

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 March 10, 2022 at 6:59 p.m. Trustees in attendance were: Rebecca Schaltenbrand, Betsey Bell, Michele Jakubs, Christina Mars, and Marilyn Valentino. Deborah Yue was absent. Also present were Director William Rutger, Fiscal Officer Lorie Scheer, Assistant Director Gerry Vogel, Children's Services Manager Sybil Wendling and Administrative Assistant Carrie Muzychak.

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

III. Public comments - William introduced Sybil Wendling as Childrens Services Manager.

IV. Minutes

A. Minutes of the regular meeting of February 10, 2022

Michele Jakubs moved and Rebecca Schaltenbrand seconded **Resolution No. 2844-22**, approving the minutes of the regular meeting of February 10, 2022.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

A. Fiscal Officer's February 2022 reports, and monthly financial statements -

Lorie began the Revenue Report stating it was another good month in terms of the Public Library Fund (PLF) and we are ahead of where we should be by 13%. Lorie noted negative figures in unencumbered balances indicate we are trending ahead of certified revenue.

As for the Bank Report, Lorie mentioned recent efforts to balance the proportion of dollars allocated to the General Fund and Building Fund. Currently, 68% of the balance is in the Building Fund and 32% is General Fund.

Lorie referred to the Expense Report inquiring if there were any questions and indicated more specific line item detail is included in the check report. Moving on to the Check Report, Lorie inquired if there were any questions and with no questions, Lorie concluded her report.

Betsey Bell moved and Marilyn Valentino seconded **Resolution No. 2845-22**, approving the Fiscal Officer's February 2022 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

VI. Directors Reports

A. Gifts to the Library-

There were two gifts to the Avon Lake Public Library as follows:

\$100.00 from Christian Zimmerman in honor of Alexander Christian Kassouf-Zimmerman

\$100.00 from Noreen Circarella in memorial of Wayne Becker

There were three gifts to the Endowment fund as follows:

\$500.00 from North Coast Decorative Artists in support of the Library

\$500.00 from David McClafferty in memorial of David Hornbeck

\$100.00 from Brenda Thiffault in memorial of Henry Glynn

TOTAL: \$1,300.00

William commented that North Coast Decorative Artists disbanded during the pandemic and recently gifted the Library \$500 in thanks for past usage of Library meeting rooms.

Rebecca Schaltenbrand moved and Michele Jakubs seconded **Resolution No. 2846-22**, accepting \$200.00 to the Library and \$1,100.00 to the Endowment Fund for a total of \$1,300.00.

Call For Vote: All Ayes Motion Carried

B. Directors Monthly Report - William updated the Board that the Library has been following Lorain County and CDC guidelines and have removed the mask requirements for in person programming. Plastic barriers will remain for the time. Moving forward, we may evaluate keeping the plastic barriers or look at a more permanent solution. The Library is allowing and encouraging masks and sanitizer for staff and patrons and continues to provide supplies. Betsey suggested keeping a reserve of unused masks and sanitizer as back up supplies.

As Lorie mentioned in the Fiscal Officers report, the PLF continues to exceed expectations, to which William remarked as encouraging to see.

William reports House Bill 51 regarding flexibility for open meetings has been signed by the Governor and will provide temporary authority for members of a public body to meet by teleconference or video conference. This is an option made available and will expire on July 1, 2022.

William also spoke to the current legislation under discussion for House Bill 327 "Divisive Concepts" targeted at prohibiting schools, universities, political subdivisions and state agencies from teaching, promoting and offering instruction or training on certain topics. This bill targets education but also impacts municipalities and political subdivisions which the Library is classified as. OLC is following the progress of this proposed legislation and will advise of the

impact and how it applies to Libraries. If passed, the bill may limit what we could do in regards to programming, training, collection development and social media. William will keep the Board abreast of any developments regarding this proposed bill.

The Teen Job Fair will be held at the Avon Lake Public Library on March 31. Organizations will present employment and volunteer opportunities for teens ages sixteen to eighteen. Over fifteen employers will be available and Avon Lake Library staff will also use this time to recruit for Page positions. As a side note, Steve remarked that he was once employed as a Student Page at the Avon Lake Public Library.

C. Monthly Statistics - William spoke to the monthly statistics for February and mentioned we are down 10% from last year at this time. Winter weather required a Library closure for two days in February. Sybil commented that the Winter Reading Challenge had a slow start but activity picked up and over 150 children participated. Overall, William noted Circulation was lower in all categories however, attendance figures have been increasing.

D. 2021 Annual Report- The 2021 Annual Report was presented and William noted over 481,752 items were circulated and there were over 118,872 visits to the Library. Registered Library borrowers totalled over 33,000 which is impressive seeing the population of Avon Lake was approximately 25,000 at the last census. Also included in the report were the top Adult Fiction and Nonfiction titles for 2021. Although not noted in the report, William mentioned the Harry Potter series remains the most circulated book in the Children's Fiction category. The 2021 report also included highlights such as the Library's 90 year anniversary celebration, a visit from "Whitey the Piebald Deer" and the integration of a new and improved mobile app which has been well received.

VII. Unfinished Business -

A. Trustee Social Gathering - William began discussions relaying that a social gathering of the Board has been considered at previous meetings. Considering we have a full Board, discussion was held amongst the trustees as to choosing a date and location for a social function. A tentative date was set for May 20, 2022 and venue options will be researched and brought to the next Board meeting for further discussion.

VIII. New Business -

A. Construction Counsel Services - William relayed there are a few building projects that need to be addressed. We are looking at a roofing project sooner than later. Specifically speaking, this project pertains to the entire flat roof over the original section of the building that has had patch work completed over the last few years. William proposes beginning the process by engaging Bricker & Eckler as construction counsel to guide us through the project. Bricker & Eckler is endorsed by OLC and has had experience with other public libraries. Counsel would assist the Library in hiring an architect first to provide design services and then will aid in the bid process.

In reference to Rebecca's inquiry, William stated the estimated cost of the project will be approximately \$400,000. The Board agrees hiring counsel to represent the Library is appropriate for a project of this size and level of complexity. More details will be discussed at the upcoming Building Committee meeting.

Rebecca Schaltenbrand moved and Betsey Bell seconded **Resolution No. 2847-22**, to engage with Bricker & Eckler LLP for construction council services.

Call For Vote: All Ayes Motion Carried

B. Endowment Fund Distribution - William noted that annually the Board is required to take action on the interest accrued on the Library’s Endowment Fund held by the Lorain County Community Foundation. The current amount of interest is \$26,720.34. Lorie began the discussion referencing the 3 options which are as follows: distribute as a lump sum payout, hold in the fund for later distribution, or reinvest. Lorie noted that we typically opt to hold the endowment fund interest and recommends we follow suit. Betsey reminded the group that if held, funds are “available to spend” and can be used at a later time.

Michele Jakubs moved and Christina Mars seconded **Resolution No. 2848-22**, to hold the 2022 income from the Avon Lake Public Library Endowment Fund, totalling \$26,720.24 for future disbursement.

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	Absent

C. 2022 Permanent Appropriations Budget - Lorie presented the 2022 Permanent Appropriations Budget for Board approval. In reference to earlier discussion relating to building improvements, Lorie noted some changes were made from the previous version. Specifically, monies allocated to Legal Services and Temporary Contract Labor have been increased to fund architecture and legal fees for the roofing project. As for the General Fund, \$650,000 has been set aside for Building Improvements to fund upcoming projects.

Michele Jakubs moved and Rebecca Schaltenbrand seconded **Resolution No. 2849-22**, to approve the 2022 Final Appropriations Budget at the millennium levels of:

1000/Salaries and Benefits for \$2,113,068
2000/Supplies for \$36,000
3000/Operations/Contracts for \$514,200
4000/Materials for \$315,000
5000/Capital Outlay for \$52,500
7000/8000/Other for \$115,350

For a General Fund total of \$3,146,118 and a \$650,000 appropriation from the Building Fund for a combined total for the two funds of \$3,796,118.

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	Absent

D. Building & Technology Committee Meeting - William proposed setting a date to discuss the updated Library building plan. This will be held as an open meeting posted to the public. Betsey and Christina will attend as committee members and Nick Kelley, Tony Frank and William Rutger will be present. More information regarding upcoming projects will be presented at this meeting and a summary will be presented to the full Board at the April meeting. A decision was made to hold the Building and Technology Committee Meeting on Wednesday, March 16th at 10:00 at the Avon Lake Public Library in the Lakeshore Room.

IX. Adjourn

With no further business to discuss, the meeting was adjourned at 7:57 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is April 14, 2022.

Steve Parsons, President

Michele Jakubs, Secretary