

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 February 9, 2023 at 7:03p.m. Trustees in attendance were: Steve Parsons, Rebecca Schaltenbrand, Amy Margiotti, Michele Jakubs, Marilyn Valentino and Christina Mars. Also present were Director William Rutger, Assistant Director Gerry Vogel, Fiscal Officer Lorie Scheer, 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.

IV. Minutes

A. Minutes of the regular meeting of January 12, 2023

Christina Mars moved and Marilyn Valentino seconded **Resolution No. 2812-23**, approving the minutes of the regular meeting of January 12, 2023.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

A. Fiscal Officer's January 2023 reports and monthly financial statements -

Lorie began the Revenue Report by addressing the January report and highlighting interest earnings on the General Fund of \$4,136, which is much higher than previous months. In addition, interest earnings on the Capital Expenditure Fund (Building Fund) was \$10,681 for the month of January. These increases are due to the slow but steady improvements in the economic environment.

As for the Bank Report, Lorie mentioned that we are awaiting funds for Property Taxes and the General Checking Account balance is down to \$103,391.63. Lorie recently completed a transfer from Star General to this account as the Library awaits funding from Property Taxes which will be forthcoming.

Lorie referred to the Expense Report and addressed *101.100.51610 Health Insurance* which is currently over-encumbered. Expenses relating to health insurance are impacted by the mix of employees and whether single or family coverage is taken. The Library will also be notified in July if we are granted one or more premium holidays which benefit both the Library and employees.

At the March Board meeting, the Board will need to approve and submit the 2023 Permanent Appropriations Budget. Lorie will adjust some items before presenting the final version to the Board. Line item *101.100.53910 Temporary Contract Labor* is currently over-encumbered

mostly due to an increase in expenses relating to the DiscoveryWorks project and payments made to RGI Creative Inc. An adjustment will be made to the Permanent Appropriations Budget to reflect this.

Lorie reported that line items relating to wages are encumbered through the end of May. Upcoming contract negotiations may affect wages for the remainder of the year and Lorie will adjust these accounts after union negotiations are completed.

As for the Check Report, Lorie inquired whether there were any checks the Board needed further clarification on. With none, Lorie moved on and reported that the 2020-2021 audit is very close to being completed and reminded the group the Library's next audit will be a full audit.

Lorie inquired if there were any further questions with the financial reports and with none, concluded her report.

Steve Parsons moved and Michele Jakubs seconded **Resolution No. 2813-23**, approving the Fiscal Officer's January 2023 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

VI. Director's Reports

A. Gifts -

There were two gifts to the Library in January, as follows:

\$ 50.00 from Elmore Kiwanis Club in memory of Margaret Brooks

\$ 100.00 from Amy Laity in memory of Margaret Brooks

There was one gift to the Endowment Fund in January, as follows:

\$500.00 from The Spitzer Family in honor of Miss Kim (Sherman)

William mentioned the donation in honor of Children's Services staff member Kim Sherman. A custom leaf with her name will be added to the donor tree.

Rebecca Shaltenbrand moved and Steve Parsons seconded **Resolution No. 2814-23**, accepting \$150.00 to the Library and \$500.00 to the Endowment Fund for a total of \$650.00.

Call For Vote: All Ayes Motion Carried

B. Director's Monthly Report

William began the discussion referencing the Public Library Fund (PLF) which continues to do well. In addition, State revenue continues to exceed expectations. William remarked that the biennial budget proposed by Governor DeWine includes a commitment to fund the PLF at 1.7%

for the years 2024 and 2025. Preserving the PLF at this rate as opposed to 1.66% would be beneficial to Ohio Libraries.

William provided an update on DiscoveryWorks and noted the Signage Package is close to being finalized. In addition, meetings with RGI Creative have been held to discuss options to enhance, repair and include new additional exhibits in the department. William will keep the Board updated on this project.

William also noted the cement collar on the storm drain near the Library exit was in need of repair. The seasonably warm weather has allowed the City to complete the work ahead of schedule. Exit barrels were arranged for safety reasons.

William highlighted a popular and long running book club, *Bookin' & Cookin'*, which incorporates recipes from the Library's cookbook collection and centers around a theme. Patrons are encouraged to bring dishes to share and recipes are exchanged. Adult Services staff, Nadge Herceg continually does a great job with this program and very recently, *The Morning Journal* featured an article showcasing the book club.

As a side note, William thanked the Public Relations team for efforts with Aurora - the stuffed toy kitten who has captured the attention of many. William spoke about Communications Manager, Shea Allmont and her efforts providing "experiential marketing" while connecting with patrons. Social media posts with Aurora are being used to promote Library collections, classes and programs. The story has also been highlighted in *The Morning Journal* and a segment will be run on Channel 5 news.

C. Monthly Statistics - William presented the January 2023 statistics and mentioned that Library traffic is up by 18% over January 2022 and 37,000 items were checked out last month. Marilyn commented on the increase in circulation of musical instruments which is most likely due the increasing popularity of guitar and ukulele classes offered at the Library. Also mentioned was a decrease in circulation of Teen Audiovisual items which William mentioned is related to much of the collection being incorporated into the Adult collection. Streaming services for Children's items continually do very well and William expects this trend to carry forward.

D. Annual Report- William presented the *2022 Annual Report* which highlights key statistics for the past year including the top circulation of Adult Fiction and NonFiction items.

VII. Unfinished Business -

A. Roof replacement - William notified the Board the legal documentation, public notice and Resolution presented to the Board for approval have been reviewed and approved by Bricker & Eckler LLC. The public notice for bids will be posted in the newspaper and will run for two weeks with a deadline of March 10, 2023. Contractors requesting packets can obtain the information from R.E. Warner or William Rutger.

Public Notice

Sealed bids will be received by the Avon Lake Public Library Board of Trustees as provided in this notice for the Low-Slope Roof Replacement Project. Questions may be directed to and

electronic copies of the Contract Documents, which include additional details, are on file at the Library and available by contacting Clinton Wilber, Project Architect, at cwilber@rewarner.com.

Bids shall be enclosed in a sealed envelope addressed to the Board of Trustees of the Avon Lake Public Library, ATTN: Lorie Scheer, Fiscal Officer, 32649 Electric Boulevard, Avon Lake, Ohio 44012, and plainly marked on the outside "THE AVON LAKE PUBLIC LIBRARY – LOW-SLOPE ROOF REPLACEMENT PROJECT BID." Bids will be received until 12:00 PM, local time March 10, 2023 and immediately after the deadline the bids will be opened and publicly read in the Library's Lakeshore room.

A pre-bid conference will be held on March 1, 2023 at 9:30 a.m. at the Library. In the event of adverse weather, an addendum to the bid documents may be issued indicating a revised date and time.

All bids must include a Bid Guaranty, as described in the Instructions to Bidders. Prevailing wage rates apply. No bidder may withdraw its bid within 60 days after the opening; the Board reserves the right to waive irregularities, reject any or all bids, and conduct necessary investigations to determine bidder responsibility.

Rebecca Shaltenbrand introduced the following resolution and moved its passage:

Resolution No. 2815-23

**APPROVING BID PACKAGE FOR
LOW-SLOPE ROOF REPLACEMENT PROJECT,
LEGAL NOTICE OF BIDS FOR THE WORK, AND
OPENING OF BIDS FOLLOWING TIME FIXED IN THE LEGAL NOTICE**

WHEREAS, the Avon Lake Public Library Board of Trustees (the "Board") is undertaking the Low-Slope Roof Replacement Project (the "Project"); and

WHEREAS, R.E. Warner & Associates, Inc. (the "Architect") is preparing design documents for the Project; and

WHEREAS, the Director is working with the Architect and legal counsel to prepare the Bidding Package which includes the design drawings/specifications and legal bidding/contract documents for the Project; and

WHEREAS, the Board wishes to approve the placement of the legal notices for the Project in substantially the form attached hereto, in a newspaper of general circulation in the library territory, with sealed bids to be accepted until twelve noon on March 10, 2023, and to

authorize the Fiscal Officer to open and publicly read the bids aloud immediately thereafter at the Avon Lake Public Library Lakeshore Room, pursuant to Ohio Revised Code Section 3375.41.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. The Board approves the Bidding Package for the Project.
2. The Board approves the placement of the required legal notices for Project in a newspaper of general circulation in the library territory for a period of at least two weeks, with bids being accepted until twelve noon on or about March 10, 2023 or another date as may be determined by the Director, as the Board's authorized representative, by addendum, or by operation of law. A copy of the legal notice is attached.
3. The Board authorizes the Fiscal Officer to open and publicly read aloud the bids for the Project immediately after the time for submitting such bids has expired, at the Avon Lake Public Library Lakeshore Room. The bids will be tabulated following opening, and a report of the tabulation with the Architect's recommendation for award of the contract will be provided to the Board at its next regular meeting or at a specially called meeting.

Christina Mars seconded the motion and, after discussion, a roll call vote was taken and the resolution passed. Ayes: 7 Nays: 0

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

B. Elevator replacement - William reminded the group that the elevator replacement is an urgent project as it affects the Library's ability to remain ADA compliant. Approval of these resolutions will allow the Library to begin repairs as soon as possible. William also mentioned that the documentation provides for a contingency for modifications not to exceed \$9,000.

Amy Margiotti introduced the following resolution and moved its passage:

Resolution No. 2816-23

**Approving Amendment to Architect Agreement for
Additional Services for the Elevator Removal and Installation**

WHEREAS, the Avon Lake Public Library Board of Trustees (the "Board") is

undertaking the Roof Renovation Project (the “Project”) for Avon Lake Public Library; and

WHEREAS, the Board previously approved the Architect Agreement with R.E. Warner & Associates, Inc. (“R.E. Warner”) authorizing the architect services for the Project and reserving the right to add services and improvements to the Project; and

WHEREAS, after contracting with R.E. Warner for the Project, it was discovered the Library’s elevator was in urgent need of replacement; and

WHEREAS, the preparation of drawings and construction administration services by a design professional is necessary to complete the elevator removal and installation and these are additional services outside the scope of the original Architect Agreement with R.E. Warner; and

WHEREAS, the Director solicited an Additional Services proposal from R.E. Warner for design professional services for the elevator removal and installation and R.E. Warner’s proposed compensation for such Additional Services is \$19,000.00 plus Reimbursable Expenses not to exceed \$1,000.00; and

WHEREAS, the Board wishes to approve the amendment to the existing Architect Agreement for the Additional Services relating to the drawings and construction administration for the elevator removal and installation; and

WHEREAS, in addition to these Additional Services there may be other changes to R.E. Warner’s scope of services and increases in compensation which may be documented via a written Amendment to the Architect Agreement, and to avoid Project delay and related costs, the Director or Fiscal Officer may be authorized to approve and execute an Amendment for changes to the scope of services and/or increases to the Additional Services compensation which shall not individually exceed the amount of \$9,000.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1.The Board approves the amendment to the Architect Agreement with R.E. Warner & Associates, Inc. authorizing the Additional Services relating to the drawings and construction administration for the elevator removal and installation, in substantially the form attached hereto, and including compensation not to exceed \$20,000.00 and authorizes the Director and Fiscal Officer to execute the amendment and any related documents.

2.The Board further authorizes the Director and Fiscal Officer to approve and execute Amendment(s) for changes to the scope of services and increases in the Additional Services compensation which individually do not exceed \$9,000. Should an increase in compensation exceed this amount, it will be brought to the Board for approval.

Michele Jakubs seconded the motion and, after discussion, a roll call vote was taken and the resolution passed. Ayes: 7 Nays: 0

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

Michele Jakubs introduced the following resolution and moved its passage:

Resolution No. 2817-23

**APPROVING BID PACKAGE FOR
LOW-SLOPE ROOF REPLACEMENT PROJECT,
LEGAL NOTICE OF BIDS FOR THE WORK, AND
OPENING OF BIDS FOLLOWING TIME FIXED IN THE LEGAL NOTICE**

WHEREAS, the Avon Lake Public Library Board of Trustees (the “Board”) is undertaking the Low-Slope Roof Replacement Project (the “Project”); and

WHEREAS, R.E. Warner & Associates, Inc. (the “Architect”) is preparing design documents for the Project; and

WHEREAS, the Director is working with the Architect and legal counsel to prepare the Bidding Package which includes the design drawings/specifications and legal bidding/contract documents for the Project; and

WHEREAS, the Board wishes to approve the placement of the legal notices for the Project in substantially the form attached hereto, in a newspaper of general circulation in the library territory, with sealed bids to be accepted until twelve noon on March 10, 2023, and to authorize the Fiscal Officer to open and publicly read the bids aloud immediately thereafter at the Avon Lake Public Library Lakeshore Room, pursuant to Ohio Revised Code Section 3375.41.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. The Board approves the Bidding Package for the Project.
2. The Board approves the placement of the required legal notices for Project in a newspaper of general circulation in the library territory for a period of at least two weeks, with bids being accepted until twelve noon on or about March 10, 2023 or another date as may be determined by the Director, as the Board’s authorized representative, by addendum, or by operation of law. A copy of the legal notice is attached.

3. The Board authorizes the Fiscal Officer to open and publicly read aloud the bids for the Project immediately after the time for submitting such bids has expired, at the Avon Lake Public Library Lakeshore Room. The bids will be tabulated following opening, and a report of the tabulation with the Architect's recommendation for award of the contract will be provided to the Board at its next regular meeting or at a specially called meeting.

Marilyn Valentio seconded the motion and, after discussion, a roll call vote was taken and the resolution passed. Ayes: 7 Nays: 0

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

VIII. New Business -

A. Endowment Fund distribution - William noted that annually the Board is required to take action on the interest accrued on the Library's Endowment Fund which is held by Lorain County Community Foundation. Lorie referenced the three options available as follows: hold the amount in the fund for later distribution, distribute as a lump sum payment, or reinvest. Lorie noted that we typically opt to hold the endowment fund interest. The current amount of interest is \$13,756.07. Discussion was held and the decision was made to hold the funds as they are "available to spend" and can be used at a later time. William clarified that Board approval is required to withdraw funds and are typically requested for enhancements and projects that are unique or visible.

Michele Jakubs moved and Steve Parsons seconded **Resolution No. 2818-23**, holding the 2023 income from the Avon Lake Public Library Endowment Fund, totaling \$13,756.07 for future disbursement.

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

B. Endowment request – Community Read - William presented a request for approval from the Board on a distribution from the Endowment Fund to be used to fund programming relating to the Community Read which will include a visit from author Thrity Umrigar discussing her best selling book *Honor*. William remarked the Library has received a lot of support from the Avon Lake Schools, Friends of the Avon Lake Public Library and other local organizations. One hundred physical copies of *Honor* were distributed as well as another one hundred electronic copies of the book. Programming will begin March 1, 2023 and will include events such as author visits, a performance from an Indian dance group and take home crafts as well.

Rebecca Shaltenbrand moved and Amy Margiotti seconded **Resolution No. 2819-23**, authorizing an \$3,500 expenditure from interest earned on the Library Endowment Fund for the purchase of an author visit from Thrity Umrigar for the Honor Community Read event and related events.

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

IX. Executive session: for the purpose of discussing upcoming union negotiations-

Steve Parsons moved and Rebecca Shaltenbrand seconded **Resolution No. 2820-23**, to move into executive session for the purpose of discussing upcoming union negotiations.

The Board went into Executive session at 7:49 pm. The Board came out of Executive session at 8:55 p.m. No action was taken.

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

X. Adjourn

With no further business to discuss, the meeting was adjourned at 8:56 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is March 9, 2023.

Deborah Yue, President

Marilyn Valentino, Secretary