

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 October 12, 2023 at 7:03 p.m. Trustees in attendance were: Rebecca Schaltenbrand, Amy Margiotti, Marilyn Valentino and Christina Mars. Michele Jakubs, Marilyn Valentino, and Steve Parsons were 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 September 14, 2023 -

Christina Mars moved and Rebecca Schaltenbrand seconded **Resolution No. 2863-23**, approving the minutes of the regular meeting of September 14, 2023.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

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

Lorie began the Revenue Report communicating the Library needs only \$88,859.86, which equates to about 2.55% of total revenue to meet its certified revenue numbers. The Public Library Fund (PLF) is in good shape with 22.27% remaining to be collected for this year. The year-to-date Bank Balances for the four accounts total over \$4.650 million in funds. Lorie stated in December a discussion will be held in regard to increasing the amount of money transferred to the Building Fund. This strategy proved to be advantageous in 2022, as we were able to move more than what was included in the Permanent Budget.

In addition, Lorie stated we will approve the Temporary budget in December and inquired if a meeting of the Finance committee was requested. Lorie explained this version of the budget will be an update of the Proposed budget submitted earlier this year and will have few significant changes.

Lorie referred to the Expense Report, reviewing the cross millennial transfers in September for over-encumbered accounts. Available funds in Wage and Benefits accounts were moved to make these adjustments. Lorie also clarified line items with strikeouts which represent movement of monies from prior year purchase orders closed and rolled over into the current year. A value in the "excess" column, which is an error, will be zeroed out when we roll to the new year. This value has no impact on our revenue or expense totals. Lorie and Nick Kelley continue to follow up with the new provider for the lease buyout on the Sharp multifunction document units.

Lorie stated we are in excellent shape on all accounts and there is nothing to be concerned about. She then inquired if there were any questions on any line items. Christina inquired as to what is included in “Other Library Materials”. Lorie replied the account reflects anything that circulates and is not included in another category. Examples of items in this account are DiscoveryWorks Kits, Rokus, Video and Board Games.

Moving on to the Check Report, Lorie offered to address any questions on checks. Christina noticed the Library continues to purchase books from Amazon. William clarified that Amazon is oftentimes the cheapest and quickest source for some older or out of print books. Books purchased from Amazon are a small percentage of what is purchased.

Amy Margiotti moved and Schaltenbrand seconded **Resolution No. 2864-23**, approving the Fiscal Officer’s September 2023 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

VI. Director’s Reports

A. Gifts -

All in memory of Dana Klein (former Library Trustee)

\$25.00 from Roseanne Lavelle
\$25.00 from Sharon and Fred Call
\$25.00 from Mary Beth Findlater
\$25.00 from Bob and Kathy Diamond
\$50.00 from William Sargent
\$60.00 from Gary and Alexis Fell
\$100.00 from Seraphim Albrecht and Geoff Green
\$100.00 from Constance Ulrich
\$500.00 from Christian Kamm
\$500.00 from Judith Kamm

There were no gifts to the Endowment Fund.

TOTAL: \$1,410.00

Rebecca Schaltenbrand moved and Amy Margiotti seconded **Resolution No. 2865-23**, accepting \$1,410.00 to the Library.

Call For Vote: All Ayes Motion Carried

William clarified Dana Klein was a former Avon Lake Public Library Library Trustee and Friends of the Avon Lake Library member. There has been an outpouring of support and donations are still being received in her memory. William spoke to her husband and children and let them know all benefactors will receive a thank you letter and a “leaf” on the Avon Lake Public Library Donor Tree will be added in remembrance of Dana Klein.

B. Directors Monthly Report -

William began his report highlighting Avon Lake City's annual Big Trucks event which over 500 people attended. The focus is typically on a special feature or services the Library provides and for 2023, the theme was "*We Believe in Big Trucks and Short Stories*".

Boo by the Woods brought approximately 3,000 people onto the Library grounds and although the weather was not ideal, much fun was had indoors and outside. Volunteers, staff, actors, and community partners executed a well received event featuring trunk or treat, character meet and greets, stilt walkers, food trucks, and an interactive avatar screen, courtesy of RGI Creative.

As for Library building projects, the roof replacement continues with some work being dependent on the weather. William anticipates the work will be completed in November. Progress continues on the elevator and installation is underway.

In addition, William gave notice that the annual National Friends of the Library Week occurs in mid-October. William attended the last Friends of the Avon Lake Public Library meeting and presented them with a flower bouquet and message of appreciation for their support. William also mentioned discussion on the DiscoveryWorks renovation fundraising campaign will be held at the next board meeting. William provided more detail per Rebecca's inquiry, on the ethics of reaching out to vendors we work with. William spoke with various members of Bricker & Graydon LLP (Bricker) legal counsel and confirmed a mass mailing can be sent to our vendors in addition to other companies. William also clarified communication will include the intention to provide general enhancements in DiscoveryWorks for an improved interactive learning experience.

William mentioned a partial solar eclipse will be celebrated Saturday, October 14. Weather forecasts are not looking promising, so the City of Avon Lake has scaled back the event which will now be held inside the Library. Suzie Dills will be present to answer questions and free eclipse glasses will be available to those who registered.

William presented the Board with photos taken at the Boo by the Woods, Big Trucks and a visit from a parrot rescue sanctuary. Deborah expressed congratulations and appreciation to all who participated in the success of the Boo by the Woods event which has become a community tradition.

C. Monthly Statistics - William stated that Library attendance was up for the month of September. William will ask Linda about the 18% decline in DiscoveryWorks attendance reflected on the statistics report. With no other questions, William concluded the Director's report.

VII. Unfinished Business -

A. Employee Handbook updates - Leave Without Pay - The Leave Without Pay policy in the employee handbook was approved at the last Board meeting and after productive conversations with the Union, decisions were made to revise the language to remove some detail. As of January 1, 2024, Leave Without Pay will be handled differently from PTO and will not be an available option for staff to request in the payroll system. The procedure will be modified to require employees to submit leave without pay requests in writing, via email, to the Director. Approval or denial will be at the discretion of the Director. Lorie mentioned the update will be relayed to all employees via email and the payroll system. This policy can be revisited when union contract negotiations commence in 2026. William inquired if there were any questions from the Board and with none, completed the discussion.

Rebecca Schaltenbrand moved and Christina Mars seconded **Resolution No. 2866-23**, approving the updated Employee Handbook as presented.

B. DiscoveryWorks renovation project - architectural services -The proposal for architectural design services was received from GPD Group (GPD) for a total cost of \$85,700. William clarified the motion presented is two-fold and includes the approval of the design professional and architect selection and proposed compensation. Lorie and William will communicate with Bricker to negotiate specific details and minor changes. William specified changes to the proposal will not add cost or change the scope. If negotiations are unsuccessful, the next qualified firm will be contacted. William does not anticipate much discussion on the boilerplate information GPD has been requested to customize to our needs. William also stated the cost includes \$1,000 in contingency. William inquired if there were any questions and with none, concluded the discussion.

Christina Mars introduced the following resolution **Resolution No. 2867-23**, and moved its passage:

Resolution No. 2867-23

Selecting Most-Qualified Design Professional and Authorizing Architect Agreement

WHEREAS, the Avon Lake Public Library Board of Trustees (the “Board”) is undertaking the DiscoveryWorks Project (the “Project”); and

WHEREAS, the services of a design professional are needed to refresh the DiscoveryWorks exhibit area and programming room for more practical space, renovations to HVAC, plumbing, electrical, flooring, ceiling, drywall, etc., and provide construction administration services for the Project; and

WHEREAS, pursuant to the statutory process required to procure a design professional under Ohio Revised Code Sections 153.65, et seq., the Director worked with legal counsel to advertise and issue a Request for Qualifications (“RFQ”) for the Project; and

WHEREAS, the Director evaluated the four design professional qualifications received based upon announced criteria consistent with Ohio Revised Code Section 153.65, ranked the three most-qualified firms, and recommends to the Board that GPD Group (“GPD”) is the most-qualified firm with Bialosky, Perspectus, and Bostwick Design Partnership ranked second, third, and fourth respectively; and

WHEREAS, the Director solicited a price proposal from GPD with the proposed total compensation of \$85,700.00 including compensation of \$84,700.00 for Basic Services plus an amount not-to-exceed \$1,000.00 for Reimbursable Expenses; and

WHEREAS, the Director intends to negotiate and finalize the terms of the architect agreement with GPD, with assistance from legal counsel.

NOW, THEREFORE, BE IT RESOLVED by the Avon Lake Public Library Board of Trustees as follows:

1. The Board approves the design professional procurement process, accepts the ranking and recommendation of the Director, and selects GPD Group as the most-qualified design professional firm for the Project.
2. The Board approves the proposed total compensation of \$85,700.00 including compensation of \$84,700.00 for Basic Services plus an amount not-to-exceed \$1,000.00 for Reimbursable Expenses as fair and reasonable, and authorizes the Director and Fiscal Officer to finalize negotiations pursuant to Ohio Revised Code Section 153.69(B) and execute the agreement with GPD Group in substantially the form attached to the Library’s RFQ as well as any related documents required to document the agreement between the Board and GPD Group.
3. Pursuant to Ohio Revised Code Section 153.69(D), if the Director determines that an agreement cannot be reached with GPD Group, the Board authorizes the Director, working with the Board’s legal counsel, to terminate negotiations with GPD Group, enter into negotiations with the firm ranked next most qualified, and present a price proposal and agreement with the firm ranked next most qualified to the Board for approval at a subsequent meeting.

Amy Margiotti seconded the motion and, after discussion, a roll call vote was taken and the resolution passed.

Roll Call Vote: All Ayes Motion Carried

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

VIII. New Business -

A. 2023 levy proceeds- Lorie began the discussion relaying formal approval of levy proceeds as an action that is completed on an annual basis by October 31. Documents were provided relating to the acceptance of the amounts and rates relating to the levy at a tax rate of 2.80 mills and an estimated total of \$2,508,660.

Amy Margiotti moved and Rebecca Schaltenbrand seconded **Resolution No. 2868-23**, to accept the amounts and rates as determined by the Budget Commission and authorize the necessary tax levies and certify them to the County Auditor.

Roll Call Vote: All Ayes Motion Carried

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

B. Trustee reappointment - Yue -

Christina Mars moved and Amy Margiotti seconded **Resolution No. 2869-23**, to request the re-appointment by the Board of Education of the Avon Lake City Schools of Deborah Yue to the Avon Lake Public Library Board of Trustees for a 7-year term, commencing January 1, 2024 through December 31, 2030.

Roll Call Vote: All Ayes Motion Carried

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

IX. Adjourn

With no further business to discuss, the meeting was adjourned at 7:40 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is November 9, 2023.

Deborah Yue, President

Marilyn Valentino, Secretary