

I. Call to Order and Roll Call

Vice President Michele Jakubs called to order a meeting of the Avon Lake Public Library Board of Trustees on November 9, 2023 at 7:00 p.m. Trustees in attendance were: Steve Parsons, Amy Margiotti, Michele Jakubs, Christina Mars and Marilyn Valentino. Rebecca Schaltenbrand and Deborah Yue 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 October 12, 2023

Christina Mars moved and Amy Margiotti seconded **Resolution No. 2901-23**, approving the minutes of the regular meeting of October 12, 2023.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

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

Lorie began the discussion by referencing the Bank Report and highlighted for the Board the balances in the Building Fund and General Fund, reporting over \$2.2 million and over \$2.1 million respectively. Included in these balances is a healthy amount of interest generated from both funds which is wonderful. Referencing the Revenue Report, Lorie noted, as of October, revenue sources have generated 99.89% percent of expected. With two months of the year to go, any revenue received is above and beyond.

Lorie referred to the Expense Report and explained modifications entered after the books were closed for the month. Lorie provided actual balances on some line items where the balance was negative. This resulted from bringing the balances of 2022 purchase orders forward to 2023. Lorie then noted the balances will self-correct at the end of the year. Lorie reviewed with the Board the terminology on the report and clarified how the unencumbered balance is calculated. Lorie also explained, funds from last year's purchase orders will roll into the new year and after ninety days the purchase order is closed and the money is rolled into the budget.

Library expenses relating to salaries, insurance and other benefits are encumbered through the rest of the year with money left over. Steve inquired if the Library has earned a premium holiday to which Lorie and William relayed that this year's premium holiday will be in December which is similar to previous years. Marilyn requested clarification on Other Library Materials to which Lorie clarified this is made up of anything that circulates that is not books, video, music or

magazines. Examples of “Other Library Materials” are Rokus, bicycles, guitars, technology, home monitoring systems and other non-traditional materials.

Moving on to the Check Report, Lorie inquired if there were any questions on checks noting there was nothing that was out of the ordinary. With no further questions on the Fiscal Officer’s Report for October, the discussion was concluded.

Steve Parsons moved and Chirstina Mars seconded **Resolution No. 2902-23**, approving the Fiscal Officer’s 2023 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

VI. Director’s Reports

A. Gifts -

Gifts to the Library:

In memory of Dana Klein

\$76.00 Petie Assink

\$50.00 from Cathy Borsos

\$100.00 from Dudley and Susan Green

In memory of James Shuki

\$20.00 from Mary O'Malley

Gift to the Endowment Fund:

In memory of Dana Klein

\$250.00 from Sue Hurbanek

William mentioned the Library continues to receive donations in memory of Dana Klein. William has been in contact with the family and has sent a photo of the newly installed donor leaf purchased in remembrance. Lorie also noted the gift to the Endowment was \$250 from former employee Sue Hurbanek.

Marilyn Valentino moved and Amy Margiotti seconded **Resolution No. 2903-23**, accepting \$246.00 to the Library and \$250.00 to the Endowment Fund for a total of \$496.00.

Call For Vote: All Ayes Motion Carried

B. Directors Monthly Report - William began the discussion by mentioning House Bill (HB) 187 (Homeowners Relief Act) which if enacted would impact library funding. Also mentioned was recent election results affecting the legalization of marijuana which may generate an increase in state revenue. William also noted twenty-five of the twenty-six public library levies passed. Two libraries, Ashland and Port Clinton (Ida Rupp), passed their levies even with opposition. Many recent local elected officials are Library supporters for which William is most grateful. William mentioned the number of voters at the polling station in the Library nearly doubled from past years. Marilyn inquired if the results from Issue 11 (ALCS construction bond for new buildings

and renovation of Avon Lake High School) would affect the Library and William expressed he is not concerned as we have a healthy separation from the schools and most always avoid being on the ballot at the same time. The Library Board will make a decision as to whether to move forward with a renewal when the time comes.

William briefly provided detail on the Motus Wildlife Tracking System Tower which will be installed on the roof of the Library. The system tracks bird migration and the Library is an ideal location as it is close to the lake and a roofline above the treeline. In response to Marilyn's inquiry, William responded that a kiosk might be provided to relay information pieces and share our contributions with the public.

Facility project updates are finally coming to an end. The application of tin on the roof will be completed soon and a punch list will be compiled. Additional fire alarms and electrical work on the elevator will be completed. Clean-up and removal of temporary walls will follow. In response to Michele's inquiry, William has spoken to the Office of Civil Rights (OCR) regarding the ADA complaint. OCR has extended the deadline to respond as the work is in progress and the project is taking longer than planned. Elevator work should be complete by the end of 2023.

William addressed recent HVAC repairs involving the units covering the Gallery and DiscoveryWorks. The DiscoveryWorks unit is operational; however, the Gallery unit does not communicate with the circuit board. A temporary workaround has been made to manipulate the thermostat to provide a comfortable temperature. This solution is short lived and a more permanent solution will be necessary.

The fire department has requested we complete some upgrades to add emergency strobing lights and replace fire sprinkler risers which will be discussed later in the meeting. A fire drill was successfully completed and will be performed once a year going forward.

As a side note, the Halloween season has ended and the skeleton and pumpkin have been relocated to make room for live reindeer at our next large event (*Holly Days*) taking place on Saturday, November 18. William invited all to visit and take a photo with live reindeer, complete a craft and enjoy a few goodies.

C. Monthly Statistics - William stated overall circulation figures are up 8% which includes both digital and physical items. The growth and popularity of electronic resources continue as shown in the 10% decrease in physical audiobooks. Also mentioned was the 21% increase in Teen materials. Some of this is attributed to Julie Como, Teen Librarian who has changed ordering, modified displays and organized successful programs such as Teen Book Club and Teen Writers Club.

Library attendance is also up with a good portion representing activity from Boo by the Woods. During the October Board meeting, the Board requested more information regarding the downturn in DiscoveryWorks attendance for the months of August and September. William spoke to Linda Janesz, DiscoveryWorks Manager and relayed this was due to the typical post

summer decline and human error in hand counting of patrons coming and leaving DiscoveryWorks. Installing automatic people counters for this area may remedy some of this.

Marilyn requested more detail on Hoopla, an online streaming service the Library offers that provides books, tv, music and audiobooks. Items are free of charge and many are “on demand”; with other more popular items requiring a bit of a wait. Gerry explained users are capped to a certain amount of items. This is a growing service and the Library typically pays about \$2,500 per month for this service. William noted the Library continues to adjust the budget to allow for popular materials including digital resources which have more accessibility to items such as niche magazines and Great Courses.

Bicycle circulation was up for the month of October and a brief discussion was held regarding bicycle user agreements and optional bike helmet borrowing was had.

VII. Unfinished Business -

A. DiscoveryWorks renovation project - capital campaign - William provided documentation for preliminary discussion of the design of the fundraising campaign. A brief history of DiscoveryWorks will be relayed with details on design and exhibit updates and expanded hours. Donors will have the option to participate in the renovation by contributing \$100, \$250 or \$500 to the “Exploration Wall” just outside of DiscoveryWorks near the presorting area near the Circulation Desk. This will be a visually pleasing accompaniment to the Gallery that can display multiple donors as an interesting visual for patrons. For a \$1,000 plus investment, donors can opt to customize a plaque featuring aquatic life native to the area on the “Lake Life” exhibit inside DiscoveryWorks. This will bring in elements of the community and will accommodate an interactive, high-technology piece where children can scan their own creations onto a screen.

Corporations and larger donors can sponsor actual exhibits which begin at \$15,000. Fundraising efforts will begin in December with the target to raise \$1.2 million and the campaign would continue beyond February 2024. A brief description will be added to the program guide and online donations will be an option. In response to Michele's inquiry, William stated at the end of February we hope to be in a position to put the work out for bid and get an idea of the price of the project.

If the campaign fails to meet the goal, the Library can use existing Building Funds to cover the cost of the project. General donations will continue to be accepted for ongoing operations, programming, and exhibits in DiscoveryWorks.

VIII. New Business -

A. 2024 temporary appropriations budget - Lorie stated this is the first document from the County that provides verification of what we are certified for in the form of real estate taxes, estimated PLF and other resources (fines and fees, interest and any miscellaneous). For the tax year 2024, the Library can plan to receive \$3,486,990.95 and we can base the budget on this amount. Lorie reminded the group the Temporary budget is more fine-tuned than the Proposed

Budget submitted earlier in the year and must be approved in November or December. Lorie explained the steps taken to create the budget and figures from the end of September were annualized to create year-end totals. Lorie clarified where adjustments were made in calculating the Temporary Budget. Changes included a 10% increase in wages and a 9% increase in health insurance benefits.

Looking at budgeted expenses, a reasonable amount was added to DiscoveryWorks and Children's supplies. Additional costs for Liability Insurance relating to cybersecurity were accounted for going forward. Additional dollars were put toward legal services and temporary contract labor relating to the building projects. Overall the materials budget rose to \$350,000 from \$315,000 which is the first time in a long while the materials budget was increased. Lorie clarified downloadable materials are growing in popularity and costs associated with making them available to patrons are necessary. In addition, changes were made to decrease the technology hardware seeing trends are shifting and requiring more software-based technology. Lorie noted anything that has a useful life of more than five to ten years would be capitalized.

William also noted he would like to hold a building committee meeting soon to evaluate and prioritize an updated list of building projects. Drainage work was completed a few years ago near the McMahon Room and similar work on the other side needs to be completed. This will be a more involved project requiring a tear out of the staff loading dock and will most likely require the assistance of an architect. As noted on the budget, the Library will allocate \$150,000 for drainage and HVAC work which will happen in 2024. In total, expenses relating to the General Fund would total to \$3,485,772.50, which aligns with what we want to be.

Marilyn inquired about the 2024 eclipse and any expenses related to the event. William replied that we did spend money on eclipse glasses to add to the 2,000 we received free of charge. The Library has partnered with the city and will incorporate eclipse-related themes into take home kits and programming.

Amy Margiotti moved and Steve Parsons seconded **Resolution No. 2904-22**, approving the 2024 Temporary Appropriation Budget at the millennium levels of:

1000/Salaries and Benefits for	\$2,187,272.50
2000/Supplies for	\$45,900.00
3000/Operations/Contracts for	\$667,000.00
4000/Materials for	\$350,000.00
5000/Capital Outlay for	\$22,500.00
7000/8000/Other for	\$213,100.00

For a General Fund total of \$3,485,772.50 and a \$175,000.00 appropriation from the Building Fund for a combined total for the two funds of \$3,660,772.50.

Roll Call Vote: All Ayes Motion Carried

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

B. Canopy repair - architectural services - William began the discussion by noting that the pillars at the South and North entrances have masonry issues. Tuckpointing was completed years ago, however, issues still exist. One of the firms that was prequalified for the elevator project was approached to begin architectural services to evaluate canopy repair. Early discussions from Sixmo, Inc. estimate architectural services will cost about \$15,200; however, the motion written by Bricker & Graydon LLC. provides for a cap not to exceed \$30,000.

Christina Mars introduced **Resolution No. 2905-23** and moved its passage:

SELECTING MOST-QUALIFIED DESIGN PROFESSIONAL AND AUTHORIZING ARCHITECT AGREEMENT

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

WHEREAS, the services of a design professional are needed to evaluate the masonry piers at the Library’s north and south entrances for repair or replacement, develop the design, and provide construction administration services for the Project, and the design professional fees for the Project are estimated to be less than \$30,000; and

WHEREAS, the Library has established a file with current qualifications for design professionals, as encouraged by ORC Section 153.68, and ORC Section 153.71(B)(2) permits the selection of a design firm based upon current qualifications included in that file, when the estimated compensation for the design professional services will be less than \$50,000; and

WHEREAS, the Director evaluated the current design professional qualifications included in the file per the law and recommends to the Board that Sixmo, Inc. (“Sixmo”) is the most-qualified firm for the Project; and

WHEREAS, the Director intends to negotiate the terms of an architect agreement with Sixmo pursuant to ORC Section 153.69(B) with assistance from legal counsel; and

WHEREAS, the Board wishes to approve the most-qualified design professional recommended by the Director and authorize the Director to negotiate and execute an architect agreement with Sixmo for the Project with assistance from legal counsel in a total amount not to exceed \$30,000.

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

1. The Board approves Sixmo, Inc. as the most qualified design professional for the Project, based upon qualifications included in the Library's prequalification file and pursuant to ORC Section 153.71.
2. The Board authorizes the Director to negotiate and execute an architect agreement for the Project with Sixmo pursuant to ORC Section 153.69(B) with the total compensation not to exceed \$30,000, which the Board determines is fair and reasonable, as well as any related documents required to document the agreement between the Library and Sixmo.

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

C. Elevator replacement project - fire alarm smoke detectors - William began the discussion by relaying that the Avon Lake Fire Department has required non-negotiable modifications on fire alarm smoke detectors and the project was expedited so as not to hold up the elevator replacement, requiring ratification of approval.

Steve Parsons moved and Christina Mars seconded **Resolution No. 2906-23**, to ratify the proposal for elevator fire alarm smoke detectors not to exceed \$13,000 to Rebman Systems, Inc.

Roll Call Vote: All Ayes Motion Carried

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

D. Fire sprinkler riser replacement project - After a routine inspection from the Avon Lake Fire Department, the recommendation was made to replace sprinkler risers. We received multiple quotes and are comfortable with the firm chosen.

Marilyn Valentino moved and Amy Margiotti seconded **Resolution No. 2907-23**, to approve the proposal for the replacement of fire sprinkler risers for an amount not to exceed \$16,000 to Diversified Piping & Mechanical.

Roll Call Vote: All Ayes Motion Carried

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

E. Nominating committee for 2024 board officers - Michele Jakubs, as presiding officer, called a nominating committee of the whole to appoint 2024 Board officers at 8:36 p.m.

IX. Adjourn

With no further business to discuss, the meeting was adjourned at 8:38 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is December 14, 2023.

Michele Jakubs, Vice President

Marilyn Valentino, Secretary

A meeting of the Nominating Committee of the Avon Lake Public Library Board of Trustees was called to order by Committee Chair Michele Jakubs on Tuesday, November 19, 2023, at 8:36 p.m. The purpose of the meeting was to discuss the nomination of the 2024 Board officers. In attendance were committee members Steve Parsons, Christina Mars, Amy Margiotti, Marilyn Valentino, and Director William Rutger. Michele appointed William secretary pro tem.

There were no adjustments to the agenda.

There were no public comments.

2024 Board Officers:

The committee discussed the roles and responsibilities of the officers. All agreed to recommend the following slate of 2024 Board officers, for a second term, at the December 14, 2023 regular Board Meeting:

President – Deborah Yue
Vice President – Michele Jakubs
Secretary – Marilyn Valentino

The meeting adjourned at 8:38 p.m.

Michele Jakubs, Chair, Nominating Committee

William Rutger, Secretary pro tem