

I. Call to Order and Roll Call

President Michele Jakubs called to order a meeting of the Avon Lake Public Library Board of Trustees on January 9, 2025 at 7:00 p.m. Trustees in attendance were: Steve Parsons, Amy Margiotti, Deborah Yue, Marilyn Valentino and Christina Mars. Rebecca Shaltenbrand was absent. Also present were Director William Rutger, Assistant Director Gerry Vogel, Fiscal Officer Lorie Scheer, and Administrative Coordinator Carrie Muzychak.

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

III. Public comments -

Christina Mars was sworn in as an Avon Lake Public Library Board Trustee, with the Oath of Office administered by Michele Jakubs.

IV. Minutes

A. Minutes of the regular meeting of December 12, 2024

Marilyn Valentino moved and Steve Parsons seconded **Resolution No. 2999-25**, approving the minutes of the regular meeting of December 12, 2024.

Call For Vote: All Ayes Motion Carried

B. Minutes of the organizational meeting of December 12, 2024

Amy Marigiotti moved and Deborah Yue seconded **Resolution No. 3000-25**, approving the minutes of the organizational meeting of December 12, 2024.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

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

Lorie began the Revenue Report for 2024 year end noting the Library collected 102.25% of certified revenue. Interest earnings for the General Fund totaled \$91,194 and an additional \$93,839 interest was earned in the Building Fund. As for the year-to-date bank balance, Lorie stated the total in all four accounts is \$2,949,180 which includes \$164,161 in building checking and \$984,922 in Star Ohio Building Fund.

Lorie referred to the Expense Report noting a cross-millennial transfer of \$30,721.94 year end to wages from various accounts, as noted in the Cross Millennial Transfers Report. Due to previous transfers from the various wage accounts during the year, this final transfer still resulted in us remaining under budget for 2024.

Lorie continued the discussion noting any funds encumbered in purchase orders established in 2024 will be left open until March 2025. At that time, the purchase orders will be liquidated and the money will roll back into the budget.

Moving on to the Check Report, final for the year. Lorie inquired if there were any questions to specifically address. Michele asked about the check written to Simplified Facilities Group to which Lorie clarified the invoice provided was itemized with cost of materials and cost per hour. She also mentioned the purchase order is split into a fixed monthly cost and a variable cost for additional special projects and services.

Christina inquired about the check issued to Stark County Schools to which Lorie explained is for payment of health insurance premiums. Lorie noted the Library is in a consortium with Stark County Schools to receive cost savings on health care benefits for Library employees.

Steve Parsons moved and Amy Margiotti seconded **Resolution No. 3001-25**, approving the Fiscal Officer's December 2024 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

B. Cross-millennial transfer - Lorie noted, as mentioned earlier, \$30,721.94 was moved to the Wages account with unused dollars from the various accounts. Lorie clarified that this cross-millennial transfer has already been completed.

Deborah Yue moved and Christina Mars seconded **Resolution No. 3002-25**, to ratify the cross-millennial transfers presented.

Roll Call Vote: All Ayes Motion Carried

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

VI. Director's Reports

A. Gifts -

For the DiscoveryWorks Renovation:

- Avon Lake Kiwanis \$2,500.00

- Buy-a-Beaker

Marcy Uhl	\$39.00	Margaret Hobbie	\$52.00
Melissa Parlanti	\$24.00	Karen Cox	\$61.00
Mary Doty	\$19.00	Laura Notarianni	\$146.00
Caitlin Fillioe	\$46.00	Amanda Sloan	\$58.00
Mary Doty	\$17.00	Samantha Spieth	\$60.00
Dave & Diane Kvasnicka	\$40.00	Jane Mohr	\$55.00
Sean Liljegren	\$90.00	Lynn Miller	\$95.00
Vickie George	\$54.00	Shea Alltmont	\$50.00
Meg Hass	\$43.00	Cheryl Cook	\$42.00
Yvonne Bazan	\$47.00	James Powidel	\$74.00
Heather Ungar	\$62.00	Gerry Vogel	\$80.00
Holly Risch	\$8.00	Marcia Nauts	\$31.00
Stover Boys	\$7.00	Russell Lenchan	\$48.00
Emma Russell	\$3.00	Lauren Ratzel	\$69.00
Mark Monschein	\$45.00	Lauren Schiavone	\$28.00
Bob Fiala	\$53.00	Susan Van Alsborg	\$56.00
Deanna Domin	\$57.00	JR & Ashley Ramsey	\$38.00
Pam Caples	\$59.00	Bridget Haddad	\$67.00
Kelly Jones	\$35.00	Chris Allen	\$29.00
Zoe Cumming	\$100.00	Brooke Fenner	\$27.00
Mary Frances Monroe	\$30.00	Janelle Milray	\$26.00
Glass Financial Advisors	\$51.00	Raven Rowe	\$23.00
Wendy Manternach	\$100.00	Allison Dybowski	\$36.00
Yanusaitis Family	\$49.00	Kelly Radwan	\$45.00
		Collier Family	\$75.00

\$100.00 from Vicki George in memory of Jim Janis

\$40.00 from Cheryl & Bob Burkhardt in memory of Mary Lou Gamellia

\$25.00 from Mary Novotny in memory of Marge Aquino

Gift to the Endowment Fund

- \$18,201.69 from Steve Parsons and Lori Parsons for DW exhibit sponsorship

Marilyn Valentno moved and Christina Mars seconded **Resolution No. 3003-25**, accepting \$5,114.00 to the Avon Lake Public Library and \$18,201.69 to the Endowment Fund for a total of \$23,315.69.

Call For Vote: All Ayes Motion Carried

B. Director's Monthly Report

William reported that the Ohio Library Council is gearing up for the biennial budget. Efforts are being made to support maintaining Library funding at 1.7% or more of the state's General Fund tax receipts.

William stated House Bill 257 is moving forward and reminded the Board the bill would allow certain public bodies, including library boards to hold and attend meetings by video conference. William commented that certain conditions must be met and there may be certain restraints on voting. OLC will be putting out additional guidance.

William provided an update on the DiscoveryWorks renovation stating the floor is complete and other elements are being installed such as furniture. William provided a breakdown of the \$106,109.69 in fundraising dollars raised for the project.

C. Monthly Statistics - William mentioned there was a decrease in Library attendance for December. Also mentioned were the new people counters installed in DiscoveryWorks to monitor patron traffic, replacing the previous staff hand-held counter.

As a side note, William spoke of the impact on DiscoveryWorks by both the closure of Erieview Elementary and the potential effect on bus services for Avon Lake City Schools field trips. This may decrease the number of classes being taught at the Library. It may be necessary to re-assess the school outreach component of the space to focus on other programming areas to better serve the community.

D. 2005 trustee meeting calendar - William presented the 2025 Trustee meeting calendar which included some items related to the upcoming levy in May 2026. William commented that the Library will preferably request a renewal.

Deborah inquired if there were further updates on the City of Avon Lake plans to utilize Tax Increment Financing (TIF) for the power plant redevelopment. William replied that the Avon Lake Board of Education must approve the agreement and there has not been any movement to date.

E. 2025 trustee directory - William presented the trustee directory, which included updated committees and roles.

VII. Unfinished Business - There was no unfinished business.

VIII. New Business -

A. Amend Resolution No. 2994-24 -Reappointment of Fiscal Officer (correct wage) -

William stated the requirement for a resolution to be amended for the correction in the Fiscal Officer's hourly rate of \$46.06 stated as \$44.50 in the original resolution at the December Organizational meeting.

Steve Parsons moved and Christina Mars seconded Resolution **No. 3004-25** to amend Resolution No. 2994-24 to reappoint Lorie Scheer as part-time Fiscal Officer (Grade 20) of the Avon Lake Public Library at the corrected hourly rate of \$46.06.

Roll Call Vote: All Ayes Motion Carried

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

B. AL Communications Department (ALC-TV) lease -

William began the discussion by noting that last year, the Board approved a five-year lease with Avon Lake Communications Department (ALC-TV). There is a clause in the contract requiring ALC-TV to notify us if they want to continue the lease from year to year. The City would like to continue with the lease. No additional action is required.

Lastly, Amy requested an update on security at the Library and the behavioral issues during after school hours on library grounds. William replied that two new security guards have been hired, and a minimum tolerance policy has been instituted for repeat offenders.

IX. Adjourn

With no further business to discuss, the meeting was adjourned at 7:39 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is February 13, 2025.

Michele Jakubs, President

Christina Mars, Secretary