

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 September 14, 2023, at 7:00 p.m. Trustees in attendance were: Steve Parsons, Rebecca Schaltenbrand, Michele Jakubs, Marilyn Valentino and Christina Mars. Amy Margiotti 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 - There were no public comments.

IV. Minutes

A. Minutes of the regular meeting of August 8, 2023

Rebecca Schaltenbrand moved, and Michele Jakubs seconded **Resolution No. 2857-23**, approving the minutes of the regular meeting of August 10, 2023.

Call For Vote: All Ayes Motion Carried

B. Minutes of the personnel committee meeting of August 16, 2023

Rebecca Schaltenbrand moved, and Michele Jakubs seconded **Resolution No. 2858-23**, approving the minutes of the Personnel Committee meeting of August 16, 2023.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

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

Lorie began the Revenue Report by reiterating that we received both the Homestead Rollback and General Property tax checks, which exceeded what was expected. Lorie also noted the Bank balances are in good shape and totalling about \$4.79 million for the four accounts. Lorie noted we are benefiting from favorable interest rates on the Star Ohio accounts.

Lorie began discussion of the Expense Report by discussing accounts currently reflecting a negative encumbrance balance. After reviewing current encumbrances for all salary and benefits accounts, through the end of the year, Lorie identified available funds from these accounts to transfer to accounts running a negative balance. Funds needed for these accounts totaled to \$71,771.33. Further discussion and clarification will be held later in the meeting relating to a cross-millennial transfer. In addition, Lorie mentioned Gerry Vogel added \$18,000 to the materials budget, specifically *101.100.5400 Ebooks/Downloadable Materials*, which is a popular and growing category. Lorie clarified adjustments made will leave \$50,000 in the contingency account, which can be used for other expenses later in the year.

Moving on to the Check Report, Lorie inquired if there were any questions and, with none, concluded the report.

Steve Parsons moved, and Marilyn Valentino seconded **Resolution No. 2859-23** to approve the Fiscal Officer's August 2023 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

B. Cross-millennial transfer -

Lorie referenced the board packet, specifically noting the page defining Cross Millennial Transfer. As referenced earlier, funds are available in the salary and benefits accounts. \$107,448.96 will be transferred from these accounts to those accounts that have a negative unencumbered balance. \$35,677.63 was added to the \$71,771.33 referenced previously to provide additional funding for the remainder of the year. Steve inquired about premium holidays, for which Lorie explained we do not budget for them as they are announced later in the year; this was a part of the available funds.

Christina Mars moved, and Michele Jakubs seconded **Resolution No. 2860-23** to approve the cross-millennial transfers as presented.

Call For Vote: All Ayes Motion Carried

Roll Call Vote: All Ayes Motion Carried

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

VI. Director's Reports

A. Gifts to the Library- There were no gifts to the Library for the month of August.

B. Director's Monthly Report -

William briefly addressed the Public Library Fund (PLF), which continues to do well.

William announced Summer Reading has concluded with 662 children and 74 adults participating in the Summer Reading Challenge. William commends the staff for providing excellent programming, which garnered a lot of activity. Some of the decor is being repurposed for the annual Boo by the Woods event, which will be held October 6 and 7. William added there will be a large-scale skeleton and pumpkin display that will be constructed outside of the building in late September and will stay up through the month of October. The display was a donation.

In addition, the Friends of the Avon Lake Public Library held a successful book sale in conjunction with their Fall Friendly membership drive. Sales of materials brought in more than five thousand dollars and another two thousand dollars were generated in membership dues. William mentioned the Friends partnership continues to be a positive one, and we appreciate their support.

William provided an update on the facilities projects, noting the roof is coming along and should be completed in November, if not earlier. Once the elevator is installed, there will be several inspections, and it should be fully operational in December. To follow up on a conversation from the August meeting, William notified the Board there is a ten-year warranty on the waterproofing that has been completed around the elevator pit. As for the Library parking lot, the first phase of resurfacing has been completed, and Surface Engineering will perform the remainder of the sealing and striping of the small areas that were inaccessible during the first phase.

Marilyn had a question regarding the balance in the Library Endowment Fund, and William replied he would find out the balance and report back to the Board.

William inquired if there were any other questions on the material discussed and, with none, concluded his report.

C. Monthly Statistics - William commented that Summer Reading 2023 is now complete, and as expected, the Library typically will notice a slight dip in circulation during the month of August. Library attendance and meeting room use continue to increase even with obstacles and limitations of space due to building projects. Gerry added recent attendance figures are more accurate with the new counters.

VII. Unfinished Business - There was no unfinished business.

VIII. New Business -

A. DiscoveryWorks renovation project - architectural services - William reminded the group that an RFQ was sent to four firms. All four participated in complete site visits and had conversations with William, discussing the project and working well with RGI Creative. William has reviewed the proposals and has ranked them. William presented the top-ranked choice for architectural services and presented his recommendation to the Board. GPD Group has had positive references

and previous experience with the Avon Branch of Lorain Public Library. In addition, GPD Group presented an emphasis on communication, specifically the idea of holding a once-a-week meeting with William to discuss updates and progress. Once board approval to procure GPD Group is complete, negotiations will commence with legal assistance from Bricker & Graydon, LLC. The final proposal will be brought forth to the Board for approval at the October meeting. Consensus from discussions with all firms clarified a feasible timeline would require bidding and formalization of documents occurring at the end of 2023. The general contractor work would be bid out, and a cost estimate would be available in February of 2024. Tentatively, the renovations will take place in the Summer of 2024 and will be completed by the Autumn of 2024. Deborah inquired if a reference was obtained from the Avon Library branch, and William replied that he had conversations with the Directors of Elyria and Lorain public libraries and was encouraged by the positive comments. As a side note, William added all firms would be kept in a file as a pre-qualified resource for other potential projects, such as the renovation of the Library bathrooms, Gallery, and staff area.

B. DiscoveryWorks renovation project - capital campaign - William presented the outline of the capital campaign as it relates to funding the Discovery Works renovation project. Discussion was held on the key aspects, and William solicited feedback from the Board on the direction of the fundraising. Preliminarily, the intention is to generate \$1.3 million in funding, which should provide enough to cover the construction and exhibits. William plans to begin reaching out to potential regional corporate and residential sponsors in December 2023 and will continue into the following year with an endpoint of March 2024. RGI has offered assistance with their connections and other companies that may be interested. Discussions will be made with community partners, corporations, and businesses both locally and regionally. Emphasis will be put on the value of a space designed for exhibits that reflect aspects of the community and the importance of early literacy and exposure to STEM learning. William will also present DiscoveryWorks as a unique experience similar to a museum but with the openness of a public library. Social media will be a key component of getting the message across, as well as brochures, display boards with photo concepts, and in-house displays. The capital campaign will be highlighted in the program guide mailed out to residents and patrons, letting them know to go to the website for more information, and online donations will be an option. Naming rights for exhibits and a themed donor wall with various-size plaques are part of the DiscoveryWorks design. William proposes naming rights will begin at the \$500 level and increase incrementally. William clarified all donations will be optional. Per Rebecca's inquiry, William clarified that the language for exhibit sponsor naming rights would include a policy providing the flexibility for the Library to modify under unusual or extraordinary circumstances. William concluded the discussion, noting a more detailed draft will be presented at the October Board meeting.

C. Employee Handbook updates - William began the discussion, noting the personnel committee met and modified the Handbook, including language from the new union contract. The significant use of leave without pay was undefined in the previous handbook. Management has met with Joseph Gross, legal counsel, who assisted in adding language in the handbook to clarify and spell out parameters. The revised Handbook clarifies employees working 22.5 hours and more earn vacation time, and requests for leave without pay must be submitted to the Director for review and approval. Employees working under 22.5 hours have an opportunity to use leave

without pay; however, it is limited. The intention was to be consistent and fair to everyone. William also added the personnel committee will review the Handbook annually and revise it as necessary. William added there will be an all-staff meeting later this month to discuss focal points of the revised union contract and the Employee Handbook, which will officially be effective January 1, 2024. Deborah expressed her appreciation for the work that went into creating a beneficial document with the purpose of presenting clear information and preventing misinformation.

Rebecca Schaltenbrand moved, and Michele Jakubs seconded **Resolution No. 2861-23** to approve the updated Employee Handbook as presented.

Call For Vote: All Ayes Motion Carried

D. Computer Use Policy - William presented the modified Computer Use Policy and inquired if there were any questions. With the exception of a modification to include the addition of Oxford commas, the resolution was brought to vote.

Marilyn Valentino moved, and Christina Mars seconded **Resolution No. 2862-23** to approve the Computer Use Policy as presented with the addition of Oxford Commas.

Call For Vote: All Ayes Motion Carried

E. Endowment request - music programming, guitar lessons, and author series - William mentioned the Friends of the Library typically pay for a large portion of the programming the Library presents. However, the budget is more conservative this year, and adjustments were made for funding to Library departments, one of which being music. Dan Cotton, Page Supervisor, brought a proposal to William for some enhancements to our music programming. Dan would like to continue with the well-received guitar lessons that have been expanding in popularity since its inception a few years ago. Dan has plans to continue and expand the program in 2024, which would require additional funding. In addition, Dan has proposed a speaker series that will include inviting four different local authors who specialize in writing on the music scene to the Library in February 2024. This would occur in the Gallery during an art exhibit that will feature large scale art images of popular musicians. William clarified the proposal to use Library Endowment funds would cover expenses relating to guitar lessons that are planned for May through August 2024 and, in addition, the author series.

Steve Parsons moved, and Michele Jakubs seconded **Resolution No. 2863-23**, authorizing a \$1,100 expenditure from interest earned on the Library Endowment Fund for the purchase of author visits and guitar lessons as part of the 2024 music programming offerings.

Roll Call Vote: All Ayes Motion Carried

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

As a side note, Rebecca inquired about the statistics on bike circulation, and a brief discussion was held referring to the circulation of the six cruiser style bikes that are frequently borrowed and used in the Kopf reservation near the parking lot.

William also reminded the group that the Library will be present at the *Big Trucks* event being held at the Avon Lake Safety Center on September 16. Also, the 10th annual *Boo by the Woods* festival will be held on October 6 and 7 in conjunction with the City of Avon Lake.

IX. Adjourn

With no further business to discuss, the meeting was adjourned at 8:21 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is October 12, 2023.

Deborah Yue, President

Marilyn Valentino, Secretary