President Rebecca Schaltenbrand called to order a meeting of the Avon Lake Public Library Board of Trustees on September 12, 2019 at 7:02 p.m. Trustees in attendance were: Cheryl Arnold, Betsey Bell, Holly Moore Kowalski, Jenefer Machovina, Steve Parsons, Rebecca Schaltenbrand, and Deborah Yue. Also present were Director William Rutger, Assistant Director Gerry Vogel, Fiscal Officer Lorie Scheer, Communications Manager Shea Alltmont, and Fiscal Assistant Maureen Minadeo.

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

Rebecca Schaltenbrand administered the oath of office to Deborah Yue and Jenefer Machovina.

Holly Moore Kowalski moved and Betsey Bell seconded Resolution No. 2660-19, approving the minutes of the regular meeting of June 13, 2019.

Call for Vote: All Ayes Motion Carried

Cheryl Arnold moved and Holly Moore Kowalski seconded Resolution No. 2661-19, approving the minutes of the special meeting of August 17, 2019.

Call for Vote: All Ayes Motion Carried

**Fiscal Officer’s Report:**

Lorie advised that we have received all 2019 Property Taxes and Homestead Rollback, providing an excess of $157,426.00. The PLF is trending as we anticipated. Interest received is better than we expected. Lorie explained the differences between the General Fund and the Building Fund. Lorie reviewed bank balances, currently at 3.8 million dollars. Lorie reviewed the Expense Report, noting that we are over encumbered in Health Insurance, but we will have a two month premium holiday (no premium payments), and the numbers will be adjusted to allow for that savings. Lorie noted a new line item, Patron Programs, and she will move money from Materials accounts to cover this expense. Lorie explained our Contingency account and the need to have funds available in the event of an unforeseen expense.

Betsey Bell moved and Steve Parsons seconded Resolution No. 2662-19, approving the Fiscal Officer’s June, July, and August 2019 report, and monthly financial statements.

Call for Vote: All Ayes Motion Carried

Rebecca Schaltenbrand noted that the By-Laws state that the President, Vice President and Secretary Treasurer are all check signers. All checks require two signatures.

**Gifts:**

There was one gift to the Library, as follows:
Accept Gifts

$500.00 from the North Coast Rotary Club to support the Story Book Trail.

There were two gifts to the Endowment Fund, as follows:

$100.00 from Mary Crehore in memory of Randy Knilans.

$500.00 from Mary Bello in name of the John & Mary Bello Family.

Total of $1,100 to the Library and Endowment Fund.

Holly Moore Kowalski moved and Cheryl Arnold seconded Resolution No. 2663-19, accepting $500.00 to the Library, and $600.00 to the Endowment Fund.

Call for Vote: All Ayes Motion Carried

Director’s Report:

William provided a funding update that the PLF had a small increase from 1.68 percent to 1.7 percent, due in large part to the efforts of the Ohio Library Council advocating for the increase with state legislators.

Mudbound has had several events already, and the attendance has been great. Shea Alltmont has been very active in promoting the book and movie. Heritage Avon Lake had an event with Eleanor Roosevelt, which had very large attendance. Tickets for the author event are going fast. William noted that we are encouraging people to go to the school for the author event as the venue is larger at the Performing Arts Center. The Library distributed 350 free copies of the book to promote the event and enable more of the community to read the book leading up to the visit by Hillary Jordan, Mudbound author. Patrons were encouraged and “Read & Recycle” the book by passing it on to someone else when they finished the book either via the library or their own community connection.

William noted that Adult Services Librarian, Laura Ploenzke, applied for a federal grant, and Gerry Vogel stated he would like to have a much larger scanner to help our aging population preserve their history. The equipment currently on hand is old and very slow, and we are hoping to get state of the art equipment. Rebecca advised that if we don’t get the grant, we may want to revisit this subject. Gerry noted we should know soon if we get the grant, and start up would begin in January, 2020.

William touched on Parent Pride 101, noting that we will be doing a program for parents, partnering with Equality Ohio, who will host an informational program on October 15. William provided background on other LGBTQ program and stressed that this program is designed to provide information to parents. Summer Reading was a big hit this summer, we saw an increase in numbers of books read, but not in circulation. We coordinated reading with the schools this year, and it was successful. Summer reading partnership included the Avon Lake Garden Club, Camp Imagine and the Boy Scouts who brought model rockets to the summer reading kick-off.
William noted that the Library will be closing at noon for Boo by the Woods on Saturday, October 19, 2019. This allows for set up time to transform the Library (or be ready to set up for Boo in the Basement, if necessary because of inclement weather). We know we can do it in a pinch indoors because of last year. One notable change is having a self-guided trail at 4:00 p.m. William indicated that 1,200 tickets for the regular trail have already sold out. This event is good press of the partnership between the Library and the City’s Recreation Department and a popular event with the community. Rebecca inquired about the early closing and notification to patrons. William responded that staff will make sure the community knows about the early closing and due dates will be adjusted accordingly.

**Statistics:**

William stated that we have been seeing an increase in Circulation, but this month is flat. Attendance remains consistent, and we have seen some small growth. Flat circulation is consistent with all Libraries in this region.

**Unfinished Business:**

The Strategic Planning Draft, prepared by NEO, was included in the board packet for review. This draft document was compiled by NEO, who specializes in preparing strategic plans for public libraries in Ohio, from several sources including a stakeholder discussion, discussions with staff, a community survey, and a four (4) hour Board Retreat which was held on July 25, 2019. William noted that the document looks different than the prior strategic planning documents – the mission, value, and goals are all new. William noted that after this document is finalized the next step is action steps which is a staff task. Discussion of the Strategic Planning process occurred, including how we got to this point in the process. Rebecca advised the new Trustees that we had over 700 responses from our community survey which were discussed in the Board Retreat. Discussion of a specific provisions occurred and Betsey, Chair of the Strategic Planning Committee, suggested that we finalize at the October meeting. Rebecca agreed and advised she would like to get consensus from the Board. However, it is important to understand all the work that led up to the draft document and the role of the Board. Betsey explained that the specific action tasks are the responsibility of the staff and the Board’s role is oversight. Rebecca asked Board members to present their ideas to William for discussion at the October meeting. William will send the two page document to all Trustees for review, mark-up, and discussion at the next meeting.

**New Business:**

Rebecca noted that William Beasley moved out of Avon Lake, and we are in need of a Secretary for the Avon Lake Board of Trustees that can also be a check signer. Rebecca asked if there were any nominations and Cheryl Arnold nominated Steve Parsons. Betsey Bell moved to close nominations.

Cheryl Arnold moved and Holly Moore Kowalski seconded Resolution No. 2664-19, approving Steve Parsons as Secretary of the Board of Trustees of the Avon Lake Public Library.
Roll Call Vote: Motion Carried

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

Roofing was the next item, and William reminded the Trustees that this roofing project was something that we were aware needed to be done. This entails putting membrane on the remaining ¼ of the roof that was not done last year. William advised the new Trustees that any expenditure over $10,000 requires Board approval, and any expenditure over $50,000 has to be put out for bid. This project will cost $20,730.

Cheryl Arnold moved and Betsey Bell seconded Resolution No. 2665-19, approving the roof coating for the amount of $20,730.00 to Sibley.

Roll Call Vote: Motion Carried

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

Some discussion of utilization of the General Fund or Building Fund took place. The lifespan of the project is five years, and Lorie suggested using the Building Fund.

Holly Moore Kowalski moved and Betsey Bell seconded Resolution No. 2666-19, to move to Executive Session at 8:15 p.m. to discuss the performance evaluations of the director and fiscal officer.

Roll Call Vote: Motion Carried

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

Executive session ended at 8:38 p.m., with no action taken.
With no further business to discuss, the meeting adjourned at 8:39 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees is Thursday, October 10, 2019.

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Rebecca Schaltenbrand, President

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Steve Parsons, Secretary