

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
September 11, 2024

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was called to order on Wednesday September 11, 2024 at 12:30 pm at the Mother of Sorrows Catholic Church Corner Room. The following Trustees were present: Margy VanLerberghe, Lynne Kroeger, Laura de Roziere, Jane Held, Jim Widmer, Kevin Kast and Kevin Francis. Also present were Lindsay Faust, Director, Courtney McGrath, Assistant Director, Tim McKenna, Fiscal Officer and Karen Wilhelm, Branch Manager, Erie Islands Library.

Public Comments – There were no public comments.

Report from Branch Manager, Karen Wilhelm

- Karen thanked the Board for the nice planter.
- The Corner Room where the meeting was held is where the library has the “Tea” meeting events.
- New Book Club for January – April, “On The Same Page” will feature a monthly “genre” reading or audio book.
- They may look for a year-round person in the spring.
- Cleaning. Currently the staff does this. Suggested that they consider a robotic vacuum of some sort.
- They will set a specific time to do laminating.
- Programs are continuing and doing well.
- Books are being checked out regularly.
- Would like to consider new chairs in the spring.

Approval of Minutes

Kevin Francis made a motion to accept the minutes of the August 8, 2024 regular meeting. Kevin Kast seconded. Motion carries by voice vote.

Staff Recognition

Laura Vollmer and Margaret Warren, 12 years; Susan Dress, 10 years; Jolene Lochotzki, 6 years; Jamie Kennedy, 2 years and Sharlene Anderson, 1 year.

Review of the August Financial Report

The Financial Report for August was presented and reviewed by Tim McKenna. The review included the Bank Reconciliation statement, revenues and expenditures for the month. In addition, the discrepancies between the Bank Reconciliation statement and the financial summary were explained.

Revenue: \$ 91,910.46
Expense: \$281,109.36

Salaries:	\$ 64,525.05	Capital Outlay:	\$169,729.56
Fringe Benefits:	\$ 15,226.80	Library Materials:	\$ 14,937.73
Supplies:	\$ 692.88	Other:	\$ 1,295.04
Purchased and Contracted Svc.	\$ 14,702.30	Contingencies:	\$ 0.00

Motion to approve the August Financial Report by Jane Held, second by Laura de Roziere. Motion carries by voice vote.

Donations to the Library

- Kroger Co. - \$116.14

Directors Report – Lindsay Faust

- The Landscaping for the StoryWalk® is complete and it is beautiful. The ribbon cutting ceremony will be September 12th.
- The carpet for the public areas of Phase I is delayed. This will cause a delay to the shelving installation and the switch from Phase I to Phase II.
- The construction of the new Third St. entrance has started.
- Recognition of Martha Love's work on packing additional materials to be moved into storage ahead of the next phase of the renovation.

From Jamie Kennedy

- Linda Gerber has entered over 400 entries into the Ohio Obituary Index. The years 1909 and 1910 have been completed. This is important and valuable information to the community.

From Martha Love

- Working on shelf space heading into the next phase of renovation.
- Currently pulling Large Print titles and writing procedures for the staff to use next month to reduce the adult fiction collection for Phase II.

From Alana Sutherland

- There was a Medicare program for adults of all ages presented by Rachel Fall of Magruder Hospital. She had handouts and information on all aspects of signing up for Medicare as well as plan comparison and contact information for several companies.

From Dave Kimmel – Marblehead Branch

- Tech Help sessions continued with two 30 minute sessions every Tuesday and Wednesday.
- August 1st fourteen books were delivered to Danbury Senior Center.
- There were 29 attendees for the monthly Book Talk.

Lindsay Faust also reported on staff training and development, library statistics, and in the news stories about the library. The Beacon had an article about the upcoming StoryWalk® grand opening in the August 27th edition.

Committee Reports – There were no Committee Reports.

Items for Discussion

- A. Furniture Bids: HBM Architecture presented several bids in their September 6, 2024 letter. All bids were below budget. Lindsay Faust reviewed this information and recommended that “Option B” be accepted.
 - a. Jim Widmer moved to accept “Option B” at \$118,979.25. Second by Kevin Kast. Motion Carries by voice vote.

- B. Resolution 2024-007: Resolution Accepting the Amounts and Rates as Determined by the Budget Commission
 - a. Laura de Roziere moved the adoption of the Resolution. Second by Jim Widmer. Motion to approve carries unanimously by roll call vote.
- C. Change Orders:
 - a. Fire Department Hookup: Lindsay Faust reviewed the information from Telamon Construction to replace the Fire Suppression valve and repair wall opening. Kevin Kast moved to accept the bid from Telamon with a \$9,196.00 price. Second by Jim Widmer. Carries by voice vote.
 - b. Door Hardware: Lindsay Faust reviewed the information from Telamon Construction to replace door hardware. Jim Widmer moved to accept the proposal from Telamon with a \$9,422.00 price. Second by Laura de Roziere. Motion carries by voice vote.
- D. Property Insurance Renewal: Lindsay Faust reviewed the Ohio Plan Renewal proposal prepared by Hylant Administrative Services, LLC. The renewal premium quoted is \$6,619.00. Kevin Francis moved to proceed with the renewal as presented. Jane Held seconded. Motion carries by voice vote.
- E. Kevin Kast Reappointment to Board:
 - a. Motion to approve reappointment by Jim Widmer. Second by Lynne Kroeger. Carries by voice vote.

Motion to move to Executive Session to consider complaints against a public employee made by Kevin Francis at 1:12 pm. Second by Lynne Kroeger. Motion carries by roll call vote unanimously.

1:30 – Return to regular meeting and adjournment.

President

Secretary

Fiscal Officer