

## **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 May 8, 2025 at 7:03 p.m. Trustees in attendance were: Steve Parsons, Rebecca Schaltenbrand, Amy Margiotti, Deborah Yue, and Marilyn Valentino. Christina Mars 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** - There were no public comments.

## **IV. Minutes**

### *A. Minutes of the regular meeting of April 10, 2025*

Marilyn Valentino moved and Steve Parsons seconded **Resolution No. 3023-25**, approving the minutes of the regular meeting of April 10, 2025.

Call For Vote: All Ayes      Motion Carried

## **V. Fiscal Officer's Report**

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

As communicated at the last meeting, Lorie noted the Homestead Rollback has been received and when combined with the amount we received from General Property Tax, the Library is 8% in excess of the targeted figure for half of the year. The Public Library Fund (PLF) is a fraction below what we are certified for; however, other accounts are in good shape. Lorie also referenced the Bank Report noting the balance is \$3.13 million.

As for the Expense Report, Lorie explained the Substitute Wages are booked separately and noted, with additional staff members, we have less of a need for substitute staff. Lorie also mentioned health insurance is expected to increase by less than 5% which is manageable. Lorie noted line item *101.100.53725 Professional Services* is over-encumbered due to the purchase order established for the upcoming Master Building Plan. Lorie noted if needed, the Library can use the contingency fund along with allocated funds from other accounts to cover these expenses.

Lorie began a discussion on expenses for building and site maintenance. As of the end of April, the Library has spent 52% of our total budget for these line items. Lorie noted we have re-forecast figures for the remainder of the year to adjust for increased expenditures relating to work completed by Simplified Facilities Group (SFG). SFG was contracted in September 2024 to handle building and property repairs and maintenance in lieu of a Facilities Maintenance employee. The SFG contract calls for a monthly fee of \$1,092 which includes a monthly audit

of the building. Projects are completed on an hourly, per person basis after that. As we proceed, we are learning better how to manage and prioritize projects that are higher in importance such as those affecting safety or structural issues. William stated we have a one year contract with SFG and can provide notice if the decision is made not to continue. Deborah inquired if there are other contractors who provide the same services as SFG to which William replied there are not. William added the Library is also making informed decisions by requesting cost breakdowns to be evaluated before the projects are started.

Lorie also noted line item *101.200.54999 Other Library Materials- JV* is a new account and includes items that circulate but are not books. This line item was specifically created for kits to be offered in the childrens and DiscoveryWorks departments. Also mentioned was a new line item *101.100.5540 Computers*, which Lorie clarified has been separated from technology hardware as they have a shorter life that cannot be capitalized. This will assist in analyzing how much we are spending.

With no questions on the Check Report, Lorie concluded the report.

Amy Margiotti moved and Deborah Yue seconded **Resolution No. 3024-25**, approving the Fiscal Officer's April 2025 reports and monthly financial statements.

Call For Vote: All Ayes          Motion Carried

## VI. Director's Reports

### A. *Gifts* -

#### Gifts to the Library

- \$250.00 from Janet Valentino in memory of Debbie Cotman
- \$500.00 from Spencer Seaman Jr. and Sue Kelly in memory of Debbie Cotman
- \$100.00 from Olena Harpster for the Library
- \$250.00 from Dennis Potonic for DiscoveryWorks Renovation
- \$100.00 from Republic Services for DiscoveryWorks Renovation
  
- In memory of Dan Cotton
  - o \$500.00 from Donna Lawall
  - o \$40.00 from Lynn Barth
  - o \$100.00 from Dover Home Remodelers, Inc.
  - o \$40.00 from Mark and Joanne Lavarnway
  - o \$50.00 from Paula Swiner
  - o \$100.00 from Ann McAllise
  - o \$100.00 from Michael and Nana DiMassa
  - o \$50.00 from Dianne Russell
  - o \$50.00 from Jane Mohr

- o \$50.00 from Glen, Kare, and Alyssa Schneider
- o \$25.00 from Patricia Burgman
- o \$50.00 from Annette Reitz
- o \$250.00 from Dick and Fern Van Hise
- o \$25.00 from Mick and Pat Weber
- o \$25.00 from Liese Nainiger
- o \$100.00 from Ellen Stearns
- o \$50.00 from Sharon Schimmoller
- o \$100.00 from Chris and Lauren Carey

Gifts to the Endowment Fund

- \$100.00 Mary Crehore in memory of Dan Cotton
- \$50.00 from Gerry & Victoria Vogel in memory of Dan Cotton
- \$250.00 Mary Crehore for DiscoveryWorks Renovation

William highlighted a significant amount of money donated in Dan Cotton's memory which, after next month's report will total close to \$5,000. William is looking to use the funds to purchase and install outdoor musical instrument stations that would be located near the children's garden near the area where summer concerts are held. William's intention is to recognize Dan's love of music while enhancing the space. The Friends of the Avon Lake Public Library may also donate funding toward this project.

Marilyn Valentino moved and Rebecca Schaltenbrand seconded **Resolution No. 3025-25**, accepting \$2,905.00 to the Avon Lake Public Library and \$400.00 to the Endowment Fund.

Call For Vote: All Ayes      Motion Carried

*B. Director's Monthly Report-*

William reported the Ohio Senate has begun discussions on the budget and Senators and the Ohio Library Council (OLC) has been providing testimony and advocating that the Senate keep the Public Library Fund (PLF) at the Governor's proposed 1.75%. OLC has not yet activated Library patrons for support at this time. Senator Manning continues to be an advocate of public libraries and knows the important role they play in their communities. William will have more information in the coming weeks and will report pertinent information as it becomes available.

As a side note, William mentioned all thirteen Ohio library levy's passed, including Lorain Public Library and many passed with a high rate. This can be used as a talking point to reinforce that Ohioans love their libraries.

William noted that on the federal level, a temporary restraining order to stop the dismantling of the Institute of Museum and Library Services (IMLS) was issued. Also, the State Library of Ohio has resumed funds flowing from the federal level and reactivated LSTA grants which provide funding for programs such as the Summer Library Program. William will keep the Board abreast of any updates.

AARP Tax Service Coordinator, Sandi provided a message of thanks to the Library as another tax season comes to a close. William noted that the Library is happy to offer a space for these efforts and credited the staff who do a phenomenal job coordinating tax appointments. Michele inquired how many individuals use this service, to which Gerry replied, on average, over 400 taxpayers utilize the program annually.

Per Marilyn's inquiry, William noted that we have had no recent issues with teen patrons exhibiting unfavorable behaviors and that removing a few individuals made a difference. The Board thanks the staff who have been monitoring the situation. William also noted we are waiting to see if Avon Lake City Schools will be transporting elementary and middle school students to the Library for class field trips for the upcoming school year and beyond.

*C. Monthly Statistics* - William noted a 3% increase in Circulation statistics and traffic continues to be high in the Library, especially DiscoveryWorks. As predicted, crowds have been stabilizing over the last few months.

## **VII. Unfinished Business -**

*A. Dan Cotton Collection naming rights* - William requested approval from the Board on the official name of the musical instrument lending collection. He noted that a memorial plaque will be established in memory of Dan Cotton.

Rebecca Schaltenbrand moved and Amy Margiotti seconded **Resolution No. 3026-25**, to approve naming the guitar collection, the Cotton Collection, in memory of Dan Cotton, the originator of the collection.

Call For Vote: All Ayes      Motion Carried

*B. Westlake/Avon Lake Trustee visits* - William spoke to the Director of Westlake Porter Public Library about reciprocal trustee visits, and plans to coordinate such visits will occur in the fall of this year. William will keep the Board updated when dates are formalized.

*C. Frost Slab Project* - William reported that no bids were received for the frost slab project. Due to the smaller nature of this project, the bid process was not necessary; however, the Library proceeded with the process. Architecture firms will be called to see if timing or project size deterred them from bidding. The fire department has been notified that the project is being addressed. William also relayed that the Library passed the most recent fire inspection.

## **VIII. New Business -**

*A. Parking lot maintenance* - William relayed it is necessary to patch, repair and restripe the parking lot every two years. Simplified Facilities Group has performed the bidding and will bring in a subcontractor to complete the work. Lorie noted this project will have a separate purchase order on the financial reports. William added the project will be completed during the hours the

Library is open and Simplified Facilities Group will section off the parking lot and will handle traffic.

Steve Parsons moved and Marilyn Valentino seconded **Resolution No. 3027-25**, to approve parking lot maintenance and repairs for an amount not to exceed \$18,000.00 to Simplified Facilities Group.

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

*B. DiscoveryWorks Terms and Conditions* - William began the discussion by noting that concerns had arisen from staff regarding liability if a patron is injured in the newly renovated DW space. William requested legal counsel from Bricker & Graydon LLP. They provided a draft document and signage, which were reviewed and discussed. William added that, since we are a non-ticketing, free experience, there is little we can do to expect patrons to sign off on a document. Additionally, the Library allows patrons age 8 and over to be in the Library without supervision and cannot expect them to sign a legal document. Rebecca also stated that the signage, as presented, could be counterintuitive to a public library and may dissuade patrons from coming in. William communicated that the insurance policy for the Library covers employees and added that there are cameras located in the space if an event occurs and a review of the footage is necessary. William emphasized that signage and staff will remind parents and guardians that the space is “unsupervised and self directed” and will intervene if there is damage or a potential for serious injury. William noted that signage will be refined to include language preventing the illusion that the space is being monitored and making patrons aware that the parent or guardian assumes the risk of accidents or injuries. Signage will also be displayed inside the space where it will be more visible. After the discussion was complete, no action was taken by the Board.

Rebecca inquired if there is a dedicated time that those with special needs can come and enjoy the DiscoveryWorks space and William relayed there are times designated for groups to come in for visits. Special arrangements can be made from 9:00 am to 10:00 am for those requesting accommodations. In addition, headphones are available for patrons to use and lights can be dimmed for those with sensitivities to outside factors such as sound and light.

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

Rebecca Schaltenbrand moved and Steve Parsons seconded **Resolution No. 3028-25**, 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	AYE
Rebecca Schaltenbrand	AYE
Marilyn Valentino	AYE
Deborah Yue	AYE

The Board went into Executive session at 8:07 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 8:28 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is June 12, 2025.

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**Michele Jakubs, President**

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**Christina Mars, Secretary**