

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**March 10, 2022**

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, March 10, 2022, at 6:00 pm in the Community Room of the Ida Rupp Public Library.

The following Trustees were present: Margy VanLerberghe, Lynne Kroeger, Jane Held, Jim Widmer, Maryanne Laubner, Kevin Kast. Also present were Lindsay Faust, Director, and Janice Beck, Fiscal Officer.

Public Comments/Correspondence

Lindsay passed on a patron comment that Susan Dress received concerning the poor quality of the furniture.

Swearing in of new Trustee Lynne Kroeger

The Port Clinton Board of Education approved the appointment of Lynne Kroeger to the Library Board of Trustees. Susan Dress administered the oath of office to Ms. Kroeger, this was followed by applause from the other trustees.

Approval of the Minutes

Ms. Beck presented the minutes from the February 10, 2022 regular meeting.

**Jane Held moved that the minutes the February 2022 regular meeting be approved as submitted. Kevin Kast seconded the motion. Motion carried by voice vote.**

Staff Recognition

None for March

Review, Discussion, and Approval of Financial Report

The Financial Report for February 2022 was distributed, reviewed and discussed as follows:

Revenue: \$77,750.92  
 Expenditures: \$125,605.69

Salaries	\$62,365.47
Employee Fringe Benefits	\$15,572.74
Supplies	\$ 960.53
Purchased/Contract Services	\$15,692.41
Library Materials	\$ 24,461.09
Capital Outlay	\$46.65
Other Objects	\$ 6506.80
Contingency	\$0.00
General Fund Total	\$125,605.69

Year-to-date February financials in total and by location were presented.

**Maryanne Laubner moved to accept the financial report and approve expenditures. Jim Widmer seconded. Motion carried by voice vote.**

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Donations to Library

No donations in February 2022

Director's Report

- Complaints about the poor performance of our Statewide Delivery provider, Stat Courier have not gone unnoticed. It was announced in mid-February that the State Library is terminating their contract with Stat Courier and re-engaging our previous courier, Priority Dispatch for cargo delivery. As a result, our consortium has decided to suspend holds for patrons from libraries outside our local group in an effort to reduce the number of potentially lost and damaged items. Our local group consist of our three locations, but we have been given an option to work with other libraries to expand our local groups if we wish. I have worked with other libraries in our delivery route to create a local group, allowing us to receive and send holds with six other libraries. Our current Stat driver is our previous Priority driver, Kahlid. He has requested we pull aside any items that go to libraries in his route. He will not send those items to the hub and will deliver them the following day, allow us to utilize Stat until they stop receiving library materials in April. While we are disappointed in the impact on service, we look forward to seeing a return to the service level we had become accustomed to with Priority.
- Our EAP with ProMedica will begin on March 1. Our representative from ProMedica conducted two orientation meetings for library staff in February, so everyone can understand exactly what is available to them.
- From Courtney McGrath: "Our new youth associate, Andrea, is still learning the ropes in the children's area. With no in person programs taking place for the month of February, there were no programs for her to observe. We made the best of it and she was able to watch training videos, webinars, and also go through the assembly of take and makes. She is on target to continue to observe in the month of March and will also be hosting her own program for the month."
- From Alana Magrum: The take and Make program "DIY Voodoo Dolls" was a hit with teens! Teens were able to learn about the history of voodoo dolls and were very creative in making them unique to their own liking.
- From Courtney McGrath: "With no in person programming for the month of February, we did decide to host two of our book discussions virtually. The mystery book discussion led by Lindsay had two participants and the Tuesday Morning discussion had four participants. These numbers were low, but those that attended Tuesday Morning were excited to finally discuss the books since it had already been pushed back. Martha's new book discussion was not transitioned to virtual as since it is new and a group has yet to be established, it would be difficult to make this transition. Due to this, the navigating nonfiction group will begin in March (the last Monday of the month)."
- From Erin Sandvick: "February in Marblehead was cozy and very lowkey. Winter truly set in and we were so delighted to have our fireplace to keep our patrons warm. We supplied two Grab and Go craft kits to the community and they were all received with smiles and thankfulness. Our meeting room has been busy with meetings and even a space for patrons to lay things out on the tables to get more organized. We are looking forward to more in person programming in March. Sunny days ahead!"

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- From Karen Wilhelm: "This month was full of fun kits for our patrons! For children we had "String Art Kits" that children, and an adult or two, took home to push little plastic pegs into marked spaces and then wrap string from post to post to form a colorful design. To coincide with a Story Time for Toddlers featured on Facebook, younger children stopped by for "Scratch Off Kits" (donated by a summer patron) featuring shapes that the children could scratch the black surface to reveal beautiful hidden colors. Adults were treated to kits assembled by our own Sue Duff to make their own Valentines for that someone special. Kim Pugh put together a last minute "surprise" kit for adults to make a folded box for their Valentine with two chocolate treats to place inside. All patrons were able to guess how many candy hearts were in a jar. One of the third graders was the lucky winner of the jar of candy."

### Committee Reports

- Building and Grounds  
None

- Policy and Personnel

The Policy and Personnel committee met at 5:00 on March 10 in the Community Room of the Ida Rupp Public Library. Jane Held, Lynne Kroeger, and Margy VanLerberghe were in attendance. Also in attendance were Lindsay Faust and Jan Beck. The agenda items were:

1. Health insurance renewal – this will be explained in the Items for Discussion below.
2. Performance Evaluations and Goals
  - a. Since it has been decided to have merit raises for 2023, the management team met and created forms for creating/documenting goals as well as a new performance evaluation form. These forms were presented to the committee and also passed to the rest of the board at the full meeting.
  - b. Staff members were asked to identify 1 or 2 goals for themselves for the year and managers were asked to identify 1 or 2 as well. Managers met with each staff member individually and reviewed both lists of goals. Together the staff and manager picked 3 or 4 goals for the year.
  - c. Given that the 2023 wages will need to be determined in October, evaluations will be completed in September. The goals for 2022 are somewhat limited in that the staff will not have an entire year to complete them. Goal setting for the period Oct 2022 through September 2023 will be completed along with the evaluations in September 2022.
3. Potential payroll system change
  - a. Ms. Beck has identified several incentives to change from the UAN Payroll module to an outside payroll vendor. These include:
    - i. Improved accuracy by having a computer/smart phone based timekeeping system
    - ii. Electronic transmission and approval of leave time which then automatically rolls into payroll.
    - iii. Ability to better serve our staff members with
      1. Access to viewing and/or changing their data such as addresses, withholdings, etc.
      2. Direct deposit to more than one account

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3. Implementation of an employee-funded HAS
    - b. Five firms have been identified by querying other library fiscal officers as to who they use for payroll. Ms. Beck is pursuing capabilities and pricing from these five firms and will report back at a future meeting.
  4. Personnel update – Kristen Stewart has resigned with her last day being March 18, 2022.
- Wage and Finance  
None
  - Audit  
None

### Items for Discussion:

- **Buckeye Tech Solutions renewal**

Our outside tech provider sent us his proposal for the coming year (April 22 – March 23) in the amount of \$4,000.00. He has provided excellent service this past year and response times have been prompt.

**Jim Widmer moved to accept the proposal from Buckeye Tech Solutions and approve expenditure. Lynne Kroeger seconded. Motion carried by voice vote.**

- **Health Insurance renewal**

Lindsay Faust presented two options for the renewal of our health insurance policy. The differences between the two are minor: the deductible drops from \$2,800 to \$2,500 while the out-of-pocket max increases from \$5,000 to \$5,500. The \$2,800/\$5,000 plan has a monthly premium per employee of \$577.02. The \$2,500/\$5,500 plan has a monthly premium of \$570.65 per employee.

**Jane Held moved to approve the \$2,500/\$5,500 plan at a monthly premium of \$570.65 per employee. Maryanne Laubner seconded. Motion carried by voice vote.**

Ms. Faust let the board know that the Library's Personnel Policy contains a maximum of \$550.00 per employee per month as the amount paid by the library. This amount has been in place since 2014. The Policy and Personnel committee recommends that this be increased to \$650.00 per employee per month.

**Kevin Kast moved to modify the Personnel Policy to make the maximum premium the library will pay to \$650.00 per employee per month. Lynne Kroeger seconded. Motion carried by voice vote.**

- **Interior Space design firm**

Ms. Faust presented the results of the rankings by the Building and Grounds Committee concerning firms who submitted Statements of Qualifications for the interior redesign. The committee ranked the firms as follows:

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1. HBM Architect 56.5 average score
2. Williams Architect 50.5 average score
3. Buehrer Group 50.0 average score
4. CBLH Design 47.25 average score

**Jim Widmer moved to approve Ms. Faust to contact HBM and explore their current timeline for beginning the project. Jane Held seconded. Motion carried by voice vote.**

The Building and Grounds committee requested Ms. Faust send them the list of projects that she would like included in the project.

- **StoryWalk Discussion**

Ms. Faust presented the design developed by POD Design Group for the new StoryWalk™. There are a few changes such as the number of story posts, the number and location of benches. There was a question as to what types of trees and shrubs included. The project is to stay below \$50,000.

**There being no further business to come before the Board the meeting adjourned at 7:10 pm on a motion by Jim Widmer and a second by Maryanne Laubner. Motion carried by voice vote.**

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Jane Held, Secretary

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Margy VanLerberghe, President

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Janice Beck, Fiscal Officer