

I. Call to Order and Roll Call

President Steve Parsons called to order a meeting of the Avon Lake Public Library Board of Trustees on November 11, 2021 at 7:01p.m. Trustees in attendance were: Holly Moore Kowalski, Betsey Bell, Michele Jakubs and Deborah Yue. Jenefer Machovina and Rebecca Schaltenbrand were absent. Also present were Director William Rutger, Fiscal Officer Lorie Scheer, Communications Manager Shea Allmont and Administrative Assistant Carrie Muzychak. Dr. Marilyn Valention was in attendance.

II. Adjustments to the agenda - There was one adjustment to the agenda. Betsey would like to have a discussion regarding a holiday gathering.

III. Public comments - There were no public comments.

IV. Minutes

A. *Minutes of the regular meeting of October 14, 2021*

Betsey moved, Holly seconded **Resolution No. 2816-21**, approving the minutes of the regular meeting of October 14, 2021.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

A. Fiscal Officer's October 2021 report, and monthly financial statements - Lorie reviewed the Revenue report and highlighted the \$10,000 donation from the Friends for which \$1,000 will be allocated to Childrens and \$9,000 to DiscoveryWorks. Overall, Library Revenue is in good shape and \$67,000 in Public Library Fund (PLF) was collected in October. By the end of 2022, Lorie estimates we will have a PLF balance of \$810,000 which is more than we were certified for.

Moving on to the Bank Report, Lorie noted the balances on the General Fund and Building Fund totals and mentioned she estimates the Building Fund will be over \$2 million by the end of this year.

For the Expense report, Lorie mentioned that line items with a budget overage will be addressed at the end of the year and funds remaining will be reallocated to other expenses. Lorie noted that although we recently had a \$43,606.88 expense for maintenance to the parking lot, the funds will be transferred from other line items to cover the expense. Lorie also pointed out the \$5,900 encumbered in 100.400.55400 Building Improvements that was allocated for four new floor outlets in DiscoveryWorks. William clarified this has been a request for a while as there is currently only select electricity outlets on the perimeter of the room which limits the types and location of the exhibits in DiscoveryWorks.

As for the Check Report, Lorie commented that notes were provided to include detail on purpose of checks written. With no other questions from the Board, she concluded her report.

Michele moved, and Deborah seconded **Resolution No. 2817-21**, approving the Fiscal Officer's October 2021 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

VI. Directors Reports

A. *Gifts to the Library* - There were no gifts to the Library

B. *Directors Monthly Report*: William began the discussion stating the RGI Creative Report was sent to the Board as an additional document in the packet. The primary purpose of this report was to include feedback from the community survey and use dialogue from users. This will be used as a basis for creative insight and direction to establish potential to redefine and renovate concepts. William expects to receive preliminary designs from RGI and meet in December to discuss and a presentation to the Board is tentatively planned at the February meeting. The presentation will include execution plans and a sense of scale and size in terms of budget. The DiscoveryWorks redesign project will address patron age restrictions due to the need for parental supervision as they cause restrictions for staff and patrons. RGI has been tasked with making new and existing exhibits safe and able to be self-contained and allowable to leave patrons unattended. Overall, William has been impressed with RGI as they are active or past DW patrons who represent the community and see the value of DiscoveryWorks and desire to make it "everything it needs to be".

William reported that although the weather was not ideal, the annual "BOO by the Woods" event was a success and was enjoyed by many. This event is held annually with a partnership with the City of Avon Lake and received good press. Discussions are already taking place about next year's event and tentative plans are being made to utilize the Library basement on Friday as well in order to accommodate high demand.

William spoke on the recent election stating that a few local public library levies were on the ballot. As expected, two Lorain County Libraries, Vermillion and Wellington passed their levies and Portage County also passed by a small margin. William commented that Ohio continues to see value in their libraries.

DiscoveryWorks Kits were highlighted in the report and William noted that through the efforts of the Marketing and DiscoveryWorks staff, a nice display of backpack kits is now displayed near the entrance of the department with new signage. Some of the kits are new and some are repackaged. All have been circulating well over the last weeks. The DiscoveryWorks kits were featured on the Ohio Library Council website and have been beneficial in expanding the learning ages for patrons.

C. Monthly Statistics - Circulation statistics are moving on a downward trend which is to be expected this time of year. Patrons are coming into the Library and utilizing the self-checkout machines. Curbside services have not been as popular however, as the weather changes, the Library may experience an uptick in curbside usage. However, it is clear that patrons enjoy coming into the Library to browse and select items. William commented that attendance has been steady and spread out to allow for healthy distance and appropriate staffing.

VII. Unfinished Business - none

VIII. New Business -

A. *2022 Temporary Budget* - The Temporary Appropriations Budget was presented and approved by the Finance Committee and approval is required by the Board, before submitting to the Lorain County Auditor in December. As Finance committee chair, Betsey thanked Lorie for the completion of the budget and requested she review the report and answer any questions the Board may have. Lorie also noted that she adjusted the budget to decrease the projected amount of Patron Fines and fees and Miscellaneous Revenue to account for the “Fine Free” policy instituted earlier in 2021. Amounts charged to this line item represent fines and fees for replacement of material that was lost or damaged. Fines and fees represented 2% of the Libraries revenue stream in 2021 and is proposed to account for 1% going forward.

As for the Expense detail, Lorie noted that data from 2020 was used. However since it was an odd year, 2021 actual data through the third quarter was annualized to use as a benchmark. Lorie commented the \$2,113,068 Salaries and Benefits subtotal included \$360,000 in health insurance. We have traditionally received at least 2 premium holidays where the employee and the Library do not pay insurance premiums. Conservatively, premium holidays were not accounted for in the 2022 Temporary Budget. Lorie noted the Supplies budget was kept flat and few changes were made to the Operations/Contracts budget. As mentioned previously, \$49,141 was spent on the parking lot maintenance as shown in the Building & Site Maintenance-Variable line item. For 2022, Lorie has allocated \$15,000 to the Building and Site Maintenance Fund. She then noted upcoming additional expenses pertaining to the building, such as a roof replacement, could be charged to the Building Fund if it has a life of at least 5 years. In addition, we have contingency money budgeted for extraordinary expenses and additional money in the General Fund which could be used for costs pertaining to maintenance.

On a side note, Michele asked for clarification on the budget process for the Library and William clarified a Proposed Budget is presented in May, the Temporary Budget is presented in November and in March, the Permanent Budget is approved.

Lorie noted that the Materials budget remained flat at \$315,000. Lorie clarified that Materials are classified as anything that can be checked out by patrons and include books, movies, hotspots, kits, bikes and instruments. Discussion was held on whether it would be beneficial to increase the Materials budget and William advised items are frequently purchased upon request by patrons and if not, materials can be obtained through the Inter-Library Loan process. Marilyn requested clarification on the removal of Teen Music from the budget and William clarified that as Circulation patterns ebb and flow, decisions are made to reallocate or reduce materials. Historically, Teen music circulation data had been low and it was decided that the collection be reduced and reclassified as Adult Music. Lorie clarified that the budget totals for Materials have not fluctuated. However, Gerry rearranged budget dollars from certain categories such as Downloadable Materials which increased from \$31,750 to \$50,000. Gerry frequently reviews usage statistics to evaluate needs and consider patterns to make decisions on the Library's collection of physical and digital items.

Lorie concluded her 2022 Temporary Budget report stating the budget includes contingencies which can be used toward unexpected expenses during the year. In addition, \$75,000 has been assigned as a transfer to the Building Fund. This transfer amount can be adjusted however, a transfer to the Building Fund can only occur once in December and the Library is restricted on how Building Funds can be spent. Lorie reminded the Board that monies allocated in Operating Funds can be used for operating and building projects.

Betsey moved and Holly seconded the motion to approve **Resolution No. 2818-21**, the 2022 Temporary Appropriation Budget at the millennium levels of:

1000/Salaries and Benefits for	\$2,113,068
2000/Supplies for	\$36,000
3000/Operations/Contracts for	\$479,700
4000/Materials for	\$315,000
5000/Capital Outlay for	\$52,500
7000/8000/Other for	\$115,350

For a General Fund total of \$3,111,618 and a \$500,000 appropriation from the Building Fund for a combined total for the two funds of \$3,611,618.

Roll Call Vote: Motion Carried

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

B. *Upcoming Trustee Vacancy* -William advised there will be an upcoming vacancy with the election of Jenefer Machovina to the Avon Lake School Board. The appointment of Marilyn Valerino will be on the School Board's December agenda and she will be sworn in to the Avon Lake Library Board of Trustees at the January meeting. Marilyn's application was taken from a previous pool of applicants which has now been exhausted. William refers to the Board about how to proceed filling the vacancy created by Jennifer's departure. An open trustee vacancy has been traditionally posted in house and on the Library website and other forms of social media. Steve stated that we may want to look at different processes to help identify gaps in our Board. Specifically, address the need to professionally diversity and represent a significant portion of our contingency by securing Board members with children. Deborah inquired if the Library gathers data that would provide demographics of our library users and William replied that we can gather age and location from records and would rely on the Avon Lake census data for more information. William asked trustees to consider qualified individuals in their professional and personal lives as potential candidates. Applicants interested in serving on the Library Board would then be scheduled for interviews. Betsey commented that the Trustee application may need to be revised to include additional information and Michele suggested the use of an electronic form. As discussions concluded, William agreed to send our current trustee application to the Board and request feedback. Discussion regarding edits and suggestions will be held at the December meeting with plans to post the trustee application in December and conduct interviews in January.

C. *Nominating Committee* - William indicated that the Board President for the upcoming year is typically appointed at the November meeting. An organizational meeting is traditionally held the following month. Considering Jenefer will not be on the Board to serve as President as expected, William completed research and referenced the bylaws investigating restrictions on officials serving back to back terms. William recommends that Steve Parsons serve a second term as President and Deborah Yue as Vice President and Michele Jakubs as Secretary for 2022. Steve calls for nominating the attendees of the Board as a Nominating Committee.

Betsey moved and Holly seconded **Resolution No. 2819-21**, to appoint a Nominating Committee as a whole, for the purpose of identifying officers for the year 2022.

Roll Call Vote: Motion Carried

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

The Nominating Committee recommends to appoint Steve Parsons as President, Deborah Yue as Vice President and Michele Jakubs as Secretary for 2022.

Roll Call Vote: Motion Carried

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

The 2022 Board Standing committee assignments will be as follows:

Finance & Audit:	Deborah Yue, chair, and Marilyn Valentino
Personnel:	Rebecca Shaltenbrand, chair and Michele Jakubs
Building & Technology:	Betsey Bell, chair and Jenefer Machovina's successor

D. Holiday trustee dinner: Betsey suggested a gathering of the Board to celebrate the upcoming Holidays. Discussion was held relating to Sunshine Laws in regards to public meetings and social gatherings. The Board concluded options would be discussed at the next Board meeting.

IX. Adjourn

With no further business to discuss, the meeting was adjourned at 8:06 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is December 9, 2021.

Steve Parsons, President

Deborah Yue, Secretary