

2131-19

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

Cheryl Arnold swore in Rebecca Schaltenbrand as a Trustee of the Avon Lake Public Library, commencing January 1, 2020 and ending December 31, 2026.

2680-19
Approve minutes
of regular
meeting

Deborah Yue noted two typographical errors in the November meeting minutes. On page one, Deborah’s last name is misspelled. On page three, paragraph three, the word “gage” should be “gauge”.

Holly Moore Kowalski moved and Cheryl Arnold seconded Resolution No. 2680-19, approving the minutes of the regular meeting of November 14, 2019, with amendments.

Call for Vote: All Ayes Motion Carried

2681-19
Approve minutes
of Nominating
Committee
meeting

Holly Moore Kowalski moved and Cheryl Arnold seconded Resolution No. 2681-19, approving the minutes of the Nominating Committee meeting of November 14, 2019.

Call for Vote: All Ayes Motion Carried

Fiscal Officer’s Report:

Lorie pointed out that as of the end of November, on the revenue side, we were short by \$23,000; however, the PLF will exceed that number. Lorie discussed the bank report, noting that the total in the General Fund is 2.3 million dollars and the Building Fund is \$879,000. Lorie stated that there will be no payments in December and January for health insurance. The \$50,000 in Contingency will be discussed later in the meeting. Regarding the Building Fund, Lorie stated that we originally budgeted for \$75,000 to be transferred to the Building Fund. However, Lorie advised that we should move more funds to the Building Fund.

2682-19
Approve Fiscal
Officer’s report

Holly Moore Kowalski moved and Jenefer Machovina seconded Resolution No. 2682-19, approving the Fiscal Officer’s November 2019 report, and monthly financial statements.

Call for Vote: All Ayes Motion Carried

Lorie recommended that the Trustees transfer \$650,000 from the General Fund to the Building Fund, which will result in \$1,704,981 in the General Fund and \$1,529,464 in the Building Fund. Lorie noted that the Building Fund should be in sync with the building plan and discussion ensued. Trustees noted that we need a significant update to the building plan, and bathrooms, windows and the parking lot were items of interest.

2132-19

Lorie noted that this requires a motion. Upon Board approval, it and she will then submit paperwork to do the cross millennial transfer, if needed.

2683-19
Approve General
Fund Transfer

Rebecca Schaltenbrand moved and Holly Moore Kowalski seconded Resolution No. 2683-19, approving a transfer of \$650,000 from the General Fund to the Building Fund as requested by the Fiscal Officer.

Roll Call Vote:

Motion Carried

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

Lorie stated she will report to the Board in January if there were any changes made to any of the accounts.

2684-19
Approve
Permanent
Appropriations

Rebecca Schaltenbrand moved and Cheryl Arnold seconded Resolution No. 2684-19, approving the 2019 Permanent Appropriations with the amended General Fund amount of \$3,130,721.00 and Total Fund amount of \$3,706,721.00.

Roll Call Vote:

Motion Carried

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

Lorie gave an example that if we were over encumbered with a large invoice, she could transfer the money to cover the expense. The funds would come from Contingency and be placed wherever necessary.

Rebecca Schaltenbrand moved and Jenefer Machovina seconded Resolution No. 2685-19, approving the use of contingency funds for any cross millennial transfers at year-end.

2685-19
Approve
Contingency
Funds

Roll Call Vote:

Motion Carried

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

Lorie noted we would still be within the Operating Budget, and this is simply a procedural requirement. Lorie noted she will report back any and all changes in January.

Gifts:

There were no gifts to the Library this month.

Director's Report:

William touched on the Read, Write, Local event which featured 24 authors on November 9. This was a second event and had over 200 attendees. The Friends group also had a sale on the same date. Gerry Vogel noted that we have a good formula for this event.

William stated that the Haley Trikes book bike has finally arrived and is located across from the Circulation desk. The bike was funded by the Friends of Avon Lake Public Library and a number of staff have expressed an interest in taking it out to community events. We can take along a lap top and sign people up for Library cards or check books out. Holly noted that all city parks have internet capabilities.

William noted that the State of Ohio Auditor has introduced a new public records rating system, which will rate local governments and state agencies based on their adoption of best practices regarding public records and open meetings. We will be getting an update from the Ohio Library Council on this new rating system.

William advised that the PLF continues to be over estimate, noting that the total was over 400 million dollars for the first time since 2008. William advised that the PLF continues to be over estimate, noting that the total was over 400 million dollars for the first time since 2008. Also, October was the first month that sales taxes for out-of-state online retailers were collected.

William detailed upcoming events including:

- The Hot Chocolate Challenge, a summer reading program in the winter
- Digital Damsels, an on-line book club
- Organize Your Life 2020 Series
- Star Wars Day

Statistics:

William stated that attendance was down but circulation was up. Digital numbers were very good, and we had 102 programs with attendance of close to 2,700 individuals.

William advised that in February we will be reporting on the State Library report. William also detailed that the Strategic Plan was included in the Board packet. William will be reporting on this monthly, including action items we are working on. William will coordinate with every department, and the management team will come up with ideas, which William will incorporate in his monthly reporting. William noted that the staff seem excited and some really good ideas have come forth. Staff has an interest in working together and we want to encourage idea sharing. The January agenda will include some of these items.

2686-19
Approve
Executive
Session

Rebecca Schaltenbrand moved and Holly Moore Kowalski seconded Resolution No. 2686-19, to convene to Executive session at 7:40 p.m. to discuss compensation for the Director, Fiscal Officer, and non-bargaining employees.

Roll Call Vote:

Motion Carried

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

Executive session ended at 7:54 p.m.

2687-19
Approve 3%
wage increase
for non-
bargaining
employees

Rebecca Schaltenbrand moved and Jenefer Machovina seconded Resolution No. 2687-19, approving a wage increase of 3 percent for those non-bargaining employees designated by the Director (excluding the Director and Fiscal Officer), effective the pay period that includes January 1, 2020.

Roll Call Vote:

Motion Carried

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

2688-19
Approve 3%
increase for
Director &
Fiscal Officer

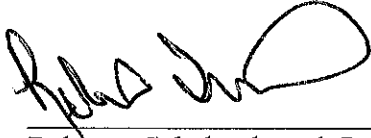
Rebecca Schaltenbrand moved and Deborah Yue seconded Resolution No. 2688-19, approving an increase of 3 percent for the Director and Fiscal Officer, effective the pay period that includes January 1, 2020.

Roll Call Vote:

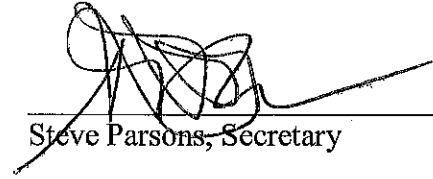
Motion Carried

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

With no further business to discuss, the meeting adjourned at 7:56 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees is Thursday, January 9, 2020.



Rebecca Schaltenbrand, President



Steve Parsons, Secretary