

2106-19

President Rebecca Schaltenbrand called to order a meeting of the Avon Lake Public Library Board of Trustees on May 9, 2019 at 7:01 p.m. Trustees in attendance were: Cheryl Arnold, Betsey Bell, Holly Moore Kowalski, Steve Parsons, and Rebecca Schaltenbrand. William Beasley and Matthew Pastron were absent. Also present were Director William Rutger, Assistant Director Gerry Vogel, Fiscal Officer Lorie Scheer, and Fiscal Assistant Maureen Minadeo.

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

2647-19
Approve minutes
of regular
meeting

Holly Moore Kowalski moved and Cheryl Arnold seconded Resolution No. 2647-19, approving the minutes of the regular meeting of April 11, 2019.

Call for Vote: All Ayes Motion Carried

2648-19
Approve minutes
of Strategic
Planning Mtg.

Betsey Bell moved and Holly Moore Kowalski seconded Resolution No. 2648-19, approving the minutes of the Strategic Planning Committee meeting of April 11, 2019.

Call for Vote: All Ayes Motion Carried

2649-19
Approve minutes
of Strategic
Planning Mtg

Cheryl Arnold moved and Betsey Bell seconded Resolution No. 2649-19, approving the minutes of the Finance & Audit Committee meeting of April 29, 2019.

Call for Vote: All Ayes Motion Carried

Fiscal Officer's Report:

Lorie advised that we received the Homestead Rollback and the amount is more than half of what we anticipated. Lorie noted the bank balance at \$3,251,431.47 and there is nothing out of the ordinary to report.

Lorie noted on the Expense report that she will move funds from Summer Reading to Children's Reading. We combined these two line items. Staff recognition is over-encumbered and will be fixed. Patron Programs will also be corrected. Lorie inquired if there were any questions about the checks. Discussion took place about the check report, and the description of the check being listed on a separate document. Lorie advised that our current system is not set up to add all those items together. Lorie can put in a request to CMI, and we may be able to pay for a custom report.

2650-19
Approve Fiscal
Officer's Report

Betsey Bell moved and Steve Parsons seconded Resolution No. 2650-19, approving the Fiscal Officer's April 2019 report, and monthly financial statements.

Call for Vote: All Ayes Motion Carried

Gifts:

There was one gift to the Library, as follows:

\$75.00 from the Avon-on-the-Lake Garden Club in memory of Joanne Ames, Marybell Arnold, and Virginia Sperling.

2107-19

There was one gift to the Endowment Fund, as follows:

\$250.00 from Matthew, Andrew, and Emily Good in memory of Dr. George L. Good.

Holly Moore Kowalski moved and Betsey Bell seconded Resolution No. 2651-19, accepting the gift of \$75.00 to the Library, and the gift of \$250.00 to the Endowment Fund, for a total of \$325.00.

2651-19
Accept Gifts

Call for Vote: All Ayes Motion Carried

Director's Report:

William advised that the PLF will most likely be staying at 1.68 percent, and there are still potential changes to the taxes.

We recently had an election day, and North Ridgeville Library had a levy, which passed with 75 percent of the vote. Oberlin Library also had a levy, which passed with 90 percent of the vote. There were five levy campaigns in total, and all five passed. William noted the Lorain Public Library System has to go to each community for support.

William touched on the *Mudbound* community read event. Every department within the Library is involved with fundraising and working closely with the schools. William noted that we might see a John Deere tractor on the grounds, in keeping with the theme of the book. Rebecca inquired about insurance for the tractor while it is displayed on the grounds of the Library. William indicated that they will reach out to the Library's insurance company.

William noted that he and Shea Allmont had a meeting with Firelands Association for the Visual Arts (FAVA). FAVA is interested in partnering with the Library to host exhibitions and art classes. They are interested in increasing visibility in Avon Lake, and they kept hearing how great our Library is. Holly noted that we have True North Cultural Arts in Avon Lake.

Statistics:

William noted another increase in circulation of 5 percent and magazine borrowing of 35 percent, due to more marketing. Betsey noted attendance is flat but circulation is up. William advised that the bicycles are back in circulation, with 22 bikes and helmets already used in April. Downloadable music and videos are up 99 percent, along with teen non-fiction which is up 51 percent.

Unfinished Business:

The Strategic Planning Timeline is included in the Board packet, and William would like to get the final questions to NEO-RLS by Monday. William advised we will get a report from NEO-RLS approximately two weeks before the Board Retreat. Discussion of the survey took place, including length of time to fill out survey. William advised that Betsy from NEO thought that ten minutes should be the length of time necessary to fill out the survey.

2108-19

Discussion of survey questions ensued, after the Trustees had a few minutes to review the document. A short discussion regarding spell check and proofreading took place. Rebecca asked if there were any thoughts, questions or comments. Betsey noted question number nine, “wondering if it’s asking if you attend the Library programs, or attend programs anywhere”. Discussion regarding question eleven being too general was next, followed by question twelve; “where do you get your Library information?” Trustees asked about a cover letter going out with the survey, and William advised there will be a cover letter explaining the survey. Cheryl asked about question nine; “can we have a box that says if they check yes, can they put in the program they attended? Question eleven – could we add in something about the bikes and guitars. Rebecca suggested maybe another question which includes technology, bikes, and instruments. William suggested; “have you checked out any non-traditional items”. Betsey suggested that the items are listed so they can be checked off. Holly noted on question twenty two that we should ask for them to “check all that apply”, not just one area of the Library used most. Question twenty one has a typographical error – need to proofread. William asked about question twenty, and advised two staff inquired about a binary option. William noted he doesn’t think we need this question. Discussion ensued about specifics and open-ended questions. William noted that NEO-RLS will create a link which will go up on our website, and anyone that visits our website will be asked to take the survey. Shea shared the survey idea with the Friends and they would like a paper copy. We can do both, but the paper copies will have to be entered. We will put up a terminal station where people can take the survey, and have paper copies at the Circulation desk. We may have an insert in the local paper, Barb Cagley advises the cost is \$95.00 for an insert. Barb Cagley found that people preferred the on-line format. Betsey noted that senior citizens won’t do the survey on-line. Discussion of a press release, and ensuring that paper copies are widely available took place.

New Business:

Lorie advised that the Proposed Appropriations Revenue Budget for 2020 is a duplicate of what we were certified for in 2019, because we don’t have current revenue information. Lorie made adjustment of 3 percent for wages, which is part of the union contract. Also, 3.25 percent is the number given by Stark County for healthcare insurance increases. For bank fees and legal services, Lorie used the Consumer Price Index to approximate costs. The budget from 2019 to 2020 is a 3 percent increase overall. We will do a temporary budget in November and the permanent budget in March. We can always make a change at any time, we just have to notify the county. There was a question about healthcare going up. We will get two premium holidays this year instead of the three last year. Lorie added that our cost is about \$32,000 per month, so this is a significant savings. Rebecca noted the union contract goes through 2020, and next year we will work on 2021 – 2023. William inquired about the start of the union negotiation process, and Lorie stated 2-3 months before they begin.

Rebecca Schaltenbrand moved and Cheryl Arnold seconded to approve Resolution No. 2652-19, approving the 2020 Proposed Appropriations Budget at the millennium levels of:

2109-19

1000/Salaries and Benefits for \$2,130,667
2000/Supplies for \$37,686
3000/Operations/Contracts for \$525,487
4000/Materials for \$315,000
5000/Capital Outlay for \$74,500
7000/8000/Other for \$117,600

For a General Fund total of \$3,200,940 and a \$200,000 appropriation from the Building Fund for a combined total for the two funds of \$3,400,940.

Roll Call Vote:

Motion Carried

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

William added that he included an America's Library packet for the Board, which will be discussed at the Board retreat.

With no further business to discuss, the meeting adjourned at 7:51 p.m. The next regular meeting of the Avon Lake Board of Trustees is Thursday, June 13, 2019.

Rebecca Schaltenbrand, President

William Beasley, Secretary