

President Holly Moore Kowalski called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, September 10, 2009 at 7:00 p.m. Trustees in attendance were: Betsey Bell, Jim Clark, Jennifer Kennedy, Irene Keyse-Walker, Larry Kovacs, Holly Moore Kowalski, and Steve Lavelle. 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, and Public Relations Coordinator Jill Ralston. Also in attendance were: Laurie Tierney, Friends' President, and practicum student Kathryn Cooley.

Mary made a request for an addition to the agenda: the hiring of three student pages added as VIII D.

1868-09
approve
minutes of
regular
meeting

Betsey Bell moved and Jim Clark seconded to adopt Resolution #1868-09, approving the minutes of the regular meeting of July 23, 2009.

Call for Vote: All Ayes

Motion Carried

Mary Crehore left the meeting at 7:10 p.m. to accept a donation for the Children's department from the Kiwanis Club, which was meeting in the Gallery. She returned at 7:20 p.m.

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

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$ 60,392.30	\$ 85.92
Expense MTD	\$219,063.47	\$ 00.00
Balance-Operating Funds	\$ 8,684.12	\$ 53,043.85
Balance-Investments	\$ 20,790.83	\$ 377,689.44
Total Balance All Funds	\$460,208.24	

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

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$624,019.95	\$ 67.78
Expense MTD	\$144,831.94	\$ 00.00
Balance-Operating Funds	\$291,780.71	\$ 53,061.87
Balance-Investments	\$120,799.83	\$ 427,739.20
Total Balance All Funds	\$893,381.61	

Lorie stated that as of August 31 we are at approximately 67% of revenue year-to-date. We have basically encumbered the funds for all the predictable expenses for 2009. Thanks to Nick Kelley we no longer have to revise appropriations for the Technology Hardware account. Nick was able to make room on the existing server by fixing a malfunctioning back-up file that was not purging properly, thus eliminating the need to purchase a new server at this time. Lorie pointed out that we should not see any more bank fees on the appropriations report because the switch to First Federal of Lakewood from Fifth Third Bank has been made. Steve asked if we were limited to the type of institution that we used for banking. Lorie said that we are not limited as long as the institution is FDIC insured. As shown on the Plan vs. Actual 2009 revenue sheet, Lorie pointed out that we are 5.58% below the revenue that we were certified for and 3.25% below what we budgeted.

1869-09

approve
financial
reports

Since there was no further discussion on the financial reports, Larry Kovacs moved and Steve Lavelle seconded to adopt resolution #1869-09, approving the Fiscal Officer's July, 2009 and August, 2009 reports, monthly financial statements and investments.

Call For Vote: All Ayes

Motion Carried

1870-09

accept gifts

Gifts to the Library: Jim Clark moved and Betsey Bell seconded to adopt Resolution #1870-09 accepting a gift of \$50.00 from Gary Chen and Natthamol Bumrungvongtong for the Children's department and the following gifts to the Avon Lake Public Library Endowment Fund in memory of Linda Davis: \$15.00 from J. Richard and Mary Novotny, \$25.00 from Robert and Anita Hlava, \$25.00 from James Best and \$50.00 from Mary Ann Vizdos.

Call For Vote: All Ayes

Motion Carried

Director's Report: Summer reading numbers were basically flat from 2008 to 2009, with the exception of the number of books read/listened to in the Adult Services department, with almost 100 more than in 2008. The Super Heroes Fun Fair was held on Saturday, July 25 with 550 attendees. Sixth and seventh graders traditionally make up the core of the Young Adult department summer reading program, but the staff reported that more high school students participated this year. The Adult department included a fine forgiveness coupon worth 50 cents in their summer reading program. Of Adult's three summer programs, the Interviewing Skills workshop had the most attendance. Mary expressed her appreciation to the staff for the work put into the summer reading program with fewer resources. Mary reminded the trustees that Michael Dirda, a Lorain native, will make an appearance at our Library on October 28, as part of the county-wide program, Lorain County Reads. Seven libraries in the county are sharing the promotional expenses for his visit. Lorain County Public Library System is paying all other expenses. Mary will hold a book discussion on Dirda's book "An Open Book : Coming of Age in the Heartland" on Tuesday, September 29 at 7:00 p.m. Staff cleaning week, August 10 – 14, was very successful. Staff was able to organize and clean areas not attended to by cleaners. Mary and Lorie were able to take time to go through files and dispose of any paperwork that we are not required to retain in accordance with our retention policy. Mary distributed copies of the Fall Program Booklet, reminding trustees that we did not have copies printed this year as we have in the past. The booklet is on our website. Jennifer suggested that we use e-mail to notify patrons that the booklet can be found on our website. Mary received a phone call from Janet Stouffer, director of Elyria Public Library System, informing her that she received a call from the County Administrator's office, inquiring if Elyria Public Library System would endorse the Lorain County sales tax increase that will be on the November ballot. Public libraries do not endorse political issues. When consulted on this matter, Gerry Innes, assistant Lorain County prosecutor suggested libraries may want to rethink their stance on this issue, since libraries may be directly affected if the tax levy fails ie: cuts in the prosecutor's office. The trustees unanimously agreed that we should remain neutral in regards to this issue.

Statistics: Our year-to-date circulation is down 3.8% and the August 2009 compared to August 2008 circulation is down 1.5%. Computer sessions are up 28.8% year-to-date and reference questions pertaining to computer instruction are also up.

As explained in the Director’s report, seven libraries in Lorain County are sharing the advertising expenses for the Lorain County Reads event. Each library’s share would be approximately \$700.00 (excluding Lorain County Public Library System, which is picking up all expenses incurred except for advertising.) Since we are the fiscal agent for this event, we have chosen to pay for the printing cost of posters as our portion of the entire cost. Mary requested approval to make payment for the posters from the Avon Lake Public Library Endowment Fund. Larry Kovacs moved and Irene Keyse-Walker seconded to adopt Resolution #1873-09, approving payment from the Avon Lake Public Library Endowment Fund directly to Allan Kenard Printing for \$747.00 for poster printing for the Michael Dirda event “Lorain County Reads,” signifying ALPL’s shared contribution to this county-wide public library program.

1873-09
 approve pmt.
 to Allan
 Kenard
 Printing from
 Endowment
 Fund for Dirda
 posters

A Roll Call Vote Was Taken: All Ayes Motion Carried

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

Betsey Bell asked if anyone had information on Jane Goodall’s TACARE program. She did not know many details, but had heard it was an interesting program available to schools and libraries. Gerry said he would look into it for the Library.

Mary asked if there were any questions pertaining to the additions and reductions that she is proposing to the fines and fees schedule. Since there were no questions, Betsey Bell moved and Steve Lavelle seconded to adopt Resolution #1874-09, approving the additions and reductions in fines and fees, regarding faxing, interlibrary loan and the DiscoveryWorks telescope, as presented by the Director.

1874-09
 approve
 additions &
 reductions to
 fines & fees
 schedule as
 presented by
 the Director

A Roll Call Vote Was Taken: All Ayes Motion Carried

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

Included in the board meeting packet was information on the Abitibi Paper Retriever Program, a unique recycler of newspapers and magazines. Mary received a request to place a bin on our property. The Library would receive payment based on monthly collections. Jim asked if we would be hurting the schools since they also have bins on their properties. Mary said she thinks people will use the most convenient box available and she doubts the schools will notice much of a decrease in their collections. Irene Keyse-Walker moved and Jim Clark seconded to adopt Resolution #1875-09, approving the placement of a paper recycling bin in the southeast corner of the parking lot.

1875-09
 approve
 placement of
 paper
 recycling bin
 in library
 parking lot

Call For Vote: All Ayes Motion Carried

Mary asked the trustees to approve the hiring of three new student pages who are replacing three student pages who have left to attend college. Irene Keyse-Walker moved and Jim Clark seconded to adopt Resolution #1876-09, approving the hire of the following persons as Student Pages at \$7.40 per hour: Mary Margaret Holleran and Amy Knip, effective August 27, 2009; and Connor McDevitt, effective September 23, 2009.

1876-09
approve hire of
pages:
Holleran, Knip
& McDevitt

A Roll Call Vote Was Taken: All Ayes Motion Carried

Betsy Bell	AYE
Jim Clark	AYE
Jennifer Kennedy	AYE
Irene Keyse-Walker	AYE
Larry Kovacs	AYE
Holly Kowalski	AYE
Steve Lavelle	AYE

President _____
Holly Moore Kowalski

Secretary _____
Jennifer Kennedy