

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 September 12, 2024 at 7:01 p.m. Trustees in attendance were: Steve Parsons, Rebecca Schaltenbrand, Marilyn Valentino and Christina Mars. Amy Margiotti and Michele Jakubs were 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 August 15, 2024

Christina Mars moved and Steve Parsons seconded **Resolution No. 2972-24**, approving the minutes of the regular meeting of August 15, 2024.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

A. Fiscal Officer's month, August 2024 reports, and monthly financial statements -

Lorie began the Revenue Report and noted receipt of the Homestead Rollback and Property Tax Check. Though they did not meet what we were certified for, it was under by less than three percent. Steve asked what this would equate to in dollars and Lorie replied about \$70,000. Lorie noted that overall, looking at the General Fund through August, we have already collected about 90% of what we are certified for. In addition, a larger Public Library Fund (PLF) check for September was received, which will bring the year to date balance up to where we had expected it to be.

As for the Bank Report, Lorie noted she initiated a transfer of \$158,000 from StarOhio to the Building checking account to fund the checks. Lorie noted procedures have been established to make a transfer once checks are processed and hold checks until the transfer is complete.

Lorie stated expenses are in good shape. Line item *101.110.53325 Building and Site Maintenance - Variable* is under encumbered but not overspent. In addition, Lorie noted line item *101.100.55500 Furniture and Equipment* will be adjusted at the end of the year when excess funds become available. Lorie also noted transfers made via the cross-millennial transfers discussed last meeting were completed.

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

Rebecca Schaltenbrand moved and Steve Parsons seconded **Resolution No. 2973-24**, approving the Fiscal Officer's August 2024 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

VI. Director's Reports

A. Gifts - Gifts to the Library were as follows

For the DiscoveryWorks Renovation:

Rob Shahmir	\$1,000
Kelly Cupach	\$500
Susan Lusardo	\$250
Kristina Hart	\$100
Marian E. Conn	\$250
Martha Love	\$100
Phillip Sugalski	\$1,000

There were no gifts to the Endowment Fund.

William highlighted a few of the DiscoveryWorks donations, one of which was provided by Rob Shahmir, a city council member who has historically donated his salary to various causes or organizations. A few members of the Friends of the Library have also donated to DiscoveryWorks.

Marilyn Valentino moved and Rebecca Schaltenbrand seconded **Resolution No. 2974-24**, accepting \$3,200.00 to the Avon Lake Public Library.

Call For Vote: All Ayes Motion Carried

B. Directors Monthly Report -

William began the discussion noting the general construction work for the DiscoveryWorks continues. Flooring materials have been delivered and installation will take place after RGI Creative has delivered exhibits and work requiring larger construction equipment is complete. William mentioned much of the furniture and exhibits has been purchased and will arrive in November and December.

William provided an overview of Summer Reading 2024 noting healthy participation in the program from adults and children alike. William also noted the significant number of patrons who are homeschooled who participate in Library summer reading. William complimented staff and volunteers who helped during summer reading programming and decor.

As a side note, William provided an update on the canopy repair, stating work is underway. There have been no surprises and the project is on time. A walk through corridor has been set up at the

south entrance for safety. Steve inquired if there is a need to replace the support beams to which William replied there is no concern regarding the integrity of the existing beams. William also mentioned the color of the new bricks is very close to the existing brick.

William highlighted the upcoming second annual Creepy Doll Contest as part of the Boo by the Woods Festival. Two submission categories are available. Patrons can modify a doll to enhance it to make it creepier or present one in its original form. Also mentioned, tickets for Boo by the Woods will go on sale September 16.

William noted the Friends of the Library Fall Book Sale will take place September 14 and 15 which is held in conjunction with the Fall Friendly membership drive.

In addition, Fox 8 News will be at the Library on September 13 to broadcast and showcase the Oz decor and do a walk through. Programming relating to the event is moving along nicely and has been well received. Tickets are still available for the Elizabeth Letts author visit at the Avon Lake High School at 1:00 pm on September 26. Tickets for the evening session at the Library are sold out.

Rebecca inquired if there have been any issues with the operation of the elevator, to which William replied water in the basement from last month's storms caused damage to the light in the elevator pit which was not related to operations.

C. Monthly Statistics - Statistics relating to Library attendance and circulation were down for the month of August. Adverse, tornado-like weather conditions and a citywide power outage resulted in a Library closure of three days which may have accounted for the decreased activity. William noted there typically is a dip in activity after summer reading as patrons prepare and begin the back to school season.

VII. Unfinished Business -

A. ALCS Tennis Court Replacement Project update - William began by stating Ned Lauver was in attendance at the August meeting and presented documents relating to the Avon Lake Tennis Facility. More discussion and legal work has been completed and William is waiting for a formalized drawing and deed of easement. Rebecca and Deborah are assisting in reviewing the documentation. More discussion and a resolution based on the proposed changes will be amended at the October Board meeting.

VIII. New Business - There was no new business.

Before the meeting was concluded, William reminded the group the next Board meeting will take place on October 17 as modified at the August 2024 Board meeting.

William also provided a reminder for the LCLAC Trustee Training which will take place on October 3 at 6:00 pm at the Spitzer Conference Center located on the Lorain County Community College campus.

William welcomes the Board to participate in the Boo by the Woods Festival located on the Library property on October 10 and October 12.

IX. Adjourn

With no further business to discuss, the meeting was adjourned at 7:32 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is October 17, 2024.

Deborah Yue, President

Marilyn Valentino, Secretary