

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
February 23, 2023

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was called to order on Thursday, February 23, at 6:00 pm at Ida Rupp Public Library. The following Trustees were present Margy VanLerberghe, Jane Held, Lynne Kroeger, Kevin Francis and Kevin Kast. Also present were Lindsay Faust, Director and Courtney McGrath, Assistant Director.

Public Comments/Correspondence

None

Approval of the Minutes

Ms. Faust presented the minutes from the January 12, 2023 organizational and regular meeting.

Lynne Kroeger pointed out that Jim Widmer’s name was spelt wrong in the regular meeting minutes on page 3 under Item D.

Kevin Kast moved that the minutes the January 12, 2023 organizational and regular meeting be approved as presented with the correction made to the spelling of Jim Widmer’s name. Lynne Kroeger seconded the motion. Motion carried by voice vote.

Staff Recognition

Staff employment anniversaries: Courtney McGrath, 7 years

Review, Discussion, and Approval of Financial Report

The Financial Report for January 2023 was distributed, reviewed and discussed as follows:

Revenue: \$83,716.43

Expenditures: \$119,211.24

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| Salaries | \$50,648.55 |
| Employee Fringe Benefits | \$11,455.72 |
| Supplies | \$2449.94 |
| Purchased/Contract Services | \$17,244.84 |
| Library Materials | \$23,622.52 |
| Capital Outlay | \$12,564.00 |
| Other Objects | \$1,255.67 |
| Contingency | \$0 |
| General Fund Total | \$119,211.24 |

Year-to-date January financials in total and by location were presented by Lindsay Faust.

Lynne Kroeger moved to accept the financial report and approve expenditures. Kevin Kast seconded. Motion carried by voice vote.

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Donations to Library

- The Elk Ladies of Port Clinton made a \$50 donation in memory of Pat Tyneski.
- The Port Clinton Literary and Social Club made a \$25 donation in memory of Mary Wagner.
- Joe and Linda Shull made a \$100 donation to sponsor a book at the Erie Islands StoryWalk®.

Director's Report

- Ms. Faust reported that January was a very busy month for her with the fiscal responsibilities.
- The grant funded AWE computers have been installed at Ida Rupp and the computer for Erie Islands will be installed when the ferry starts running.
- Lindsay worked with OPLIN to submit an e-rate funding request for Erie Islands. The branch should be getting a new fiber connection back to the OPLIN core, allowing the island to discontinue their unreliable Wi-Fi connection. Lindsay is navigating e-rate funding for Marblehead as well, the State is negotiating with Spectrum to let us use our current contract with a higher speed under the e-rate discount. If successful, we will see a significant savings.
- The roof had a leak and has since been repaired.
- January had some programs canceled due to illness of either presenters or staff.
- Staff have been working hard to prepare for summer reading, this year's theme is "All Together Now."
- Laura Vollmer shared some comments and reactions from the getting to know our staff posts and staff anniversary posts. The first blog posts in conjunction with Facebook posts have gone over well.
- Martha Love has made a great effort to clean up the adult collections at Ida Rupp. She has been training all staff the details of shelving, creating streamlined processes for discarding damaged items, and processes for repairing items. Martha has also trained staff to shelf read, or go book by book, shelf, by shelf to check that each item is in the correct location.
- Marblehead kicked off their collaborative program with Danbury Schools, Otterbein and Danbury Senior Center. Dave Kimmel helped organize the program where the students interview the seniors and write about what they learn from their interviews.
- Sue Duff presented a popular snow globe program at Erie Islands.
- Erie Islands also hosted a crocheting class.

Committee Reports

Jane Held reported that the Policy and Personnel Committee met and discussed several topics. The first topic was a discussion of the library's user agreement policy, in that patron's must sign an agreement to allow other's to check out items with their library card. There have been some complaints about the policy in recent months. For the time being the policy will stand and the library will make an effort to make patrons aware of the policy. One step that has already been made is adding the user agreement

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portion to the library card application, rather than requiring a separate form when new cards are created.

Also discussed was Public Services Policy 9.33 Income Tax Forms. As currently written it states that the library provides a basic selection of tax forms. Ms. Faust pointed out that the library no longer receives tax forms from any federal, state or local entity and have been printing one form for patrons free of charge, but suggested the policy should be updated to reflect the practice. Ms. Held presented the proposed change to the policy and recommended adoption of the policy, "The library is no longer receiving tax forms or instructions from the IRS, State or local governments. The library will make an effort to print one complimentary copy of each form needed for personal taxes during tax season. Additional copies will be provided at standard printing rates. Library staff are unable to advise patrons which forms they may need."

Kevin Francis made a motion to revise Public Service Policy 9.33 to the presented language. Lynne Kroeger seconded the motion. Motion carried by voice vote.

Ms. Held also let the board know that there may be an interested party in the Fiscal Officer opening. Ms. Faust is meeting with the individual on Monday to discuss the roll. Pending the outcome of that meeting, the board may interview the individual at the March meeting.

The committee also discussed the performance of the current cleaning contractors at Ida Rupp. There is concern from Ms. Faust that they will need to be replaced by an in house custodian after our remodel in order to keep our newly remodeled building in top shape. Ms. Faust would like to see the role paired with maintenance duties. The role will be further explored in the future.

Items for Discussion:

A. Resolution 2023-003: Appropriations

At this time, Resolution #2023-003 A Resolution to adopt expenditures for 2023 was presented to the Board.

Kevin Francis moved to adopt Resolution #2023-003, Lynne Kroeger seconded the motion.

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| Upon roll call, | Lynne Kroeger, aye |
| Margy VanLerberghe, aye | Kevin Francis, aye |
| Jane Held, aye | Kevin Kast, aye |

Resolution #2023-003 adopted.

B. Request for Qualifications

One Submission of Qualifications was submitted for review by HBM. The Building and Grounds Committee and Wage and Finance Committee will review the submission at the March Building and Grounds Committee meeting.

C. StoryWalk

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Ms. Faust gave an update that she has reached out to POD to get the StoryWalk bidding process underway. POD has begun working on the bid documents and estimates that the process will take about six weeks.

D. Resolution 2023-004: Parks and Trails Improvement Grant Program

At this time, Resolution #2023-004 A Resolution to apply for the Park District of Ottawa County 2023 Parks and Trails Improvement Grant Program. The resolution is required to apply for funds for a grant from the Park District of Ottawa County.

Jane Held moved to adopt Resolution #2023-004, Lynne Kroeger seconded the motion.

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| Upon roll call, | Lynne Kroeger, aye |
| Margy VanLerberghe, aye | Kevin Francis, aye |
| Jane Held, aye | Kevin Kast, aye |

Resolution #2023-004 adopted.

E. New Board Member

Kevin Francis approached a potential board member, but did not hear anything after their initial discussion, leading him to believe the individual is not interested. He will reach out to the next potential candidate.

F. Levy

Ms. Faust presented what various replacement levies would yield and the impact on the library's budget. She also gave a brief overview of the timeline of getting the levy on the ballot. President VanLerberghe tabled the discussion until the March meeting.

Executive Session

At 7:09 pm Kevin Kast made a motion to go into executive session to consider the employment and compensation of a public employee. Kevin Francis seconded the motion.

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| Roll call vote | |
| Margy VanLerberghe, aye | Kevin Francis, aye |
| Jane Held, aye | Kevin Kast, aye |
| Lynne Kroeger, aye | |

Motion carried.

The board reconvened in regular session at 7:18 pm.

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Kevin Kast moved to award Courtney McGrath with a bonus of \$150 per week, for a total of \$1200 for completing interim deputy fiscal officer duties retroactive to December 1, 2022 through January 31, 2023. Kevin Kast seconded the motion. Motion carried.

There being no further business to come before the Board the meeting adjourned at 7:20 pm on a motion by Kevin Francis and a second by Kevin Kast. Motion carried by voice vote.

Jane Held, Secretary

Margy VanLerberghe, President

Lindsay Faust, Fiscal Officer