

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 April 14, 2022 at 7:00p.m. Trustees in attendance were: Rebecca Schaltenbrand, Betsey Bell, Michele Jakubs. Deborah Yue and Marilyn Valentino attended via the telephone. State law provides a temporary exception permitting public bodies to virtually participate until July 1, 2022 (*SUB.H.B.51,134th General Assembly*). Christina Mars 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 was one adjustment to the agenda. Discussion will be held regarding the OLC Trustee Dinner under New Business.

III. Public comments - There were no public comments.

IV. Minutes

A. Minutes of the regular meeting of March 10, 2022-

Betsey Bell moved and Rebecca Schaltenbrand seconded **Resolution No. 2850-22**, approving the minutes of the regular meeting of March 10, 2022.

Call For Vote: All Ayes Motion Carried

B. Minutes of the Building and Technology Committee meeting of March 16, 2022-

Rebecca suggested a revision on the first paragraph of page 2081-22 of the Building and Technology Committee Meeting Minutes to read as follows: “Tony also noted several *potential* OSHA violations for workplace safety.”

Betsey Bell moved and Rebecca Shaltenbrand seconded **Resolution No. 2851-22**, approving the amended minutes of the Building and Technology meeting of March 16, 2022.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer’s Report

A. Fiscal Officer’s March 2022 report, and monthly financial statements -

Lorie began the Revenue Report reporting March Property Tax and Homestead Rollback Revenues were received and the Library is trending above what we were certified for. William indicated much of the increased revenue was indicative of the 2020 Avon Lake census numbers which show a population growth of approximately 10%. The Public Library Fund (PLF) is ahead of what we were certified for by approximately \$11,000.

As for the Bank Report, Lorie clarified current balances of approximately \$2.230 million in the General Fund, and \$2.391 million in the Building Fund.

Lorie referred to the Expense Report and mentioned she has encumbered all the payrolls for the remainder of the fiscal year and numbers were in line with what was budgeted.

Lorie noted the line item *101.100.53210 Telephone* is over encumbered by \$7,400 due to the costs related to the Library's implementation of a new phone system. Lorie has discussed with William and will evaluate other accounts we can move money from. Also referenced was *101.110.53323 Building and Site Maintenance-Variable* which is also overencumbered due to the replacement of HVAC motors.

Moving on to Check Report, Lorie notified the Board of a printing issue which resulted in duplicate checks and requiring them to be voided. Lorie highlighted the entries for checks issued. With no questions, Lorie concluded the Fiscal Officers report.

Michele Jakubs moved and Rebecca Schaltenbrand seconded **Resolution No. 2852-22**, approving the Fiscal Officer's March 2022 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

VI. Directors Reports

A. Gifts - There were two gifts to the Library in March, as follows:

\$25.00 from Sue Crumling in memory of Joe Semancik

\$100.00 from Noreen Cicerella in memory of "Pop"

There were no gifts to the Endowment fund in March 2022.

Rebecca Shaltenbrand moved and Michele Jakubs seconded **Resolution No. 2853-22**, accepting \$125.00 to the Library.

Call For Vote: All Ayes Motion Carried

B. Directors Monthly Report - William began the discussion highlighting recent press from various local television stations. The Knitted Knockers program, DiscoveryWorks and the Story Book Trail were spotlighted and have had great feedback from the community. William also noted the Library has received great feedback on the pop up visits from "Pete the Cat" and Storytime on the Trail.

Additional press has contributed to a surge in DiscoveryWorks attendance. In March, DW broke over 5,000 visitors for the first time. William remarked there are people coming from afar for visits as well as many new residents.

William briefly touched on the Public Library Fund (PLF) which continues to surpass expectations.

William gave an update on the Knitted Knockers project and commented that over 213 knitters have participated and over 164 volunteer hours have been fulfilled. This has been a meaningful project which has received recognition and appreciation from the National Chapter of Knitted Knockers.

Due to a few scheduling conflicts within the City of Avon Lake, William relayed that the date for Boo By the Woods has been changed to October 22 and 23. *Subsequent to this meeting, the scheduled date for Boo by the Woods was moved to October 7 and 8, 2022.*

William and the DiscoveryWorks staff will be meeting with RGI Creative next month for a team presentation. RGI will be presenting the final Design Package to the Board at the May 12 regular meeting. William related that many wonderful ideas have been relayed and RGI is preparing a virtual walk though so the Board can get a sense of what it's going to look like.

William conveyed more favorable weather is approaching and the Library is once again lending bicycles to patrons. This continues to be a popular option for the community and bike helmets are also available for checkout.

C. Monthly Statistics - William reported Circulation statistics for March were down but attendance was up by 80%. Many patrons are coming through the Library doors and utilizing our services. William commented the ALPL app is gaining usage as well and the new informational brochure has been a popular piece in assisting patrons.

VII. Unfinished Business -

A. Trustee Social Gathering - Carrie presented a few options for a location of a social gathering of the Board and Library Management team. Discussion was held and it was decided that the Trustee Social Gathering will be held May 20, 2022 at 5:30pm at Cafe Melissa in Avon Lake. This will be a casual gathering for trustees to become acquainted with the Management team. Betsey suggested name tags be worn and William agreed.

VIII. New Business -

A. OLC Trustee Dinner - William began the discussion stating Ohio Library Council (OLC) hosts a series of dinner meetings throughout the state for public library trustees and administrators. The closest meeting is scheduled for May 12 which coincides with the regularly scheduled Library Board meeting. William remarked that the dinners are a beneficial opportunity to meet other trustees and share information and ideas with their counterparts throughout the region. William will provide dates for next year's dinners and will fund the cost for those trustees who wish to attend.

B. Capital Improvements & Technology plans - Betsey Bell, chair of the Building and Technology Committee stated that the committee met on March 16 and went through the Building and Technology plan in great detail. Betsey and Christina reviewed estimates and concurred with the report. The most significant project is the replacement of the flat roof on the original part of the building which was built in 1982. As for the Technology plan, Nick has been working off a detailed five year plan summarizing the Libraries expenses for the upcoming years. Betsey noted technology trends show a continued shift from traditional hardware to software. Lorie clarified expenditures relating to technology will be paid out of the General Fund as opposed to the Capital Fund.

Looking forward, Lorie and William have developed a plan that defines capital expenditures for the next five years. William remarked projects with a high dollar amount may involve attorneys, architects and bidding and will take more time and funding. Some flexibility has been built in due to cost changes. Lorie also mentioned the terminology for “Building Fund” will be changed to “Capital Expenditure Fund” to clarify items paid out of this account are those not relating to general operating costs. Betsey extended thanks to Nick and Tony for work regarding the Building and Technology plans and thus concluded the discussion.

C. Automatic Doors - The next topic of discussion was the replacement of the Library’s main doors at the south entrance. William began by remarking this project has been on a “wishlist” for a while and was discussed earlier in the pandemic as a safety measure. The Library received quotes from three contractors. William commented Allied Door Systems has been recommended by another vendor and their quote is detailed, including suggestions for cost savings. William mentioned that due to long lead times, the doors may not be installed until late 2022 and in the event installation occurs in 2023, the expense will be encumbered for this year. In reference to Betsy's and Marilyn’s inquiries, William remarked that the doors will be locked when the Library is closed, will be secured and can be manually opened in the instance where the power goes out.

Michele Jakubs moved and Rebecca Schaltenbrand seconded **Resolution No. 2854-22**, approving the purchase of automatic doors for the south entrance from Allied Door Systems for an amount not to exceed \$30,000.

Roll Call Vote:	Motion Carried
Betsey Bell	AYE
Michele Jakubs	AYE
Christina Mars	Absent
Steve Parsons	AYE
Rebecca Schaltenbrand	AYE
Marilyn Valentino	AYE
Deborah Yue	AYE

D. Personnel Committee Meeting Date- William suggested setting a date to review and update the Personnel Manual. Discussion was held and it was agreed that the Personnel Committee Meeting will be held on May 4, 2022 at 6:30pm. Rebecca Schaltenbrand, as chair, and Michele Jakubs will be present and all are welcome to attend.

E. Finance & Audit Committee Meeting Date - Lorie stated the 2023 Avon Lake Library Proposed Budget must be established by July and is required to be approved beforehand by the Avon Lake School Board. Discussion was held and it was agreed that the Finance & Audit Committee Meeting will be held on May 12, 2022 at 6:00pm. Deborah Yue, as chair, and Marilyn Valentino will be present and all are welcome to attend. Lorie will be sending information in preparation for the meeting.

F. Executive Session to discuss the performance reviews of the Director and Fiscal Officer -

Rebecca Schaltenbrand moved and Betsey Bell seconded **Resolution No. 2855-22**, moving to convene into Executive session to discuss the performance reviews of the Director and Fiscal Officer.

Roll Call Vote:	Motion Carried
Betsey Bell	AYE
Michele Jakubs	AYE
Christina Mars	Absent
Steve Parsons	AYE
Rebecca Schaltenbrand	AYE
Marilyn Valentino	AYE
Deborah Yue	AYE

The Board went into Executive session at 7:55 p.m. The Board came out of Executive session at 8:13 p.m. No action was taken.

IX. Adjourn

With no further business to discuss, the meeting was adjourned at 8:14p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is May 12, 2022.

Steve Parsons, President

Michele Jakubs, Secretary