

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 February 8, 2024 at 7:01 pm. Trustees in attendance were: Steve Parsons, Rebecca Schaltenbrand, Amy Margiotti, Marilyn Valentino, and Christina Mars. Michele Jakubs was absent. Also present were Director William Rutger, Assistant Director Gerry Vogel, Communications Manager Shea Allmont, Fiscal Officer Lorie Scheer, and Fiscal Assistant Carrie Muzychak.

II. Adjustments to the agenda -

William added that there is one addition to the agenda to propose a replacement of controllers for the HVAC units. This will be discussed later in the meeting during New Business.

III. Public comments - There were no public comments.

IV. Minutes

A. Minutes of the regular meeting of January 11, 2024 -

Marilyn Valentino moved and Amy Margiotti seconded **Resolution No. 2930-24**, approving the minutes of the regular meeting of January 11, 2024.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

A. Fiscal Officer's month, January 2024 report, and monthly financial statements -

Lorie began by mentioning a new line item, *101.650.46510 - DW 2024 Renovation*, has been created on the Revenue Report for the donations made towards the DiscoveryWorks renovation. Moving on to the Bank Report, Lorie noted that the total balance is over \$3.5 million; of which \$2.0 million constitutes the Building Fund.

Lorie referred to the Expense Report, mentioning that some unencumbered balances are reflected as a negative balance due to differences in the Temporary Budget. Lorie clarified the expenses noted on the report represent the budget plus any money brought over from the prior year. In March, the Permanent Budget will be discussed after 2023 purchase orders have been closed out and we have a better idea of budgetary needs. The Permanent Budget including the expense budget will then be approved. Lorie foresees no major issues being short on the budget.

Lorie inquired if there were any questions and with none, moved on to the Check Report, offering clarification on any questions. With none, the Fiscal Officers Report was concluded.

Rebecca Schaltenbrand moved and Steve Parsons seconded **Resolution No. 2931-24**, approving the Fiscal Officer's January 2024 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

VI. Director's Reports

A. Gifts -

Gifts to the Library

\$5,000.00 from Mary Crehore for DiscoveryWorks Renovation

\$1,000.00 from Marilyn Valentino for DiscoveryWorks Renovation

\$250.00 from Rebecca Schaltenbrand for DiscoveryWorks Renovation

\$100.00 from Connie Rustad for DiscoveryWorks Renovation

Gift to the Endowment Fund

\$5,000.00 from Karen Lanigan

William recognized former Avon Lake Public Library Director Mary Crehore as the first to provide a gift towards the DiscoveryWorks Renovation. William also provided thanks to Karen Lanigan who has donated to the Endowment Fund in the past.

Christina Mars moved and Amy Margiotti seconded **Resolution No. 2932-24**, accepting \$6,350.00 to the Library and \$5,000.00 to the Library Endowment Fund for a total of \$11,350.00.

Call For Vote: All Ayes Motion Carried

B. Director's Monthly Report -

William began the report by noting that efforts have begun to join the Sustainable Libraries Certification Program (SLCP). This was brought to our attention by Adult Services Librarian Laura Ploenzke. A roadmap has been provided with key considerations and action items. We will not be committed to specific items and will incorporate elements we currently have in place while choosing what we want to do going forward. A committee will be formed to identify action items. William added there is no timeline for this initiative.

Discussion on the DiscoveryWorks renovation began with William presenting materials, colors and finalized samples of flooring that are being incorporated into the design. William is meeting with GPD Group and RGI Creative on a weekly basis. Information on giving options is available in print and online. William is getting the message out to the community and feedback is positive. Most frequently, patrons are inquiring when DiscoveryWorks will be closed and will open after improvements are made. Steve inquired as to how long the Library will be collecting donations. Shea replied there is no deadline; however, the goal is to procure as much as possible before construction begins. William added we will have a cost estimate at the end of February or early March, and construction will start in May and be completed in September. Deborah

provided words of thanks to Library Trustees who have donated to the DiscoveryWorks renovation project.

William displayed photos and provided details on the recently held *Swiftie Saturday* program, explaining the library-wide event was the brainchild of a few Taylor Swift enthusiasts on staff. Patrons came from far and wide to enjoy storytime, crafts, photo opportunities, bracelet-making, trivia and more. Over 1,000 people were in attendance, and many departments of the Library were involved in making this a memorable event. William extended “kudos” to all who participated.

Shea and William informed the Board that the Library is executing the first *Tiny Art Show*. This all-ages event provided tiny 4” x 4” canvases, paint and paintbrushes to approximately 130 registrants. Completed art will be on display March 1-31. Also mentioned was the upcoming Friends of the Avon Lake Public Library Spring indoor book sale, which will be held March 9 and 10. In addition, the very popular model train display will be set up in the Library Gallery in early March. There will be activities for children and adults.

C. Monthly Statistics - Circulation and attendance statistics were up compared to February 2023. A brief discussion was held as to the data missing from the spreadsheet that should have shown percentages of circulation for downloadables and self-checkouts. William will research this and provide the figures to the group.

As a side note, William communicated there is a variety of programming planned by the City of Avon Lake, Parks and Recreation and the Avon Lake Public Library in anticipation of the solar eclipse in April. The Library parking lot will close at 5:00 pm on Saturday and will be used by the Avon Lake Fire Department during the weekend.

D. Annual Report - William presented the 2023 Annual Report and mentioned attendance was up for the year overall. Circulation was down from last year; however, over 450,000 items were checked out. The amount of registered borrowers for 2023 was less than in other years, most likely due to a large purge of library cards without activity for the last five years. A new addition to the report is the list of top e-books. William spoke to a few of the many events at the Library, such as *Environmental Educational* talks, the tenth annual *Boo by the Woods*, and the *Community Reads* event featuring Thrity Umrigar. Elizabeth Letts, author of *Finding Dorothy*, will be the next author to present in the fall.

As a side note, William mentioned that directors from Lorain County Libraries will be organizing a trustee gathering for the Fall on the topic of artificial intelligence (AI) and the impacts libraries may see moving forward.

VII. Unfinished Business -

A. OLC Trustee Dinners - William reminded the group that registration is open for the May 2 event in Independence, Ohio. Trustees interested in attending should let William know and he will facilitate registration.

VIII. New Business -

A. Endowment Fund distribution – William spoke briefly relaying interest from the Endowment Fund is presented to the Board on an annual basis with options to hold, distribute or reinvest the amount. Typically, the Library has opted to hold the funds to be used at a later time. Deborah asked if there were any questions and with none, moved forward with the vote.

Rebecca Schaltenbrand moved and Steve Parsons seconded **Resolution No. 2933-24**, holding the 2024 income from the Avon Lake Public Library Endowment Fund, totaling \$17,639.07 for future disbursement.

Roll Call Vote: All Ayes Motion Carried

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

B. Avatar Interactive - William began the discussion noting the Library housed an avatar interactive screen which was on loan from RGI Creative during the fall. The attraction proved to be very popular and discussion was held to purchase one for the Library. This commercial-grade screen can be used long-term and themed and decorated for our many events. It will feature hidden hardware, a battery backup and will be on casters so it can be moved to other areas. Hardware and software programming will include characters relating to Boo by the Woods, Holly Days and a third option for generalized book or literary characters. William added that the cost is \$10,948.85 and includes a lifetime construction warranty with the standard electronics warranty. The display will be enjoyed for many years and will be paid out of the Building Fund. Deborah inquired if the cost includes installation, to which William noted the cost does include installation. The screen will arrive next month with a winter theme. William clarified that additional programming will take a little longer and will cost extra due to additional coding.

Amy Margiotti moved and Rebecca Schaltenbrand seconded **Resolution No. 2934-24**, to approve the proposal for the Avatar Interactive an amount not to exceed \$12,000 to RGI Creative.

Roll Call Vote: All Ayes Motion Carried

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

C. ALCTV lease - The Library leases space to the City of Avon Lake for their Communication and Technology department (ALCTV); and has done so for at least 20 years. William noted we had previously leased the studio space in five-year increments; however, we have decided to renew on a year-by-year basis going forward. The City has, and will continue to, reimburse the Library for five percent of total utilities at the end of the year. William confirmed that ALCTV does carry their own insurance. A brief discussion was held on the details of the lease renewal terms.

Marilyn Valentino moved and Christina Mars seconded **Resolution No. 2935-24**, approving the lease of office space to the City of Avon Lake for their Communications and Technology Department.

Call For Vote: All Ayes Motion Carried

D. HVAC Replacement project - William began the discussion mentioning that the HVAC project was briefly discussed last month and has needed to be addressed for a while. The HVAC controllers are no longer supported, creating issues as heating and cooling cannot be scheduled. The controls function to adjust the temperature and workarounds are currently being created to regulate the temperature. Three quotes were received and one was under \$75,000. William reminded the Board, per Ohio Revised Code; projects over \$75,000 are required to be put out to bid. We have worked with Gardiner and they currently maintain our units and system. Deborah inquired when the new controllers will be up and running and Gerry did not yet have the information regarding timing. In response to Rebecca's question, funding will come from the Building Fund. Marilyn asked if the new controls will work on new units that may be replaced in the future. Gerry reported they will work with other units. In addition, the Library has recently replaced all HVAC units and it is expected to be ten years before it will be necessary to replace the units.

Amy Margiotti moved and Rebecca Schaltenbrand seconded **Resolution No. 2936-24**, approving the proposal for the replacement of the HVAC control system for an amount not to exceed \$74,824 to Gardiner.

Roll Call Vote: All Ayes Motion Carried

Michele Jakubs	Absent
Christina Mars	AYE
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 8:03 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is March 14, 2024.

Deborah Yue, President

Marilyn Valentino, Secretary