

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 September 11, 2025 at 7:03 p.m. Trustees in attendance were Steve Parsons, Rebecca Schaltenbrand, Amy Margiotti, Deborah Yue, Marilyn Valentino and Christina Mars. Also present were Director William Rutger, Public Services Manager Sybil Wendling, 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 July 10, 2025

Amy Margiotti moved and Steven Parsons seconded **Resolution No. 3045-25**, approving the minutes of the regular meeting of December 14, 2025.

Call For Vote: All Ayes Motion Carried

B. Minutes of the special meeting of August 6, 2025

Marilyn Valentino moved and Rebecca Schaltenbrand seconded **Resolution No. 3046-25**, approving the minutes of the special meeting of August 6, 2025.

Call For Vote: All Ayes Motion Carried

C. Minutes of the special meeting of August 27, 2025

Deborah Yue moved and Rebecca Schaltenbrand seconded **Resolution No. 3047-25**, approving the minutes of the special meeting of August 27, 2025.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

A. Fiscal Officer's July & August report, and monthly financial statements -

Lorie referred to the Revenue Report, stating the Library has collected 102.9% of anticipated revenue and any additional Public Library Fund (PLF) dollars we receive are above and beyond expected. A fully collateralized, 90 day CD with returns of four percent was opened for the \$300,000 donation received from the Karen Rockhold Trust. In addition, a new money market account is shown on the Bank Report and acts as a sweep account to and from the Library operating checking account. Since all transactions are processed to the checking account, we will not include the money market account on the Bank Report, since it will always carry a zero balance.

As for the Expense Report, Lorie referred to some accounts which are overencumbered; however, once we get closer to the end of the year, remaining dollars in purchase orders can be used to shore up those accounts. Lorie added, the Library has made significant changes in managing building maintenance tasks, specifically in relation to the use of Simplified Facilities Group. We are evaluating projects associated with the building and are expecting a decrease in expenditures. Lorie also made mention, there are some new accounts added during the year after the budget was established and thus do not have funds appropriated. Adjustments will be made for these accounts before year end. Lorie identified \$20,000 remaining in the Contingency account and the annual transfer of \$75,000 as alternative sources of funding for these accounts.

Lorie presented the Check Report for July and August and inquired if there were any questions.

Marilyn inquired about the condition of the furniture in the building and if there are any upcoming plans for future purchases. William noted, recently the teen couch was replaced and additional furniture was added. The rest of the furniture in the building is in good condition with the exception of the staff lounge which is in need of replacement. Upcoming renovations such as this are detailed in the facilities plan.

Amy Margiotti moved and Steven Parsons seconded **Resolution No. 3048-25**, approving the Fiscal Officer's July and August reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

VI. Director's Reports

Ahead of the Directors Reports, the Board provided words of thanks to William for his eight years as Director of Avon Lake Public Library and William noted his time has been both rewarding and pleasurable. Steve acknowledged contributions made during Williams' tenure as Director are notable and continued support will be provided to Sybil Wendling, who will continue serving the Library and the community as Interim Director.

A. *Gifts* - There was one gift to the Library as follows:

- \$300,000.00 from the Karen Rockhold Trust

William highlighted the large monetary donation provided from a former resident of Avon Lake whose intention was that the funds be used for Juvenile materials. Lorie noted that there will be another future donation from this trust and Lorie will let the Board know the amount once the trust is settled.

Christina Mars moved and Amy Margiotti seconded **Resolution No. 3049-25**, accepting \$300,000.00 to the Avon Lake Public Library.

Call For Vote: All Ayes Motion Carried

B. Director's Monthly Report -

William began the report noting changes in cybersecurity laws will be defined at an upcoming OLC training. The new policy requirements affect entities such as Libraries and will act as additional safeguards from ransomware and the like. The Library has until 2026 to establish training and other criteria as it relates to the policy.

Deborah inquired about the changes to cybersecurity law and if there is a need for a separate insurance policy. Lorie answered by clarifying the Library has coverage in the current policy and any additional requirements will be addressed once details of the law are published.

Sybil reported on Summer Reading noting this year's theme was "games" with decor and programming based on games such as Minecraft, Pokemon, and Candy Land. Sybil also noted each year numbers of adults and teens participating in summer reading are increasing. Also mentioned was the increase in the amount of time patrons are reading which is a good sign.

C. Monthly Statistics - William reviewed the monthly statistics noting the spike in circulation for summer reading activities and the natural dip in August as school begins. William also added DiscoveryWorks has reached patron attendance thus far of 80,000 and is set to reach 100,000 by the end of the year. Steve inquired as to what attendance was before the renovation and William noted annual attendance was around 30,000. Visitor activity in DiscoveryWorks has stabilized and more preschool and toddler patrons are visiting. William stated RGI has donated the final exhibit which is an interactive map of Avon Lake with moveable parts. There are upgrades being performed on the Bubble Tube as well. In addition, the infant and toddler area in DiscoveryWorks has been modified with a woodland theme. William also noted Avon Lake Public Library has more card holders than Avon Lake residents which is an impressive statistic and demonstrates the popularity of the Library.

Amy inquired if we are experiencing any behavioral issues with any of the young adults to which William replied, the behavioral issues have stopped. Young adults and children continue to use the Library and staff are creating a physical presence, establishing a rapport, and are downgrading undesired behavior before it escalates.

VII. Unfinished Business -

A. Stoop/frost slab project - William let the Board know the project is complete and we are now in compliance.

B. Director Search - Steven updated the Board by announcing the kickoff meeting for the director search will be held Monday, September 15.

C. Facilities Assessment & Master Plan - William communicated that the Facilities Assessment and Master Plan was received from GPD, however since there is no urgency, GPD will present the plan to the Board at a later meeting. There is no immediate action and once a director is

established, additional action will be taken. William added the report is very comprehensive and provides an fifteen year overview as well as a detailed explanation of each category. Items within the plan are prioritized and estimated costs are included with considerations for inflation. The Board was in agreement that the information will be a large asset to the next director.

Steve inquired as to whether donations for DiscoveryWorks are still being taken to which William replied that there are exhibit naming opportunities available.

VIII. New Business -

A. Trustee reappointment -Steven Parsons -

Rebecca Schaltenbrand moved and Amy Margiotti seconded **Resolution No. 3050-25**, to request the re-appointment by Avon Lake City Schools Board of Education of Steven Parsons to the Avon Lake Public Library Board of Trustees for a 4-year term, commencing January 1, 2026 through December 31, 2029.

Roll Call Vote: All Ayes Motion Carried

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

William stated the reappointment of Steven Parsons will be formally approved at the Avon Lake City Schools board meeting on September 16, 2025.

B. Trustee By-laws review and update- William provided the current trustee by-laws and made the Board aware of the process for making adjustments. William added these changes must be made before the end of the year. Michele addressed the Board, requesting by laws be reviewed and suggestions sent within the next few weeks, ahead of the October meeting. The Avon Lake School Board will be made aware that due to changes in Ohio Revised Code, the term limit of Library Board members is now four years as opposed to seven years. Michele added the adjustment to limit tenure to three full terms and any portion thereof will be made to the Avon Lake Public Library by-laws. The Board plans to document changes in the next board packet, and discuss at the October meeting and vote at the November meeting as long as at least five members of the Board are present.

C. ALC-TV lease agreement - William reminded the group, Avon Lake Community Television (ALC-TV) rents lower level space from the Library on a year to year basis. The language in the lease provides an option to modify the lease every five years with approval through city Council. William asked if there was any opposition with this and expressed that there have been no issues at this time renewing the lease.

D. Friends Fall Friendly - William noted The Friends of the Library are hosting their book sale and membership drive this weekend.

Before concluding the meeting, William provided a few updates on outstanding items. The Historical Society is in the process of making a recommendation to City Council Planning committee to provide historical designation to the red beacon that had once sat atop one of the power plant stacks. William also made mention that many of the larger building projects are completed and Simplified Facilities Group continues work in the Library. The Boo by the Woods planning continues with the annual event taking place October 9 and 11.

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 October 9, 2025.

Michele Jakubs, President

Christina Mars, Secretary