

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 June 11, 2021 at 7:01p.m.. Trustees in attendance were: Steve Parsons, Michele Jakubs, Holly Moore Kowalski, Rebecca Schaltenbrand, Deborah Yue, Betsey Bell. Also present were Director William Rutger, Fiscal Officer Lorie Scheer, Assistant Director Gerry Vogel and Administrative Assistant Carrie Muzychak. In addition, Joseph Gross (Attorney at Law Benesch, Friedlander, Coplan & Aronoff, LLP) was in attendance.

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

III. Public comments - There were no public comments.

IV. Minutes

A. Minutes of the regular meeting of May 13, 2021

Rebecca moved, and Deborah seconded **Resolution No. 2797-21**, approving the minutes of the regular meeting of May 13, 2021.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

A. Fiscal Officer's 2021 report, and monthly financial statements - Lorie spoke to the Revenue report and stated that we are exceeding the targeted funds for General Property and Homestead Rollback taxes. Many of the other smaller revenue sources are lower than expected due to fine free lending and the lack of meeting room rental income. Lorie touched on the Bank Report explaining that funds were transferred from Star Plus to StarOhio to take advantage of more desirable interest rates. Lorie explained we can move investments back and forth as rates fluctuate. For the Expense report, Lorie detailed the accounts we have allocated more than what we need and explained unencumbered funds will give the Library increased flexibility in this year's budget. Lorie pointed out we currently have \$116,692.81 of unencumbered funds available and in addition \$28,139 in contingency funds that the Library can choose to spend or move to the Building Fund in the future. Lorie also gave a detailed explanation on line item 101.700.52100 Supplies-YA, showing adjustments for reimbursements from the Friends of the Avon Lake Library on previously purchased items. With no questions on the financials or check report, Lorie concluded her report.

Betsey moved, and Michele seconded **Resolution No. 2798-21**, approving the Fiscal Officer's March 2021 report and monthly financial statements.

Call For Vote: All Ayes Motion Carried

VI. Directors Reports

A. *Gifts* - William stated there was one gift to the Endowment fund in May, as follows: \$100.00 from Susan Crawford in honor of Colleen McNeill.

Betsey moved, and Deborah seconded **Resolution No. 2799-21**, accepting \$100.00 to the Endowment Fund.

Call For Vote: All Ayes Motion Carried

B. *Director's Monthly Report* - William gave an update on reopening procedures indicating that our revised procedures have been well received by patrons and we have had very few problems. Masks are still being worn by a mix of patrons and staff and furniture was being used by patrons very soon after it was reinstated. Some areas were reconfigured and marked as single seat tables to accommodate quiet seating and more group seating areas were arranged for small group conversation. DiscoveryWorks will be open in the Fall and staff has been working to put exhibits out and complete a deep clean of the area. In July, staff will begin taking reservations for meeting room rentals for September. Book donations are being accepted now and in-person programming will also commence in September. Summer reading is well underway with the theme being "Color Your World" and staff has enhanced the Library with creative and colorful themed decorations.

The Friends held an outdoor book sale which was very successful and generated over \$7,000 in proceeds in two days. Many factors contributed to the success of the sale, including desirable weather and a cancellation of a 2020 book sale. As a courtesy, The City of Avon Lake Public Works Department loaned and set up two large tents for book sale usage. The Friends are looking to hold another outdoor book sale in the fall.

William also spoke to the State Budget update and indicated that the Senate included language in House Bill 110 to maintain the Public Library Fund at 1.70%. The larger issue may be tax cuts, which the Senate has proposed as increasing from 2% to 5%. Previous language to extend electronic meetings was dropped and public libraries will be required to resume in person public meetings beginning in July. William clarified there is tentative language that would require public libraries to provide free photo copies for personal identification and that there will be more information to follow from OLC regarding this issue. William also indicated that funding for the Imagination Library (\$16 million) will move to the State Library line item (from ODJFS) as it is becoming more of a public library responsibility. William will update the Board on more details when the final version of the bill is approved.

VII. Unfinished Business

A. *Upcoming Trustee vacancy* - William spoke to the upcoming Trustee vacancy at the end of 2021, as Holly who has served on the Board for 14 years, will be leaving. William asked the

Board if they would like to proceed by seeking new applicants by way of re-posting or contacting Trustee applicants from our previous posting in November of 2020. Discussion ensued and considering our last search was so recent, the Board agreed that candidates from the previous search be contacted to fill the upcoming vacancy at the end of this year. Betsey also advised her seat will be opening at the end of 2022. It was decided that vacancies going forward would be filled by the completion of a new posting. In addition, Trustees indicated an interest in aligning with our mission of embracing diversity and inclusion by seeking creative ways to reach a more expansive audience for future Trustee postings. With no further discussion, William agreed to notify the previous candidate of the upcoming trustee vacancy and will keep the Board apprised of next steps.

VIII. New Business

A. Credit card review - William spoke to the new provision put forward requiring the Library to document names of credit card holders and confirm usage is in accordance with Library usage policy. In accordance with this provision, the Library has conducted a 6 month credit card review. Lorie stated that an independent firm is contracted by the State to complete our audit and also do our financial reporting at the end of the year.

B. July Board meeting - Looking forward to the next Board meeting, William indicated the Board customarily takes a summer recess from meetings in July and resumes meetings in August. In the interim, William will cover any open items and can update as needed. The Board agreed that the group will not meet in July and the next Board meeting will be held in person at Avon Lake Public Library on August 12, 2021.

C. Discovery Works renovation design proposal - William gave a brief background on DiscoveryWorks (DW) indicating that the space is over 25 years old and credited the staff for doing a great job maintaining the area and exhibits. For years, staff has been compiling a “wish list” of DW improvements and enhancements that are beyond the scope of our current capabilities. William and the staff are looking to put a plan in place for a more cohesive look and requested input from RGI Creative (RGI) which is a local firm that has completed work for museum spaces in the past. RGI was asked to provide a master plan that would detail a design, cost and timeframe as a multiphase approach for budgetary purposes. This proposal would include a blueprint and 3D visualization documents that would outline a sense of time, cost and phasing.

Responding to questions from the Trustees, William further explained RGI has done work at St Joseph's School (Avon Lake) and has also serviced other public libraries. William was impressed with discussions including RGI staff on how the space is currently used and specific improvements that were desired. In addition, RGI put a lot of emphasis on incorporating educational components into the space. RGI communicated DW's existing design was impressive

and recommended the space could be further enhanced by balancing new exhibits with existing ones, especially those that are very popular with patrons. William indicated that few libraries have a space as expansive as DiscoveryWorks; however, staff have attended science educator conferences and visited various facilities similar to ours and came back with detailed information that was used in discussions.

William advised renovation design services such as this are specialized and cannot be completed “in house”. RGI has the experience working in early literacy spaces and their quote is reasonable. Michele inquired that if the plan went forward, would RGI be contracted to do the work. William replied that detailed specifications will be provided and would allow for another firm to complete the project if we decided to bid out the work. William again clarified this proposal is the first step that will provide the Library with a blueprint and timeline for proposed improvements and we can decide next steps.

Steve added that DiscoveryWorks is a “jewel of the community”, and a “treasure to have”, and perceives this to be a wonderful idea. Deborah commented on the value that DW brings to the community and agrees this is an area that needs to be refreshed. Deborah also asked if a community survey would be possible and William agreed and recommended conducting a public survey to get input and feedback from a wide variety of patrons including power users, educators, and those who attend classes. Deborah inquired whether RGI would be available to present to the Board. William concurred and will arrange a presentation to the Board to discuss findings.

Holly moved and Rebecca seconded **Resolution No. 2800-21** to approve the proposal for concept design services for DiscoveryWorks for an amount not to exceed \$36,000 to RGI Creative.

Roll Call Vote: Motion Carried

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

D. Executive session to discuss the union contract - The Board moved into Executive session to discuss the proposed union contract. Joseph Gross, the Library’s labor attorney, joined the meeting at 7:30 pm to contribute to the discussion.

Holly moved, and Michele seconded **Resolution No. 2801-21**, approving the motion to convene to Executive session at 7:54p.m. to discuss the upcoming union negotiations.

Roll Call Vote: Motion Carried

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

The Board came out of Executive session at 8:13 p.m.

Holly moved, and Michele seconded **Resolution No. 2802-21**, approving the MOU between the Avon Lake Public Library and SEIU District 1199 to revise Article XXIV (Wages) of the current CBA in accordance with the Tentative Agreement of May 26, 2021.

Roll Call Vote: Motion Carried

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

Holly moved, and Michele seconded **Resolution No. 2803-21**, approving wage adjustments for non-bargaining unit employees for 2021 and 2022 to reflect the MOU between the Avon Lake Public Library and SEIU District 1199 to revise Article XXIV (Wages) of the current CBA in accordance with the Tentative Agreement of May 26, 2021.

Roll Call Vote: Motion Carried

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

IX. Adjourn

With no further business to discuss, the meeting was adjourned at 8:20 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is August 12, 2021.

Steve Parsons, President

Deborah Yue, Secretary