

I. Call to Order and Roll Call

President Deborah Yue called to order a meeting of the Avon Lake Public Library Board of Trustees on January 12, 2023 at 7:05 p.m. Trustees in attendance were: Steve Parsons, Rebecca Schaltenbrand, Amy Margiotti, Michele Jakubs, Christina Mars and Marilyn Valentino. 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 were no adjustments to the agenda.

III. Public comments - Amy Margiotti was sworn in as an Avon Lake Public Library Board Trustee, with the Oath of Office administered by Deborah Yue.

IV. Minutes

A. Minutes of the regular meeting of December 8, 2022

Michele Jakubs moved and Steve Parsons seconded **Resolution No. 2906-23**, approving the minutes of the regular meeting of December 8, 2022.

Call For Vote: All Ayes Motion Carried

B. Minutes of the organizational meeting of December 8, 2022

Rebecca Shaltenbrand moved and Marilyn Valentino seconded **Resolution No. 2907-23**, approving the minutes of the organizational meeting of December 8, 2022.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

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

Lorie began with the Revenue Report and noted the year-end reports have been filed with the State. Lorie pointed out that all revenue accounts exceeded expectations with the exception of Property taxes. Lorie mentioned this may be due to delinquencies that may be reported at a later time.

As for the Bank Report, Lorie reported the bank balance is \$4,085,148.46. Reflected in this balance, is a year-end transfer of \$400,000 from the General Fund to the Building Fund. Lorie spoke with William regarding the end of the year 2022 financials and excess, unused funds were reallocated to increase this transfer amount. Lorie noted the transfer is displayed on the Expense and Check Reports as debit and credit memo postings.

Lorie referred to the Expense Report and mentioned a motion will be needed to ratify the cross-millennial transfers and referred to the three accounts that were affected. First,

unencumbered monies from various accounts totalling \$24,517.35 were moved into *101.100.54999 Other Library Materials*. In addition, funds from various material and supply accounts were transferred to prepare for upcoming expenses relating to *101.100.53910 Temporary Contract Labor*. Lorie clarified this is in part due to expenses with RGI Creative for the DiscoveryWorks renovation project. Finally, Lorie noted unused money was transferred to *101.100.53298 Community Events*. Large scale programming such as the 2024 Solar Eclipse and Author Visit & Community Read are upcoming. Since they are committed events, the Library is required to encumber funds.

Lorie inquired if there were any further questions on the financial statements and Check Report and with none, concluded the report.

Rebecca Shaltenbrand moved and Michele Jakubs seconded **Resolution No. 2908-23**, the Fiscal Officer's December 2022 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

B. Cross-millennial transfer

Steve Parsons moved and Michele Jakubs seconded **Resolution No. 2909-23**, to ratify the cross-millennial transfers as presented by the Fiscal Officer

Roll Call Vote: **All Ayes** **Motion Carried**

Michele Jakubs	AYE
Christina Mars	AYE
Amy Margiotti	AYE
Steve Parsons	AYE
Rebecca Schaltenbrand	AYE
Marilyn Valentino	AYE
Deborah Yue	AYE

VI. Director's Reports

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

\$105.00 from Leah Carlise in memory of Donna Bizga (a former ALPL Children's Manager) for the Children's collection

\$100.00 from Vicki George in memory of John P. "Jack" Bergan

\$25.00 from Marjorie Whiting in memory of Margret Brooks

TOTAL: \$230.00

Christina Mars moved and Amy Margiotti seconded **Resolution No. 2810-23**, accepting \$230.00 to the Library.

Call For Vote: All Ayes Motion Carried

B. Directors Monthly Report

William presented a note of thanks to the Board from Technical Services staff member Mary Jo Mumford.

William touched on the Public Library Fund (PLF) and reminded trustees that unless there is a change in the next budget bill, the PLF percentage will revert to 1.66% of the General Revenue Fund (GRF). William encourages citizens and trustees to communicate with members of the Ohio Legislature to keep the PLF at the current rate of 1.7%.

The Library roof replacement is moving forward and discussions have been held with RE Warner. Bricker & Eckler are finalizing the legal documents. William will have an update and will present a resolution at the February meeting. The bid packet will be posted in mid February and the bids will be due in mid March. A finalized timeline will be presented at a later time.

William is also working with RE Warner on the elevator replacement project. This project will involve removing the old elevator, digging into the lower level foundation and installing a new electric unit. Price proposals will be presented to the Board in February and a special resolution will be presented for a vote. Ohio Revised Code (ORC) Section 3375.41 provides an exception to the statutory competitive bidding process for contractors in “cases of urgent necessity”. This project qualifies as an urgent necessity.

Avon Lake Public Library will be involved in a Community Environmental Education series. The Library has partnered with the City of Avon Lake which had developed a community survey and out of the results, spearheaded a series of speakers. William noted that ALCTV’s Jen Miller, will be working with Laura Ploenzke from Adult Services to create environmentally focused programming. The most current Program Guide includes details. The first program was held last week and drew forty to fifty people.

William briefly noted that the Library occasionally receives feedback on its collection displays, which encourage discovery and lifelong learning. These displays are rotated throughout the year, highlight the collection's diversity and are often associated with holidays, annual observances and seasons. Lately, Aurora has been making guest appearances with some of the displays, to the delight of many patrons.

C. Monthly Statistics - William pointed out that there was an error in the November statistics. The monthly self checkouts figure was corrected to 25%. Thank you former Trustee Betsey Bell, for her keen eye for detail.

D. 2023 Trustee Calendar - William presented a copy of the 2023 Trustee meeting timeline. Some additions have been included such as annual discussions regarding records retention and

the Employee Handbook. William will remind the group other committee meetings will be added or adjusted as needed. In addition, the Trustee directory has been updated as well.

VII. Unfinished Business - There was no unfinished business.

VIII. New Business -

A. DiscoveryWorks Renovation - RGI Design Development & Documentation - William has been in discussions with RGI Creative and RE Warner and updated the Board on the latest developments. The next phase includes four packages: Signage, Exhibit, Programming Room and Construction Intent. William briefly explained each of the packages and mentioned that RE Warner will be responsible for putting the project out for bid. Bricker & Eckler will perform a legal review of the final bid.

Steve Parsons moved and Christina Mars seconded **Resolution No. 2811-23**, approving the proposal for design, development and documentation services for DiscoveryWorks for an amount not to exceed \$48,000 to RGI Creative.

Roll Call Vote:	All Ayes	Motion Carried
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Michele Jakubs	AYE	
Christina Mars	AYE	
Amy Margiotti	AYE	
Steve Parsons	AYE	
Rebecca Schaltenbrand	AYE	
Marilyn Valentino	AYE	
Deborah Yue	AYE	

B. Trustee Portrait & Social Gathering - Discussion was held and a group photo of the Avon Lake Public Library Trustees will be arranged at the February Board Meeting. In addition, discussion will be held at a later time to organize a trustee social gathering during the summer.

IX. Adjourn

With no further business to discuss, the meeting was adjourned at 8:18 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is February 9, 2023.

Deborah Yue, President

Marilyn Valentino, Secretary