

# IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES

## Meeting Minutes

October 14, 2021

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, October 14, 2021, at 6:04 pm in the Community Room of the Ida Rupp Public Library.

The following Trustees were present: Larry Hattan, Kevin Kast, Maryanne Laubner, and Jane Held. Kevin Francis joined at 6:05 and Margie VanLerberghe at 6:10. Also present were Lindsay Faust, Director, Janice Beck, Fiscal Officer/Marketing Manager and Dawn Seggaard, Circulation Supervisor.

### Public Comments/Correspondence

A thank you note was received from the staff at Erie Islands Library for the Board visit/meeting in September.

Ms. Faust introduced Dawn Seggaard, the new Circulations Supervisor.

### Approval of the Minutes

Ms. Beck presented the minutes from the September 9, 2021 meeting.

**Kevin Francis moved that the minutes of the September 9, 2021 meeting be approved as submitted. Jane Held seconded the motion. Motion carried by voice vote.**

### Staff Recognition

- Janice Beck, 3 years

### Review, Discussion, and Approval of Financial Report

The Financial Report for September 2021, including month-to-date and year-to-date, was distributed, reviewed and discussed as follows:

	September
Revenue	\$78,995.07
Expenditures	\$177,372.99

	September
Salaries	\$ 52,455.33
Employee Fringe Benefits	13,289.18
Supplies	1,769.75
Purchased/Contract Services	17,050.22
Library Materials	10,399.46
Capital Outlay	9,104.05
Other Objects	0.00
Contingency	0.00
General Fund Total	\$104,067.99
CARES Act Grant	\$ 73,305.00
Grand Total	\$ 177,372.99

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**Margie VanLerberghe moved to accept the September financial reports and approve expenditures. Kevin Kast seconded. Motion carried by voice vote.**

### Donations to Library

- 2 in memory of former Library Trustee Nancy Bailey, totaling \$125.00
- 1 donation in memory of Mae Gill in the amount of \$25.00
- 1 donation in memory of Scott Pugh, husband of staff member Kim Pugh, in the amount of \$25.00 from Lindsay Faust and the library staff.
- 1 donation in memory of Tom Hetzel by Judith Helm for \$30.00.

### Director's Report

- Cargo is improving, some days we receive 2 deliveries as the backlog gets cleared out of Columbus.
- COVID test kits have been made available from the Ohio Department of Health at all three locations. The kits that have no cost to the library have already proved to be very popular each time we receive a shipment the kits are all claimed in a matter of days.
- The surveyor, BEC, has been on site to do their topographical survey. We are still waiting on the survey to be drawn up. Ms. Faust had a meeting with POD Design to hear about some of their concepts. Once POD has the survey, a full conceptual drawing will be presented.
- Ms. Faust and Courtney McGrath interviewed several individuals for the adult outreach position. An offer was extended to, and accepted by, David Kimmel. His first day will be October 18.
- Our book vendors are expecting to see delays in receiving books due to materials shortages. Our primary vendor suggests that we begin ordering our books six months in advance. Due to this recommendation several very large orders were placed for titles expected to be released through the remainder of the year.
- We have been busy preparing for hosting an eWaste (electronic waste) event utilizing a company out of Toledo. A Surplus Sale will also be held on October 16. We will be getting rid of obsolete computers in the eWaste, and cleaning out the attic for the surplus sale.
- The ad insert placed in Town Money Saver was in people's homes today, Oct 14. Larry Hattan brought his in for Board members to look at.
- Alana Magrum has started a candy jar in the teen area. But they can't just help themselves. First, they have to introduce themselves to Ms. Magrum and give them a fact about themselves. Then she will give them candy. This has helped her get to know the teens and develop a relationship.
- The two Children's Associates, Kristen Stewart and Chloe Rieder, attended the Tailgate with Title 1 night at Bataan on 9/10. 67 children ranging in age from toddlers to 5<sup>th</sup> graders attended. The children were read two stories and talked about all the things there are to do at the library. They also briefly talked with the parents about the library and the services we offer.
- Weekly yoga sessions have started back up.
- Erin Sandvick began reading at Danbury Elementary this month.
- Ms. Sandvick is also working on some new walking tours for summer of 2022 including the Clemons mansion.
- Karen Wilhelm reports that the two posts damaged by vandals at the StoryWalk have been replaced. Karen also did routine maintenance and replaced the Plexiglas covers which warp after long exposure to the elements.

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Committee Reports:

Wage and Finance

The committee met on Oct 7 and will give a report as part of a later agenda item.

Policy and Personnel

The committee met in August and will give a report as part of a later agenda item.

Building and Grounds

None

Items for Discussion:

- **Personnel Policy & Public Services Policy changes**

Margie VanLerberghe reported that she, Jane Held and Larry Hattan met on August 30<sup>th</sup> to review the proposed changes to the two policies.

1. Personnel Policy –the committee determined they would bring the following to the full Board:
  - a. Revised Personnel Policy including Merit Pay
  - b. Juneteenth as a holiday
2. Public Services Policy – With changes to our hours and the new fine-free status, there are necessary changes to this policy.
  - a. Remove hours from this policy all together so that it does not need to be changed if/when hours change in the future.
  - b. Update to show that the library is fine free
  - c. Identify that all locations will close at 5 pm on the day before Thanksgiving and on New Years Eve.

Discussion was held among the Board with the following determinations:

- **Kevin Francis moved to stay open on June 15, 2022 and to evaluate the activity at the July 2022 Board meeting. Margie VanLerberghe seconded. Motion carried by voice vote.**
  - **Maryanne Laubner moved to approve the revisions to the Personnel Policy effective immediately. Kevin Kast seconded. Motion carried by voice vote.**
  - **Kevin Francis moved to approve the revisions to the Public Services Policy effective immediately. Margie VanLerberghe seconded. Motion carried by voice vote.**
- **Tuition Reimbursement Request**

Kristen Stewart has applied for and been accepted into Kent State University to pursue her MLIS degree. She has submitted a request for tuition reimbursement for 2022 in the amount of \$13,400. The university is ALA accredited and is an online-only program.

**Jane Held moved to approve Ms. Stewart's request for tuition reimbursement in the amount of \$10,000 for 2022 as outlined in the Personnel Policy. Kevin Francis seconded. Motion carried by voice vote.**

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- **Changing Erin Sandvick to full time status**

Ms. Faust noticed that Ms. Sandvick’s work hours kept creeping beyond her part-time status. After discussing this with Ms. Sandvick it was determined that the position of Branch Manager for Marblehead Peninsula Branch Library needed to be a full-time position.

**Margie VanLerberghe moved to approve making the MPBL Branch Manager position a full-time position. Maryanne Laubner seconded. Motion carried by voice vote.**

- **2022 Temporary Budget Appropriations Resolution** – Ms. Beck presented Resolution 2021-003 for the temporary budget to begin January 1, 2022.

**Jane Held moved to approve the Temporary Budget for 2022. Kevin Francis seconded.**

**Roll call vote to approve Resolution 2021-003:**

Hattan	Aye
VanLerberghe	Aye
Francis	Aye
Held	Aye
Kast	Aye
Laubner	Aye

**Resolution approved.**

- **2022 Board Nominations**

Larry Hattan’s term expires on 12/31/2021. Action on this will be made at the November meeting. A nominating committee is needed to propose officers for 2022.

- **Parking Lot Lights**

Great Lakes Electric has submitted a quote for electrical work to be completed in the building and on exterior lighting. An outlet will be placed in each foyer area – front and 3<sup>rd</sup> street entrances. Lights under the arbor by the 3<sup>rd</sup> St. entrance will be replaced as will all pole- and wall-mounted lights for the parking lots. LED lights will be installed.

Discussion was held to consider adding shields to the exterior lights to mitigate light pollution. So as to not hold up the project for another month, the Board discussed what additional amount would they approve so that Ms. Faust and Ms. Beck could proceed with the updates.

**Kevin Francis moved that the work with Great Lakes Electric proceed as proposed with an additional \$2000 for the shields (totaling \$6,017.23). Maryanne Laubner seconded the motion. Motion carried by voice vote.**

- **Executive session**

A motion was made by Margie VanLerberghe to move to executive session. Jane Held seconded.

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Roll Call vote:

**Larry Hattan – Aye**

**Maryanne Laubner – Aye**

**Kevin Francis – Aye**

**Jane Held – Aye**

**Kevin Kast – Aye**

**Margie VanLerberghe - Aye**

Time into Executive session: 7:12

Time leave Executive session: 7:24

**Maryanne Laubner moved to adopt the Salary Scale for 2022 as presented and effective January 2, 2022. Jane Held seconded. Motion carried by voice vote.**

- **Evaluation forms for Director and Fiscal Officer**

Margie VanLerberghe presented envelopes to each Board member containing the blank evaluation forms for Lindsay Faust, Director, and Janice Beck, Fiscal Officer.

**There being no further business to come before the Board the meeting adjourned at 7:28 pm on a motion by Jane Held and a second by Kevin Francis. Motion carried by voice vote.**

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Dr. Margy VanLerberghe, Secretary

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Larry Hattan, President

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Janice Beck, Fiscal Officer