road Friends in memory of Albert Nash.

TOTAL \$1,530.00

Discussion took place regarding asking Mrs. Nash if she would like the funds used for anything in particular. William will follow up with Mrs. Nash.

2643-19
Accept gifts.

Holly Moore Kowalski moved and Betsey Bell seconded Resolution No. 2643-19, accepting the gifts of \$1,410.00 to the Library and \$120.00 to the Endowment Fund.

Call for Vote: All Ayes Motion Carried

Director's Report:

William detailed that our music lending service continues to be very successful; we have 15 instruments on hand that have been checked out 196 times. The Friends of the Library are strong supporters, and recently purchased an additional bass guitar. The Friends are also suggesting that we offer a ukulele class, which we are currently working on.

William noted that our "Cutting the Chord" program was a huge hit, thanks to Gerry Vogel. The first session had 130 people in attendance, and the second offering had 75 people in attendance.

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William touched on the updated website and event calendar that went live on March 4, 2019, which include enhanced online event and meeting room registration services. William noted that there were some questions on the meeting room policy from a few groups who reserve space more than 3 months in advance. William noted that Rebecca, on behalf of the Board, has responded to inquiries and copied members on the responses. William has addressed inquiries that came directly to him. Most groups were understanding when the policy was explained. Holly inquired if this was primarily for evening groups or across the board. William noted it was a combination of both, we have 109 groups that make reservations and distributed relevant calendars/documents for review. Some discussion of the three month limit rule took place. A couple of the groups requested an exception to the 3 month limit portion of the policy. Rebecca noted that change is hard, but, as a public entity, we are legally prohibited from making the requested exceptions to our policy as such exceptions invite free speech and 1st amendment challenges. William concurred noting that he had a discussion on this issue with the County Prosecutor's Office. William advised that we will continue to implement the new policy and monitor it closely to see how it works out. We want to make it fair and equitable, and we need to ensure that we can accommodate as many groups as possible while not impeding the ability of the library to offer programming. William advised that we will review this policy every quarter, if necessary. Rebecca requested that a copy of the documents distributed with this discussion be filed with the minutes from this meeting.

William stated that Shea would like to take pictures of each of the board trustees at the next meeting, and he will send out a reminder in the next couple weeks.

Statistics:

William advised that circulation is up 7 percent and attendance is up 4 percent. William stated that there were 115 programs and outreach sessions, and that Sundays have become very busy. We recently had 400 items discharged on Sunday, and we're only open four hours, making this one of our busiest time frames.

New Business:

Lorie noted on the final Appropriations Budget that the first number on the budget is the estimated revenue from the County Auditor, per the certificate on September, 2018. The second number is the numbers received from the County Auditor on the certificate dated January 20, 2019.

Lorie stated that on the Permanent Appropriations Budget she highlighted the numbers that were changed. Health Insurance was changed due to the two premium holidays, and this number is also impacted by the number of employees enrolled in the program. Our premium increase won't come until July, 2019. We also won't know what the holiday premium numbers will be until later in the year. Lorie noted she added \$8,500 to Publicity, and updated several accounts based on actual numbers from 2018. Property insurance was adjusted; originally at \$24,000.00, and we put it out for bid and got much better numbers that our current agent couldn't match. Utilities should be close to what we budgeted.

Rebecca Schaltenbrand moved and Betsey Bell seconded Resolution No. 2644-19, approving the Final Appropriations Budget at the millennium levels of:

2101-19

1000/Salaries and Benefits for \$2,068,872
2000/Supplies for \$36,900
3000/Operations/Contracts for \$492,849
4000/Materials for \$315,000
5000/Capital Outlay for \$74,500
7000/8000/Other for \$142,600

For a General Fund total of \$3,130,721 and a \$200,000 appropriation from the Building Fund for a combined total for the two funds of \$3,330,721.

Some discussion of millennial to millennial transfers took place, which require Board approval.

Roll Call Vote:

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|---------------|--------|
| Arnold | AYE |
| Beasley | AYE |
| Bell | AYE |
| Kowalski | AYE |
| Parsons | Absent |
| Pastron | AYE |
| Schaltenbrand | AYE |

Discussion of strategic planning took place. The Board agreed on Thursday, July 18, 2019 at 5:00 p.m., for a four hour planning meeting. Thursday, July 25, 2019 will be the back-up date. William advised he will explore weekend options with NEO-RLS. Betsey mentioned having the management team join the Board for this planning meeting. Rebecca requested that William discuss the issue with the management team and we can discuss this further at the April Board meeting.

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, April 11, 2019.

Rebecca Schaltenbrand, President

Cheryl Arnold, Secretary