

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 December 14, 2023 at 7:02 p.m. Trustees in attendance were Steve Parsons, Rebecca Schaltenbrand, Michele Jakubs, and Marilyn Valentino. Amy Margiotti, Christina Mars and Deborah Yue were absent. Also present were Director William Rutger, Fiscal Officer Lorie Scheer, and Administrative Assistant Carrie Muzychak.

II. Adjustments to the agenda -

William stated there are adjustments to the agenda. The first modification is to adjust the reference of November 19 to November 9 under *IV. A. Minutes of the regular meeting* and *IV. B. Minutes of the Nominating Committee meeting*. Lorie added there will be an additional motion to *V. Fiscal Officer's Reports* to include *C. General Fund Transfer*. William also stated there will be two additions under *VIII. New Business*; as follows: *A. Credit Card Compliance review* and *D. Compromised Masonry Repair*.

III. Public comments - There were no public comments.

IV. Minutes

A. Minutes of the regular meeting of November 9, 2023

Marilyn Valentino moved and Steve Parsons seconded **Resolution No. 2908-23**, approving the minutes of the regular meeting of November 9, 2023.

Call For Vote: All Ayes Motion Carried

B. Minutes of the Nominating Committee meeting of November 9, 2023

Steve Parsons moved and Rebecca Schaltenbrand seconded **Resolution No. 2909-23**, approving the minutes of the Nominating Committee meeting of November 9, 2023.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

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

Lorie began the discussion with the Bank report, stating the balances in the General Funds total close to \$1.970 million. The Building Fund balance is approximately \$ 2.21 million. Discussion will be held later in the meeting regarding the year-end transfer of \$75,000 from the General Fund to the Building Fund.

Lorie referenced the Revenue Report stating that the Public Library Fund (PLF) check for December was just received in the amount of \$81,625.14. With this deposit, the year-to-date PLF received will be in excess of one hundred percent. Looking ahead to the end of the year, Lorie noted Library revenues overall will be well over the amount certified.

Lorie referred to the Expense Report and highlighted *101.100.53560 Lease Copiers and Supplies* which is an over-encumbered account due to the \$7,600 check expected. Lorie reminded the Board that negotiations with the new vendor authorized a payout of the balance from the previous lease. The check is expected to be delivered in the next day or so. Lorie then mentioned other accounts that are over-encumbered: *101.110.53325 Building & Site Maintenance-Variable*, *101.100.55500 Furniture and Equipment*, and *101.100.55530 Technology Hardware*. The total amount over-encumbered in the three accounts is approximately \$18,774. Lorie intends to shore up these balances using a portion of the \$50,000 balance in the *Contingency* account as part of the cross-millennial transfer.

Lorie inquired if there were any questions on checks and with none, concluded the report.

Marilyn Valentino moved and Rebecca Schaltenbrand and seconded **Resolution No. 2910-23**, approving the Fiscal Officer's November 2023 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

B. Cross-millennial transfers -

Steve Parsons moved, and Rebecca Schaltenbrand seconded Resolution No. 2911-23, approving the use of contingency funds for any cross-millennial transfers at year's end.

Roll Call Vote: All Ayes Motion Carried

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

C. General Fund Transfer -

Rebecca Shaltenbrand moved and Steve Parsons seconded Resolution **No. 2912-23**, approving a minimum of \$75,000 transfer from the General Fund to the Building Fund as requested by the Fiscal Officer.

Roll Call Vote: All Ayes Motion Carried

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

VI. Director's Reports

A. *Gifts* - Gifts to the Library and Endowment Funds were received in November, as follows:

Gifts to the Library:

In memory of Dana Klein - \$20.00 from Jennifer Black

In memory of Kathy B. Rondestvedt - \$100.00 from Craig and Paige Navratil

Gift to the Endowment Fund:

In memory of Dana Klein - \$500.00 from Leslie Hoffman

TOTAL: \$620.00

Steve Parsons moved and Marilyn Valentino seconded **Resolution No. 2913-23**, accepting \$120.00 to the Library and \$500.00 to the Endowment Fund for a total of \$620.00.

Call For Vote: All Ayes Motion Carried

B. *Directors Monthly Report* -

William highlighted House Bill 257, legislation to allow certain entities to have virtual meetings. This has been discussed in the past and not surprisingly, there will be some additional safeguards. Rebecca added there is a high likelihood that additional parameters will be set if the bill passes. William will keep the group apprised of any decisions as the legislation awaits action from the Senate.

The Library's annual *Holly-Days* event was a huge success and all had a great time. William noted that many participated in four hours of holiday attractions and much positive feedback was garnered from the activities, decor and effort from staff and volunteers. Marilyn was in attendance and complimented all involved on an "amazing event." Modifications to manage lines and spread out activities were implemented as a result of feedback from last year's event. William and the Board collectively commended all involved, mentioning efforts are noticed and appreciated.

William noted both the roofing and elevator projects are coming to an end. Final inspections are to be completed in the next few weeks and we are still on track for project completion by the end of year.

C. Monthly Statistics - Circulation is trending downward after being up last month; however, there is still good activity. Library attendance is up with many participating in the *Holly-Days* event. William also notified the staff that the app had been shut down for our Library and many other libraries. Because of this, patrons cannot utilize the mobile self-checkout. Sirsi and the third-party developer are working on a solution to this problem. Steve and William commented on the remarkable number of checkouts for a community of our size. William inquired if there were any questions, and with none, concluded his report.

VII. Unfinished Business -

A. DiscoveryWorks Renovation campaign - William presented an informational marketing piece for corporate donors and an overview of donation amounts and options. Also mentioned were discussions with Ted Esborn, Community Development Director for the City of Avon Lake, who will provide a list of potential donors. Information can be found in the latest program guide which will be mailed this week and additional details can be found on the Library website.

William will meet with RGI Creative and GPD Group in the next weeks to continue working on the project. Much excitement surrounds the commencement of the project and William will be providing updates at future meetings. In response to Steve's inquiry, William relayed that the project would begin in Spring of 2024 and the area would reopen in Autumn. More details on the scope and timing will be provided when bidding for the general contractor is finalized. To offset the closure, DiscoveryWorks staff will provide take-home kits, backpacks, learning kits, and light programming. Lorie and William have set aside \$1.2 million, if needed to fund the renovation.

VIII. New Business -

A. Credit card compliance review - William noted we are in compliance with credit card laws and regulations. In addition, credit card rewards earned for purchases totaled \$475.00. These were applied to pay down credit card balances in January of 2023. In response to Rebecca's inquiry, credit card statements, receipts and detailed descriptions of purchases are reviewed on a monthly basis.

B. Building Report Update - William provided a list of recent and upcoming building projects with general estimated costs and updated forecasting. William noted there is much coming up in the next couple of years. The building is 30 years old, and some repairs and improvements are necessary. A brief discussion was held regarding potential upcoming projects such as restroom remodeling, building waterproofing, HVAC controller replacement, and landscaping redesign and improvement.

C. Landscaping maintenance contract - William presented the proposal for landscaping maintenance services for the full year. The quote includes a fall and spring clean-up.

Steve Parsons moved and Rebecca Schaltenbrand seconded **Resolution No. 2914-23**, approving the proposal for landscaping maintenance services for 2024 not to exceed \$17,000 to Cutting Edge Landscaping Development.

Roll Call Vote: All Ayes Motion Carried

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

D. Compromised Masonry Repair - As mentioned in the November meeting, the Library has partnered with The Ohio State University and the Black River Audubon Society to install a Motus Wildlife Tracking tower near the roof of the Library. An area of brick and mortar near the peak of the building near the east wall of DiscoveryWorks was compromised during installation and repairs to the building are necessary. Three proposals were garnered; and the cost is expected to be \$12,000. The area, including the loading dock, are blocked off until the repairs are complete.

Marilyn Valentino moved and Rebecca Schaltenbrand seconded **Resolution No. 2915-23**, approving masonry repair of west building facade not to exceed \$15,000 to Cleveland Building Restoration.

Roll Call Vote: All Ayes Motion Carried

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

IX. Adjourn

With no further business to discuss, the meeting was adjourned at 8:02 p.m. The next scheduled regular meeting of the Avon Lake Public Library Board of Trustees is January 11, 2024.

Michele Jakubs, Vice President

Marilyn Valentino, Secretary