

**I. Call to Order and Roll Call**

President Marilyn Valentino called to order a meeting of the Avon Lake Public Library Board of Trustees on March 12, 2026 at 7:01 p.m. Trustees in attendance were Amy Margiotti, Michele Jakubs, Steve Parsons, Christina Mars, Rebecca Schaltenbrand, and Deborah Yue. Also present were Interim Director Sybil Wendling, Fiscal Officer Lorie Scheer and Administrative Services Manager Carrie Muzychak.

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

**III. Public comments** - Avon Lake Public Library employee Nadge Herceg attended the meeting.

**IV. Minutes**

*A. Minutes of the regular meeting of February 12, 2026 -*

Amy Margiotti moved and Christina Mars seconded **Resolution No. 3094-26**, approving the minutes of the regular meeting of February 12, 2026.

Call For Vote: All Ayes      Motion Carried

*B. Minutes of the special meeting of February 28, 2026-*

Rebecca Schaltenbrand moved and Michele Jakubs seconded **Resolution No. 3095-26**, approving the minutes of the special meeting of February 28, 2026.

Call For Vote: All Ayes      Motion Carried

*C. Minutes of the special meeting of March 2, 2026 -*

Steve Parsons moved and Christina Mars seconded **Resolution No. 3096-26**, approving the minutes of the special meeting of March 2, 2026.

Call For Vote: All Ayes      Motion Carried

**V. Fiscal Officer's Report**

*A. Fiscal Officer's February, 2026 report, and monthly financial statements -*

Lorie began the discussion addressing the Revenue Report, noting that the Public Library Fund (PLF) is on target for the second month of the year and is expected to track all year long. Also mentioned was monthly interest income earned of over \$5,000 in the General Fund and \$1,900 in the Building Fund..

As for Expenses, Lorie highlighted the “excess” column which represents unused 2025 encumbered funds orders carried over to the current year. The opportunity to carryover is not authorized for all agencies but is allowed for libraries.

The Permanent Budget will be approved later in the meeting and Lorie stated there was one addition to encumber \$12,000 to “Other Library Materials” that was inadvertently omitted from the previous version.

Steve Parsons moved and Amy Margiotti seconded **Resolution No. 3097-26**, approving the Fiscal Officer’s February 2026 reports and monthly financial statements.

Call For Vote: All Ayes      Motion Carried

## **VI. Interim Director’s Reports**

### *A. Gifts -*

#### *Gifts to the Library*

- *Joan Heiden, in memory of Pat Lesh, \$100.00*

There were no gifts to the Endowment Fund.

Rebecca Schaltenbrand moved and Michele Jakubs seconded **Resolution No. 3098-26**, accepting \$100.00 to the Library.

Call For Vote: All Ayes      Motion Carried

### *B. Interim Director’s Monthly Report -*

Lorie and Sybil reiterated that the PLF is now a line item on the budget and will not fluctuate monthly as it had. Overall the PLF is slightly ahead and tax receipts are also exceeding expectations. Lorie and Sybil continue to watch trends on the PLF as the year progresses.

Marilyn attended an OLC Trustee Workshop in Columbus and brought back information to the Board. One of the topics discussed was Ohio law which allows members of the Board to attend monthly Board meetings virtually. Discussion was held as to the benefits and drawbacks of allowing a policy on this. If the Board would like to proceed the Library must adopt a virtual meeting policy. The option to attend virtually would be limited to extenuating circumstances such as illness. In addition, the trustee(s) participating virtually would not be able to vote, nor be part of a quorum. At least four (4) members of the Board would be required to participate in person for a quorum and some topics would not be able to be discussed. Deborah and Michele provided feedback with concerns the policy may be disingenuous to patrons because a virtual option would not be available to the public. The Board concluded further research on the procedures and sample policies of Libraries who have successfully instilled a policy such as this will be reviewed. Future discussion by the Board will be held if additional action on this topic is deemed advantageous.

Marilyn communicated that she will attend the upcoming OLC hosted Trustee dinner on May 7, 2026 and extended the invitation to the group. Marilyn also provided a very informative summary to the Board which included results of a statewide survey. Key findings displayed bipartisan support for Ohio's public Libraries.

A few completed and upcoming building items were mentioned and Sybil announced the successful implementation of Polaris ILS which is running smoothly with many positive reactions from patrons on the system.

Sybil and Lorie have been meeting with the PAC regarding a one page information sheet which will be available to patrons inside the Library and a postcard mailer which will be sent in late April. Both were presented to the Board for review. The group is also printing yard signs and Amy Margiotti has volunteered to assist in communication via social media.

As for programming, the annual Winter Reading Challenge is complete and many prizes have been provided to adult, teen and juvenile participants.

*C. Monthly Statistics* - Sybil began the discussion by pointing out that our public services desk staff members have noticed an uptick in reference questions and readers' advisory questions being asked. This could be attributed to the amount of first time visitors to the library. DiscoveryWorks attendance is holding steady with about 9,000 visitors coming into the department per month. Weekends remain the busiest times in DiscoveryWorks. Deborah inquired on how the DiscoveryWorks exhibits are holding up. Sybil replied there have been some repairs but overall they have been durable.

## **VII. Unfinished Business -**

*A. Director Search update* - Steve reported meetings with the finalists were completed and the search should be concluded shortly.

*B. 2026 trustee meeting calendar* - The Board collectively discussed whether to cancel the July or August meeting in observance of summer recess. It was decided the July 9th meeting will be cancelled.

*C. 2026 trustee directory* - Sybil completed some research on trustee terms and provided each Trustee an update on their remaining terms(s) according to recently revised Ohio law. The Board expressed their appreciation for the information and agreed on the interpretation of the terms. Rebecca made mention she will not be renewing her term which will be concluding at the end of 2026.

**VIII. New Business -**

*A. 2026 Permanent Appropriations Budget -*

As mentioned earlier, Lorie stated there was one change made to the Temporary Budget which was the addition of \$12,000 to *101.100.54999 Other Library Materials* account. Lorie also is keeping an eye on health insurance rates, which if increased substantially, would require changes to the next iteration of the budget.

Michele Jakubs moved and Rebecca Schaltenband seconded **Resolution No. 3099-26**, approving the 2026 Permanent Appropriations Budget at the millennium levels of:

1000/Salaries and Benefits for	\$2,184,740.00
2000/Supplies for	\$51,100.00
3000/Operations/Contracts for	\$791,355.00
4000/Materials for	\$346,500.00
5000/Capital Outlay for	\$55,000.00
7000/8000/Other for	\$66,100.00

For a General Fund total of \$3,494,795.00 and a \$175,000.00 appropriation from the Building Fund for a combined total for the two funds of \$3,669,795.00.

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

*B. Server purchase approval -* In Nick Kelley’s absence, Sybil provided information about the purchase of a server the Library is seeking approval to purchase. Sybil stated server costs are increasing quickly and the cost of the server is now over \$18,000 as opposed to \$12,000 in the last year. The server will be able to perform multiple tasks and is among our array of virtual server hosts. It will primarily house the finance virtual server and will have room for other virtual servers. Deborah inquired on how long a server such as this will last to which Lorie replied at least five years. A purchase order was established in 2025 for \$12,000 so a portion of the cost is encumbered. An additional purchase order will be created for the balance of the purchase price.

Michele Jakubs moved and Steve Parsons seconded **Resolution No. 3100-26**, approving the purchase of a HPE Proliant server from MNJ Technologies not to exceed \$20,000.

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. Landscaping contract approval* - Simplified Facilities presented Sybil with two quotes for annual landscaping services including weekly mowing, clean ups, fertilizing and general weeding. Both included the same parameters and list of details on services rendered. The annual quote from Snow King/Sunflower Landscaping was significantly lower by more than \$4,000. A few references from Sunflower were contacted and the reviews were positive. The Library currently uses Snow King for snow removal services. They have provided timely communication and prompt service. Discussion was held and the Board agreed to enter into a one year contract with Sunflower Landscaping for a cost of \$16,400.

*D. Staff Day date change* - The Board discussed changing the date of the Staff Day, originally scheduled as May 1, to a later date in the year. Discussion was held and the decision was made to choose an alternate day for this annual event. The listing of days closed will be modified to exclude May 1, 2026 and the Board, Director and management will reconvene to schedule an alternate date to hold this event. In addition, some Board members made the suggestion to change the verbiage to “Professional Development Day” to communicate to patrons the day is dedicated to staff training.

Rebecca Schaltenbrand moved and Michele Jakubs seconded **Resolution No. 3101-26**, to amend the listing of library closures to eliminate May 1, 2026.

Call For Vote: All Ayes      Motion Carried

**IX. Executive Session to consider the appointment, employment, or compensation of a public official.**

Amy Margiotti moved and Rebecca Schaltenbrand seconded **Resolution No. 3102-26**, to move into executive session to consider the appointment, employment, or compensation of a public official.

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 Board went into Executive session at 8:06 p.m. The Board came out of Executive session at 8:44 p.m.

**X. Action on Library Director position -**

Amy Margiotti moved and Michele Jakubs seconded **Resolution No. 3103-26**, appointing Forrest Lykins as Avon Lake Public Library Director starting on April 20, 2026 consistent with the terms and conditions of the offer letter.

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

Michele Jakubs moved and Christina Mars seconded **Resolution No. 3104-26**, to compensate Sybil Wendling at a transition pay rate consistent with her Interim Director pay rate through May 30, 2026 to assist with the transition and serve as a resource for the new library director.

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

**XI. Adjourn -**

With no further business to discuss, the meeting was adjourned at 8:46 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is April 9, 2026.

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**Marilyn Valentino, President**

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**Amy Margiotti, Secretary**