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Board of Trustees of the Louisville Public Library

Board Meeting Minutes

January 27, 2025 6:04 PM

New Library

At 1600 S. Nickelplate Ave. Louisville, OH 44641

Board of Trustee members present:

Cindy Walton, Angie Burick,
Courtney Aljancic, Brian Kandel

Board of Trustee members absent:

Michelle Biery, Becky Kiko

Staff members present:

Brock Hutchison, Director
Deb Long, Assistant Director
Migdalia Soza, Fiscal Officer
Ambritt Green, Deputy Fiscal Officer
Shawn Arbogast, Technology Manager

Guests:

Bill Jeffries

1. The meeting was called to order at 6:04 p.m. by Vice-President Brian Kandel.
2. Public Participation – None
3. Additions/corrections to the Agenda / Correspondence to the Board of Trustees
 - a. Fiscal Officer Report
4. Annual Organizational Meeting
 - a. New Board Member

Director Hutchison did not submit the nomination for Bill Jeffries in time for the School Board to approve at their January meeting.

The School Board will consider the nomination at their Regular February Meeting.

Pending approval, Mr. Jeffries will be sworn in at the next meeting of the Board of Trustees.

- b. Board Officer Recommendations

The nominating committee recommends a vote by the board of trustees for the following offices. There were no nominations from the floor.

President
Michelle Biery

Vice-President
Brian Kandel

Secretary
Bill Jeffries

R1-2025 Ms. Burick moved/Ms. Walton seconded a motion to elect slate of officers as voted upon by the board of trustees.

Motion carried with all voting in the affirmative.

c. 2025 Meeting Calendar

The library board has decided to meet at 6:00 PM. The proposed dates for the regular meetings of the library board are as follows:

January 27, 2025, February 24, 2025, March 17, 2025, May 19, 2025, July 21, 2025, September 15, 2025, November 17, 2025, December 15, 2025.

R2-2025 Ms. Walton moved/Ms. Aljancic seconded a motion to approve Set A for the 2025 meeting dates of the library board as presented with February addition.

Motion carried with all voting in the affirmative.

d. Board Committee Assignments

Vice-President Kandel appointed the 2025 committee assignments as follows:

Finance Committee	Burick, Kiko, Biery, Kandel
Personnel Committee	Walton, Aljancic, Biery, Kandel
Property Committee	Jeffries, Biery, Kandel

e. Appointment of Fiscal Officer for 2025

R3-2025 Ms. Burick moved/Ms. Aljancic seconded a motion to appoint Migdalia Soza as Fiscal Officer for 2025.

Migdalia Soza was administered the Oath of Office by board member Brian Kandel and Notarized by Brock Hutchison. Appendix A.

Motion carried with all voting in the affirmative.

f. Appointment of Deputy Fiscal Officer for 2025

R4-2025 Ms. Walton moved/Ms. Burick seconded a motion to appoint Ambritt Green as Deputy Fiscal Officer for 2025.

Ambritt Green was administered the Oath of Office by board member Brian Kandel and Notarized by Brock Hutchison. Appendix B.

Motion carried with all voting in the affirmative.

g. Appointment of Library Director for 2025

R5-2025 Ms. Aljancic moved/Ms. Walton seconded a motion to appoint Brock Hutchison as Library Director for 2025.

Brock Hutchison was administered the Oath of Office by board member Brian Kandel and Notarized by Migdalia Soza. Appendix C.

Motion carried with all voting in the affirmative.

h. Annual Fiscal Authorizations

R6-2025 Ms. Walton moved/Ms. Aljancic seconded a motion to authorize the Fiscal Officer to reallocate monies donated to the library from the Contingency Fund to the appropriate account designated by the donor during FY2025.

Motion carried with all voting in the affirmative.

R7-2025 Ms. Burick moved/Ms. Aljancic seconded a motion to authorize the Fiscal Officer to encumber funds and pay invoices as they are due for all expenditures included in the board-approved budget throughout FY 2025 and continuing until the 2026 organizational meeting in accordance with the Library Board's policies and procedures.

Motion carried with all voting in the affirmative.

R8-2025 Ms. Burick moved/Ms. Aljancic seconded a motion to authorize transfer of funds among budgeted accounts as needed during FY2025.

Motion carried with all voting in the affirmative.

R9-2025 Ms. Walton moved/Ms. Aljancic seconded a motion to authorize the Board President or Vice-President and Director Hutchison or Fiscal Officer Soza to sign checks.

Motion carried with all voting in the affirmative.

R10-2025 Ms. Burick moved/Ms. Aljancic seconded a motion to authorize Fiscal Officer to invest library monies as legally permitted and in adherence with and accordance to the library's investment policy for FY2025 and continuing until the 2026 organizational meeting.

Motion carried with all voting in the affirmative.

R11-2025 Ms. Burick moved/Ms. Aljancic seconded a motion to authorize the Fiscal Officer to reinvest interest in the Maintenance and Repair Fund and the 21st Century Building Fund.

Motion carried with all voting in the affirmative.

R12-2025 Ms. Walton moved/Ms. Aljancic seconded a motion to authorize the Fiscal Officer to pay appropriations from the Maintenance & Repair Fund, the 21st Century Fund and any Special Revenue Fund that have been budgeted for or approved during FY2025.

Motion carried with all voting in the affirmative.

R13-2025 Ms. Walton moved/Ms. Aljancic seconded a motion to authorize the Fiscal Officer to add accounts to the Chart of Accounts for FY2025, as needed and to report to the Board of Trustees.

Motion carried with all voting in the affirmative.

R14-2025 Ms. Walton moved/Ms. Burick seconded a motion to authorize the Fiscal Officer to prepare blanket certificates, if needed, against any line-item account over a period not running beyond the current calendar year. The blanket certificates should not exceed \$1,500.00 per line item.

Motion carried with all voting in the affirmative.

R15-2025 Ms. Walton moved/Ms. Aljancic seconded a motion to direct the Fiscal Officer to submit a letter to the Stark County Auditor requesting an advance payment on our 1-mill library levy monies.

Motion carried with all voting in the affirmative.

R16-2025 Ms. Walton moved/Ms. Aljancic seconded a motion to notify the public of board meetings via the library's website, physical postings and local newspaper at least one day prior to the meeting.

Motion carried with all voting in the affirmative.

5. Motion to approve items on the Consent Agenda:

a. Approval of the Minutes:

i. December 19, 2024 Board Meeting Minutes

b. Acceptance of Gifts, Honoraria, Reimbursements and Claims

Gifts, Honoraria, Reimbursements and Claims

Jon and Courtney Aljancic		
Aljancic Family Charitable Fund	Donation for New Bldg.	\$5000.00
PayPal giving fund	Donation for New Bldg.	\$96.00
Roberta and Dean Pugh	Donation for New Bldg.	\$1000.00
Timothy and Yvette Blandford	Donation for New Bldg.	\$500.00
Geraldine Morgan	Donation for New Bldg.	\$100.00

RANK ADA C & HELEN J Charitable foundation	Donation for New Bldg.	\$2000.00
Douglas and Tammy Jones	Donation for New Bldg.	<u>\$100.00</u>
	Total	\$8,796.00

c. Acceptance of the Staff Continuing Education Report

Migdalia Soza

12/26 UAN/How to Manage your Current Year Operating Budget Video

12/27 UAN Online Training – Revenue Budgets

12/28 UAN Online Training – Appropriation Budgets

12/28 UAN Online Training – Cost Centers

d. Acceptance of the Personnel Changes

Darla Evans Retired from her position as Patron Services Manager effective 12/31/2024.

e. Disposal of Inventory

None

f. Acceptance of the Monthly Statistical Report – December 2024

R17-2025 Ms. Walton moved/Ms. Aljancic seconded a motion to accept the consent agenda as presented.

ROLL CALL:

AYES: Angie Burick, Cindy Walton, Brian Kandel, Courtney Aljancic

NAYS: None

Motion carried with all voting in the affirmative.

6. Report of the Fiscal Officer

a. Financial Report

The Financial Statements for all the funds for the month of December (Appendix A) was distributed to the Board. The Payment Listing for the month of December (Appendix B) was also been distributed to the Board.

b. Chart of Accounts

Added:

Revenue Accounts

Restricted Contributions, Gifts & Donations (Programming)

Public Library Fund – State (Bond Retirement Fund)

Appropriation Accounts
Purchased & Contracted Services (21st Century Fund)

c. Transfers from Contingency

None

d. End of Year Carryover

The General Fund cash balance carryover to the new year is \$234,478.73. Of that amount, \$121,588.63 is invested in Star Ohio and \$3,313.32 is reserved for encumbrances for carryover purchase orders from 2024.

This leaves the carryover balance available for appropriations at \$112,890.10.

e. Disposal of Records

In order to dispose records that follow the Records Retention Schedules (Appendix C), A Resolution giving approval needs to be passed by the Board of Trustees.

R18-2025 Ms. Burick moved/Ms. Aljancic seconded a motion to approve the disposal of records in accordance with the Records Retention Schedules (RC-2) that was adopted and approved May 21, 2024 by the State and Local Government Records Program.

ROLL CALL:

AYES: Angie Burick, Cindy Walton, Brian Kandel, Courtney Aljancic

NAYS: None

Motion carried with all voting in the affirmative.

f. Amend Estimated Resources

As PLF monies come in, Fiscal Officer Soza would like to post a certain amount into the Bond Retirement Fund that will eventually total \$200,862.50 (Please see Appendix D). This will be the payment due in December. We are required to pass a resolution to Amend our Estimated Resources as well as Amend Appropriations totaling this amount.

R19-2025 Ms. Burick moved/Ms. Aljancic seconded a motion to approve sending to our Stark County Auditor an Amendment for our Estimated Resources as well as an Amendment for our Appropriations totaling \$200,862.50.

ROLL CALL:

AYES: Angie Burick, Cindy Walton, Brian Kandel, Courtney Aljancic

NAYS: None

Motion carried with all voting in the affirmative.

7. Old Business

a. Architect Additional Services Fees

In the December 19, 2024 Regular Meeting, the Board of Trustees approved \$5,050 for additional reimbursable expenses and \$5,000 for Additional Services of the requested \$11,300.

Caplea Studio Architects has asked the Library Board to reconsider and is requesting the entire \$11,300.

Director Hutchison asked them to provide further clarification as to why these expenses were not part of the scope of work.

Caplea Studio Architects provided the following explanation:

- 1) Site Coordination With Thrasher Parking Lot: (ADD \$2800) Ultimately, we went back and forth a number of times with Thrasher attempting to get accurate drawings that would complement the footprint of the library and our engineered design. Between roadway and driveway placement, curb layout, storm drainage revisions, grade and spot elevations, it was constantly a moving target, because we were never provided with the correct plan. (They had 3 different engineers working on the same project) The initial grades would not work so we performed some of the parking lot design upon ourselves to get the civil design completed. This is a small request based on the actual time that was expended into doing our site design and getting everything to workout. (Exceeded Contract scope)
- 2) Additional Site Coordination with Stark Soil and Water Agency approvals: (Add \$2500) Everyone is aware of the staffing issues with Stark Soil and Water and personnel issues. This submission should have been a pretty simple process but was drug out and delayed and required a number of submissions by no fault of our engineering services and design. We cannot be held accountable for circumstances beyond our control. Again, this is only a small portion of what we incurred to get this project approved by SSWCD.
- 3) Soil Remedial Work and Field Revisions: (Add \$3200) Unsuitable soils were encountered during site excavation and soil bearing capacities were not adequate for the initial design which resulted in field meetings, testing and reports to rectify the existing conditions. (Not part of contract scope)
- 4) Additional Colored Rendering: (No Charge) Caplea Architects absorbed this cost and did not pass this additional expense on to the Owner. It was requested so a true color was available for presentation when the final siding and roofing colored were selected.
- 5) Landscaping revisions/Topsoil/Seeding Extras: (Add \$1800) There were a number of scope revisions and negotiations affiliated with the landscape

revisions. The landscape contract was increased by 50% and would have been more if we hadn't defended the owner like we did. (This do not include any work associated with the donor planting beds)

6) Miscellaneous Change orders and revisions: (Add \$1000) We have spent additional time negotiating some of the contingency expenditures and change orders as well as revisions to the Book drop, signage, finishes, etc.

R20-2025 Ms. Walton moved/Ms. Burick seconded a motion to pay the \$11,300.00 for Additional Services.

ROLL CALL:

AYES: Angie Burick, Cindy Walton, Brian Kandel, Courtney Aljancic

NAYS: None

Motion carried with all voting in the affirmative.

8. New Business

a. Maintenance at the New Library

Maintenance in the old library has included mowing and taking care of the Discovery Center and old library. This position has worked 30 hours per week. Donna Borkowski has been working as a Temporary Employee to keep things clean after the retirement of Cheryl Foit.

The New Library presents a new set of maintenance challenges. The space to clean and maintain is smaller and only one building. There is also no mowing involved. However, there is greater need to maintain the grounds. The grounds include donor garden spaces, sidewalks and flower beds.

Therefore, Director Hutchison divided the Maintenance position into two different positions with each position paid at \$15.04 per hour.

Custodian – 20 hours per week

Landscaper – 10 hours per week

Appendix A – Job Description for Custodian

Appendix B – Job Description for Landscaper

R21-2025 Ms. Walton moved/Ms. Burick seconded a motion to approve Appendix A as the job description for Custodian for 20 hours per week at a rate of \$15.04 per hour.

ROLL CALL:

AYES: Angie Burick, Cindy Walton, Brian Kandel, Courtney Aljancic

NAYS: None

Motion carried with all voting in the affirmative.

R22-2025 Ms. Walton moved/Ms. Burick seconded a motion to approve Appendix B as the job description for Landscaper for 10 hours per week at a rate of \$15.04 per hour.

ROLL CALL:

AYES: Angie Burick, Cindy Walton, Brian Kandel, Courtney Aljancic

NAYS: None

Motion carried with all voting in the affirmative

b. Library Garden Walk

The Library has received a quote from Enviroscapes to put in the Garden Walk at the New Library.

The Board will need to consider adding this work to the scope of current construction or bidding it as a separate project.

In order to aid in any Additional Services Expense Decisions, Director Hutchison provided a projection on remaining construction costs and budget. See Appendix C.

9. Report of the Library Director

a. My Calendar of Events

January 6 – Meet Iris at New Library
January 7 – Rotary Board Meeting
January 8 – Rotary Meeting
January 8 – Meeting with Massillon Plaque
January 10 – Friends of the Library Meeting
January 14 – Friends of the Library Meeting
January 14 – Construction Meeting
January 15 – Nimishillen Grange Tour of New Library
January 17 – Construction Meeting
January 21 – Construction Meeting
January 22 – Friends of the Library Meeting

b. Assistant Library Director's Report

December 2023

Children's/Family Programs: 13 Attendance: 580

Teen Programs: 3 Attendance: 31

Adult/General Interest Programs: 13 Attendance: 69

Total Programs: 32 Total Attendance: 691

December 2024

Children's/Family Programs: 23	Attendance: 551
Teen Programs: 11	Attendance: 75
Adult/General Interest Programs: 17	Attendance: 1065
Total Programs: 51	Total Attendance: 1691

Our **Winter Reading program** was a huge success, putting up proportionate numbers to Summer Reading (25%). We did this all in 13 days, 4 of which the Library was closed.

Registered Participants

Kids 0-5: 41
Kids aged 6-12: 71
Teens aged 13-17: 9
Adults aged 18+: 55
No age given: 5

Total 181 registrants

Activities:

Elf Scavenger Hunts completed: 73
Reading Logs submitted: 13
Bingo Cards submitted: 18
Total tickets submitted: over 1500
Prizes Awarded: 5

February and March programs will be held at the Louisville Area YMCA, Uptown Joe, and Beacon of Hope Church. We will move programs to the new Library building as soon as it is ready in March. Some programs do not travel well, and will be suspended for February and March, particularly Painting with Bob Ross.

Winter/Spring Programming

Mondays

- **Story Time** 10:30am @ LPL (YMCA in Feb & Mar)
- **Pokemon** 3-5pm @ LPL (YMCA in Feb & Mar)

Tuesdays

- YCare 3:15pm @ LES
- **Teen Dungeons & Dragons** 1st & 3rd Tuesdays, 3-5pm @ LPL (YMCA in Feb & Mar)

Wednesdays

- **Story Time** 10:30 @ DC (YMCA in Feb & Mar)
- **Adult Crafting** 6pm @ LPL (Beacon of Hope in Feb & Mar)

Thursdays

- Adult programming 10:30-12 @ LPL (Uptown Joe in Feb & Mar)
- 1st Thurs **What Are You Reading? Bring Your Own Book Club**
- 2nd Thurs **Crafters Unite!**
- 3rd Thurs **Coloring for Adults (not Feb & Mar)**
- 4th Thurs **In Quiet Company: Introverts' Social Hour (not Feb & Mar)**
- **Teen Chill** 3-5pm @ LPL (YMCA in Feb & Mar)

- **Game On!** 3-5pm @ LPL (YMCA in Feb & Mar)

Fridays

- **Adult Chair Yoga** 10am @ DC (Beacon of Hope)

Monthly Programs

Kidwatch, Fairhope & Shepherd's Gate preschools (3rd week)

Programs returning in April, at 1600 Nickelplate

- **Bed Time Story Time** 6pm @ LPL
- **Painting with Bob Ross** (2nd Monday) 6pm @ LPL
- **Most Delicious Book Club Ever!** (last Monday) 6pm @ LPL
- **Teens After Hours** (Last Tuesday) 7:30-9pm @ LPL

Preparations are well underway for Summer Reading 2025: Color Our World.

c. Fundraising update

We have currently raised \$756,832 which includes actual money, pledges and in-kind donations.

The donor leaf program has raised \$32,525

Naming Opportunities have raised \$284,200, including actual money and pledges.

Naming Opportunities Completed:

Children's Area

Gardens (7)

Naming Opportunities Actively In-Progress:

Gardens (3)

Patio Area B

Discovery Center

Grant Opportunities:

Louisville Rotary - \$750 – Approved - Demonstration Kitchen

Austin-Bailey Health and Wellness Foundation - \$5,000 – Applied – Demonstration Kitchen

12. Adjournment

R23-2025 Ms. Burick moved/Ms. Aljancic seconded a motion to adjourn the meeting at 7:37 p.m.

Respectfully submitted,

Brian Kandel, Vice President
Louisville Public Library Board of Trustees

Ms. Cindy Walton, Member
Louisville Public Library Board of Trustees