

**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 April 10, 2025 at 7:00 p.m. Trustees in attendance were: Rebecca Schaltenbrand, Amy Margiotti, Deborah Yue, and Marilyn Valentino. Christina Mars and Steve Parsons 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 March 13, 2025*

Deborah Yue moved and Amy Margiotti seconded **Resolution No. 3017-25**, approving the minutes of the regular meeting of March 13, 2025 as amended.

Call For Vote: All Ayes      Motion Carried

*B. Minutes of the Personnel Committee of March 24, 2025*

Marilyn Valentino moved and Rebecca Schaltenbrand seconded **Resolution No. 3018-25**, approving the minutes of the Personnel Committee meeting of March 24, 2025.

Call For Vote: All Ayes      Motion Carried

**V. Fiscal Officer's Report**

*A. Fiscal Officer's, March 2025 reports, and monthly financial statements -*

Lorie began the Revenue Report pointing out that we have twenty-five percent of the Public Library (PLF) collected thus far this year which is on target. The Library has also received the Property Tax check and Lorie reminded the Board the County certifies the entire portion of Property Taxes and remits the Homestead Rollback portion separately. Once received, we should be at fifty percent for the year. Lorie also highlighted the interest earnings which are being impacted by withdrawals made for payment towards the DiscoveryWorks building project. Lorie noted StarOhio continues to be a stable investment.

As for the Bank Report, Lorie noted the Total Bank report shows a balance of \$3,435,608.72 with \$995,495 in the StarOhio building fund. Lorie also noted, there was a large portion of the fund moved to the checking account to cover recent invoices from RGI Creative.

Looking at the Expense Report, Lorie noted once the month of March is closed, purchase orders will be reviewed and any funds remaining will be carried over into the budget. Preliminarily, Lorie estimated over \$16,000 in excess will roll over and will become part of the 2025 budget.

Lorie also pointed out the Library is over encumbered in *101.110.53315 Building & Site Maintenance -Fixed* at the moment. Lorie will review other accounts and see if it is possible to shore up this account with unused funds from other accounts.

Lorie inquired if there were any questions on checks. Michele inquired how we are doing with Simplified Facilities Group to which Lorie replied we are using the money quickly for two reasons. The first being we had a lot of outstanding needs and repairs to be completed. In addition, Simplified provides us with multiple individuals who can complete many projects. The intention is to slow down the pace of repairs and improvements and delay projects that are more cosmetic in nature.

Marilyn Valentino moved and Amy Margiotti seconded **Resolution No. 3019-25**, approving the Fiscal Officer's March 2025 reports and monthly financial statements.

Call For Vote: All Ayes      Motion Carried

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

### *A. Gifts - Gifts to the Library*

- \$75.00 from Liese Nainiger in memory of Sharon Denslow

Rebecca Schaltenbrand moved and Deborah Yue seconded **Resolution No. 3020-25**, accepting \$75.00 to the Avon Lake Public Library.

Call For Vote: All Ayes      Motion Carried

### *B. Director's Monthly Report -*

William highlighted the recent legislative discussions aimed at cutting library funding. The budget is still in motion and has left the House, moving towards the Senate. The version that left the House restored some money from the original proposal, but not as much as the Governor had presented. William communicated that some of the budget calculations brought forward by the House are based on 2020 figures from the pandemic year, when income tax was delayed. In addition, unlike other states, Ohio's public libraries are separate political subdivisions. William noted that the proposed structure includes keeping the Public Library Fund (PLF) as an appropriations line item, rather than as a percentage of the General Revenue Fund (GRF), which leaves it vulnerable in future budgets. The concern is more on long-term effects. The Governor continues to voice his support for increasing the PLF and believes libraries have value and are essential. Michele inquired about details regarding the proposed legislative change, suggesting non-residents would be required to pay to become library cardholders. William stated that this proposed change would be cumbersome to execute.

William reported that OLC is taking a slight pause and standing down for the moment to calibrate the message, as the Senate is in recess. Seeing the proposed structure would impact counties and their libraries differently, the emphasis continues to be that Libraries are stronger as a unit. Communication emphasizes a united front with messaging "Don't Cut Ohio Libraries".

Rebecca pointed out that about twenty-five percent of Avon Lake Public Library funding comes from the PLF, which is lower than other Libraries. Our local Levy proceeds offset our Library funding, accounting for seventy-five percent, and the PLF represents only a portion of our overall funding. Looking toward 2026, William noted we will be entering into union contract negotiations and the upcoming levy. Discussion was held on the impact of the upcoming levy and perceptions from the public on what tax funds are used for and what value patrons receive from Library services. A focus will be placed on showcasing core services such as community rooms and other programming that brings patrons into the Library. In addition, William remarked there were also some other potential restrictions being discussed by legislative bodies such as reducing library board term limits and limiting the accessibility of certain books. The intention is to emphasize the concerns with the funding structure above all else. William will have more information after a governmental relations meeting next week and will keep the board updated.

William communicated the unfortunate news that Page Supervisor Dan Cotton passed away last week as a result of a series of medical issues. Dan was an integral part of the staff, overseeing the Page staff, and played a significant role in shaping the Library music program. Since Dan began his tenure at the Library as a substitute in Discovery Works, there will be a “fish” in his name as well as a leaf on the donor tree. Also, the Library music instrument collection will be recognized in Dan’s name.

As a side note, William mentioned the Library is celebrating National Library week. The staff were treated to department related snacks such as donuts and candy with some healthy options added into the mix.

William stated he is now a member of the City of Avon Lake artifacts subcommittee and was interviewed by Channel 5 News last week regarding a project to transform the Lakeshore Room with the intention of telling the story of the former power plant. Work is in progress on arranging an inventory of artifacts, a series of photographs and other elements to showcase and preserve this part of the community's history. Items will be on permanent loan to the Library and will help keep the next generation informed on the former historical landmark.

*C. Monthly Statistics* - William noted the Library continues to see a lot of activity. New Library cards hit a new record with over 300 cards opened in March. William suspects this is due to increased traffic in DiscoveryWorks and other areas of the Library. DiscoveryWorks alone has seen over 38,000 visitors, which is typically the annual attendance for the entire department. William and Lorie noted that the biggest challenge has been the volume of individuals in DiscoveryWorks. They stated that managers are encouraging staff to take frequent breaks to manage the noise and crowds. William also mentioned that two additional part-time staff members have been recently hired to be cross-trained and relieve various departments.

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

**VIII. New Business -**

*A. Landscaping Services* - William provided the proposal for landscaping services through Cutting Edge Landscape Development.

Amy Margiotti moved and Rebecca Schaltenbrand seconded **Resolution No. 3021-25**, to approve the proposal for landscaping maintenance services for 2025 not to exceed \$20,000 to Cutting Edge Landscaping Development.

Roll Call Vote: All Ayes      Motion Carried

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

*B. Executive Session to discuss the performance reviews of the Director and Fiscal Officer -*

Marlyn Valentino moved and Amy Margiotti seconded **Resolution No. 3022-25**, to move into executive session for the purpose of discussing the performance reviews of the Director and Fiscal Officer.

Roll Call Vote: All Ayes      Motion Carried

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

The Board went into Executive session at 7:54 p.m. The Board came out of Executive session at 8:20 p.m. No action was taken.

**IX. Adjourn**

With no further business to discuss, the meeting was adjourned at 8:22 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is May 8, 2025.

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**Michele Jakubs, President**

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**Christina Mars, Secretary**