

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 June 13, 2024 at 7:00 p.m. Trustees in attendance were: Steve Parsons, Rebecca Schaltenbrand, Amy Margiotti, Michele Jakubs, Marilyn Valentino and Christina Mars. 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 May 9, 2024

Steve Parsons moved and Christina Mars seconded **Resolution No. 2957-24**, approving the minutes of the regular meeting of May 9, 2024.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

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

Lorie began the Revenue Report stating our overall current financial position is favorable. Lorie noted the Public Library Fund (PLF) dollars collected thus far should be 41% and thus far, we have collected 38%. Looking at past PLF data, Lorie noted there is no relationship between PLF dollars collected mid year and total year end PLF receipts. William stated the PLF is cyclical and varies by month and he has few concerns. Lorie reported all other accounts are in good shape and highlighted the approximately \$82,000 in interest we have earned year to date between the two interest bearing accounts.

Referring to the Bank Report, Lorie stated the total balance is \$3,915,003.29 with approximately \$2.0 million in Star Ohio and approximately \$1.6 million in the General Fund. DiscoveryWorks will be funded by a combination of the Building Fund and donations. Lorie noted purchase orders have been set up for the renovation and are now consolidated under the Building Fund.

Lorie let the group know that expenses are in good shape and running as expected. Health Insurance is under what we had budgeted for and the insurance premium holiday later this year will benefit the Library and employees. Lorie noted *101.100.5110 Wages* will reflect the upcoming pay increase established in the last union contract. Also mentioned was the suspension of the use of substitute hours while DiscoveryWorks is closed for renovation.

With no questions on the Check Report, Lorie concluded the Fiscal Officers's May 2024 reports.

Marilyn Valentino moved and Amy Margiotti seconded **Resolution No. 2958-24**, approving the Fiscal Officer's May 2024 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

B. Cross-millennial transfers- Lorie began the discussion noting there are excess funds from the prior year budget available. Lorie normally would roll excess dollars back into line items, however; the current budget is adequate for these accounts. Lorie is requesting to move \$7,563.85 into *101.100.55520 Other Capital Projects-DW* to aid in funding the DiscoveryWorks renovation.

TRANSFER FROM ACCOUNT	TRANSFER TO ACCOUNT	AMOUNT
101.100.53130 STAFF RECOGNITION		\$ 150.00
101.100.53298 COMMUNITY EVENTS		\$ 522.12
101.600.54110 BOOKS-ADULT		\$1,557.66
101.600.4310 MUSIC-ADULT		\$ 239.46
101.600.45320 VIDEO-ADULT		\$4,760.69
101.600.54410 AUDIOBOOKS-ADULT		\$ 333.92
TOTAL	101.100.55520 OTHER CAPITAL PROJECTS -DW	\$7,563.85

Rebecca Schaltenbrand moved and Michele Jakubs seconded **Resolution No. 2959-24**, approving the cross-millennial transfers as presented by the Fiscal Officer.

Roll Call Vote: All Ayes Motion Carried

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

VI. Director's Reports

A. Gifts -

For DiscoveryWorks Renovation:

Dianne Russell	\$100
Sally Klepper	\$250
Amanda Tabar	\$100
Mary Varano	\$100
Michelle Witten	\$250

Midwest Tapes	\$500
Ann McAllise	\$1,000
Karla Fitch	\$500
EBSCO	\$100
Susan Dieger	\$500 - bubble
Susan Dieger	\$2,500 – fish

Gifts to the Endowment Fund

\$130.32 from Computershare Inc.

\$3,024.57 from Computershare Inc.

William noted some gifts provided to the DiscoveryWorks renovation were from current Avon Lake Public Library staff members Ann McAllise, Dianne Russell and retired staff member Sally Klepper. William also highlighted donations received from vendors Midwest and EBSCO.

Lorie provided detail on the deposits to the Endowment Fund from Computershare Inc. Many years ago Avon Lake Public Library had its own separate endowment fund. Lorain County encouraged libraries to consolidate accounts for better returns. At that time, those funds were moved into the Lorain County Endowment fund; however, some dollars did not transfer and have been reinvesting for years. Lorie was notified and upon receiving these funds deposited them in the Library's account with the Lorain County Endowment Fund.

Amy Margiotti moved and Michele Jakubs seconded **Resolution No. 2960-24**, accepting \$5,900.00 to the Library and \$3,154.89 to the Endowment Fund for a total of \$9,154.89.

Call For Vote: All Ayes Motion Carried

B. Director's Monthly Report

William began the report referencing notes from Ohio Library Council (OLC) regarding the Public Library Fund (PLF). The PLF is not where we want it to be, however; we are in good financial condition overall.

Demolition for the DiscoveryWorks Renovation project begins next week. Additional walls have been established for safety and cut out footprints of fixtures and exhibits have been placed in the area to provide a sense of scale. William presented an updated 3-D rendering which will assist in getting an idea of placement of exhibits while keeping in mind ADA accessibility. William is meeting with project managers and other individuals involved with the renovation twice a month. Construction should be complete at the end of September and RGI Creative can commence installation of exhibits and fixtures. Tentative schedules point to a soft opening of DiscoveryWorks at the end of the year and a formal reopening after January 1, 2025.

William began discussion on the introduction of House Bill (HB) 622 which if passed, would have a harsh stance on censorship of library materials. William stated he is not concerned at this time as there is currently no co-sponsor and no guarantee the proposed bill will move forward from the House. Discussion was held on the Library's policy on collection development and similar topics. William clarified the Library provides access to everyone on a variety of materials

and how patrons choose items is the responsibility of the individual. In addition, the Library has material that represents the community and our collection policy fosters the exchange of ideas. William recognized the collection which is balanced and efforts are made to give a little bit of everything for everyone.

William highlighted an upcoming Library program *Summer Solstice Sound Bath Meditation* which allows patrons to experience and “bathe” in sound as a form of meditation on June 19.

The Board collectively brought forth compliments on the Summer Reading decor featuring a camper, planes and a tree house in the Library and expressed thanks to staff who assisted in the execution.

C. Monthly Statistics - William presented the Statistics Report, noting Library attendance is down for the first time in a while. The closure of DiscoveryWorks and the absence of class visits may be the reason but William will double check the figures for accuracy. William also noted that we typically experience an increase in attendance during the summer from the popularity of Summer Reading programming. William also noted Circulation was up 6% for May 2024 versus May of the previous year.

VII. Unfinished Business -

A. Canopy pillar repair project - As discussed at a previous meeting, there is repair work required on the four pillars at the entrances to the Library. The legal team is in the process of completing the bid documents. Approval from the Board is requested to submit the legal notice for the bids and authorize the Fiscal Officer to open the bids. The formalized bid will be presented at the August Board meeting. Deborah inquired if there were any questions, and with none moved on to the resolution.

Michele Jakubs introduced the following resolution and moved its passage:

Resolution No. 2961-23

APPROVING BID PACKAGE FOR CANOPY PILLAR REPAIR 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 Canopy Pillar Repair Project (the “Project”); and

WHEREAS, Sixmo, Inc. (the “Design Professional”) is preparing design documents for the Project; and

WHEREAS, the Director is working with the Design Professional and legal counsel to prepare the Bidding Package, which includes the design drawings/specifications and legal bidding/contract documents; and

WHEREAS, the Board wishes to approve the placement of the legal notices for the Bid Package for the Project, in a newspaper of general circulation in the library territory, with sealed bids to be accepted until 12:00 Noon on a date as may be determined by the Director as the Board's authorized representative and to authorize the Fiscal Officer or their designee 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 authorizes the Director, working with the Design Professional and the Library's legal counsel, to prepare the Bidding Package for the Project.
2. After finalization of the Bidding Package by the Director, the Board approves the placement of the required legal notices for Project in a newspaper of general circulation in the library territory for a period of at least two weeks, with bids being accepted until twelve o'clock noon on a date as may be determined by the Director, as the Board's authorized representative, by addendum, or by operation of law. A copy of the legal notice will be entered in full on the record of proceedings at a future meeting of the Board.
3. 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 finalized legal notice. The bids will be tabulated following opening, and a report of the tabulation with the design professional's recommendation for award of the contract will be provided to the Board at its next regular meeting or at a specially called meeting.

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

B. Trustee Gathering reminder - William reminded the group the July 11, 2024 Avon Lake Public Library Board Meeting has been canceled. There will be a social gathering hosted by Christina Mars on July 18 at 6:00 pm.

VIII. New Business -

A. LCLAC trustee event- October - William invited trustees to attend an upcoming Lorain County Library Administrators Council (LCLAC) event. The meeting will be held on Thursday, Oct 3, 2024 from 6:00-8:00 pm. Discussions will include general information on Artificial Intelligence (AI) and the impact on the libraries. William will send an email to the Board Trustees with an invitation and will include additional information on this event.

As a side note, Deborah provided congratulations to William who will be the new At-Large Director for the Ohio Library Council (OLC). In addition, Gerry will be the Northeast Ohio Regional Library System (NEO-RLS) Zone 3 board member. Deborah thanked both William and Gerry for representing the Avon Lake Public Library.

William also noted that the Avon Lake Public Library staff members Gerry Vogel, Laura Ploenzke and volunteers who participated in scanning and digitizing historical documents will be recognized by Avon Lake City Council. A Resolution of Gratitude will be entered at the June 25, 2024 meeting. William noted the document scanning project has been a good usage of the large format scanner purchased with Endowment Fund monies approximately three years ago.

IX. Adjourn

With no further business to discuss, the meeting was adjourned at 7:54 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is August 8, 2024.

Deborah Yue, President

Marilyn Valentino, Secretary