

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 March 9, 2023 at 7:04p.m. Trustees in attendance were: Rebecca Schaltenbrand, Amy Margiotti, Michele Jakubs, Marilyn Valentino and Christina Mars. Steve Parsons was absent. 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 - Laura Ploenzke, Adult Services Librarian residing at 463 Parkside Drive, Bay Village, was in attendance. Ms. Ploenzke, as Union Representative of SEIU 1199, addressed the Board in regards to upcoming union negotiations, specifically advocating for increased wages.

IV. Minutes

A. Minutes of the regular meeting of February 9, 2023

Rebecca Shalenbrant moved and Christina Mars seconded **Resolution No. 2821-23**, approving the minutes of the regular meeting of February 9, 2023.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

A. Fiscal Officer's month, February 2023 report, and monthly financial statements -

Lorie began the Revenue Report stating the Property Tax check has not arrived; however, transfers have been made from Star Ohio to cover expenses, specifically wages. Interest income continues to be larger than expected which is good. We are keeping as much in Star Ohio and moving it as needs arise. Documentation of a transfer of \$150,000 will be in the March financials. Debbie inquired if Star Fund transfer will be transferred back. Lorie responded all funds transferred to cover the delay in receipt of the Property Tax check will be returned to the Star account.

Lorie referred to the Expense Report reporting figures from the first two months of the year stating there is nothing unusual this far in the year. Lorie highlighted expenses that will be affected by changes in the Permanent Appropriations Budget which will be explained and discussed later in the meeting.

Moving on to the Check Report, Lorie clarified we are only paying for one elevator permit as we only have one operational elevator at this time. With no questions, Lorie concluded the Fiscal Officer's Report and monthly financial statements.

Marilyn Valentino moved and Michele Jakubs seconded **Resolution No. 2822-23**, approving the Fiscal Officer's February 2023 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

VI. Director's Reports

A. Gifts - There were no Gifts to the Library for February

B. Director's Monthly Report -

William began the discussion by mentioning priority legislation of House Bill 1 (HB 1) which proposes significant changes to the Ohio tax structure by introducing a flat state income tax of 2.75%. OLC as well as other impacted groups are reviewing the potential impact. This proposal is evolving and William will keep the Board up to date as to any other movement relating to this.

Moving on to building updates, William and staff continue efforts with RGI Creative on the DiscoveryWorks renovation. Details such as exhibit and desk placement will be discussed. The bid for the roof is out to potential contractors. Bids are due at the end of the month and a competitive pool of bidders is anticipated. Lastly, William relayed elevator work will begin next week.

William highlighted a few upcoming programs including *Adventures in Sled Dog Racing and Meet a Sled Dog*.

In addition, William reminded the group of the upcoming Thrity Umrigar visit and *Honor* book discussion. Tickets for the 1:00 p.m. presentation at Avon Lake High School are available. There is limited seating for the evening engagement which will be held in the Gallery at the Avon Lake Public Library. Presentations will not be live streamed. This program is in conjunction with Avon Lake High School where students have created an impressive mural of the book cover.

C. Monthly Statistics - William reported there was nothing unusual about the Circulation Statistics noting that the same trends are continuing. Weekends are continually busy during this time of the year and Sundays continue to be popular.

VII. Unfinished Business - There was no unfinished business.

VIII. New Business -

A. 2023 Permanent Appropriations Budget -

Lorie began discussion on the 2023 Permanent Appropriations Budget adjustments. She began the discussion relaying there were no adjustments made to the Revenue and these figures were certified by Lorain County in September of 2022. Lorie stated she has included historical data in her reports as far back as 2018 as data during the pandemic may not be the best reflection of actuals. Lorie then highlighted and discussed line items that were modified and presented for approval.

- ❖ *Health Insurance* - Costs pertaining to healthcare and insurance continue to rise nationwide.
- ❖ *Supplies - Children* - An increase was made to the budget to reflect an adjustment in the way we are reporting expenses relating to Summer Reading and other Library wide events. Expenses will be posted to *Supplies - Children* instead of *Community Events* requiring an adjustment in the budget.
- ❖ *Legal services* - The budget was increased to \$85,000 to account for legal fees relating to upcoming contract negotiations as well as legal support on building projects such as the roof and elevator.
- ❖ *Hardware and Software/Agreements* - An increase was made to accommodate an increase in software license fees such as Adobe and others.
- ❖ *Technology Software* - The budget for expenses relating to software agreements was increased thus allowing for the budget for *Technology Software* to be decreased to \$5,000.
- ❖ *Temporary Contract Labor* - Figures were increased to cover expenses relating to consulting services from RGI Creative relating to the proposed DiscoveryWorks renovation. The budget was increased to \$50,000.

Lorie added that budgeted expenses relating to materials were not changed. Some adjustments within the materials budget may be made within the year by Gerry Vogel to reflect patron needs. However, overall the total budget for materials will not change.

Lorie reported the net impact is within reason, and bottom line totals were increased from \$3,303,002 to \$3,406,750. As proposed, General Fund expenditures do not exceed General Fund revenue which is ideal. Lorie inquired if there were other questions and with none, the discussion on the Permanent Appropriations Budget was concluded.

Michele Jakubs moved and Christina Mars seconded **Resolution No 2023-23**, approving the 2023 Permanent Appropriations Budget at the millennium levels of:

1000/Salaries and Benefits for	\$2,210,022
2000/Supplies for	\$36,873
3000/Operations/Contracts for	\$675,505
4000/Materials for	\$315,000
5000/Capital Outlay for	\$29,000
7000/8000/Other for	\$140,350

For a General Fund total of \$3,406,750 and a \$2,000,000 appropriation from the Building Fund for a combined total for the two funds of \$5,406,750.

Roll Call Vote: All Ayes Motion Carried

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

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

Marilyn Valentino moved and Amy Margiotti seconded **Resolution No. 2824-23**, to move into executive session for the purpose of discussing upcoming union negotiations.

The Board went into Executive session at 7:26 p.m. The Board came out of Executive session at 8:34 p.m. No action was taken.

Roll Call Vote: All Ayes Motion Carried

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

X. Adjourn

With no further business to discuss, the meeting was adjourned at 8:35 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is April 13, 2023.

Deborah Yue, President

Marilyn Valentino, Secretary