

I. Organizational Meeting for 2025

President Deborah Yue called to order a meeting of the Avon Lake Public Library Board of Trustees on December 14, 2024 at 8:28 p.m. Trustees in attendance were: Michele Jakubs, Steve Parsons, Marilyn Valentino, Amy Margiotti, and Rebecca Schaltenbrand. Christina Mars was absent. Also present were Director William Rutger, Fiscal Officer Lorie Scheer, and Administrative Coordinator Carrie Muzychak.

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

III. Public Comments - There were no public comments.

IV. Election of 2025 Board Officers

Amy Margiotti moved and Rebecca Schaltenbrand seconded **Resolution No. 2992-24** to approve the following slate of Board Officers for 2025 for the Avon Lake Public Library Board of Trustees: Michele Jakubs, President, Marilyn Valentino, Vice President, and Christina Mars, Secretary.

Call For Vote: All Ayes Motion Carried

Newly designated President Michele Jakubs presided over the meeting at this time.

V. Signature authority to the 2025 Board Officers

Rebecca Schaltenbrand moved and Deborah Yue seconded **Resolution No. 2993-24**, granting signature authority to the 2025 Board Officers: Michele Jakubs, President, Marilyn Valentino, Vice President, and Christina Mars, Secretary.

Call For Vote: All Ayes Motion Carried

VI. Reappointment of Fiscal Officer

Marilyn Valentio moved and Amy Margiotti seconded **Resolution No. 2994-24** to reappoint Lorie Scheer as part-time Fiscal Officer (Grade 20) of the Avon Lake Public Library at the hourly rate of \$44.50, effective the pay period that includes January 1, 2025.

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

VII. Fiscal Officer signature authority

Rebecca Schaltenbrand moved and Deborah Yue seconded **Resolution No. 2995-24** to grant Lorie Scheer, Fiscal Officer signature authority.

Call For Vote: All Ayes Motion Carried

VIII. Bonding for the Fiscal Officer

Steve Parsons moved Rebecca Schaltenbrand seconded **Resolution No. 2996-24** to require a \$10,000 surety bond for the Fiscal Officer with the term of coverage from December 2024 to December 2025.

Roll Call Vote: Motion Carried

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

IX. 2025 Regular Board Meetings

January 9	April 10	July 10	October 9
February 13	May 8	August 14	November 13
March 13	June 12	September 11	December 11

Amy Margiotti moved and Rebecca Schaltenbrand seconded **Resolution No. 2997-24** to maintain the second Thursday of the month in 2025 for regular Board meetings.

Call For Vote: All Ayes Motion Carried

X. 2025 listing of days closed**2025 LISTING OF DAYS CLOSED**

<i>Wednesday</i>	<i>January 1</i>	<i>New Year's Day</i>	
<i>Monday</i>	<i>January 20</i>	<i>Martin Luther King Jr. Day</i>	
<i>Sunday</i>	<i>April 20</i>	<i>Easter</i>	
<i>Friday</i>	<i>May 2</i>	<i>Staff In-Service Day</i>	<i>Staff workday</i>
<i>Monday</i>	<i>May 26</i>	<i>Memorial Day</i>	
<i>Friday</i>	<i>July 4</i>	<i>Independence Day</i>	
<i>Monday</i>	<i>September 1</i>	<i>Labor Day</i>	
<i>Saturday</i>	<i>October TBD</i>	<i>Boo by the Woods</i>	<i>Staff workday</i>
<i>Thursday</i>	<i>November 27</i>	<i>Thanksgiving</i>	
<i>Wednesday</i>	<i>December 24</i>	<i>Christmas Eve</i>	
<i>Thursday</i>	<i>December 25</i>	<i>Christmas Day</i>	
<i>Wednesday</i>	<i>December 31</i>	<i>New Year's Eve</i>	

Sundays: Starting May 25 (Memorial Day weekend) thru August 31 (Labor Day weekend)

Amy Margiotti moved and Steve Parsons seconded **Resolution No. 2998-24** to approve the 2025 listing of days closed.

Call For Vote: All Ayes Motion Carried

XI. 2025 Board Standing Committee Assignments

Finance & Audit	Amy Margiotti, chair and Steve Parsons
Personnel	Rebecca Schaltenbrand, chair and Christina Mars
Building & Technology	Marilyn Valentino, chair and Deborah Yue

XII. 2025 Organizational meeting adjourned at 8:33 p.m.

Michele Jakubs, President

Christina Mars, Secretary