

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 July 10, 2025 at 7:00 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, 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 June 12, 2025

Amy Margiotti moved and Deborah Yue seconded **Resolution No. 3035-25**, approving the minutes of the regular meeting of June 12, 2025.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

A. Fiscal Officers' June 2025 report, and monthly financial statements -

Lorie began the Revenue Report stating that we are half way through the year and revenue collected is on track. Lorie also added the Library should be receiving our Property Check Tax in the upcoming weeks.

The Bank Report was reviewed and Lorie stated the Library has almost \$2.0 million in the StarOhio General Investment account. The Library also has \$20,000 available in contingency funds. Looking ahead, Lorie advised refraining from adding money to the Building Fund at the end of the year so we have more flexibility with our financial resources until we understand the impact of future state funding. Lorie clarified by explaining dollars set aside for the Building Fund must be used for capital improvements; however, General Fund dollars can be used for all library expenses. William also mentioned that recent adjustments in monthly distributions as established by the Ohio legislature will take effect beginning in July.

Lorie referred to the Expense Report, and addressed discussions in previous meetings on expenses relating to Simplified Facilities and building maintenance. Lorie added a new expense line for maintenance projects outside of tasks typically completed by the Facilities Manager. An example noted was the outdoor lighting project. By separating expenses, the Library will be better able to assess the financial impact of outsourcing our facilities management to Simplified. Lorie also noted that the current budget includes expenses for the frost slab project. This will be

voted on later in the meeting and if approved, will be encumbered. Also discussed was the new line item for Computers, established to differentiate individual staff and patron computers from technology hardware such as servers which have a longer lifespan. Michele inquired about Banking Fees to which Lorie replied that they are for wire transfer fees.

Lorie inquired if there were any questions on the Check Report, and with none, concluded the report.

Marilyn Valentino moved and Steve Parsons seconded **Resolution No. 3036-25**, approving the Fiscal Officer's June 2025 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

VI. Director's Reports

A. Gifts -

Gifts to the Library

\$2,000.00 from Richard Florence in support of the Library

\$25.00 from Kathleen McGorroy in memory of Dan Cotton

\$250.00 from the Gallery Group for the appreciation of the use of the Gallery

\$500.00 from Sandra Kuhn for DiscoveryWorks

There were no gifts to the Endowment Fund.

William highlighted the donation from Richard Florence who is moving out of the state. Also noted was the gift from the Gallery Group who use rooms in the Library for meetings and have donated in the past.

Rebecca Shaltenbrand moved and Amy Margiotti seconded **Resolution No. 3037-25**, accepting \$2,775.00 to the Avon Lake Public Library.

Call For Vote: All Ayes Motion Carried

B. Director's Monthly Report

William began the discussion by informing the Board of recent Ohio Legislative updates. Recently, there were vetoes affecting Public Libraries, including provisions to require library materials relating to sexual orientation or gender identity/expression to be placed out of the view of minors. The County prosecutor focused on the legality of the provision and the potential for violating the First Amendment. Concerns about how to investigate challenges and how to enforce these provisions were voiced. William noted that a legislative override can be attempted anytime before December 2026. William will continue to share information as it is attained.

William announced that the changes to the Public Library Fund have been signed into law. The Library will now receive a flat amount every month, which will not fluctuate from month to month. In addition, revisions to the law require \$10.3 million to be deducted and transferred to support the State Library of Ohio, Ohio Public Library Information Network (OPLIN), Library for the Blind, Regional Library Systems, and Ohioana Library Association. William will be working with the Ohio Library Council (OLC) for guidance on the new language relating to reducing term limits for board members from seven years to four years. William will update the Board as to the newly established requirements and effective dates.

William communicated the unfortunate news regarding the passing of Library employee Mary Obester. Mary had been with us for over 21 years, serving as a Page at the Library. A book cart will be purchased in Mary's memory and adorned with some items that were special to her.

C. Monthly Statistics - Overall circulation for June was up by 7%. William stated there has been increased activity with summer reading events, which have been popular. DiscoveryWorks has also had a large number of groups and summer camps visiting. Marilyn observed that audiobooks are decreasing, to which William acknowledged that there is much less demand for physical audiobooks and anticipates they will soon be phased out. There has been a shift to digital audiobooks as the number of CD players in homes and cars is diminishing. William communicated that physical music CDs and DVDs continue to circulate, as many movies and television series are not available on streaming services.

VII. Unfinished Business -

A. Frost Slab Project - William began the discussion, addressing the need for a stoop at the emergency exit on the north side of the building, where there is a drop from the door. In order to be compliant, the project will include the installation of stairs and railings at the property exit. The bid received by GPD Group was presented to the Board. William noted the quote included an optional bond. After a brief discussion, the board decided to include the bond, which would protect the Library from financial loss due to the contractor's failure to fulfill contractual obligations. Marilyn inquired when work on the project would begin. William clarified that the project will not disrupt library operations and will take approximately two weeks to complete. William clarified that a one-year warranty on the work completed is included in the quote.

Steve Parsons moved and Rebecca Schaltenbrand seconded **Resolution No. 3038-25**, to approve the proposal for the exterior (frost slab) stoop project not to exceed \$37,000, including the \$1,044 optional bond to Srokowski Construction.

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

VIII. New Business - There was no new business.

IX. Executive Session to discuss the employment of a public employee -

Amy Margiotti moved and Rebecca Schaltenbrand seconded **Resolution No. 3039-25**, to move into Executive session for the purpose of discussing the employment of a public employee.

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 7:34 p.m. The Board came out of Executive session at 8:12 p.m. No action was taken.

X. Adjourn

With no further business to discuss, the meeting was adjourned at 8:13 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is September 11, 2025.

Michele Jakubs, President

Christina Mars, Secretary