

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 May 9, 2024 at 7:00p.m. 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, Fiscal Officer Lorie Scheer, and Fiscal 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 April 11, 2024*

Amy Margiotti moved and Steve Parsons seconded **Resolution No. 2947-24**, approving the minutes of the regular meeting of April 11, 2024.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

A. *Fiscal Officer's April 2024 reports, and monthly financial statements* -

Lorie began the Revenue Report noting interest earnings have been glorious and the Library has earned over \$9,000 on the Building Fund which annualized can be estimated to total over \$100,000 for the year end. Lorie commented the interest bearing accounts are aiding the Library balances. Also noted was \$22,625 accumulated through the end of April for the DiscoveryWorks renovation project. Lorie referred to the Bank Report noting we have over \$4.2 million between the General and Building Funds combined.

As for the Expense Report, Lorie pointed out line item *101.110.53115 Building & Site Maintenance-Variable* reflects \$21,000 of over budgeted dollars. Originally \$50,000 was encumbered for the year and Lorie will wait and make an adjustment in the future after evaluating available funds from other line items. Lorie noted there is \$21,000 left unencumbered in *101.10.53315 in Building & Site Maintenance-Fixed* which includes regularly occurring monthly expenses.

Lorie mentioned Michele had inquired about the Banking Fees at the April meeting which Lorie was able to get reversed and the funds credited back to the Library. In addition, the Library incurred a \$10 fee for a returned check from a patron. The patron has reimbursed the Library and the fee will be offset and shown on next month's financial statements.

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

Christina Mars moved and Marilyn Valentino seconded **Resolution No. 2948-24**, approving the Fiscal Officer’s April 2024 reports, and monthly financial statements.

Call For Vote: All Ayes Motion Carried

VI. Director’s Reports

A. Gifts -

Gifts to the Library

- \$75 from Avon-on-the-Lake Garden Club in memory of past member Lois Davis
- \$250 from Julius Shinko in memory of Linda L. Shinko
- \$250 from Julius Shinko in honor of Laura Ploenzke

For DiscoveryWorks Renovation:

- Monica Mack \$500
- Michael Triska \$100
- Derek Lenehan \$1,000
- Kathleen O'Malley \$100

Gift to the Endowment Fund - None

\$2,275.00 to the Library
\$0.00 to the Endowment Fund

TOTAL: \$2,275.00

William explained the \$250.00 donation from Julius Shinko was provided as thanks for assistance from Public Services Librarian, Laura Ploenzke regarding genealogy questions. Also noted was the donation from the Garden Club, which frequently donates money toward the purchase of gardening books in memory of past members. Marilyn inquired as to how much we have raised for the DiscoveryWorks project thus far to which Lorie referred to the Revenue Report as over \$22,000. This is reflective of donations through the end of April and there is more in May. William added the Library has not not received any corporate donations. William continues discussions with Medical Mutual, Bendix Foundation, and Lubrizol to obtain donations to be used for exhibits. William is also working with Community Development Director, Ted Esborn to reach out to local companies such as Ford, Gamiella and Kopf Builders. In addition, Friends of the Avon Lake Public Library member Terri Rife has expressed interest in assisting in seeking out more individual donors. William has displayed visual boards to create interest in the project and continues efforts to get the word out.

Deborah inquired how long we will accept donations, and William anticipates we can accept money until October or later. William and Lorie added that we do have the funds in the Building Fund to pay for the project, and it is encouraging to see individual donors supporting the project.

Steve Parsons moved and Amy Margiotti seconded **Resolution No. 2949-24**, accepting \$2,275.00 to the Avon Lake Public Library.

Call For Vote: All Ayes Motion Carried

B. Directors Monthly Report

William began the Directors Report noting the Public Library Fund (PLF) has been slightly underperforming after exceeding expectations last year. Lorie noted the Library has collected 29% of PLF dollars year to date, as opposed to 33% as expected. William will keep the Board abreast of any news, but we hope to see a turnaround.

As for the DiscoveryWorks renovation project, William noted the department closed on May 1 to allow for the disassembly of exhibits, general cleaning and organization. William and staff have created a list of items that we no longer need and will be declared surplus. A public auction with minimum bids will be held. This will be a silent auction held over one to two days. Proceeds from the silent auction will be used toward the renovation.

William added many of the favorite Discovery Works exhibits will return as a modified and improved version. Accessibility to others will improve. RGI Creative will be responsible for modifying or creating new exhibits and some will be purchased from outside sources such as the Children's Museum of Pittsburgh. A discussion was held on enhancements or replacements planned for the kaleidoscope, planet-scale, train table, and praxinoscope. In addition, some tables and chairs will be purchased by the Library directly, to obtain better pricing. William noted the placement of exhibits and furniture will be evaluated to ensure ADA accessibility.

Marilyn, Deborah and William attended the OLC Trustee Dinner where more than fifty trustees gathered to collaborate and discuss services provided by OLC. Michelle Francis, Executive Director, and Jay Smith, Director of Government and Legal Services presented as well as others. Marilyn reported discussions regarding Intellectual Freedom issues and book banning tactics were especially interesting and relayed some of the best strategies if issues arise. William noted the Library has a collection development policy in place and will refer to other libraries' policies regarding programs to establish a program policy, which OLC recommends libraries have in place to outline their programming guidelines. Steve inquired as to what types of public programs may result in inquiries from the public. William replied that libraries offering Drag Queen Story Hour have been challenged recently. William emphasized that the Library consistently strives to uphold its position in the community as a dependable, impartial source of accurate information by providing a comprehensive collection and varied programming offerings that reflect the needs and interests of our entire community, ensuring there is "something for everyone." Deborah commented residents in our community are fortunate to live in an area that appreciates the Library as a resource and credited staff and management for this.

William highlighted a new program at the Library *Getaway Gals and Pals* that goes along with the summer adventure and travel theme. DiscoveryWorks' staff members, Amy Cox, Public Services Associate, and Maria Surrovy, Public Services Librarian, have established this program as a way to add value while DiscoveryWorks is closed. This series will focus on family travel, travel apps, road trips, Disney trips, and international travel. As a side note, William mentioned

the Library has suspended the usage of substitute employees as DiscoveryWorks staff is assisting in other departments during the renovation.

Monthly Statistics - William provided the statistics report showing increasing figures for both material circulation and attendance compared to April 2023. DiscoveryWorks attendance was down to which William suggested may be down due to the anticipated closure. William also mentioned we usually see an uptick in circulation and attendance during the summer. The summer reading theme for this year will be “*Adventure Begins at Your Library.*” Steve asked for clarification on attendance figures, to which Lorie and William clarified the door counter counts for all who come into the library, even those who come in to use the restroom.

Marilyn referenced the Statistics Report and asked for clarification on the difference between Ready Reference versus In-Depth Reference. Gerry answered that Ready Reference questions are simple and Readers Advisory are more complex, requiring staff to use more resources from multiple sources. Many of the inquiries regarding topics such as genealogy and technology are considered to be In-Depth Reference questions.

As a side note, William displayed a thank you card from Technical Services employee MaryJo Mumford expressing a thank you for staff in-service day. William will provide more details on the staff day in next month's directors report. Also mentioned was a verbal thanks from Support Specialist Carolyn Gaar, regarding notary training that was held at the Library.

VII. Unfinished Business - There was no unfinished business.

VIII. New Business -

A. DiscoveryWorks renovation -general contracting bid - William began the discussion noting there are separate proposals and motions for each of the three DiscoveryWorks components. The cost of the total of the components is estimated at \$1.363 million. Lorie remarked, for bookkeeping purposes, there will be three purchase orders established aligning with the resolutions so expenses for each portion of the project can be tracked. William reminded the Board the Library does have enough funding for the project in the Building Fund, however will reduce the cost to the Library with outside donations.

William provided the Board with information regarding the recent bid for the DiscoveryWorks contracting work. William told the Board that RGI Creative could not complete these construction services. Four bids were received, and one was withdrawn due to an invalid bid. Infinity Construction was the lowest bid provided. Both GPD Group and our legal counsel at Bricker Graydon have reviewed and approved the documents. William noted language in the resolution allows the Director and Fiscal Officer to approve modifications of alterations under \$10,000; however, changes over the \$10,000 threshold will require board approval.

Avon Lake Public Library - Discovery/Worship
2023270.01

Bid read by: William Ringer
Bids recorded by: Jason Nollie
Date 5/2/2024

BID TABULATION

Estimate	Account	Bidder (Contractor Name)	Bid Security Fee	Accepted (per 104 or 105)		Painting of overhead deck and trusses as shown on drawings Alternate No. 1	TOTAL w/ anticipated Alternates
				Combined Bid	Y/N		
					\$880,000		
1	Scam Construction	1,2,3	Y	\$	710,000	\$ 14,000	\$ 724,000
2	Milzone Management	1,2,3	Y	\$	724,444	\$ 44,252	\$ 778,696
3	Crown Contractor (Withdrawn)						
4	Jeffery Construction	1,2,3	Y	\$	689,000	\$ 19,000	\$ 708,000
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Rebecca Schaltenbrand introduced the following resolution and moved its passage:

Resolution No. 2950-24

AWARDING CONTRACT FOR THE DISCOVERYWORKS RENOVATION PROJECT

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

WHEREAS, the Board previously authorized the solicitation of bids for the Project pursuant to Ohio Revised Code Section 3375.41 and bids were received on May 2, 2024 and publicly opened and read aloud immediately after the time for submitting such bids had expired, by the Fiscal Officer in the Library’s Lakeshore room; and

WHEREAS, GPD Group (“GPD”) tabulated the bids that were received and such bid tabulation is attached hereto; and

WHEREAS, the apparent lowest bid for the Project submitted by Crown Commercial Construction (“Crown”) contained a clerical mistake due to an unintentional omission of the required allowance and Crown withdrew its bid in writing pursuant to the law and the bidding documents; and

WHEREAS, the second apparent lowest bid for the Project was submitted by Infinity Construction Co., Inc. (“Infinity”) and GPD reviewed the bid submittal, contacted references, and recommends award of the contract for the Project to Infinity, as the lowest responsible bid that is responsive, in the total amount of \$708,000.00 including the base bid of \$689,000 and Add Alternate No. 01 in the amount of \$19,000; and

WHEREAS, during construction of the Project, there may be changes to the Work that impact the Scope of the Work, Contract Sum, and/or Contract Time. These changes may be documented via Amendment, Change Order, or Construction Change Directive (“Modifications”) and to avoid Project delay and related costs, the Director or Fiscal Officer may be authorized to approve and execute such Modifications which shall not individually exceed the amount of \$10,000.00.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. The Board approves the bid opening and based upon the recommendation of GPD accepts the bid from Infinity as the lowest responsible bid for the work and awards the contract for the Project to Infinity in the amount of \$708,000.00 which includes accepted Add Alternate No. 01.
2. The Board authorizes the Director and Fiscal Officer to sign the contract with Infinity in such amount, and to prepare and sign any related documents required for the Project.

3. The Board further authorizes the Director and Fiscal Officer to sign Modification(s) related to the Project where such Modifications in total do not exceed \$10,000.00. Should a Modification bring the total above this amount, it will be brought to the Board for approval.

Christina Mars 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	AYE
Rebecca Schaltenbrand	AYE
Marilyn Valentino	AYE
Deborah Yue	AYE

B. DiscoveryWorks renovation - RGI fixtures and exhibits - The proposal for fixtures and exhibits includes items that are separate from exhibits and include entryways, benches, lights and more cosmetic features. Steve inquired if we will need to bid out the fixtures and exhibits to which William added we do not have to competitively bid out the furniture, exhibits and fixtures.

Marilyn Valentino moved and Amy Margiotti seconded **Resolution No. 2951-24**, the approval of the proposal for fixtures for the DiscoveryWorks renovation not to exceed \$415,000 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

As for the DiscoveryWorks exhibit portion, the Library had originally encumbered \$200,000 for this portion which increased to \$240,000 after some modifications were made. William and staff are looking at RGI Creative and other vendors while evaluating options for cost savings. William added the quality and durability of RGI Creative’s work has been exceptional. Additionally, William confirmed there is a lifetime warranty on the parts of exhibits from RGI and electronic components of exhibits will be covered by a manufacturer's warranty. Deborah inquired if there similar exhibits available elsewhere to which William replied there are similar elements of imaginative playhouses at other libraries, science centers and playgrounds; however; there are many unique activities and displays planned for the DiscoveryWorks renovation.

Deborah stated the DiscoveryWorks renovation project is an investment in the community and in the Library for the long term. The space is almost 30 years old and the renovation will ensure the area will be enjoyed for years to come.

Steve Parsons moved and Christina Mars seconded **Resolution No. 2952-24**, to approve the proposal for exhibits for the DiscoveryWorks renovation not to exceed \$240,000 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. DiscoveryWorks renovation - obsolete furnishings and exhibits - William provided a list of items we marked for a variety of items we no longer need that can be declared surplus. The Library will arrange a public sale and anything not sold will be relocated to community partners or disposed of. Deborah inquired as to when the sale will take place to which William replied he is planning to hold the sale in early June. This will be an advertised event that will most likely be held over two days.

Amy Margiotti moved and Rebecca Schaltenbrand seconded **Resolution No. 2953-24**, to approve of the listing of obsolete furnishings and exhibits for sale, donation or responsible disposal.

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

D. Fire alarm system code updates- A recent fire code inspection revealed locations where installation of strobe lights and horns are required. Rebman Systems will be completing the work as we have used them for all of fire safety services in the past. William provided the board with the quote including the warranty information.

Christina Mars moved and Amy Margiotti seconded **Resolution No. 2954-24**, to approve the proposal for the installation of additional notification devices (horns & strobes) to bring the fire alarm system up to NFPA-72 codes not to exceed \$22,000 to Rebman Systems, Inc.

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

E. 2025 Proposed Appropriations budget - Lorie began the discussion explaining there were not a lot of adjustments made to this budget from the 2024 Permanent Appropriations Budget, as only four months of the year have passed and few assumptions can be made with this limited data. The revenue from property tax was budgeted as being consistent however, interest income was annualized based on current month to date income. Total General Fund proposed revenue totalled \$3,552,101 which is a 2.1% increase. As for the expenses, wages were increased per the union contract and health insurance was increased by 6.6%. Lorie noted the remainder of expenses stayed the same resulting in a 2.1% increase in expenditures for the General Fund. As for the Building Fund, \$25,000 is for infrastructure which is for hardware with a longer lifespan and can be capitalized. In addition, \$150,000 is being held in building improvements which is subject to change depending on the needs of our aging building. Lorie noted the budget for all funds amounts to an estimated 3,731,597.50. Steve commented on health insurance, inquiring if the Library earned a medical insurance premium holiday. Lorie replied there will be one premium holiday in 2024.

Marilyn Valentino moved and Amy Margiotti seconded **Resolution No. 2955-24**, the approval of the 2025 Proposed Appropriations Budget at the millennium levels of:

1000/Salaries and Benefits for	\$2,336,747.50
2000/Supplies for	\$44,500.00
3000/Operations/Contracts for	\$617,250.00
4000/Materials for	\$350,000.00
5000/Capital Outlay for	\$100,000.00
7000/8000/Other for	\$108,100.00

For a General Fund total of \$3,556,597.50 and a \$175,000 appropriation from the Building Fund for a combined total for the two funds of \$3,731,597.50

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

F. Scheduling Personnel Committee - Employee Handbook review (September) - William inquired if the Personnel Committee would like to schedule a time to review the Avon Lake Public Library Employee Handbook. A brief discussion was held including Personnel Committee Chair, Rebecca Schaltenbrand, and it was decided there was no need for the Committee to meet at this time.

G. Executive Session to discuss the performance reviews of the Director and Fiscal Officer -

Steve Parsons moved and Rebecca Schaltenbrand seconded **Resolution No. 2956-24**, to move into executive session for the purpose of discussing the performance reviews of the Director and Fiscal Officer.

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

The Board went into Executive session at 8:26 pm. The Board came out of Executive Session at 8:40 pm. No action was taken.

IX. Adjourn

With no further business to discuss, the meeting was adjourned at 8:41 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is June 13, 2024.

Deborah Yue, President

Marilyn Valentino, Secretary