

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 May 12, 2022 at 7:00p.m. Trustees in attendance were: Rebecca Schaltenbrand, Betsey Bell, Michele Jakubs, Deborah Yue and Marilyn Valentino and Christina Mars. Also present were Director William Rutger, Fiscal Officer Lorie Scheer, Assistant Director Gerry Vogel, Site Manager Anthony Frank 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. William remarked that Tony Frank was in attendance.

IV. Minutes

A. Minutes of the regular meeting of April 14, 2022

Betsey Bell moved and Michele Jakubs seconded **Resolution No. 2856-22**, approving the minutes of the regular meeting of April 14, 2022.

Call For Vote: All Ayes Motion Carried

B. Minutes of the Personnel Committee meeting of May 4, 2022

Rebecca Shaltenbrand moved and Michele Jakubs seconded **Resolution No. 2857-22**, approving the minutes of the personnel meeting of May 4, 2022.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

A. Fiscal Officer's April 2022 report, and monthly financial statements -

Lorie began the Revenue Report clarifying funding pertaining to the PLF is on target for the year at 33%. Overall, we are ahead due to exceeding Property Taxes and Homestead Rollback Revenue.

The Month to Date Bank Report was reviewed and Lorie provided percentage allocations for accounts. The Building Fund accounts for 53%, and the General Fund accounts for 47% of the funds as reported on the Bank Report.

Lorie referred to the Expense Report and mentioned she recently completed a verification for budgeting purposes and reported that we are on track for salaries and insurance for 2022. She also highlighted a few overencumbered line items and mentioned they will be corrected later in the year. Betsey inquired about the Building & Site Maintenance-Variable line item and Lorie will research and provide details.

Moving on to the Check Report, Lorie inquired if there were any questions on the checks. Clarification was made regarding checks to Unique Management Services and Lorie stated the Library is no longer imposing fines on overdue items but fees are charged on items not returned by patrons. With no further questions, Lorie concluded the Fiscal Officers reports.

Marilyn Valentino moved and Betsey Bell seconded **Resolution No. 2858-22**, approving the Fiscal Officer's April 2022 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

VI. Directors Reports

A. *Gifts* - There were three gifts to the Library in April 2022 as follows:

- \$75.00 from Avon-on-the-Lake Garden Club in memory of past members
- \$25.00 from Charles McCartney in memory of Joseph Semancik
- \$300.00 from Bev Montgomery for the Knitted Knockers Project

Betsey Bell moved and Christina Mars seconded **Resolution No. 2859-22**, accepting \$400.00 to the Library.

Call For Vote: All Ayes Motion Carried

B. *Directors Monthly Report* -

William commented that Staff In-Service Day was held on May 6th and employees were invited to "*See Things From a Different Perspective*". William shared a photo of participants wearing themed "Library Crew" t-shirts. Gerry provided a background on speaker Eddie Kristan, who presented on the topic of empathy and customer service. William mentioned the speaker had many helpful tips on diffusing situations and suggested classifying behavior in libraries as "misuse" or "abuse" when considering action taken. As we move forward in implementing policies, some concerns may be considered "misuse" and diffusing these types of situations in a positive manner builds relationships with the community. Gerry also added the best protection is to know policies and stand by consistency in enforcement. William spoke to the skills based training where teams completed department related tasks to provide a wide range of learning opportunities. Overall, the day was well received by staff. Technical Services staff member Mary Jo Mumford provided a note of thanks to the Board.

William spoke to the Public Library Fund (PLF) and relayed the state's surplus continues to grow and continues to come in above estimates. William mentioned Avon Lake realized growth in the current census numbers which will translate into increased PLF funding once the updated formula goes into effect. Currently the formula is based on census numbers and every 10 years, Library Directors in Lorain County have the discussion on how PLF is calculated. Specifics are currently being discussed by Directors throughout the County and William will inform the group of any adjustments.

William spoke to the DiscoveryWorks renovation mentioning a draft 3D rendering was recently presented by RGI. Overall, William is pleased with the direction the project is taking and further edits are being made before a final concept can be formalized. A preview was presented to the group and William relayed the space will include bright colors and design elements such as arches and ribbons instilled to create a feeling of movement. There will be a feature to obstruct the existing sorting range and ramp, and enhance the entryway into DW. There will be plenty of storage, stroller parking and sound paneling will be added to assist with noise. William added that responses from the community survey were integrated into the design and as requested, less technology and more hands-on learning areas were included. The space will be compliant with safety and building codes. RGI will continue work and will provide a final proposal to the Board.

William spoke to the upcoming roof replacement project and shared that the request for design services was published on May 4 in the Morning Journal. William mentioned the project is gaining interest and bids are due June 6 at noon. Due to availability and staffing constraints, the project may be completed in 2023.

William announced the 2022 Avon Lake Library Summer Reading theme will be “Oceans of Possibilities”. Programming highlights include a forty-three foot interactive, walk-through whale arriving on June 14th.

C. Monthly Statistics - Circulation in April was down from last year but Library attendance has been trending upward. Patrons are using the library and using it differently. Over 39,000 items were circulated in April and 30% were checked out via the self-checkout machines or the Library app. Many new users are taking advantage of the app, which has been heavily promoted in recent months. William mentioned circulation numbers may increase due to upcoming summer programming. William noted the “ALPL Book Bike” will also make its debut this summer traveling to parks and locations throughout the area.

VII. Unfinished Business -

A. Electronic Check Signing - Steve began the discussion by relaying that the topic was reviewed last year and the discussion was tabled. Lorie spoke to the current check process which occurs every two to three weeks and requires trustees' physical signature. Electronic check signing would adjust the protocol and would require all 3 check signers to review and approve. Lorie has been processing checks via electronic check signing at Grafton Midview Library and communicated and documented the process to Steve, Rebecca and Deborah. Lorie would recommend scanning invoices and sending emails with documentation once a week on a specific day to all check signers. Checks would be electronically signed once all parties have reviewed and approved. Signatures would be housed in the accounting system behind a firewall and would have the same security as payroll. Discussion ensued and Lorie will look into questions that were raised and provide information to the group.

VIII. New Business -

A. 2023 Proposed Appropriations budget - A meeting of the Finance Committee was held on May 12, 2022 to discuss the Proposed Appropriations Budget. Steve clarified that the approval of the budget is a three step process. There will be two more meetings to finalize the budget for 2023. Lorie began the discussion noting that first quarter 2022 Revenue numbers were annualized with exceptions made for “Gifts and Donations” and “Refunds and Reimbursements”. Lorie clarified that Stark County has informed the Library health insurance will increase by approximately 7.53%. Many other expenses were adjusted by the Consumer Price Index (CPI) which is currently estimated at 8.90%. Lorie has assumed the Library will see increased costs on many contract services and has accounted for this in the budget. The Materials budget remains at \$315,000 and when the Permanent budget is reviewed later in first quarter 2023, Gerry will relay trends within categories and will reallocate as needed.

Lorie then spoke to the Building Fund and noted the proposed budget completely appropriates all money in the fund at \$2 million in anticipation of upcoming projects. In past years, a portion of the fund, typically \$300,000, has been appropriated; however, due to more significant projects ahead, budgeting extra from the Building Fund will assist in funding these building projects. William further clarified this is not “new money,” just a complete appropriation of the existing fund. Steve commented that the Finance Committee had reviewed this proposed budget.

Deborah Yue moved and Betsey Bell seconded **Resolution No. 2860-22**, a motion to approve the 2023 Proposed Appropriations Budget at the millennium levels of:

1000/Salaries and Benefits for	\$2,226,763
2000/Supplies for	\$37,780
3000/Operations/Contracts for	\$554,894
4000/Materials for	\$315,000
5000/Capital Outlay for	\$44,000
7000/8000/Other for	\$115,350

For a General Fund total of \$3,293,787 and a \$2,000,000 appropriation from the Building Fund for a combined total for the two funds of \$5,293,787.

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

B. Summer Recess - William indicated the Board customarily takes a summer recess from meetings and discussion was held. The Board agreed that the group will not meet in July and the next Board meeting will be held at Avon Lake Public Library on June 9, 2022.

C. Utility Shed - William began the discussion noting options for affordable and inconspicuous storage solutions are being investigated for the storage of the Libraries' lawn and garden gas powered equipment. The storage unit will be in compliance with fire building codes and standards.

IX. Adjourn

With no further business to discuss, the meeting was adjourned at 8:33p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is June 9, 2022.

Steve Parsons, President

Michele Jakubs, Secretary