

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 May 11, 2023 at 7:00 p.m. Trustees in attendance were: Steve Parsons, Rebecca Schaltenbrand, Amy Margiotti, Michele Jakubs and Marilyn Valentino. Christina Mars was absent. 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 - There were no public comments.

IV. Minutes

A. Minutes of the regular meeting of April 13, 2023

Marilyn Valentino moved and Steve Parsons seconded **Resolution No. 2832-23**, approving the minutes of the regular meeting of April 13, 2023.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

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

Lorie began the Revenue Report mentioning that we received the Homestead Roll Back check as expected. Total Property tax revenues exceeded fifty percent which is good news. Lorie also noted that as of April, total revenue was projected to be at 33% and we are currently at 49%. The Public Library Fund (PLF) is fractions off and we are still in good shape. Also mentioned was the Interest Earnings on the Building fund which is \$43,103.97 which is promising seeing we will be using Building Funds for future projects.

Lorie mentioned the balance in the Bank Report as of April 2023 is \$4,712,308.50. These accounts are in good shape which is positive especially considering there are a few larger building projects on the horizon.

Lorie referred to the Expense Report noting wages for the last half of the year have not been encumbered. This will be completed in July when union contract negotiations are complete. Lorie also highlighted line item *101.100.53560 Lease-Copiers and Supplies*, noting it was over budget. Technology Services Manager Nick Kelley has recently renegotiated a contract with a new vendor, which will result in a cost savings to the Library. Typically the new vendor will provide a lump sum payout on the old lease, and we continue making payments to the previous vendor. When the check is received, Lorie will make the adjustment.

Lorie inquired if there were any questions on accounts or checks. Marilyn requested detail on line item *101.210.52110 Children's Summer Reading* and Lorie responded we no longer use that account and expenses relating to summer reading are posted to in Childrens Supplies as separate

purchase orders. This is consistent with supplies purchased in other departments for summer reading.

As a follow up to discussions in prior meetings, Lorie has finally received approval from the Lorain County Auditor to make an exception on providing a report requested during our last audit. They will accept what we have provided this year but not on an ongoing basis.. This report is required by the Auditor and is a report that our current payroll provider, Paycom, cannot produce and will not produce. Because of this, we are looking at other options for payroll servicing. Lorie clarified that the next audit is a full audit so it is imperative to have the proper reporting in place. Steve inquired if we have any payroll provider in mind and Lorie replied that we are looking at options and will report back to the Board. Debbie asked when decisions will need to be made regarding a new provider and Lorie replied we will change by the end of the year. With no further questions, Lorie concluded her Fiscal Officer's Report.

Michele Jakubs moved and Amy Margiotti seconded **Resolution No. 2833-23**, approving the Fiscal Officer's April 2023 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

VI. Director's Reports

A. Gifts - There were four gifts to the Library in May, as follows:

\$75.00 from the Avon-on-the-Lake Garden Club in memory of past members
\$100.00 from Robert D. Kutchin in memory of Anita J. Kutchin-Crawford
\$100.00 from Robert D. Kutchin in memory of Charles Kutchin
\$4,000.00 from Rotary for Storybook Trail updates.

Michele Jakubs moved and Rebecca Shaltenbrand seconded **Resolution No. 2834-23**, accepting \$4,275.00 to the Library.

Call For Vote: All Ayes Motion Carried

As a side note, William presented a letter of thanks from Susan Taylor for the exceptional response from staff while she experienced a falling scare while visiting the Library.

William provided clarification on the \$4,000 gift from North Coast Rotary that will be used for updates to the Storybook Trail. The Library is moving forward and replacing the actual pedestals, as they were purchased by the Library years ago as a partnership with the Metroparks. William expressed his appreciation and noted the enhancements will be installed later this summer.

B. Director's Monthly Report -

William began the discussion stating Legislative Day was successful and noted House Bill (HB) 33, the State Budget Bill, continues to recommend funding the Public Library Fund (PLF) at the same level as proposed in the Governor's proposal at 1.70% in permanent law. The bill is now in the Senate. Also discussed was the proposal to increase competitive bidding thresholds from \$50,000 to 75,000. William clarified that this decision was made in hopes that the increase will benefit public entities and be more enticing to contractors who are suffering from labor shortages. In addition, there is a provision to increase the threshold 3.0% annually after 2024.

William provided updates on the building projects including the elevator. As for the roofing project, William noted all the necessary paperwork is complete and will communicate with Terik Roofing on scheduling.

Also mentioned was upcoming programming at the Library including the Community Swap Day which will be held next month as part of a partnership with the City of Avon Lake. Also, the Friends of Avon Lake Library public book sale will be held on May 20 and May 21.

C. Monthly Statistics - William noted that last month Library attendance dropped for the first time in a while. However, new people counters were purchased and installed and we anticipate a better snapshot of traffic with the enhanced sensors.

Marilyn mentioned she noticed a couple categories such as adult videos where circulation is decreasing and in correspondence, less is being purchased in those classifications. William clarified there are many new and popular shows and movies that are available on streaming services and physical copies are not yet available to purchase. Also, it is common to see a decline in circulation during the summer months. However, the warmer weather has allowed us to prepare the bikes for circulation. In addition, William mentioned that Community Meeting room usage has increased.

VII. Unfinished Business -

A. Discovery Works Renovation - William provided an update on the DiscoveryWorks renovation and enhancements of exhibits sharing a map and phased timeline. At this time, William recommends encumbering \$200,000 from the Building fund to accommodate thirty to thirty-two exhibits. Some exhibits will have some minor retrofitting, improving access or durability. Some will be completely new, while others will be modified into something larger. William reminded the Board at this time, it is proposed to encumber the funds and pricing will follow as we move along with the project. We can set money aside now for an exhibit update and can proceed with the larger project. We continue to move along working with our legal council on the bidding for additional structural, engineering and architect work which will exceed \$50,000.

Michele inquired about the presented timeline and William remarked that about eleven exhibits have been deemed as the priority phase. We can move along the phases as necessary and modify future purchases independent of others. Some will require minor repairs and design and others will be more time intensive. Patron preferences have been taken into consideration as well.

William noted DiscoveryWorks staff are excited to bring back a few retired exhibits such as “Name That Smell” which has been off display for a while. With no further questions, William concluded the discussion.

Amy Margiotti moved and Steve Parsons seconded **Resolution No. 2835-23**, to encumber \$200,000 from the Building Fund for DiscoveryWorks exhibit replacements, repairs, and additions.

Roll Call Vote: All Ayes Motion Carried

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

VIII. New Business -

A. Additional Shelving - William began by noting Gerry Vogel and Sybil Wendling have been working to accommodate the needs of the Library by adding and modifying space for our current and future collections. Gerry has been keeping an eye on trends and with this information has proposed shelving modifications. Gerry presented a diagram of the areas including additional shelving, rearrangement for growth as well as customizing collections and end caps.

Areas of change include new shelving for the increasing Adult Fiction collections and the movement of the physical audiobooks collection which has greatly decreased with the popularity of downloadable offerings. In addition, items relating to Science Fiction and Graphics will be relocated near the Teen area. Gerry also mentioned the synergy relating to the Music, Teen, Graphic and Science Fiction collections and expects these collections to be a good fit together. As for the Children’s department, Graphic novels have been growing and could use increased space which will be remedied by additional shelving. In addition, much of the Children's music and video collection have been weeded and collapsed as needs have decreased for these collections. This will free up shelving and increase browsability for the themed backpack collection which is popular and difficult to shelve due to the size of the items.

William noted a common refrain among our patrons that the Library has a complete collection and many patrons come from other cities to view and select from our offerings. It is not as convenient to borrow older material so we accommodate our patrons by listening to what people tell us as well as following circulation trends.

Overall, Gerry clarified the Library is thinking ahead and working with what we have and adding shelving that is not customized for a certain material type and can be repurposed for our needs in future. The Library will be able to easily grow or shrink collections if needed. Gerry noted he would be happy to provide a tour of the areas discussed.

Marilyn commended Library staff on the creation of end caps and other display areas which highlight employee and patron book suggestions. She provided a statement of appreciation regarding the time it takes to create these arrangements.

In response to Debbie's inquiry, Gerry indicated the lead time on the shelving will be twelve to fourteen weeks. The project will not commence until August due to summer reading as some minor construction and shifting of collections will be required.

William noted we have used Library Design Associates Inc. in the past to create furniture, and most recently cabinetry for local history documents and artifacts. Debbie inquired if this project will provide us with growth for the future and William replied it will give us at least five years of growth.

Rebecca Shaltenbrand moved and Amy Margiotti seconded **Resolution No. 2836-23**, approving the proposal for additional shelving for an amount not to exceed \$27,000 to Library Design Associates.

Roll Call Vote: All Ayes Motion Carried

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

B. Scheduling Finance & Audit Committee - William began the conversation suggesting scheduling a meeting to review the Records Retention policy and Proposed Appropriations Budget for 2024 ahead of the regularly scheduled June meeting. The budget is due in July and since there will be no July meeting we will approve at the June meeting.

C. Scheduling Personnel Committee Employee Handbook Review - William suggested the Personnel Committee possibly convene in August to discuss revisions to the Employee Handbook. No action was taken however, William agreed to send a reminder to schedule at a later time.

D. Executive session to discuss upcoming union negotiations -

Steve Parsons moved and Michele Jakubs seconded **Resolution No 2837-23**, to move into executive session for the purpose of discussing upcoming union negotiations.

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

The Board went into Executive session at 7:33 pm. The Board came out of Executive Session at 8:02 pm. A special meeting of the Board of Trustees will be scheduled for May 31, 2023, at 6:00 pm to discuss union negotiations.

IX. Adjourn

With no further business to discuss, the meeting was adjourned at 8:04 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is June 8, 2023.

Deborah Yue, President

Marilyn Valentino, Secretary