

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 August 15, 2024 at 7:00 p.m. The meeting was originally scheduled for August 8, 2024 at 7:00 pm; however, the meeting was moved to August 15, 2024 due to a power outage at the Avon Lake Public Library arising from severe weather and tornado activity on August 6, 2024. Trustees in attendance were: Steve Parsons, Rebecca Schaltenbrand, Amy Margiotti, and Marilyn Valentino. Christina Mars and Michele Jakubs were absent. Also present were Director William Rutger, Fiscal Officer Lorie Scheer, and Fiscal Assistant Carrie Muzychak.

II. **Adjustments to the agenda** -There were no adjustments to the agenda.

III. Public comments -

Ned Lauver, Director of Operations for Avon Lake City Schools, was present to discuss the Avon Lake Tennis Facility. Demolition of the tennis courts has begun and legal documentation is in process and will be forwarded to the Library once complete. Ned provided the most recent drawings of the project and confirmed there will be no modifications on the right of way and construction equipment will not be staged on Library grounds without approval. Ned reported trees on the Library property will not be affected and bleachers currently on the right of way will be relocated. The walking path will be adjusted and moved. Two parking spots will be returned to the Library and one space will be taken away. The best case scenario is for the project to be completed by the end of November; however, adverse weather conditions may cause the project to be finished in Spring of 2025.

Rebecca Schaltenand moved and Marilyn Valentino seconded **Resolution No. 2962-24**, providing authority to the Director to sign the agreement with the Avon Lake City Schools consistent with the rendered site plan dated July 31, 2024 as presented at the Board meeting of August 14, 2024 upon prior review by the Lorain County Prosecutor's Office and Avon Lake Public Library Board President.

Roll Call Vote: All Ayes Motion Carried

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

IV. Minutes

A. *Minutes of the regular meeting of June 13, 2024*

Steve Parsons moved and Amy Margiotti seconded **Resolution No. 2963-24**, approving the minutes of the regular meeting of June 13, 2024.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

A. Fiscal Officer's June & July 2024 reports, and monthly financial statements -

Lorie began the discussion referencing the Bank Report noting transfers to the Building Fund are being completed via STAR Ohio as checks are issued.

Lorie informed the Board the Public Library Fund (PLF) is about where it should be. An adjustment was recently made to all Libraries and estimated revenue from the PLF decreased by \$12,000 for the year which will have a very small impact on the Library. All other account balances are as expected for this time of the year. Lorie also mentioned the Library received the Property Tax check after the month was closed and noted the proceeds collected will reach 100% of what was estimated. This will be posted in August and will be shown on the August 2024 financial reports.

As for the Expense Report, Lorie reported accounts are in good shape and we have encumbered funds in most line items. Detail will be provided on accounts that will be adjusted via a cross millennial transfer. Lorie mentions the *101.100.58900 Contingency* account has remained untouched with a balance of \$20,000. There are no plans to use this at this point.

Moving on to the Check Report, Lorie highlighted two automatic payments that were posted during the same month. Lorie has verified the dates and confirmed these are not duplicate payments or postings.

Rebecca Schaltenbrand moved and Amy Margiotti seconded **Resolution No. 2964-24**, approving the Fiscal Officer's June & July 2024 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

B. Cross-millennial transfer - Lorie presented the details of the cross-millennial transfers which were shared with the Board. Expense lines were evaluated and excess dollars were identified and designated to be moved to other accounts. While evaluating the materials budgets, \$22,500 was made available and will be transferred to the DiscoveryWorks project. These were monies in excess of the original budget and were not intended to be added to the materials budget. In addition, \$100,000 in excess from line item *101.100.51110 Wages* and \$12,500 from line items *101.100.53795 Outsourced Services* and *101.100.53910 Temporary Contract Labor* were moved to the DiscoveryWorks renovation as well. Lastly, an additional \$7,500 was moved from *Temporary Contract Labor* for the purchase of a new server.

| TRANSFER FROM ACCOUNT | TRANSFER TO ACCOUNT | | AMOUNT |
|--|-----------------------------------|--------------|---------------------|
| 101.100.54510 ELECTRONIC DATABASES | | | \$ 2,000.00 |
| 101.100.54999 OTHER LIBRARY MATERIALS | | | \$ 1,000.00 |
| 101.200.54320 VIDEO-JV | | | \$ 2,000.00 |
| 101.600.54110 ADULT BOOKS | | | \$11,500.00 |
| 101.600.54320 VIDEO-ADULT | | | \$ 5,000.00 |
| 101.600.54410 AUDIOBOOKS-ADULT | 101.100.55520 CAPITAL PROJECTS-DW | \$22,500.00 | \$ 1,000.00 |
| | | | |
| 101.100.51110 WAGES | | | \$100,000.00 |
| 101.100.53795 OUTSOURCED SERVICES | | | \$5,000.00 |
| 101.100.53910 TEMPORARY CONTRACT LABOR | 101.100.55520 CAPITAL PROJECTS-DW | \$112,500.00 | \$7,500.00 |
| | | | |
| 101.100.53910 TEMPORARY CONTRACT LABOR | 101.100.55530 TECHNOLOGY HARDWARE | | \$7,500.00 |
| | | | |
| TOTAL | | | \$142,500.00 |

Amy Margiotti moved and Steve Parsons seconded **Resolution No. 2965-24**, approving the cross-millennial transfer as presented by the Fiscal Officer.

Roll Call Vote: All Ayes Motion Carried

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

VI. Director's Reports

A. *Gifts* - Gifts to the Library and Endowment Fund in June and July were as follows:

Gifts to the Library:

\$200.00 from the Gallery Group in appreciation of the Gallery and art shows

For the DiscoveryWorks Renovation:

| | | | |
|---------------------------------|---------|-------------------------------------|---------|
| Bridget Skuggen | \$100 | Linda Masterson | \$100 |
| Janet Lenin | \$500 | Wendy Kacmarcik | \$100 |
| Bonnie Butts | \$500 | Carol Lawler | \$250 |
| George Skuggen | \$500 | Chloe Bowling | \$100 |
| George Skuggen (second) | \$500 | Maria Surovy | \$250 |
| Bendix | \$3,000 | Friends of the Library (additional) | \$2,000 |
| Bay Village Early Childhood PTA | \$500 | Doris Knudsen | \$100 |
| Wendy Manternach | \$1,000 | Mary TenBrink | \$100 |
| Eastview Elementary PTA | \$500 | Mary TenBrink(second) | \$100 |
| Spencer Riley | \$100 | Diana Conrad | \$100 |
| Teri Rife (second) | \$500 | Agata King | \$500 |

Gift to the Endowment Fund:

\$100.00 from Vicki George & Noreen Cicerella in memory of Barb Hallenburg

William referred to the \$200 gift from the Gallery Group which is an organization that frequently uses the Gallery. As for the donations to the DiscoveryWorks project, William highlighted donations from Bendix, Bay Village Early Childhood PTA, Friends of the Library and various staff members. William indicated the one-hundred dollar level “bubbles” are sold out and we are close to being sold out of the two and five-hundred dollar level “bubbles” as well.

Marilyn Valentino moved and Rebecca Schaltenbrand seconded **Resolution No. 2966-24**, accepting \$11,600.00 to the Avon Lake Public Library and \$100.00 to the Endowment Fund for a total of \$11,700.00.

Call For Vote: All Ayes Motion Carried

B. Director's Monthly Report -

William announced the DiscoveryWorks Renovation is on track for general construction to be complete by mid September to allow for RGI Creative to install exhibits and fixtures. William estimates a DiscoveryWorks reopening for mid-January. This will allow for the project to be completed and for staff to move into the space and get acclimated. William added the Library is still fundraising and working to get larger donations.

As a side note, the recent storm that caused widespread power outages in the City forcing the Library to close for three days. The Library does not have a backup generator; however, we will get quotes to see what the cost would be. A whole building generator will likely be cost prohibitive due to the size of the building and required electrical work for installation. The Library may look into purchasing smaller generators for sump pumps. Overall, the Library fared well and had some minor flooding in the lower level due to lack of electricity necessary to operate the sump pumps. Water remediation has begun and drywall work will be completed. William commended the staff who were working when the storm warning was announced, for exhibiting a calm demeanor while escorting patrons to the lower level for safe shelter and entertaining the young patrons as everyone sheltered. Deborah and the Board expressed thanks to the administrative team and staff for their assistance, professionalism, and quick response during the storm.

William informed the Board a law was recently passed requiring all public employees to complete mandatory Auditor of State Fraud Training. ALPL trustees are excluded from this law as Trustees serve in an unpaid capacity. The eight minute video will be presented at the all staff meetings next week. All employees must undergo training every four years. New employees will have thirty days to complete the training.

William highlighted the upcoming programming for the Community Read, *Finding Dorothy* written by Elizabeth Letts. An assortment of activities are planned including a program on storm chasing, pet costume contest and an outdoor showing of *The Wizard of Oz*. The culmination of the event is the author visits taking place at the Avon Lake Public Library and Avon Lake High School on September 26.

C. Monthly Statistics - July 2024 brought about 4% growth in Circulation versus last July of last year. Also, attendance grew 2%. William will provide Summer Reading statistics at the September meeting.

VII. Unfinished Business -

A. Canopy pillar repair project - bid approval - The project was put out via the public bid process in June of 2024 and two bids were received. William mentioned the bid process was not necessary as the project estimate provided was under the \$75,000 threshold. Sixmo Architecture provided the tally sheet and official recommendation for presentation to the Board. Weather permitting, the project will begin in September of this year. A requirement for the project is for the south entrance to remain open. An estimated sixty days will be needed to complete the project. Marilyn inquired which design was chosen and William replied the new column construction will provide a straight column and a planter base.



Mr. William Rutger
Director
Avon Lake Public Library
32649 Electric Blvd, Avon Lake, Ohio 44012

Re: Avon Lake Public Library Canopy Pillar Repair

July 25, 2024

Mr. Rutger,

Bids for the above referenced project were received and opened on Friday, July 19, 2024 at 12:00 pm at the Avon Lake Public Library Lakeshore Room. Two (2) bids were received. The following are the results:

| Bidder Name | Base Bid Amount | Allowance Total |
|-----------------------------|--------------------|-------------------|
| Browning Chapman, LLC | \$119,700.00 | \$6,490.00 |
| Grunwell-Cashero, Co | \$72,000.00 | \$3,300.00 |

Grunwell-Cashero submitted the lowest bid. Their base bid (which includes the allowance total for EIFS repairs) is under the estimated budget of \$72,500.00. Upon reviewing the contractor's qualification statement, it appears that Grunwell-Cashero is a responsible, respectable company who have relevant work experience to perform the repairs at the library.

I would recommend that Avon Lake Public Library enter negotiations with Grunwell-Cashero, Co regarding this project for the base bid amount of \$72,000.00.

Best,

A handwritten signature in blue ink that reads "Hallie Myers".

Hallie Myers
Architectural Design Professional / Sixmo Architecture

Amy Margiotti introduced **Resolution No. 2967-24** and moved its passage:

AWARDING CONTRACT FOR THE CANOPY PILLAR REPAIR PROJECT

WHEREAS, the Avon Lake Public Library Board of Trustees (the “Board”) is undertaking the Canopy Pillar Repair 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 July 19, 2024 and publicly opened and read aloud by the Fiscal Officer in the Library’s Lakeshore room, immediately after the time for submitting such bids had expired; and

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

WHEREAS, the apparent lowest bid was submitted by Grunwell-Cashero Co. (“Grunwell-Cashero”); and

WHEREAS, Sixmo reviewed the bid submittal, contacted references, and recommends awarding the contract for the Project to Grunwell-Cashero, as the lowest responsible bid that is responsive, in the total amount of \$72,000.00; 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 \$5,000.00, up to a cumulative total of \$10,000.

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

1. The Board approves the bid opening and based upon the recommendation of Sixmo and information provided, awards the contract for the Project to Grunwell-Cashero Co., as the lowest responsible bidder for the work.
2. The Board authorizes the Director and Fiscal Officer to sign the contract with Grunwell-Cashero Co. in the total amount of \$72,000.00, and to prepare and sign any related documents required for the Project.
3. The Board further authorizes the Director or Fiscal Officer to sign Modification(s) related to the Project where such Modification individually does not exceed \$5,000.00, up to a cumulative total of \$10,000. Should a Modification exceed this individual amount or should all Modifications for the Project exceed this cumulative total, Board approval will be required.

Steve Parsons seconded the motion and, after discussion, a roll call vote was taken and the resolution passed.

Roll Call Vote: All Ayes Motion Carried

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

B. Waterproofing repair project - William began the discussion by reminding the Board repairs were completed on the lower level east wall that was leaching water. During this time, it was discovered the original building was not properly waterproofed which has been creating water issues. It is necessary to complete waterproofing on the remaining walls of the building. This will require the removal of concrete and will affect the stairs and loading dock at the employee entrance. The proposed project will cost an estimated \$400,000. William let the Board know this is another sizable and very disruptive building project on the horizon. In efforts to space out projects, William will wait till 2025 to get a sense of project size and cost.

William informed the Board preliminary discussions with GPD Group have begun in efforts to create a comprehensive building plan for Avon Lake Public Library. The original building was built in the 1970's and a professional assessment will be beneficial to evaluate future building needs and estimated costs for the projects. William will request a strategic and phased approach, five, ten and fifteen years into the future.

C. DiscoveryWorks - RGI professional service fee for exhibits & fixtures - William informed the group there was a clerical error relating to the DiscoveryWorks renovation - design fees were not included in the totals approved at the June meeting. William is requesting that the previous resolutions be amended by increasing the amounts. Lorie added that the cross-millennial transfers discussed earlier in the Fiscal Officer's Reports cover these additional expenses.

Rebecca Schaltenbrand moved and Marilyn Valentino seconded **Resolution No. 2968-24** amending resolution no. 2951-24 by increasing the amount by \$40,000 for fixtures for the DiscoveryWorks renovation to RGI Creative.

Roll Call Vote: All Ayes Motion Carried

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

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Steve Parsons moved and Amy Margiotti seconded **Resolution No. 2969-24**, amending resolution No. 2952-24 by increasing the amount by \$41,000 for exhibits for the DiscoveryWorks renovation to RGI Creative.

Roll Call Vote: All Ayes Motion Carried

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

C. DiscoveryWorks - exhibit & furniture costs - William plans to purchase furniture and exhibits for the DiscoveryWorks renovation from vendors other than RGI. The request is for \$125,000 to cover remaining tables and seating that will be durable, whimsical and appropriate for the space.

Marilyn Valentino moved and Rebecca Schaltenbrand seconded **Resolution No. 2970-24**, authorizing the Director to purchase furniture and exhibits for the DiscoveryWorks renovation from various vendors not to exceed \$125,000 in total.

Roll Call Vote: All Ayes Motion Carried

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

VIII. New Business -

A. Obsolete equipment - Technology Services Manager, Nicholas Kelley provided a list of items no longer used and out of date to be declared as surplus. The Library will sell, donate, recycle, or properly dispose of the items.

Amy Margiotti moved and Steve Parsons seconded **Resolution No. 2971-24**, approving the listing of obsolete equipment for sale, donation or responsible disposal.

Roll Call Vote: All Ayes Motion Carried

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

B. October regular meeting & LCLAC trustee training -

The October Board meeting is currently scheduled for October 10 which is the first night of the *Boo by the Woods* event occurring at the Library. William suggested rescheduling the date of the meeting which the Board agreed and the meeting was moved to October 17, 2024 at 7:00 pm. A notice will be posted informing the public of the date change.

Also discussed was the LCLAC trustee training that will be held October 3, 2024 at 6:00 pm. William will send out an email inviting the Board to this optional event.

IX. Adjourn

With no further business to discuss, the meeting was adjourned at 8:23 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is September 12, 2024.

Deborah Yue, President

Marilyn Valentino, Secretary