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 September 10, 2026 at 7:00. Trustees in attendance were Steve Parsons, Rebecca Schaltenbrand, Amy Margiotti, Deborah Yue, Michele Jakubs and Christina Mars. Also present were Director Forrest Lykins, and Fiscal Officer Lorie Scheer, Technology Services Manager Nick Kelley and Administrative Services Manager 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 August 13, 2026 -

Amy Margiotti moved and Michele Jakubs seconded **Resolution No. 3125-26,** approving the minutes of the regular meeting of August 13, 2026 as amended to correct the spelling of "Jakubs" under *VII. New Business*.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

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

Lorie began the Revenue Report communicating we are 67% though the year and revenue collected thus far stands at 54%. Lorie commented this is not caused by a reduction in the Public Library Fund (PLF) but a delay in the property taxes and a shortfall from the first half of the year. Forrest commented he has been speaking with LCLAC and other directors are affected by this as well. Forrest mentioned there should be some updates soon on this topic and plans to share pertinent information with the Board. Lorie also pointed out interest earnings have been impressive and the Library is in good shape overall.

As for the bank report, Lorie noted the outstanding checks total $1,239.50.

Lorie referred to the Expense Report and stated there are some accounts that are overencumbered. We will review line items in detail in the coming months and will shore up some of the accounts using unspent dollars. One account in particular to note, is Legal fees which is a line that is currently overencumbered and will need to be adjusted to pay for legal counsel relating to ongoing union negotiations.

Moving on to the Check Report, Lorie inquired if there were any questions that she could assist in answering. With none, Lorie concluded the report.

Michele Jakubs moved and Steve Parsons seconded **Resolution No. 3126-26**, approving the Fiscal Officer's August 2026 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

VI. Director's Reports

A. Gifts -
Gifts to the Library

- The Obergas Family: $28.50
- Nicole Hinkle: $25.00
- Ron Butchko: $100.00

There were no gifts to the Endowment Fund.

Forrest mentioned two of the gifts were to purchase books in honor of a patron. The books have been purchased and will be added to the collection with a commemorative message.

Michele Jakubs moved and Rebecca Schaltenbrand and seconded **Resolution No. 3127-26**, accepting $153.50 to the Avon Lake Public Library.

Call For Vote: All Ayes Motion Carried

B. Director's Monthly Report - Forrest began the discussion highlighting a few Director activities he participated in during the month of August. Highlights included meeting with Shelley Burkhard regarding Opportunities for Ohioans with Disabilities, Lorain County Fair, New Directors Workshop, and Boo by the Woods meetings. Forrest mentioned a few improvements have been made to the execution of Boo by the Woods in hopes that the event will run smoothly. This event is widely popular in the community and draws large crowds year after year.

As for property updates, Forrest mentioned a few of the flooring tiles were replaced in DiscoveryWorks that were coming apart at the seams. GPD repaired these free of charge and staff will keep an eye on those areas to make sure they remain level.

Forrest provided an update on the bubble booth in DiscoveryWorks that has been inactive for a few months. Forrest and the team are attempting to replace the machine with another exhibit. Forrest has had some interest from institutions on acquiring the bubble booth and will report back to the board as to the status. Discussion was held on further Board approval that will be necessary once final arrangements have been made which will include consultation with the Library's legal team. Forrest will make the Board aware of steps the Library must complete to make sure the transfer is done legally and all parties are in agreement.

Forrest mentioned the concrete replacement at the south entrance of the Library is complete. The work was done in a timely manner and is ADA compliant with proper leveling and accessibility domes for more grip. A larger catch basin was also included which should eliminate the standing water. Overall, the project required a minimal closing time frame and the improvements are well received.

Nick briefly spoke about the mandatory cybersecurity training that all staff and the Board must complete. Nick mentioned the completion rate is currently over sixty percent and the deadline to complete the training will be extended to the end of the year. Nick continues his efforts to ensure the Library is in compliance with new Ohio laws relating to cybersecurity.

Forrest mentioned the City is planning some issues on the November ballots relating to taxes. Currently, these changes do not affect the Library. Forrest will keep the Board abreast of any changes in the current tax environment that could affect how we seek funding.

As for programming, Forrest mentioned the staff art show was very popular and may be added into the regular rotation of the Gallery programming. Forrest also mentioned the Friends of the Library Book Sale will be held this weekend.

C. Monthly Statistics - Forrest commented statistics have been steady across the board. Also mentioned there have been changes in tracking due to changes in our ILS system in February so some comparisons from last year may not be consistent. Forrest also mentioned statistics relating to teens increased in August and we are looking forward to welcoming more teens in the Library now that school is back in session.

VII. Unfinished Business -

A. Executive Session to discuss Trustee candidates-

Amy Margiotti moved and Steve Parsons seconded **Resolution No. 3128-26** into executive session at 7:29 pm to discuss Trustee candidates.

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 ended the Executive Session at 7:58 pm.

B. Trustee Appointment Request Vote -

Michele Jakubs moved and Christina Mars seconded **Resolution No. 3129-26** to request the appointment by Avon Lake City Schools Board of Education of Vincent Schiavone to the Avon Lake Public Library Board of Trustees for a four-year term commencing January 1, 2027, through December 31, 2030.

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. Proposed Shared Board Meeting at Westlake Porter, April 21, 2027 - Forrest proposed a date at the last meeting for a shared Board meeting with Westlake Porter Library. A modified date has been brought forth as April 21, 2027. Discussion was held and Trustees of the Avon Lake Board will visit Westlake Porter Library on April 21 as a special meeting and the regularly scheduled April 8, 2027 will remain as our monthly Board meeting.

D. Strategic Planning Update - Forrest provided an update on strategic planning by stating Avon Lake Public Library is still on the top of *the* list with the State Library of Ohio to begin the strategic planning process. Forrest also spoke with Rob Rua from Avon Lake Community Television (ALC-TV) regarding the survey the City is conducting to assist with the intuitive branding initiative that is being spearheaded. Forrest hopes to share the results of that survey soon and include some of the elements into the vision of the Library.

E. Negotiations Update - Forrest noted there has been one union negotiation session since the last Board meeting. This session included an FMCS moderator who assisted in keeping the group on track. The next session will be held on September 18, 2026.

VIII. New Business -

A. Annual Records Retention review by the Finance & Audit committee - Amy and Steve will schedule a time to discuss the current policy. In addition, Michele offered to provide a review and provide suggestions before the meeting.

B. Annual Employee Handbook review by the Personnel Committee - Christina and Rebecca will review the handbook once union negotiations are complete with plans to make updates.

IX. Review of Action Items-

Marilyn brought forth a list of action items for the group. Marilyn will contact Vincent Schiavone to communicate the decision of the Board to appoint him as trustee. Forrest will contact those applicants not chosen by phone after Vincent has accepted. The Board will continue efforts to complete cybersecurity training. Once the union contract is finalized, an

annual review of the Avon Lake Public Library Employee Handbook will begin and will be spearheaded by the Personnel Committee. The Finance Committee will choose a date to gather to review and edit policies relating to records retention. The Board will confirm their attendance at two upcoming events: the OLC information session at Avon Library on Oct 6 and the LCLAC trustee event at Amherst Library on October 7 at 4:30pm. In addition, Marilyn also requests Board members confirm attendance at the previously mentioned special meeting at Westlake Porter Public Library on April 21, 2027.

X. Adjourn

With no further business to discuss, the meeting was adjourned at 8:19 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is October 8, 2026.

Marilyn Valentino, President

Amy Margiotti, Secretary