

## 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 April 11, 2024 at 7:01 p.m. Trustees in attendance were: Steve Parsons, Rebecca Schaltenbrand, Amy Margiotti, Michele Jakubs, and Marilyn Valentino. Christina Mars was 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 March 14, 2024* -

Michele Jakubs moved and Amy Margiotti seconded **Resolution No. 2942-24**, approving the minutes of the regular meeting of March 14, 2024.

Call For Vote: All Ayes      Motion Carried

## V. Fiscal Officer's Report

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

Lorie began by stating we are at the end of first quarter 2024. Revenue should be about twenty five percent of revenue to meet our target. As referenced to in the Revenue Report, over fifty two percent of our first half Property Tax revenue has been collected. The Public Library Fund revenue is on target. In addition, we have received more than fifty percent of interest anticipated for the year. Lorie highlighted the \$20,175 in donations, earmarked for DiscoveryWorks renovations. In response to Marilyn's inquiry, Lorie explained the Library has two Star Ohio interest bearing accounts - General and Building. Interest earned year to date is \$27,715.10 and \$17,709.57 for the Building Fund and General Fund, respectively. Lorie referenced the year to date Bank Report which provides a recap of what we have in those accounts.

Lorie referred to the Expense Report and asked if there are any specific questions on accounts. She then noted that purchase orders have been established and encumbered for the year. All accounts are in good shape, including those relating to wages and benefits, which are the largest expenditures of the Library.

Lorie inquired if there were any questions on the Check Report. Rebecca asked for clarification on the checks written to the City of Avon Lake police officers. William clarified the Library has arranged with the police department to pay officers as independent contractors an hourly rate of \$45 per hour to assist with back up supervision after school hours. William explained patron behavior has improved and the furniture has been put back in place. William has had direct

conversations with the individual patrons and preventative communication and visibility will continue. William noted Library staff continue to keep an eye on the situation.

Marilyn Valentino moved and Michele Jakubs seconded **Resolution No. 2943-24**, approving the Fiscal Officer's March 2024 reports and monthly financial statements.

Call For Vote: All Ayes      Motion Carried

## VI. Director's Reports

### A. Gifts -

#### Gifts to the Library

\$100 from Ronald Andolsen in appreciation for hosting the AARP Tax Service

\$100 from Tara Smith in memory of Dana Klein

\$100 from Noreen Cicerrella in memory of Col. Rick "Bino" Turner, USAF

#### For DiscoveryWorks Renovation:

Christina Mars	\$500
Bendix	\$250
Overdrive	\$250
Alexandra Matzke	\$100
Edward & Linda Janesz	\$1,000
Deborah Yue	\$2,500
Gerry Vogel	\$250
Daniel Cosentino	\$100
Michele Jakubs	\$1,000
Linda Jerry	\$250

#### Gift to the Endowment Fund - None

William highlighted the donation provided as acknowledgment for AARP tax services the Library coordinates each year. This is a service the Library provides which is widely appreciated by the community. Bendix Corporation has also made a contribution to the DiscoveryWorks project and we continue to pursue additional funding with them as well as other companies.

Amy Margiotti moved and Rebecca Schaltenbrand seconded **Resolution No. 2944-24**, accepting \$6,500.00 to the Avon Lake Public Library.

Call For Vote: All Ayes      Motion Carried

*B. Directors Monthly Report -*

William began the discussion noting that the Public Library Fund has been recently posted and has underperformed for the first time in a while. William will have more information and will provide April and May PLF distribution figures for the next Board meeting.

The PLA conference was held last week in Columbus. William, Gerry and other managers and staff participated and networked during the event. William noted over 7,000 individuals were in attendance which is impressive.

The bid advertisement for the DiscoveryWorks renovation general contractor will be posted in the Morning Journal next week. Bricker & Graydon has vetted all legal documents relating to the bid and a pre-bid meeting will be held next week. William expects much interest in the project and the deadline for bids is April 25 at noon. Lorie will open the bids at noon and will award the business to the provider of the lowest bid. Bids exceeding the estimated amount by twenty percent or more will be rejected. The winning bid will be approved at the meeting of the Board on May 9th. DiscoveryWorks will be closing to the public on May 1 to allow staff to take inventory, get rid of unnecessary items and pack away supplies. William stated timing can be pushed back if necessary. DiscoveryWorks staff will move to the lower level of the Library and will utilize space in the Parke and McMahan rooms. Some programming will continue with "DiscoveryWorks Unplugged" and other outdoor activities. William then noted, donations for DiscoveryWorks are still being obtained. Corporations such as Lubrizol, Medical Mutual, OCLC and the Lorain County Foundation are being pursued. Another potential donor mentioned was the NORD Foundation, which William mentioned supported the original project in the 1990s.

Ohio Library Council's Legislative Day will be held on April 24th. William commented this is not a budget year and he will attend with Shea Alltmont with intentions to have broad conversations with legislators including Senator Nathan Manning and Representative Joe Miller. Discussions will be held on new legislation bringing forth initiatives to introduce *The Science of Reading* to Ohio educators. The Library will be integrating these standards to materials acquisitions and programming in alignment with school assignments.

William provided a recap of the eclipse noting there were no issues or complaints and a notable event was held. Also, we will be collecting undamaged glasses to be recycled by Astronomers Without Borders (AEB). The Library plans to collect glasses through the end of the month.

Plans for Summer Reading 2024 *Adventure Begins at Your Library* (June 1-August 3) are in full swing, with discussions on programming and decor. The kickoff will feature Monica Kimmell's 3-D chalk drawings. A grant from the State Library will provide funding for this program.

*C. Monthly Statistics -* William presented the monthly statistics noting Circulation was flat and library attendance was up. Also mentioned was the Library app which is back functioning and data will once again be noted in the monthly circulation report.

Deborah then provided words of appreciation for an active month at the Avon Lake Public Library. With no further questions, William concluded his report.

## VII. Unfinished Business -

*A. Canopy pillar repair project* - William noted there are masonry repair needs on the outside columns at both entry points of the Library. Sixmo, the architectural firm, has provided three initial designs which William displayed. One option offers benches at the bottom of the columns and another provides planter options at the base of the columns. William recommends the option with the planters as we can use the space for flowers, plants, or other items such as banners to draw people into the Library. Marilyn added she likes the idea of the planter containing movement close to building as an inviting feature. William added we do not have costs on the options however wanted to discuss preliminary designs. William noted options to keep the current “open books” design brickwork would incur an extra \$10,000 onto the cost of the project. The “open books” arrangement was decorative and altering it will not alter the facade of the building. Deborah inquired if the planter option will compromise foundation due to potential drainage or issues with pooling water. William will complete some research and get back to the Board with the answer. In addition, Rebecca expressed concerns about the safety of a bench especially with children. William will proceed with obtaining costs on the design with the planters at the base of the columns. He then clarified that this project will exceed \$75,000 and will be bid out. Demolition of the current brickwork will reveal if there is anything structurally wrong inside the columns. There have been preliminary discussions with architects and they do not anticipate there will be issues. Deborah asked when the project would commence, to which William commented that ideally the repairs would take place the second half of the year; however, the accessibility of patrons entering and exiting the Library will be a large concern. The timing of the canopy pillar project can be adjusted to accommodate warmer weather for patron safety. We will discuss options with the contractors and timing and safety considerations will be built into the bid. William will keep the Board updated on this project.

*B. DiscoveryWorks renovation - bidding authorization-* William began the discussion requesting the Board vote to accommodate authorization to put the Discovery Works project out to bid. Rebecca requested the estimated cost of the renovation; to which William replied the estimated costs are \$800,000. As mentioned earlier, bids in excess of twenty percent of the estimated cost will not be considered. The bid announcement is as follows:

### **Public Notice**

To be advertised on April 11, 2024 and April 18, 2024

Sealed bids will be received by the Avon Lake Public Library Board of Trustees as provided in this notice for the DiscoveryWorks Renovation Project. Questions may be directed to Jason Nolde, AIA at [jnolde@gpdgroup.com](mailto:jnolde@gpdgroup.com) and electronic copies of the Contract Documents, which include additional details, are on file and available at SE Blueprint [www.plancycle.com](http://www.plancycle.com), at bidder’s expense.

Bids shall be enclosed in a sealed envelope addressed to Avon Lake Public Library Board of Trustees, ATTN: Lorie Scheer, Fiscal Officer, 32649 Electric Blvd., Avon Lake, Ohio 44012, and plainly marked on the outside

"AVON LAKE PUBLIC LIBRARY – DISCOVERYWORKS RENOVATION PROJECT BID." Bids will be received until 12:00 P.M., local time April 25, 2024 and immediately after the deadline the bids will be opened and publicly read aloud at the Avon Lake Public Library, Lakeshore Room, 32649 Electric Blvd., Avon Lake, Ohio 44012.

A pre-bid conference will be held on April 16, 2024 at 3PM at the Avon Lake Public Library, DiscoveryWorks space, 32649 Electric Blvd., Avon Lake, Ohio 44012.

All bids must include a Bid Guaranty, as described in the Instructions to Bidders. Prevailing wage rates apply. No bidder may withdraw its bid within 60 days after the opening; the Board reserves the right to waive irregularities, reject any or all bids, and conduct necessary investigations to determine bidder responsibility.

Steve Parsons introduced the following resolution and moved its passage:

**Resolution No. 2945-24**

**APPROVING BID PACKAGE FOR DISCOVERYWORKS RENOVATION PROJECT, LEGAL NOTICE OF BIDS FOR THE WORK, AND OPENING OF BIDS FOLLOWING TIME FIXED IN THE LEGAL NOTICE**

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

WHEREAS, GPD Group (the “Architect”) prepared design documents for the Project; and

WHEREAS, the Director worked with the Architect and legal counsel to prepare the Bidding Package, which includes the design drawings/specifications and legal bidding/contract documents, and placed the legal notice for the Project in a newspaper of general circulation in the library territory, as required by Ohio Revised Code Section 3375.41, and which is attached and hereby entered in full in the record of proceedings of the Board; and

WHEREAS, the Board wishes to approve the placement of the legal notice for the Bid Package for the Project, with sealed bids to be accepted until twelve o’clock noon on April 25, 2024 or another date as may be determined by the Director as the Board’s authorized representative and to authorize the Fiscal Officer to open and publicly read the bids aloud immediately thereafter, at the place identified in the legal notice, pursuant to Ohio Revised Code Section 3375.41.

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

1. The Board approves the Bidding Package for the Project and the placement of the required legal notices for Project in a newspaper of general circulation in the library territory for a period of two weeks, with bids being accepted until twelve o'clock noon on April 25, 2024 or another date as may be determined by the Director, as the Board's authorized representative, by addendum, or by operation of law.

2. The Board authorizes the Fiscal Officer or their designee to open and publicly read aloud the bids for the Project immediately after the time for submitting such bids has expired, as designated in the legal notice. The bids will be tabulated following opening, and a report of the tabulation with the Architect's recommendation for award of the contract will be provided to the Board at its next regular meeting or at a specially called meeting.

Rebecca Schaltenbrand seconded the motion and, after discussion, a roll call vote was taken and the resolution passed. Ayes: 6; Nays: 0

Roll Call Vote: All Ayes      Motion Carried

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

**VIII. New Business -**

*A. 2025 Proposed Appropriations Budget Planning* - William and Lorie stated the Library will be submitting the Proposed Appropriations budget for 2025 largely based on the recently submitted 2024 Permanent Appropriations Budget. Lorie will arrange a meeting of the Finance Committee late in the year to review and update the 2025 Budget, prior to submission to the County in the fourth quarter of 2024. Deborah asked if there were any questions about the budget and with none, concluded.

*B. Executive Session to discuss the performance reviews of the Director and Fiscal Officer*

Marilyn Valentino moved and Michele Jakubs seconded **Resolution No. 2946-24**, 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	AYE
Christina Mars	Absent
Amy Margiotti	AYE
Steve Parsons	AYE
Rebecca Schaltenbrand	AYE
Marilyn Valentino	AYE
Deborah Yue	AYE

The Board went into executive session at 7:40 p.m. The Board came out of Executive session at 8:09 p.m. As Personnel Chair, Rebecca will send the Director and Fiscal Officer a self-evaluation, compile feedback from the trustees, and schedule the reviews.

### **IX. Adjourn**

With no further business to discuss, the meeting was adjourned at 8:10 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is May 9, 2024.

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**Deborah Yue, President**

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**Marilyn Valentino, Secretary**