

President Holly Moore Kowalski called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, February 12, 2009 at 7:00 p.m. A roll call was taken and the following trustees were in attendance: Betsey Bell, Jim Clark, Jennifer Kennedy, Larry Kovacs and Holly Moore Kowalski. Trustee Irene Keyse-Walker was unable to attend. Also present were Director Mary Crehore, Assistant Director Gerry Vogel, Fiscal Officer Lorie Scheer, Deputy Fiscal Officer Cathi Fischbach, and managers Nick Kelley, Judy Means, Paula Shadle, Ed Zovack, Public Relations Coordinator Jill Ralston and Facilities Maintenance Manager Marty Flynn. Sally Klepper was in the audience.

Betsey Bell read the oath of office and was sworn in by Holly as a Trustee of the Avon Lake Public Library Board of Trustees.

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

1834-09

approve
minutes of
org. mtg.

Jim Clark moved and Larry Kovacs seconded to adopt Resolution #1834-09, approving the minutes of the organizational meeting of January 8, 2009.

Call for Vote: All Ayes

Motion Carried

Jim Clark moved and Jennifer Kennedy seconded to adopt Resolution #1835-09, approving the minutes of the regular meeting of January 8, 2009.

Call for Vote: All Ayes

Motion Carried

1835-09

approve
minutes of
reg. mtg.

Due to a minor problem with the lap-top, presentation of the financial report was delayed. Mary introduced Nick Kelley, our new Technology Manager (pending board approval) who proceeded to find a *fix* for our technology problem. Mary proceeded with her report.

Director's report: Library Directors and Trustees met with State Representative Matt Lundy on Friday, January 9 at Avon Lake Public Library and with State Representative Terry Boose on Friday, January 23 at Herrick Memorial Library in Wellington. The Directors' and Trustees' message to the State Representatives was, we are busier than ever in these tough economic times, so please do not reduce the percentage of the Public Library Fund. Their message was all government entities need to show as much efficiency as possible. OLC Legislative Day is scheduled for Wednesday, March 11. There will be a morning reception at the Westin, lunch on your own and appointments with the legislators. The OLC Trustees Dinner for the North Chapter is Wednesday evening, April 15 at the Holiday Inn, Independence. The topic will most likely be the 2009/2011 biennium budget and its impact on the Public Library Fund. Mary invited the trustees to attend the OLC Legislative Day and/or the OLC Trustees Dinner. While on the topic of trustees attending OLC and other library related functions, Betsy said she would like a name badge to wear to these functions. Mary agreed to order a badge for Betsy and urged the other trustees to contact her if they also wanted a name badge. All seven public libraries in Lorain County are collaborating on a "one county reads" program in October, 2009. The book that was chosen is "An Open Book", by Michael Dirda who grew up in Lorain. The Lorain Public Library System is paying his entire fee of \$4,500, while the six remaining libraries have pledged to cover all of the marketing and publication relations costs. Mary pledged \$1,000 towards this and is hoping to use endowment fund interest for this. Dirda will appear at Avon Lake Public Library for an evening program on Wednesday, October 28.

Monthly Statistics: Circulation is down 9.5% year-to-date and down 9%, comparing January 2009 to January 2008. Twelve hours of circulation were lost when the library closed for a severe snowstorm on January 28. Gerry pointed out several changes that were made to the statistics report.

The following financial report for January, 2009 was presented and placed on file:

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$ 62,605.21	\$ 244.60
Balance-Operating Funds	\$ 991.77	\$ 56,192.46
Balance-Investment Funds	\$120,540.32	\$ 327,081.10
Total Balance All Funds	\$504,805.65	

Lorie began her report by reminding us that by the end of March we will have a better picture of where we stand financially for 2009. January revenue is 100.58% of target. The monthly budgeting that Lorie, Mary and Gerry agreed to implement this year is working well. Lorie pointed out several points of interest in her report. She pointed out that the bank accounts report reflected a \$100,000.00 transfer from the Building Fund to the General Fund as a temporary advance. Also, temporary transfers of \$105,000.00 will be made from the Charter One General Investment Account and \$12,839.82 from the Star Ohio General Investment Account, to the General Fund checking account. These transfers were approved at the January board meeting. Two negatives are shown on the statement of cash position report; outstanding encumbrances and ending balance. Since salaries/benefits and contractual obligations are encumbered quarterly, a negative balance may occur since the encumbrances are based on revenue yet to be received. Larry Kovacs moved and Betsey Bell seconded to approve Resolution #1836-09, approving the Fiscal Officer's January 2009 report, monthly financial statements and investment.

Call for Vote: All Ayes

Motion Carried

There were no gifts to the library in January.

Unfinished Business: Mary introduced Marty Flynn, Facilities Maintenance Manager and asked him to expound on the need for ballast and lamp replacement throughout the library. Marty showed the difference between the current bulbs and ballasts. He referred to the savings analysis worksheet that was distributed to the trustees, in order to show the cost savings that we could expect to achieve by going ahead with this project. Betsy inquired if we would have to reduce expenditures in other accounts to fund this project. Lorie said that was a possibility since the funding for this would come out of the General Fund. Lorie's recommendation was to wait until April when we would have a clearer picture of 2009 revenue. Holly said that this is a project that must eventually be done and that waiting would not be beneficial since we are currently wasting electricity by using the T-12 lamps and fixtures, which will become obsolete in a few years. Betsey and Jim questioned Marty about future building repair/maintenance expenses. Marty said considering the age of the original part of the library, we certainly need to plan on having building repair/maintenance expenses in the near future. Lorie agreed that we need to be very conservative in order to maintain a balance in the Building Fund account that is sufficient to support any emergency repairs that may occur.

1837-09
approve
purchase of
ballasts &
lamps

Betsey and Jim both said they would like to see a list of foreseeable building maintenance and repairs. Since there were no further questions or discussion, Larry Kovacs moved and Betsey Bell seconded to adopt Resolution #1837-09, to approve the purchase of 350 T-8 ballasts and 1,200 T-8 lamps from Sandusky Electric for ballast and lamp replacement on the avenue, and 20 emergency lighting ballasts, not to exceed \$7,010.00.

A Roll Call Vote Was Taken: All Ayes Motion Carried

Betsey Bell	AYE
Jim Clark	AYE
Jennifer Kennedy	AYE
Irene Keyse-Walker	ABSENT
Larry Kovacs	AYE
Holly Kowalski	AYE

1838-09
approve labor
by Atlas
Electrical
Construction
to install
ballasts &
lamps

Larry Kovacs moved and Betsey Bell seconded to adopt Resolution #1838-09, to approve labor by Atlas Electrical Construction for the installation of 350 T-8 ballasts and lamps on the avenue, and 20 emergency lighting ballasts, not to exceed \$7,460.00.

A Roll Call Vote Was Taken: All Ayes Motion Carried

Betsey Bell	AYE
Jim Clark	AYE
Jennifer Kennedy	AYE
Irene Keyse-Walker	ABSENT
Larry Kovacs	AYE
Holly Kowalski	AYE

1839-09
hire Nick
Kelley,
Technology
Manager

New Business: Jennifer Kennedy moved and Jim Clark seconded to adopt Resolution #1839-09, approving the hire of Nicholas Kelley as Technology Manager at \$24.62/hour, effective February 9, 2009.

A Roll Call Vote Was Taken: All Ayes Motion Carried

Betsey Bell	AYE
Jim Clark	AYE
Jennifer Kennedy	AYE
Irene Keyse-Walker	ABSENT
Larry Kovacs	AYE
Holly Kowalski	AYE

1840-09
amend 2009
list of days
closed

Jim Clark moved and Jennifer Kennedy seconded to adopt Resolution #1840-09, to amend the 2009 listing of days closed to include Sunday, September 6.

Call for Vote: All Ayes Motion Carried

Mary made a request of the board to approve an expenditure from the interest earned on the ALPL Endowment Fund for the purchase of the RainWise MKIIICC Computer Interface and Data Logger. This software and a peripheral are used with the DiscoveryWorks weather station in order to more effectively produce “real-time” weather information.

Betsey Bell moved and Jim Clark seconded to adopt Resolution #1841-09, approving the expenditure of \$370.00 from interest earned on the Avon Lake Public Library Endowment Fund for the purchase of the RainWise MKIIIIC Computer Interface and Data Logger to enhance the DiscoveryWorks weather station.

1841-09
expenditure
from ALPL
Endowment
Fund interest

A Roll Call Vote Was Taken: All Ayes Motion Carried

Betsey Bell	AYE
Jim Clark	AYE
Jennifer Kennedy	AYE
Irene Keyse-Walker	ABSENT
Larry Kovacs	AYE
Holly Kowalski	AYE

With no further business to discuss, the meeting was adjourned at 8:10 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees will be Thursday, March 12, 2009 at 7:00 p.m.

President _____
Holly Moore Kowalski

Secretary _____
Jennifer Kennedy