

I. Call to Order and Roll Call

President Steve Parsons called to order a meeting of the Avon Lake Public Library Board of Trustees via video conference (Zoom) on April 9, at 7:04 p.m. Trustees in attendance were: Steve Parsons, Michele Jakubs, Rebecca Schaltenbrand, Deborah Yue, Betsey Bell, and Jenefer Machovina. Holly Moore Kowalski was absent. Also present were Director William Rutger, Fiscal Officer Lorie Scheer, Assistant Director Gerry Vogel and Administrative Assistant Carrie Muzychak.

II. Adjustments to the agenda – There were no adjustments to the agenda.

III. Public comments - There were no public comments.

IV. Minutes

Betsey Bell moved, and Jenefer Machovina seconded **Resolution No. 2785-21**, approving the minutes of the regular meeting on March 11, 2021.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Reports

A. Fiscal Officer's March 2021 reports and monthly financial statements - Lorie touched on the Revenue Report noting we are slightly ahead for Property Taxes/Homestead Rollback Revenue which is a positive. Lorie added that the State requires the Library to report the gross amount as a deposit and net the cost of collecting as an expense. In addition, the Revenue from the PLF was higher than anticipated as well. Lorie also noted that she updated the Estimated Revenue column to reflect the approved Permanent Appropriations Budget.

Lorie had a few comments on the Expense Report. She will be researching expenses related to the Cleaning and Music-Adult line items. Lorie clarified a few items on the Check Report including the expense from CIVICA for an additional module for our accounting system. Lorie explained this module will be used for creating and processing electronic purchase order requests. With this new system, data will be held electronically and we will have increased ability to access more detail on our purchase orders.

Betsey Bell moved, and Rebecca Schaltenbrand seconded **Resolution No. 2786-21**, approving the Fiscal Officer's March 2021 report and monthly financial statements.

Call For Vote: All Ayes Motion Carried

B. Collateral Letter - Lorie provided an overview of the Ohio Pooled Collateral System. Letters from the State Treasurer's Office were received by the Board Officers/check signers requesting email information for online verification of balances. Rather than doing this, when annual

verification is requested from the Treasurer's Office, Lorie will present the Ohio Pooled Collateral reports and pertinent financial statements for review and approval by Board Officers, prior to submitting them to the State. The Trustees agreed to this process and Lorie will bring the report to the attention of the Trustees when it is received.

VI. Directors Reports

A. Gifts

Gifts to the Library

\$84.00 from Carol Schludecker to the Library

\$50.00 from Nicole Bailey and Mitch Hinkle in memory of Trudi Eileen Koch

Gift to the Endowment Fund

\$100.00 from McKenna Vietmer in memory of Janet Lovelace

TOTAL: \$234.00

Rebecca Schaltenbrand moved and Jenefer Machovina seconded **Resolution No. 2787-21**, accepting \$134.00 to the Library and \$100.00 to the Endowment Fund for a total of \$234.00.

Call For Vote: All Ayes Motion Carried

B. Director's Monthly Report- William provided a levy update and noted that yard signs will be put up in the community and letters to the editor were mailed out. *The Chronicle* will publish a news piece on the levy and another article on digital media and the effects on usage during the pandemic. William made mention of the Library Program Guide which will be mailed out mid-April and will include an information sheet in regards to the levy. William also noted the City's new podcast *Avon Lake Matters* will feature an interview with William and Shea. Lastly, William announced the launch of the new "Binge Boxes" which are groupings of 3-5 preselected DVD's marketed as themed "movie nights." The "Binge Boxes" are creatively displayed in the Library and patrons will receive a free bag of microwave popcorn with checkout.

C. Monthly Statistics - Items circulated totaled 44,120 for the month of March which has shown some growth over earlier months in 2021. The Library is continuing an upward trend for 2021. Figures were up considerably as compared to 2020 due to the required shut down in mid March. Steve inquired what circulation figures would be for a pre-pandemic month and Gerry advised it would average between 40,000-50,000 per month for a typical year.

D. 2020 Annual Report - William presented the 2020 Annual Report which is a snapshot of Library activity and highlights of the year. As expected, the Items Circulated data was slightly lower than the previous year due to limitations relating to the pandemic. The Report also communicates the creative services established by the Library during the pandemic such as curbside pickup service, an expanded digital collection, and personalized book services.

VII. Unfinished Business

Steve mentioned that the electronic check signature discussion was tabled. Trustees are seeking advice and input from attorneys at this time. A discussion and decision on this subject will be held in upcoming months.

VIII. New Business

Parking lot maintenance - Proposed contract documents were shared for ongoing parking lot maintenance to be completed on the Library east entrance driveway. The work will take place on Memorial Day weekend and will include asphalt installation, crack sealing, asphalt sealcoating and line striping.

Discussion ensued and Betsey proposed the requested total should be rounded up to cover any overages that may occur. Rebecca inquired about Ohio laws regarding paying prevailing wage on a project of this size. William agreed to double check with the Prosecutor's office to make sure it is in compliance with prevailing wage laws. The motion was amended to not exceed \$38,000 and to include a contingency for the prevailing wage question.

Betsey Bell moved and Jenefer Machovina seconded **Resolution No. 2788-21**, approving the asphalt installation of the East Drive entrance and crack sealing, asphalt sealcoating, and the line striping for the remainder of the parking lot for the amount not to exceed \$38,000 to Surface Engineering, contingent to questions on prevailing wage being answered.

Roll Call Vote: Motion Carried

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| Betsey Bell | AYE |
| Michele Jakubs | AYE |
| Holly Moore Kowalski | Absent |
| Jenefer Machovina | AYE |
| Steve Parsons | AYE |
| Rebecca Schaltenbrand | AYE |
| Deborah Yue | AYE |

IX. Adjourn

With no further business to discuss, the meeting was adjourned at 7:44 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is May 14, 2021.

Steve Parsons, President

Deborah Yue, Secretary