

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.

2118-19

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

2665-19
Approve roof coating project

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.

2666-19
Approve roof coating project

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.

2119-19

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.

Rebecca Schaltenbrand, President

Steve Parsons, Secretary