

I. Call to Order and Roll Call

President Michele Jakubs called to order a special meeting of the Avon Lake Public Library Board of Trustees on Monday, October 20, 2025 at 6:30 p.m. Trustees in attendance were Steve Parsons, Rebecca Schaltenbrand, Deborah Yue, Marilyn Valentino, Christina Mars, and Amy Margiotti. Also present was Fiscal Officer Lorie Scheer.

II. Adjustments to the agenda - There were no adjustments to the agenda.

III. Public comments - There were no public comments.

IV. Executive session to consider the appointment, employment, and compensation for a public employee

Amy Margiotti moved and Steve Parsons seconded **Resolution No. 3057-25**, to convene to Executive Session at 6:31 p.m. to consider the appointment, employment, and compensation for a public employee.

Roll Call Vote: All Ayes Motion Carried

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

The Executive Session ended at 8:01 p.m. There was no action taken.

V. Unfinished Business -

A. Library Director Job description -

Marilyn Valentino moved and Amy Margiotti seconded **Resolution No. 3058-25** to approve the Library Director job description as presented.

Call For Vote: All Ayes Motion Carried

LIBRARY DIRECTOR JOB DESCRIPTION

Library Director Job Description



Mission

The mission of the Avon Lake Public Library is to foster and enrich the community through collaboration, services, and resources.

Position Overview

The Library Director serves as the chief administrator of the Avon Lake Public Library. This role provides leadership in developing and implementing the Library's vision, goals, policies, and services; manages the Library's operations and resources; and ensures the Library remains responsive to the needs of the community. The Director reports directly to the Board of Trustees and is responsible for ensuring the Library's ongoing excellence, accountability, and growth.

Essential Duties and Responsibilities

Leadership

- Serves as public representative for the Library, fostering positive relationships with the community and stakeholders.
- Communicates regularly with the Board of Trustees, providing updates on operations, achievements, challenges, and strategic initiatives.
- Guides the development of the Library's long-range and annual strategic plans; evaluates progress and outcomes.
- Promotes a culture of innovation, collaboration, inclusivity, and service excellence among staff.
- Maintains current knowledge of library trends, technology, and best practices through professional development and participation in professional associations.

Community

- Represents the Library to local businesses, civic groups, nonprofits, schools, government agencies, and legislators.
- Promotes library services through public relations and outreach initiatives.
- Encourages partnerships that expand resources, programming, and community impact.
- Fosters an atmosphere of inclusion and respect, ensuring that all patrons feel welcome.

LIBRARY DIRECTOR JOB DESCRIPTION

Management

- Directs, mentors, and evaluates the Library's management team and staff.
- Ensures effective communication and collaboration across the organization.
- Maintains a productive and dynamic workforce, including oversight of hiring, orientation, training, coaching, and performance management.
- Works cooperatively with union representation to support positive labor relations and the best interests of the Library.
- Reviews and develops policies for Board approval and ensures implementation of procedures.

Fiscal

- Works in tandem with the Fiscal Officer to forecast revenues, prepare budgets, and ensure financial accountability.
- Oversees expenditures and ensures effective use of Library resources.
- Provides the Board with regular financial reports and recommendations regarding fiscal and operational needs.
- Identifies and develops alternative funding sources, including grants.

Building and Grounds

- Ensures the Library building, equipment, furnishings, and grounds are safe, accessible, and well maintained.
- Oversees contractors and service providers, monitoring performance and ensuring quality.
- Identifies and recommends capital repairs, improvements, and investments.

Technology

- Leads in the development and implementation of a technology plan that meets staff and patron needs.
- Monitors emerging technologies and their application to library services.
- Ensures compliance with cybersecurity, disaster recovery, and data protection best practices.

Knowledge, Skills, and Abilities

- Thorough knowledge of library operations, services, and administrative practices.
- Strong fiscal management, human resource management, planning, and marketing skills.
- Excellent leadership, decision-making, and delegation abilities.
- Outstanding written, oral, and public speaking communication skills.

LIBRARY DIRECTOR JOB DESCRIPTION

- Strong analytical, problem-solving, and organizational skills.
- Ability to foster collaboration, tact, diplomacy, trust, and credibility.
- Familiarity with labor relations and collective bargaining.
- Demonstrated adaptability and openness to new concepts and change.

Qualifications

Minimum Requirements

- Master of Library Science (MLS) or Master of Library and Information Science (MLIS) degree from an ALA-accredited program or equivalent advanced degree.
- Eight or more years of progressively responsible management experience in a public library or similar entity.
- Four or more years of administrative level experience.

Preferred Qualifications

- Experience with public entity budget process, collective bargaining and labor relations.
- Proven success in strategic planning, budgeting, and community engagement.
- Effective leadership, interpersonal, and partnership-building skills.
- Demonstrated ability to innovate library services and adapt to changing community needs.

Additional Information

This job description is intended to outline the general nature and level of work performed. It is not an exhaustive list of responsibilities, duties, or skills required. The Board of Trustees reserves the right to amend and change responsibilities to meet organizational needs.

Employee Acknowledgment

I have read this job description and discussed it with the Board President.

Employee

Date

Board President

Date

B. Library Director pay range -

Christina Mars moved and Rebecca Schaltenbrand seconded **Resolution No. 3059-25**, approving the Library Director pay range of \$100,000 to \$125,000.

Roll Call Vote: All Ayes Motion Carried

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

C. Other Library Director search action items - There were no other search action items.

VI. Adjourn

With no further business to discuss, the meeting was adjourned at 8:02 p.m.

Michele Jakubs, President

Christina Mars, Secretary