

2125-19

President Rebecca Schaltenbrand called to order a meeting of the Avon Lake Public Library Board of Trustees on November 14, 2019 at 7:00 p.m. Trustees in attendance were: Cheryl Arnold, Betsey Bell, Holly Moore Kowalski, Jenefer Machovina, Rebecca Schaltenbrand, and Deborah Yue. Steve Parsons was 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.

2673-19  
Approve minutes  
of regular  
meeting

Deborah Yue noted in the Unfinished Business section of the October 2019 Board meeting minutes, under **Openness**, the word comma is misspelled. Also in the **Our Values – Our Everyday** section, the word comma is misspelled.

Betsey Bell moved and Holly Moore Kowalski seconded Resolution No. 2673-19, approving the minutes of the regular meeting of October 10, 2019, with changes as discussed.

Call for Vote: All Ayes Motion Carried

**Fiscal Officer’s Report:**

Lorie advised that looking at the Revenue report, we have already collected 103 percent of revenue, and will receive the PLF in November and December, for an additional \$80,000 to \$90,000. Lorie did a recap of accounts and noted that the Star Ohio General Investment fund has \$1.3 million dollars. Lorie touched on the Expense report, noting at the end of the report, we have spent \$2,291,000. We have \$509,000 encumbered; that would still leave us with \$350,000 below our budget amount, and \$50,000 in Contingency. We will still be about \$400,000 under the budget for 2020. Lorie added we can tweak the numbers in March during review and adoption of the permanent budget if need be. Lorie asked if there were any questions regarding the check report, and there were not.

2674-19  
Approve Fiscal  
Officer’s Report

Cheryl Arnold moved and Deborah Yue seconded Resolution No. 2674-19, approving the Fiscal Officer’s October 2019 report and monthly financial statements.

Call for Vote: All Ayes Motion Carried

**Gifts:**

There was one gift to the Endowment Fund of \$100.00 from Mary Beth Michaels in memory of Dr. Ronald J. Michaels.

2675-19  
Accept Gifts

Cheryl Arnold moved and Betsey Bell seconded Resolution No. 2675-19, approving the gift of \$100.00 to the Endowment Fund.

Call for Vote: All Ayes Motion Carried

**Director's Report:**

William touched on the Parent Pride 101 meeting, and updated Trustees that there was a letter to the editor published in the West Life about the program. The program went well. Mayor Zilka was in attendance and had a story to share. Rebecca noted that there was no partnership with Parent Pride 101; the group was brought in as an expert on the subject – consistent with other programs where the Library brings in subject matter experts. William confirmed that the Library was very clear that this was an informational program only, with an overview of resources locally available.

William thanked the Trustees that volunteered their time for our tremendously successful Boo by the Woods program.

William went over the recent election, noting that 28 out of 30 public libraries were successful passing levies. Some discussion ensued regarding levies and demographics, and the success that libraries have getting their levies passed.

William noted that we will be conducting a salary survey in 2020. The last one completed by the TAMS group was in 2011. We will be working with Findlay (who recently acquired the TAMS group) for this project. This is the same organization we used for the Communication Manager position last year.

William advised that our newest collection item available to patrons are collapsible traffic cones to be used for practice for driving tests.

William gave an overview of upcoming events, noting that Christmas Carols will begin on Sunday, December 1 at 2:00 p.m. Discovery Works has a winter solstice program. There will be a Star Wars weekend celebration, movies all day in the Gallery.

William also noted upcoming holidays for library staff; Wednesday and Thursday of Thanksgiving week, Christmas Eve and Christmas Day, and New Year's Eve on December 31, 2019.

**Statistics:**

William stated the attendance statistic is not correct. The south entrance door counter was blocked by a wheelchair, and Boo by the Woods would have put our attendance numbers well over last month. Our statistics show a 2 percent drop in attendance.

It has been a year since we changed our meeting room policy, and there has not been a negative impact on room usage according to Dianne Russell. The room usage numbers were the same for 2018 and 2019. However, the policy has allowed for more Library programming. Some discussion of other libraries and their room usage policies took place.

**Unfinished Business:**

Board By-Laws is the next agenda item, and Rebecca reminded the Trustees about the language requiring the Director to bring part-time and temporary employees to the Board for appointment. Rebecca did some research and was unable to locate a similar provision in the by-laws of other libraries.

## 2127-19

Some discussion of the relevant language (Article V) took place. William advised that the resolution was passed in 1984. Rebecca noted that 1984 was before any of the current board's time, and suggested that we review and discuss the proposed changes to Article V. Rebecca read new Article 5, as follows.

Motion to amend Article V (LIBRARY DIRECTOR AND STAFF) of the Avon Lake Public Library Board of Trustees Bylaws to read as follows:

The Board will appoint a qualified library director who shall serve at the discretion of the Board. The director will be the executive and administrative officer of the Library on behalf of the Board and shall have the full charge of the administration and operations of the Library in accordance with the objectives and policies adopted by the Board and under the direction and review of the Board. The director has the authority to administer and is responsible for the care of all property, buildings, furnishings, and equipment; for the employment and direction of the library staff and all other matters relating to personnel; for the selection acquisition, and disposition of library materials and equipment; and for developing and maintaining excellent library service for the community. The director shall also have the responsibility of administering the financial operations of the Library within the limitations of the budget approved by the Board and shall perform such other duties as may be reasonably requested by the Board.

Betsey stated it was clear that the director is responsible for everything within the budget that is set by the Board with guidance from the Fiscal Officer. Rebecca noted she included the budget in this amendment, which is new and consistent with the by-laws of other libraries. Deborah Yue questioned the word "excellent" with regard to developing and maintaining "excellent" library service for the community. She asked how we gauge "excellent". Some discussion took place, and the Trustees agreed to take the word "excellent" out of the amendment, as it is subjective. Rebecca stated the applicable phrase will now read "develop and maintain library service for the community". Discussion of whether the "l" in library should be capitalized took place. It was agreed to use all lower case in this amendment. Also agreed to add the word "library" to the third sentence, before the word "property" to read:

The director has the authority to administer and is responsible for the care of all library property, buildings, furnishings, and equipment; for the employment and direction of the library staff and all other matters relating to personnel; for the selection, acquisition, and disposition of library materials and equipment; and for developing and maintaining library service for the community.

## 2676-19

Approve Article  
V of Trustees  
Bylaws

Cheryl Arnold moved and Betsey Bell seconded Resolution No. 2676-19, amending Article V (LIBRARY DIRECTOR AND STAFF) of the Avon Lake Public Library Board of Trustees Bylaws to read as presented with changes:

The Board will appoint a qualified library director who shall serve at the discretion of the Board. The director will be the executive and administrative officer of the library on behalf of the Board and shall have the full charge of the administration and operations of the library in accordance with the objectives and policies adopted by the Board and under the direction and review of the Board. The director has the authority to administer and is responsible for the care of all library property, buildings, furnishings, and equipment; for

the employment and direction of the library staff and all other matters relating to personnel; for the selection, acquisition, and disposition of library materials and equipment; and for developing and maintaining library service for the community. The director shall also have the responsibility of administering the financial operations of the library within the limitations of the budget approved by the Board and shall perform such other duties as may be reasonably requested by the Board.

Roll Call Vote:

Motion Carried

Arnold	AYE
Bell	AYE
Machovina	AYE
Moore-Kowalski	AYE
Parsons	Absent
Schaltenbrand	AYE
Yue	AYE

**New Business:**

The 2020 appropriations budget was next on the agenda. Lorie explained the proposed budget timeline leading up to the final budget in March. Revenue for next year is the number certified by the Lorain County Auditor. The PLF may be adjusted. William noted we are running on a different budget calendar than the state. Lorie stated there were no changes to the temporary budget from the beginning of the year, and that you can only transfer funds in December. Lorie advised that we can make a transfer into the Building Fund to ensure that we are well positioned for any building projects. Lorie suggested the funds be put into the Star Plus account, which gains more interest. Cheryl requested a copy of the Building Plan before the next meeting. Discussion about upcoming projects took place, and Rebecca requested we have a clear understanding of what needs to be done so we can budget accordingly. William requested that we look at Discovery Works and refreshing the area, and adding new exhibits. Lorie noted we could add another expense account named Discovery Works improvements. Discussion regarding additional storage and the very large windows that are losing the film that filters the sun ensued. William noted the windows may have to be replaced, and he'd like to schedule a meeting with the Building Committee to look at additional projects. William touched on two new displays in Discovery Works that will be featured in the next program guide.

Rebecca Schaltenbrand moved and Jenefer Machovina seconded Resolution No. 2677-19, approving the 2020 Temporary Appropriation Budget at the millennium levels of:

**2677-19**  
Approve 2020  
Temporary  
Appopiration  
Budget

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.

**2129-19**

Roll Call Vote:

Motion Carried

Arnold	AYE
Bell	AYE
Machovina	AYE
Moore-Kowalski	AYE
Parsons	Absent
Schaltenbrand	AYE
Yue	AYE

**2678-19**  
Approve Trustee  
Reappointment

Holly Moore Kowalksi moved and Betsey Bell seconded Resolution No. 2678-19, requesting the re-appointment by the Board of Education of the Avon Lake City Schools of Rebecca Schaltenbrand to the Avon Lake Public Library Board of Trustees for a 7-year term, commencing January 1, 2020 through December 31, 2026.

Roll Call Vote:

Motion Carried

Arnold	AYE
Bell	AYE
Machovina	AYE
Moore-Kowalski	AYE
Parsons	Absent
Schaltenbrand	AYE
Yue	AYE

Rebecca noted that the By-Laws indicate that we need a Nominating Committee to propose a slate of officers for the Avon Lake Public Library Board of Trustees at the December meeting. William explained the law has changed, and we now do it in December. Rebecca will be on the committee, and Holly Moore Kowalski and Jenefer Machovina volunteered to be on the committee. However, Rebecca pointed out that all Trustees are welcome to attend and participate.

**2679-19**  
Approve  
Executive  
Session

Holly Moore Kowalski moved and Cheryl Arnold seconded Resolution No. 2679-19, to convene to executive session to discuss the performance review of the Fiscal Officer at 7:53 p.m.

Roll Call Vote:

Motion Carried

Arnold	AYE
Bell	AYE
Machovina	AYE
Moore-Kowalski	AYE
Parsons	Absent
Schaltenbrand	AYE
Yue	AYE

**2130-19**

Executive session ended at 8:06 p.m. With no further business to discuss, the meeting adjourned at 8:07 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees is Thursday, December 12, 2019.

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Rebecca Schaltenbrand, President

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Steve Parsons, Secretary