

## I. Call to Order and Roll Call

Vice President Marilyn Valentino called to order a meeting of the Avon Lake Public Library Board of Trustees on March 13, 2025 at 7:00 p.m. Trustees in attendance were: Steve Parsons, Rebecca Schaltenbrand, Deborah Yue, Marilyn Valentino, and Christina Mars. Michele Jakubs and Amy Margiotti were absent. Also present were Director William Rutger, and 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. Minutes

### A. *Minutes of the regular meeting of February 13, 2025*

Steve Parsons moved and Deborah Yue seconded **Resolution No. 3009-25**, approving the minutes of the regular meeting of February 13, 2025.

Call For Vote: All Ayes      Motion Carried

## V. Fiscal Officer's Report

### A. *Fiscal Officer's month, February 2025 reports, and monthly financial statements* -

There are not many trends to discuss on the Revenue Report through February. Lorie noted the Library should have received 18% of PLF through February and we are on target. Lorie then provided a recap of the Bank report communicating there was a large transfer from StarOhio as we have yet to receive the property tax check. This will be transferred back to StarOhio once the check is received.

Lorie referred to the Expense Report noting once March is complete, 2024 purchase orders will be closed and any unused dollars will be put back in each line item. Specifically speaking, Lorie highlighted an excess of \$5,556 in *101.110.53315 Building and Site Maintenance - Fixed* which will be used to offset approximately \$10,078.94 currently reflected as over-encumbered.

Marilyn requested clarification on snow removal and William explained services are invoiced "per push" so the cost varies every year depending on weather conditions. This year Snow King has been also providing consistent sidewalk shoveling and salting. William explained it is not necessary for the Library to purchase the salt used for parking lot and sidewalk salting; however, we do keep a few bags of sidewalk salt on hand for the employee entrance and other areas.

Marilyn also inquired about the check to Gardiner for preventable maintenance. Gerry replied that Gardiner services our HVAC and has for several years. Typically, we ask Simplified to see if repairs can be made and if not, Gardiner is called in. We have extended our HVAC contract with

Gardiner for quarterly preventative maintenance for 2025 and have added boiler maintenance as well.

In response to Marilyn's inquiry, Carrie stated a duplicate monthly payment was erroneously posted to US Bank for the monthly copier lease payment. To correct this, the Library did not make the February payment and resumed monthly payments in March.

Rebecca Schaltenbrand moved and Steve Parsons seconded **Resolution No. 3010-25**, approving the Fiscal Officer's February 2025 reports and monthly financial statements.

Call For Vote: All Ayes      Motion Carried

## **VI. Director's Reports**

### *A. Gifts -*

For the DiscoveryWorks Renovation:

- \$1,000.00 from Mark & Chris Spaetzel
- \$500.00 from the Lakeland Community Foundation
- \$250.00 from Wendy Manternach (fourth donation)
- \$500.00 from Connie Dieken

Gift to the Endowment Fund

- \$5,000 from Karen Lanigan (ongoing annual donation)

William highlighted a generous donation from Mayor Spaetzel and his wife Chris toward DiscoveryWorks and the grant received from Lakeland Community Foundation. William clarified Lakeland is managed by the Community Foundation of Lorain County. Also noted was the fourth donation from staff member Wendy Maternach. In addition, William noted the annual donation of \$5,000 from Karen Lenigan.

Christina Mars moved and Deborah Yue seconded **Resolution No. 3011-25**, accepting \$2,250.00 to the Avon Lake Public Library and 5,000 to the Endowment Fund, totalling \$7,250.00.

Call For Vote: All Ayes      Motion Carried

*B. Director's Monthly Report* - William noted discussions in support of the Public Library Fund (PLF) continue and mentioned that a House amendment to increase the PLF to 2% was proposed and is encouraging.

William provided an update on DiscoveryWorks, noting that so far attendance this year was over 19,000 which is very high since our annual attendance had been around 30,000. Attendance has stabilized which is in part helped by expanded hours. Evenings have been quiet as well, while weekends, especially Sundays, continue to be busy. Some displays have undergone repairs and modifications based on usage. William added we are learning as we go and noted exhibits created by RGI are still under warranty. Overall, feedback on the redesign has been overwhelmingly positive.

As for security issues, William provided information on a group of individuals that were recently banned from the Library due to physical fighting and cursing on Library grounds. These teen patrons are banned until January 2029. In addition, the Library has hired a seasonal security employee who will assist in the remediation of incidents. In response to Marilyn and Rebecca's questions, security staff will wear a branded shirt and will not be brandishing a weapon. Hours for security staff will be during after school hours.

*C. Monthly Statistics* - William stated over a hundred new patrons signed up for Library cards this month. Library attendance and circulation were also high for the month of February, mostly in part due to the increased attendance in DiscoveryWorks.

*D. Annual Report* - William presented the 2024 annual report, highlighting electronic book activity and programs relating to the April 8 total solar eclipse and the fall Community Reads event.

**VII. Unfinished Business** - There was no unfinished business.

## **VIII. New Business** -

*A. 2025 permanent appropriations budget* - Lorie mentioned there were no changes from the previous version of the budget besides the movement of \$1,500 from the Children's Supplies line item and the establishment of a line to account for circulating kits.

Rebecca Schaltenbrand moved and Steve Parsons seconded **Resolution 3012-25** to approve the 2025 Permanent Appropriations Budget at the millennium levels of :

1000/Salaries and Benefits for	\$2,291,722.00
2000/Supplies for	\$46,500.00
3000/Operations/Contracts for	\$727,624.00
4000/Materials for	\$326,500.00
5000/Capital Outlay for	\$270,000.00
7000/8000/Other for	\$110,600.00

For a General Fund total of \$3,772,946.00 and a \$175,000.00 appropriation from the Building Fund for a combined total for the two funds of \$3,947,946.00.

Roll Call Vote: All Ayes      Motion Carried

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

*B. Air curtain* - William began the discussion explaining due to the close proximity of both sets of sliding doors, there is excess cold air coming into the building during days of extreme weather. The installation of an air curtain will provide heat in the vestibule to offset the blast of cold air. This will be a special project subcontracted by Simplified and will be paid out separately from monthly maintenance services. Debroah inquired when the project would begin, to which William stated there is an anticipated 30 day lead time. In addition, warmer weather while installation is occurring will be necessary as the north entrance will be blocked off and a pathway to the south doors will need to be accessible for patrons during this time.

Rebecca Schaltenbrand moved and Christina Mars seconded **Resolution No. 3013-25**, approving the purchase and installation of an air curtain for the south entrance from Simplified Solutions for a cost not to exceed \$14,000.

Roll Call Vote: All Ayes      Motion Carried

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

*C. Endowment request-lactation room* - Legal counsel was procured to discuss the needs and requirements for a dedicated space for lactating individuals. William noted the space will be created next to the elevator and will be a private, clean space with lighting and HVAC access for employees or patrons to access as needed. The Friends of the Avon Lake Public Library have discussed purchasing a comfortable padded chair. William added future considerations for a complete bathroom remodel will include a more permanent space to serve this purpose and will allow for the addition of extra features such as plumbing. Marilyn inquired if a key will need to be used to access the space and William noted that there will be some monitoring for the unit. Deborah inquired if the door will be ADA accessible and William noted the space is limited; however, the doorway is as large as possible.

Steve Parsons moved and Deborah Yue seconded **Resolution No. 3014-25**, authorizing a \$6,000 expenditure from interest earned on the Library Endowment Fund for constructing a lactation room.

Roll Call Vote: All Ayes      Motion Carried

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

*D. Parking lot lights* - William provided details on the parking lot lighting issues we have recently experienced which require electrical repairs.

Steve Parsons moved and Christina Mars seconded **Resolution No. 3015-25**, approving repairs to the parking lot lights from Simplified Solutions for a cost not to exceed \$12,000.

Roll Call Vote: All Ayes      Motion Carried

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

*E. Building assessment & master planning services* - Discussions have been held in the past about a complete assessment and master plan of the Library. William provided a proposal from GPD and scope outline with proposed projects including the creation of additional meeting rooms, an outdoor pavilion, walking trails, updates to the storybook trail and the establishment of renewable energy sources. William noted these projects are proposed and costs listed from GPD Group are for the design services, not construction. Deborah requested clarification about improvements intended to be made on the Lorain County Metroparks property and William noted the storybook trail stanchions are created and maintained by the Library. New walking trails would be created from the front to the back of the Library building and may include seating, artwork and perhaps elements to incorporate DiscoveryWorks. William also clarified that this is a long range, five-year-plus plan to assist the board and administration with planning and budgeting future improvements. William inquired if there were any questions or any additions the board would like to have included to the plan.

Rebecca Shaltenbrand moved and Steve Parsons seconded **Resolution No. 3016-25**, approving building assessment and master planning services from GPD Group for a cost not to exceed \$68,000.00.

Roll Call Vote: All Ayes      Motion Carried

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

*F. OLC trustee dinner* - William looked into upcoming local OLC trustee events and notified the group the next event is at the same time as our May meeting. William offered to look into alternate meeting opportunities and noted much of the information discussed in the meetings is also communicated in the OLC newsletters.

*G. October meeting date & Boo by the Woods* - The annual Boo by the Woods dates are confirmed for October 9th and 11th and William conveyed that the first night of the event will be held indoors on the same evening as the October board meeting. William provided the opportunity to change the meeting date; however, the Board concurred that we will keep the date and change the room of the meeting to another area in the Library.

*H. Personnel Committee meeting date* - The Personnel Committee, consisting of Rebecca and Christina, will select a date and time to discuss the annual performance reviews for the Director and Fiscal Officer.

As an aside, Marilyn suggested a cultural exchange of ideas, dinner, a board meeting, and a tour of facilities with a nearby library. William noted that this has been done in the past with the Westlake Porter Public Library and has provided a positive experience for comparing notes and processes. William will contact Westlake's director to discuss another event.

## **IX. Adjourn**

With no further business to discuss, the meeting was adjourned at 7:50 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is April 10, 2025.

---

**Michele Jakubs, President**

---

**Christina Mars, Secretary**