



Board of Trustees of the Louisville Public Library
Board Meeting Minutes
December 19, 2024 6:00 PM

Board of Trustee members present: Michelle Biery, Brian Kandel, Bill Jeffries
Cindy Walton, Angie Burick, Courtney Aljancic

Board of Trustee members absent: Becky Kiko

Staff members present: Brock Hutchison, Director
Deb Long, Assistant Director
Migdalia Soza, Fiscal Officer
Ambritt Green, Deputy Fiscal Officer
Darla Evans, Patron Services Manager

Guests: Tom Evans

1. The meeting was called to order at 6:00 p.m. by President Michelle Biery.
2. Public Participation – None
3. Additions/corrections to the Agenda / Correspondence to the Board of Trustees
 - a. Caplea Studio Architect Additional Services Fee
 - b. Bond Retirement Fund Appendix A
4. Motion to approve items on the Consent Agenda:
 - a. Approval of the Minutes:
 - i. November 18, 2024 Regular Board Meeting Minutes
 - b. Acceptance of Gifts, Honoraria, Reimbursements and Claims

Gifts, Honoraria, Reimbursements and Claims

William & Vivian Wood	Donation for New Bldg.	\$500.00
Angela & Robert Burick	Donation for New Bldg.	\$2500.00
Peyton Biery	Donation for New Bldg.	\$100.00
Reagan Biery	Donation for New Bldg.	\$100.00

Michael Snyder & Ellen Doucette	Donation for New Bldg.	\$1000.00
JN House Enterprises Inc	Donation for New Bldg.	\$500.00
Ben & Michelle Biery	Donation for New Bldg.	\$100.00
George & Becky Kiko	Donation for New Bldg.	\$100.00
Bob & Angie Burick	Donation for New Bldg.	\$100.00
Karen & Mike Guzan	Donation for New Bldg.	\$100.00
The JM Smucker Co	Donation for New Bldg.	\$2500.00
Donald & Kristine Marshall	Donation for New Bldg.	\$500.00
Larry Harmon	Donation for New Bldg.	\$1000.00
FOL	Donation for New Bldg.	\$5000.00

Rick Guiley donated Hot Dogs for Light Up Louisville and spent \$337.16
Total \$14,437.16

Cindy Walton arrived at 6:06 p.m.

c. Acceptance of the Staff Continuing Education Report

Ambritt Green

11/19 – Amazon Business Growth Incentive Program

Passport Observation – East Canton Library

12/11 – Deb Long, Yvette Blandford, Brock Hutchison

d. Acceptance of the Personnel Changes

None

e. Disposal of Inventory

White Cube Shelf	000862
Sign holder frame	001515

f. Acceptance of the Monthly Statistical Report – November 2024

R86-2024 Ms. Walton moved/Ms. Aljancic seconded a motion to accept the consent agenda as presented.

ROLL CALL:

AYES: Angie Burick, Cindy Walton, Bill Jeffries, Brian Kandel, Courtney Aljancic, Michelle Biery

NAYS: None

Motion carried with all voting in the affirmative.

5. Report of the Fiscal Officer

a. Financial Report

The Financial Statement for all the funds for the month of November (Appendix A) and the Payment Listing for November (Appendix B) were distributed to the Board.

b. Chart of Accounts

Added: None

c. Transfers from Contingency

None

6. Old Business

a. Standard Operating Renewal Levy

At the Regular Board of Education Meeting on December 9, 2024, the Board of Education passed a resolution for the necessity to levy a renewal tax.

See Appendix A.

As a reminder, the Library's current 1 mill operating levy expires at the end of 2025. This renewal levy has nothing to do with the new building and would be required for operations in the current library, regardless.

7. New Business

a. Resolution for Darla Evans

Appendix A.

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Resolution of Recognition and Appreciation

Resolution # R87-2024

Passed: December 19, 2024

Director Hutchison announced to the Board of Trustees that Darla Evans, who has worked for the Library for 43 years will be retiring. A Resolution of Recognition and Appreciation was read at the meeting and presented to Darla and Tom Evans.

WHEREAS, the Louisville Public Library has been fortunate to have Darla Evans serve the library for 43 years.

WHEREAS, Ms. Evans has worked countless hours to make sure our patrons have a fun, enjoyable and welcoming experience at their Library.

WHEREAS, Ms. Evans worked approximately 5,366,400 minutes at our Patron Service Desk. *Yes, I did the math.*

WHEREAS, the word SERVICE has been at the heart of everything Ms. Evans has done at this Library and in her life.

WHEREAS, Ms. Evans is beloved by her staff, her colleagues and her patrons and will be missed by all. *This is evidenced by all the of the farewells, Facebook comments, good-byes and tears that we all have seen over these last few weeks.*

WHEREAS, we have all benefitted and are better for having the privilege of working with Darla over the years.

WHEREAS, the Louisville Public Library staff and Board of Trustees wishes to extend sincere best wishes and continued success and happiness to Darla Evans in her retirement.

THEREFORE, BE IT RESOLVED, that the Louisville Public Library Board of Trustees recognizes and appreciates the service of Darla Evans.

b. Date Stone And/Or Plaque

It is somewhat traditional that a date stone or plaque with Board Members and Administration names and year appear on a building.

The Board decided that they would like plaques with the year and their names displayed at the New Library building.

c. Set Annual Meeting Date

Our Annual Meeting always takes place in January. Typically, the board meeting would take place on the third Monday of January. However, this year, the library will be closed on the third Monday of January for Martin Luther King Jr. Day.

R88-2024 Mr. Jeffries moved/Mr. Kandel seconded a motion to set the 2025 Regular and Annual Board meeting on Monday, January 27, 2025 at 6:00PM at the library.

ROLL CALL:

AYES: Angie Burick, Cindy Walton, Bill Jeffries, Brian Kandel, Courtney Aljancic, Michelle Biery

NAYS: None

Motion carried with all voting in the affirmative.

d. Library Board Vacancy

A notice was posted throughout November in the Canton Repository and the Library's website to solicit applicants for a vacant position on the Library Board of Trustees.

Bill Jeffries' renewal request (Appendix B) was the only application received.

R89-2024 Ms. Aljancic moved/Ms. Burick seconded a motion to nominate Bill Jeffries to the Louisville City School Board of Education to be appointed to the Louisville Public Library Board of Trustees for a seven year term, commencing on January 1, 2025.

ROLL CALL:

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

NAYS: None

Bill Jeffries Abstained from Voting, as he was the candidate being considered.

Motion carried with all voting in the affirmative.

e. Payroll Budget

The Personnel and Finance Committees discussed various options for staff increases and asked Fiscal Officer Soza to prepare several increase options for the Board to consider.

Appendix C – Payroll Budget, including several options for pay increases.

Appendix D – Five year increase history.

Appendix E – Comparable library salaries.

R90-2024 Mr. Jeffries moved/Ms. Burick seconded a motion to enter into executive session to discuss the payroll budget with discussed changes effective for the January 10, 2025 pay date.

ROLL CALL:

AYES: Angie Burick, Cindy Walton, Bill Jeffries, Brian Kandel, Courtney Aljancic, Michelle Biery

NAYS: None

Motion carried with all voting in the affirmative.

R91-2024 Mr. Jeffries moved/Ms. Burick seconded a motion to exit out of executive session.

ROLL CALL:

AYES: Angie Burick, Cindy Walton, Bill Jeffries, Brian Kandel, Courtney Aljancic, Michelle Biery

NAYS: None

Motion carried with all voting in the affirmative.

Enter into Executive session 6:38 p.m.

Exit Executive session 6:57 p.m.

R92-2024 Mr. Jeffries moved/Mr. Kandel seconded a motion to approve a 0% wage increase with discussed changes effective for the January 10, 2025 pay date.

ROLL CALL:

AYES: Angie Burick, Cindy Walton, Bill Jeffries, Brian Kandel, Courtney Aljancic, Michelle Biery

NAYS: None

Motion carried with all voting in the affirmative.

f. Library Director and Fiscal Officer Evaluations

Director Hutchison has provided a review of his performance, based on the strategic plan goals. (Appendix F)

The Board of Trustees has asked Director Hutchison to solicit feedback on his performance from the library management team and provided him specific guidance for how to gather responses confidentially.

President Biery discussed the results with the board for Director Hutchison's evaluation.

R93-2024 Mr. Jeffries moved/Ms. Walton seconded a motion to approve a 0% wage increase plus 0% for performance evaluation if applicable for the Library Director effective January 10, 2025 pay date.

ROLL CALL:

AYES: Angie Burick, Cindy Walton, Bill Jeffries, Brian Kandel, Courtney Aljancic, Michelle Biery

NAYS: None

Motion carried with all voting in the affirmative.

R94-2024 Mr. Jeffries moved/Ms. Walton seconded a motion to approve a 0% wage increase plus 0% for performance evaluation if applicable for the Fiscal Officer effective January 10, 2025 pay date.

ROLL CALL:

AYES: Angie Burick, Cindy Walton, Bill Jeffries, Brian Kandel, Courtney Aljancic, Michelle Biery

NAYS: None

Motion carried with all voting in the affirmative.

g. Temporary Budget

Until all 2024 accounts are closed out and the remaining balance of our funds is known, a temporary budget will need to be instituted. The temporary budget allows the library to continue to write checks and pay invoices in January until a permanent budget is put in place by the March Board Meeting.

The finance committee discussed the temporary budget and recommends the approval of the temporary budget, with payroll to be discussed and included under the Personnel Committee report (Appendix H).

R95-2024 Mr. Jeffries moved/Ms. Walton seconded a motion to adopt the temporary budget as presented with any discussed changes to allow the library to continue to operate until a permanent budget is approved in 2025.

ROLL CALL:

AYES: Angie Burick, Cindy Walton, Bill Jeffries, Brian Kandel, Courtney Aljancic, Michelle Biery

NAYS: None

Motion carried with all voting in the affirmative.

h. Architect Reimbursable Funds

At the onset of the project, Caplea Studio Architects proposed a Reimbursable fund not-to-exceed \$18,200. However, during the first billing cycle, soils and compaction testing took up a large portion of the budget. As of the most recent invoice, the Reimbursable budget has been exceeded by \$3,547.85. Caplea Studio Architects does not foresee any additional Reimbursable expenses for the remainder of the project. However, Director Hutchison is seeking approval for an amended not-to-exceed Reimbursable addition of \$5,000. This will cover the current overage and any other miscellaneous issues as the project closes. Any unspent funds will remain in the Capital Budget.

Appendix I.

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R96-2024

Mr. Jeffries introduced the following resolution and moved its passage:

Resolution No. 96
APPROVING AMENDMENT TO ARCHITECT AGREEMENT
FOR ADDITIONAL REIMBURSABLE EXPENSES

WHEREAS, the Louisville Public Library Board of Trustees (the “Board”) is undertaking the New Main Library Project (the “Project”); and

WHEREAS, the Board previously approved the Architect Agreement with Caplea Studio Architects (“Caplea”) authorizing the architect’s total compensation including compensation for Basic Services plus an amount not to exceed \$5050.00 for Reimbursable Expenses; and an amount not to exceed \$5000.00 for Additional Services; and

WHEREAS, Caplea anticipates that additional Reimbursable Expenses and Additional Services Expenses will be expended for the Project and the Board now wishes to amend the Agreement to increase the not-to-exceed amount for Reimbursable Expenses and Additional Services Expenses for the Project; and

WHEREAS, the Library Director solicited a price proposal from Caplea with the proposed additional not-to-exceed amount of \$5,050.00 for additional Reimbursable Expenses and an amount not to exceed \$5000.00 for Additional Services.

NOW, THEREFORE, BE IT RESOLVED by the Louisville Public Library Board of Trustees as follows:

1. The Board authorizes an amendment to the Architect Agreement with Caplea Studio Architects for additional Reimbursable Expenses and Additional Services Expenses and approves increasing the not-to-exceed amount for Reimbursable Expenses by \$5,050.00 and increasing the not-to-exceed amount for Additional Services by \$5000.00 and authorizes the Library Director and Fiscal Officer to work with legal counsel to prepare and execute the amendment and any related documents.

Ms. Walton seconded the motion and, after discussion, a roll call vote was taken and the resolution passed.

Ayes: Angie Burick, Cindy Walton, Bill Jeffries, Brian Kandel, Courtney Aljancic, Michelle Biery

Nays: None

8. Report of the Library Director

a. My Calendar of Events

November 19 – Construction Meeting
November 20 – Louisville Community Cupboard Drop Off
November 20 – Rotary Board Meeting
November 20 – Rotary Meeting
November 20 – Friends of the Library Tour New Library
November 22 – Tour New Library
November 22 – Tour New Library
November 25 – McDonald’s Ribbon Cutting
November 25 – Friends of the Library Decorate for the Holidays
November 25 – Tour New Library
November 27 – Rotary Meeting
December 1 – Light Up Louisville
December 3 – Rotary Board Meeting
December 4 – Rotary Meeting
December 9 – Board of Education Meeting
December 10 – Construction Meeting
December 11 – Rotary Board Meeting
December 11 – Tour New Library with Stark Community Foundation
December 11 – Passport Meeting
December 11 – Tour New Library
December 12 – Staff Meeting
December 12 – Tour New Library
December 13 – Friends of the Library Meeting
December 16 – Staff Meeting
December 17 – Construction Meeting
December 17 – Rotary Board Meeting
December 17 – Meeting with Austin-Bailey Health and Wellness Foundation

b. Construction Update

1. Roofing is being completed.
2. Drywall and electrical are ongoing.
3. Painting and acoustical ceilings are ongoing.
4. Beginning fire alarm install.
5. Polishing concrete floors.
6. Beginning ceramic in restrooms.
7. Beginning finishes for HVAC.

e. Assistant Director Report

Activities & Events November 2024

November 2023

Children’s/Family Programs: 17

Attendance: 398

Teen Programs: 4	Attendance: 56
Adult/General Interest Programs: 11	Attendance: 144
Total Programs: 32	Total Attendance: 598

November 2024

Children's/Family Programs: 25	Attendance: 689
Teen Programs: 9	Attendance: 72
Adult/General Interest Programs: 17	Attendance: 147
Total Programs:	Total Attendance: 908

Special thanks for the help at Light Up Louisville! We served 400 hot dogs to 688 people on the green space, and another 150 at Paradise Church.

This month, A&E will assess Fall/Winter programming and make adjustments for our Winter/Spring offerings. I'll share those changes with you in January.

All February programs will be held elsewhere in Nimishillen Township and Louisville, not at either Library building. The hope is to forge new community partnerships, possibly draw in new patrons to programs, maintain continuity during and to facilitate the move.

Fall/Winter Programming

Mondays

- **Story Time** 10:30am @ LPL
- **Sibling Shenanigans** if no LCSD 10:30am @ LPL
- **Pokemon** 3-5pm @ LPL
- One-offs or Monthly programs

Tuesdays

- YCare 3:15pm @ LES
- **NEW Teen Dungeons & Dragons** 1st & 3rd Tuesdays, 3-5pm @ LPL
- **NEW** 2nd & 4th Tuesdays
 - **Bed Time Story Time** 6pm @ LPL
 - **Sleepytime Shenanigans** 6pm @ LPL

Wednesdays

- **Story Time** 10:30 @ DC
- **Sibling Shenanigans** if no LCSD 10:30 @ DC
- Sensory Appt 2pm @ DC
- **RETURNING Adult Crafting** 6pm @ LPL

Thursdays

- **NEW** Adult programming 10:30-12 @ LPL
 - 1st Thurs **What Are You Reading? BYOB Book Club**
 - 2nd Thurs **Crafters Unite!**
 - 3rd Thurs **Coloring for Adults**
 - 4th Thurs **In Quiet Company: Introverts' Social Hour**
 - 5th Thurs **Library Speakers Consortium**
- **Teen Chill** 3-5pm @ LPL

- **Game On!** 3-5pm @ LPL, including some special themes:
 - November 7: Game On! Unplugged, scavenger hunt and board games
 - December 19: Reindeer Games, follow the map, play minigames, collect tokens
- Sensory Appt 6pm @ DC

Fridays

- RETURNING, New Day & Time, **Adult Chair Yoga** 10am @ DC

Monthly Programs (starting September 9)

- RETURNING **Painting with Bob Ross** (2nd Monday) 6pm @ LPL
- NEW **Most Delicious Book Club Ever!** (last Monday) 6pm @ LPL
- RETURNING, Enhanced: visits to Fairhope & Shepherd's Gate preschools (3rd Friday)
- NEW **Teens After Hours** (3rd Thursday) 7:30-9pm @ LPL
 - September 19: Smashmug
 - October 31: Teen Halloween Fear Factor
 - November 21: Video Game Tournament
 - December 19: Reindeer Games

Fall/Winter Events

- Saturday, December 21 **Grinchmas!** Passive program 10-2pm @ LPL
- December 23-January 3 **Winter Reading** including CRAFTAGEDDON! and a station to write thank-you notes.

f. Fundraising Update

We have currently raised \$743,532 which includes actual money, pledges and in-kind donations.

The donor leaf program has raised \$31,825

Naming Opportunities have raised \$263,700, including actual money and pledges.

Naming Opportunities Completed:

Children's Area

Gardens (7)

Naming Opportunities Actively In-Progress:

Gardens (1)

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

R97-2024 Ms. Walton moved/Mr. Kandel seconded a motion to adjourn the meeting at 7:24p.m.

Respectfully submitted,

Michelle Biery, President
Louisville Public Library Board of Trustees

Mr. Bill Jeffries, Secretary
Louisville Public Library Board of Trustees