

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 August 10, 2023 at 7:01 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, Assistant Director Gerry Vogel, Fiscal Officer Lorie Scheer, and Administrative Assistant Carrie Muzychak.

II. Adjustments to the agenda

William stated there are a few change orders relating to the two building projects, roof and elevator, that will be discussed under New Business. There were no other adjustments to the agenda.

III. Public comments - There were no public comments.

IV. Minutes

A. *Minutes of the regular meeting of June 8, 2023 -*

Rebecca Shaltenbrand moved and Amy Margiotti seconded **Resolution No. 2848-23**, approving the minutes of the regular meeting of June 8, 2023.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

A. *Fiscal Officer's June and July 2023 monthly reports and monthly financial statements -*

Lorie began her report stating we received the Property Tax check; however, it is not reflected in these reports. Lorie also noted we are running very close to the target of Revenue collected in the General Fund. In response to Marilyn's question, Lorie clarified the Homestead Exemption pertains to property tax relief and reductions for those who qualify. The Library is held harmless and is reimbursed funds representative of the portion of taxes not collected. This revenue is noted as *Homestead Rollback* and is reflected as a separate account.

Lorie referred to the Expense Report and made several notations on items over budget. Account *101.1000.53560 Lease-Copiers and Supplies* is over encumbered by \$10,000 which relates to the new copier lease for which we are awaiting a buyout check. Expenses relating to account *101.100.53910 Temporary Contract Labor* are for services provided from RGI. Lorie commented that rather than execute budget adjustments now, we will wait for the end of year and pull from accounts with excess. Similarly, account *101.100.55500 Furniture and Equipment* relates to the purchase of new book shelves. Lorie plans to review the year to date figures as of November and

evaluate whether we have enough to move from other accounts. Lorie stated another option would be an end of the year budget amendment.

Moving on to the Check Report, Lorie notified the Board the report provides detail on checks for two months, June and July 2023. Lorie inquired if there were any questions and with none, continued the report.

As a side note, Lorie reported payroll implementation with Paylocity continues. Two payrolls have been successfully processed. In addition, the system is equipped with modules to assist with onboarding and performance improvement measures. Lorie reiterated the new payroll system provides the Library with noticeable cost savings and has been received well by employees.

Amy Margiotti moved and Michele Jakubs seconded **Resolution No. 2849-23**, approving the Fiscal Officer's June and July 2023 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

VI. Director's Reports

A. Gifts -

Gifts to the Library: \$150.00 from Lois Davis in memory of Susan Davis Walschott

Gift to the Endowment Fund: \$250.00 from Lois Davis in memory of Susan Davis Walschott

TOTAL: \$400.00

William commented Ms. Walschott was a member of a book club from which the donations were generously gathered in her memory.

Marilyn Valentino moved and Steve Parsons seconded **Resolution No. 2850-23**, accepting \$150.00 to the Library and \$250.00 to the Endowment Fund.

Call For Vote: All Ayes Motion Carried

B. Director's Monthly Report -

William began the discussion relaying that the Public Library Fund (PLF) is doing well and a new fiscal year began in June.

William informed the Board that the Management Team participated in training focused on the book *Conversations Worth Having*. This was an excellent opportunity for the group to learn about improving communications. Training is also scheduled with Joseph Gross, who provides legal counsel to Avon Lake Public Library and will speak on *Managing in Union Environment 101*. The new union contract will be discussed with opportunities to answer questions and collectively discuss solutions.

William provided an update on the elevator project and noted there have been some challenges pertaining to construction that began during a difficult excavation process which exposed water seeping through three of the four walls. After investigation, extensive deterioration around the perimeter foundation was discovered. A solution was discussed and approved by RE Warner and Gamillia which included excavation, piping and waterproofing work on the foundation. William noted previous foundation and water problems can be traced back to this. Additional labor intensive work for this project will be proposed later in the meeting as a change order. Once work is completed, the elevator is ready to be delivered and installed.

William notified the Board that progress on the roof replacement project continues. A strong, less than desirable smell from sealant and loud noise have been noticeable especially near the Gallery, Administration offices and staff break room. We have mitigated as much as we could by opening windows and used air quality monitors to ensure fumes were not at dangerous levels. William discussed issues identified with the previous roof installation which will require additional work outside of the original plan; specifically, the slope of the roof is not as it appeared. Areas where gravel created an illusion of proper drainage were discovered and a solution has been put in place to remedy areas that were not previously draining correctly. This is a necessary repair which is not covered by warranty. William presented photos showing the areas that have had persistent water issues. These changes will add additional costs and time to the project and a change order will be proposed to the Board later in the meeting.

William updated the group on the DiscoveryWorks project stating that the Request for Qualifications (RFQ) for services relating to the architect has been posted. William informed the team that many are interested and has sent out at least ten packets. William had had some conversations with a few firms already and is encouraged by the dialog. A few have had previous experience with projects similar to ours. In addition, RGI Creative will sit in on interviews to answer questions. William provided visual displays provided by RGI of cost ranges of exhibits which were selected using feedback from staff and the community. William reminded the group, the prices are ranges and can be tweaked or revised for cost cutting purposes. The Board considered the importance of using quality materials and the need for durable and safe exhibits. William and RGI will emphasize concepts relating to STEM that will translate to the future of the “next generation of workers.” Preliminary discussion was held relating to incorporating fundraising efforts with local businesses to assist in funding the projects. William and Shea have begun work on ideas for a donor wall with tiered levels or tasteful naming rights for exhibits for spaces. Idea formation and iterations of proposals for this will be brought to the Board for discussion before decisions are made. Deborah concluded the discussion stating the project is exciting and DiscoveryWorks is “a real hallmark of the library and great resource for the community”.

C. Monthly Statistics - William highlighted the increase in usage of community meeting rooms which is up by fifty percent over July 2023. Elevator construction has required the adjusting and rescheduling of some meeting rooms; however, people continue to book rooms. We are requesting those with mobility issues provide advance notice so we can make accommodations. Overall, circulation numbers were elevated in June and July which is due to the summer reading

traffic. Summer Reading decor is being removed currently with many of the items being repurposed for Boo by the Woods. William inquired if there were any questions and with none concluded the Directors' Report.

VII. Unfinished Business -

A. DiscoveryWorks exhibits - Discussion was held during the Directors' Report regarding DiscoveryWorks exhibits and estimated costs. William relayed pricing shown in the attached packet represents ranges and there have been no commitments to the proposal. William commented the new design and exhibits will lessen restrictions on age and expand hours to improve the patron experience. William inquired if there were any questions on DiscoveryWorks, and with none continued the meeting.

B. Trustee Gathering - A brief discussion was held regarding scheduling a social gathering of the Board. Additional discussion will be held once the entire Board is present at the next meeting.

VIII. New Business -

A. Parking lot resurfacing - William began the discussion stating the parking lot is typically resurfaced every two years; however, we are behind due to the pandemic. Three bids were solicited and the firm chosen provided the lowest bid, and is a firm we have used in the past and have been happy with. The cost will not exceed \$32,000. The resurfacing is tentatively scheduled to occur over Labor Day weekend while we are closed. This will provide ample time for the resurfacing to take place and will allow an extra day to cure. The parking lot will be blocked off with barriers and signs during the repairs. The three newly installed catch basins will be paved around. Additional parking will be available in the school and church parking lots. Patrons will be notified in advance as well as the Anchor Church as they use our lot for Sunday services. William also discussed the future need to rip out the parking lot. This is a much larger project which would be put out to bid and could be an opportunity to address issues we currently have with patrons entering and exiting the parking lot incorrectly. An entire parking lot replacement project would also give us the opportunity to install electric vehicle charging stations which have been requested by patrons. The last time the entire Avon Lake Public Library parking lot was replaced was in 2005.

Rebecca Schaltenbrand moved and Michele Jakubs seconded **Resolution No. 2851-23** approving the proposal for parking lot repairs and sealing for an amount not to exceed \$32,000 to Surface Engineering.

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. Patron Code of Conduct - William presented the revised Patron Code of Conduct which includes a simplification to the language providing patrons notice and opportunity to correct undesirable behavior. The Library has provided training to new and existing employees who will be acting in an “in charge” capacity. The intent is to communicate and enforce rules, and this has not changed. However, the modified language is more flexible and frees staff from explicit expectations. The date and resolution number will be amended for this policy as well.

Marilyn Valentino moved and Amy Margiotti seconded **Resolution No. 2852-23**, to approve the amended Patron Code of Conduct as presented.

Call For Vote: All Ayes Motion Carried

C. Elevator Project Change Orders - William spoke in regards to three change orders presented to the Board relating to the elevator project. Two of which are retroactive and work is already completed. The first change order relates to the addition of temporary walls and doors near the Library Gallery and in the lower level. These modifications were requested by Kone Elevator in order to keep equipment and supplies secure.

Amy Margiotti moved and Rebecca Shaltenbrand seconded **Resolution No. 2853-23**, approving general contractor change order 1 to the elevator replacement project for installation of temporary walls for \$9,520.00 to Gamellia Ironworks.

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

William then spoke to a change order relating to the elevator project for preparation of the installation of the hoist beam. This change order is associated with work that has already been completed.

Michele Jakubs moved and Rebecca Shaltenbrand seconded **Resolution No. 2854-23**, approving general contractor change order 3 to the elevator replacement project for hoist beam preparation for \$9,792.42 to Gamellia Ironworks.

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

William spoke to the change order discussed earlier in the meeting relating to the waterproofing of foundation walls which is estimated to cost approximately \$48,000. Additional work will begin in the next few weeks and will add fifteen calendar days to the project. As soon as elevator preparation is complete, Kone is ready to install the elevator. In response to an inquiry by Deborah, William will research the details and length of the warranty on the work to be completed. A question was brought forth regarding sump pumps. The building is equipped with two sump pumps, one in the elevator and second one in the mechanical room. William further clarified the general contractor, RE Warner, reviewed the issues and was an integral part of the solution. William noted this will incur additional cost on top of the original estimate. He then clarified we have the ability to create a change order as opposed to bidding this out as it is within the scope of the original project. William is hopeful this will be the last significant change.

Steve Parsons moved and Michele Jakubs seconded **Resolution No. 2855-23**, approving general contractor change order 4 to the elevator replacement project for waterproofing and foundation repair not to exceed \$50,000.00 to Gamellia Ironworks.

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

As a side note, William mentioned there was a third change order for the elevator that did not require approval from the Board since it was under the \$9,000 threshold.

D. Roof Project Change Order -William presented the change order for additional work relating to the roofing project. Specifics on repairs were discussed earlier in the meeting in the Director's Report.

Michele Jakubs moved and Steve Parsons seconded **Resolution No. 2856-23**, approving general contractor change order 1 to the roof replacement project for tapered insulation on Roof A not to exceed \$15,000.00 to Terik Roofing.

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

IX. Adjourn

With no further business to discuss, the meeting was adjourned at 8:10 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is September 14, 2023.

Deborah Yue, President

Marilyn Valentino, Secretary