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 August 13, 2026 at 7:09 pm. Trustees in attendance were Steve Parsons, Amy Margiotti, Deborah Yue, Michele Jakubs and Christina Mars. Rebecca Schaltenbrand was absent. Also present were Director Forrest Lykins, Fiscal Officer Lorie Scheer, Administrative Services Manager Carrie Muzychak, DiscoveryWorks Manager Bethany Huck and Public Relations & Marketing Coordinator Kristin Bauer.

II. Adjustments to the agenda -

Forrest announced adjustments to the agenda include the removal of the Strategic Planning Update from Unfinished Business. There were no further adjustments.

III. Public comments - There were no public comments.

IV. Minutes

A. Minutes of the regular meeting of June 11, 2026

Michele Jakubs moved and Christina Mars seconded **Resolution No. 3120-26,** approving the minutes of the regular meeting of June 11, 2026.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

A. Fiscal Officer's July 2026 reports, and monthly financial statements -

Lorie began the Revenue Report, noting we are 58% through the year and the Library has received over 52.7% of revenue year-to-date. The most significant discrepancy is the reduction in General Property Taxes. Lorie specified the Public Library Fund (PLF) is on track and the Library is in overall good shape financially. As for the Bank Report, Lorie provided the listing of outstanding checks and highlighted the large amount of interest income earned from the money market account and CDs.

Lorie referred to the Expense Report, stating we continue to remain within budget. We will be evaluating accounts and moving funding in certain accounts to match spending needs. Lorie also discussed the possibility of moving money from the General Fund to the Building Fund at the end of the year. The largest drawback is the money becomes restricted for Capital Improvements only. Lorie clarified, once moved, monies cannot be moved back to the General Fund. Discussion on this topic is typically addressed at the end of each year and will be brought forth as we learn more about future expectations regarding State Library funding in 2027.

Michele inquired about the building plan provided by GPD last year and advised referencing it as a tool during strategic planning. Forrest will share the entire assessment with the Board and indicated GPD would be interested in presenting a brief overview of the plan at a future Board meeting. The Board agreed the plan can be used in conjunction with strategic planning to establish plans for future projects based on community needs.

Moving on to the Check Report, Lorie clarified the report includes checks written for June and July 2026. With no questions, Lorie concluded the report.

Steve Parsons moved and Amy Margiotti seconded **Resolution No. 3121-26**, approving the Fiscal Officer's July 2026 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

VI. Director's Reports

A. Gifts -

Gifts to the Library
- The Gallery Group: $250.00
- Chris Schumann: $100.00

Gift to the Endowment Fund
- Noreen Cicerrella: $100.00

Amy Marigiotti moved and Michele Jakubs seconded **Resolution No. 3122-26**, accepting $350.00 to the Avon Lake Public Library and $100.00 to the Endowment Fund for a total of $450.00.

Call For Vote: All Ayes Motion Carried

B. Director's Monthly Report -

Forrest began the report with a personnel update, adding the Library has recently hired four new staff members. Kerri Novakovic is a former employee who has rejoined the staff as a Public Services Associate. Madeline Norton is the new Public Services Librarian and is a recent MLIS graduate. In addition, Forrest announced two new members of the Management Team: Kristin Bauer as Public Relations and Marketing Coordinator and Bethany Huck as DiscoveryWorks Manager. Both Kristin and Bethany were present at the meeting to formally be introduced to the Board. Forrest stated both employees have "hit the ground running" and the Board welcomed them to the Library and are excited to have them on board.

Forrest recently met with Westlake Porter Public Library Director Andrew Mangels to discuss facilities management and is looking into any improvements that can be made at the Avon Lake Public Library. Forrest also mentioned recent employee training held at the Library. Trainer

Andrew Sanderbeck provided the staff with additional customer service tools while focusing on common patron concerns and suggestions of various types of communication tools while engaging in difficult conversations.

Forrest invited Trustees to a special meeting of the Lorain County Library Administrators Council on October 7 at 4:30 pm. Library Directors, Board Trustees and Fiscal Officers are invited to attend. Lorain County Auditor Criag Snodgrass will be speaking. Forrest requested interested Board members should contact him for more details.

As for building updates, Forrest began by approaching the Board on the DiscoveryWorks Bubble Booth to gauge interest in rehabilitating the booth for future use in the space.This exhibit is currently inactive. Alternative solutions have been investigated and the need for significant improvements with cost estimates up to $20,000 would be required to provide a safe atmosphere for the machine to operate up to Library standards. Discussion was held, and the team came to the conclusion that finding a new owner for the machine was the best alternative;. with the intention of replacing the exhibit with another item in the future. Bethany agreed, commenting her team would enjoy pursuing an additional enhancement of the space. Further discussion will be held at the next Board meeting.

Michele inquired about the mention in the Directors Report of a unified branding with the City of Avon Lake to which Forrest replied, the City is looking to align their branding with the schools, Library and other community resources. Forrest clarified this would be complementary and the Library would still have their own unique look and image.

Forrest briefly followed up on previously mentioned discussion about a contract with RGI Creative to maintain exhibits in DiscoveryWorks. This was presented as a fee of $1,000 for monthly check-ins with all indications pointing to additional costs required for repairs. The contract was evaluated and the decision was made to not pursue the monthly contract but continue to be proactive on repairs and use RGI for work.

C. Monthly Statistics - Forrest referenced the reports, noting trends have been fairly consistent over the past few months. Circulation figures are down slightly compared to last year. Adult figures have increased slightly and the teen circulation is down. Forrest also noted there were 150 more children who participated in summer reading this year. A brief discussion was held on the decreased circulation numbers for magazines which is partially due to the fact there are many magazines going out of print, or issuing fewer issues per year.

As a side note, Forrest mentioned he approached Avon Lake City Schools leadership team earlier in the summer with the request to participate in Freshman Orientation Day at Avon Lake High School. Forrest and Kristin were in attendance with the intention to make students feel welcome at the Library and gauge interest in programming suitable to the high school age groups.

VII. Unfinished Business -

A. Trustee Vacancy Planning - Forrest stated the application for the upcoming trustee vacancy has been posted on the Avon Lake Public Library website and has been promoted in the Library. There are three applicants thus far and Forrest is planning to put a reminder on social media

ahead of the closure of the posting which is August 21. Discussion was held and the Board agreed to attempt to conduct interviews on Saturday, August 28 beginning at 9:30am. Questions will be revised from the last search if need be.

VIII. New Business -

A. Concrete repair proposals - Forrest presented a quote for necessary concrete repair work at the south entrance of the building. The quote included two options; however, both options provide an entire removal of the crumbling concrete sidewalk and ramp in the "circle" area. Also required are improvements in grading and drainage of the area and the reinstall of the concrete, including sealing and restriping. The only difference would require the elimination of access at the south doors for up to four days. The other option would cost approximately $16,000 more and work would be completed with no limitation to access to the south entrance. Discussion was held on both options and the consensus was to choose the lower cost option as it was most fiscally responsible. Staff and patrons will have access to parking at the former Erieview Elementary School which provides access to the north doors. Curbside services will also be available for those who wish to use them. Patrons will be notified of the door closure in advance with the use of social media, signage and other communication tools. Forrest clarified Surface Engineering will be completing the work and stated the Library has successfully worked with them multiple times in the past on parking lot improvement projects

Steve Parsons moved and Michele Jakubs seconded **Resolution No. 3123-26,** approving the expenditure of an amount not to exceed $30,000.00, payable to Surface Engineering for the concrete excavation and replacement project based on one move in.

Roll Call Vote: All Ayes Motion Carried

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

B. Proposed Shared Board Meeting - Forrest presented an opportunity for the Board to attend a shared board meeting with Westlake Porter Public Library. This will involve a tour of the Library and coordinated Board meetings. The Board expressed interest in this arrangement and the possibility of sharing ideas to enhance Library operations. Forrest and Andrew Mangels discussed a date of March 17. Forrest will confirm the best date and bring it back to the Board next month.

C. Executive Session to discuss union negotiations-

Steve Parsons moved and Amy Margiotti seconded **Resolution No. 3124-26,** to move into executive session at 8:26 p.m. to discuss union negotiations.

Roll Call Vote: All Ayes Motion Carried

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

The executive session ended at 9:07 pm.

IX. Adjourn

With no further business to discuss, the meeting was adjourned at 9:07 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is September 10, 2026.

Marilyn Valentino, President **Amy Margiotti, Secretary**