

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
February 8, 2024

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was called to order on Thursday February 8, 2024 at 6:00 pm at the Ida Rupp Public Library. The following Trustees were present: Margy VanLerberghe, Lynne Kroeger, Jane Held, Kevin Fracis, Laura de Roziere and Kevin Kast. Also present were Lindsay Faust, Director, Courtney McGrath, Assistant Director and Tim McKenna, Fiscal Officer.

Margy Vanlerberghe opened the meeting with the Trustees reading the Mission Statement of the Ida Rupp Public Library: "The Ida Rupp Public Library facilitates free access to materials and services to support the diverse educational, informational, and entertainment needs of our community".

Public Comments

Tracy Behrman, Vice President of the Wasseon Public Library Board of Trustees, commented that he was at this meeting to observe how other public libraries in Ohio conduct their meetings and to learn from his time in attendance.

Approval of Minutes

Jane Held made a motion to accept the January 11, 2024 Organizational Meeting Minutes as presented. Lynne Kroeger seconded. Motion carries by voice vote.

Laura de Roziere made a motion to accept the January 11, 2024 Regular Meeting Minutes as presented. Kevin Francis seconded. Motion carries by voice vote.

Staff Recognition

Staff Anniversaries: Courtney McGrath, eight years and Linda Gerber, one year.

Review, Discussion and Approval of the Financial Report

The Financial Report for January 2024 was presented and reviewed by Tim McKenna.

Revenue:	\$ 78,024.03
Expenses:	\$169,105.75
Salaries:	\$ 62,910.53
Fringe Benefits:	\$ 17,030.75
Supplies	\$ 891.93
Purchased and Contracted Services:	\$ 18,063.71
Library Materials:	\$ 19,463.72
Capital Outlay:	\$ 50,479.11
Other:	\$ 269.00

In addition, the Bank Reconciliation Statement and Bank Balances were reviewed.

Kevin Kast moved to accept the January 2024 Financial Report. Laura de Roziere seconded. Motion carried by voice vote.

Donations to Library

Lindsay Faust reviewed the donations made to the library in January:

Debby Parker in Honor of Phoebe Borman:	\$100.00
Debby Parker in Honor of Eddie Heineman:	\$100.00
Mark and Denise Budge in Honor of Mary Ann Hickman:	\$100.00
Anonymous for support of Adult Programming:	\$ 5.00
Barbara Gangluff in Memory of Patricia JoAnn Wagner:	\$ 30.00

Director's Report – Lindsay Faust

- The bids for the interior renovation will be open until February 27, 2024 at 1:00 pm.
- Staff is in full renovation preparation mode. With assistance from Courtney McGrath and Martha Love logistics of the first phase of the renovation are being worked out.
- Meetings with moving companies to obtain quotes for packing and storage of items in the library collection have taken place.
- Meetings with the Arts Garage and other community organizations to host some of the library programs during the renovation have met with good success from the community.

From Courtney McGrath

- Although program attendance in January was down, positive comments have been received from the public about Megan Osborn as she grows in her role and is doing very well.
- The programming team has finalized details for the start of off-site programs taking place during the renovation. These will start in April and some of the sites are: The Arts Garage, Magruder Hospital, R Coffee Corner and the Mason's Lodge.

From Martha Love

- Weeding of the adult collections has been stepped up in anticipation of the renovation. The goal is to have most of it completed by March.

From Alana Sutherland

- The most popular and highest attended program in January was Lighthouses of Western Lake Erie. Richard Norgard provided excellent information and history along with lots of pictures

From Megan Osborn

- My Snowflake Storytime had eleven in attendance. The kids were excited to take home a kit to make a snowflake craft.
- A storytime was conducted with the Great Lakes Community Action Partnership with two children and two caregivers present.

From Dave Kimmel – Marblehead Peninsula Branch

- Tech help sessions continued at the branch with two 30-minute sessions open every Tuesday and Wednesday.

- January 16 there was a session for the Marblehead Peninsula Writing Group. There were three participants including one via Zoom from Hilton Head.
- January 19 there was an experimental program: Marblehead Peninsula Coffee Hour. This is a public service program attempting to provide space and opportunity for civil discourse on the Peninsula. This month the special guest was the new Marblehead Mayor, John Starcher.
- There was the completion of the research-writing project with Megan Sampson's fourth grade students. 47 books were delivered, and links were provided to students for additional online resources for students to use in their research.

From Karen Wilhelm – Erie Islands Branch

- Three new programs were implemented in January: Friendship Bracelets, Wine Cork Phone Holder and a "Bar" Crawl. There were five attendees for the Friendship Bracelet program. Marcia Ashley held her second Wine Cork Phone Holder program.
- The first "Bar: Crawl had eight entries and thirty two people who attended to vote for their favorite bar cookie
- Movie night featuring "Captain Underpants, The First Epic Movie" had seventeen in attendance.
- The annual Chocolate Fest will be held in February.

Lindsay Faust also reviewed the Training/Professional Development of the staff, library statistics, January Program attendance and the considerable news coverage of the Ida Rupp Public Library and Branches during January.

Committee Reports

There were no committee reports.

Items for Discussion

- A. Eclipse – there was considerable discussion of the upcoming Total Eclipse (April 8): traffic issues, staff safety, facilities usage, etc. Lindsay Faust provided information from Hancock County and an article about some things learned from the August 2017 Total Eclipse. Laura de Roziere made a motion to have the library and its branches be closed on April 8, 2024. Second by Kevin Francis. Motion carries by voice vote.
- B. Buckeye Tech Solutions – Quote for 1-Year Comprehensive On-Site and Remote Service Contract: April 2024 – March 2025 for \$4,200.00. Lindsay Faust recommended that the contract be renewed. Jane Held moved that the Buckeye Tech Solutions contract be renewed for the year at \$4,200.00. Second by Lynne Kroeger. Motion carries by voice vote.
- C. Lindsay Faust recommended that the dress code for staff be relaxed during the renovation to that of the current Friday policy.
- D. Moving Quotes: Lindsay Faust reviewed the two quotes received for moving/packing the library materials that will be stored off-site during the renovation: Carney McNicholas and Morse Companies provided quotes. There was discussion of each quote and actual services offered. Laura de Roziere moved that the quote by Carney McNicholas in the amount of \$50,114.00 be accepted with the stipulation that the cost for packing and moving would not exceed \$52,000.00. Second by Jane Held. Motion carries by voice vote.

- E. Statement of Concern Policy – Lynne Kroeger reviewed PS 2.6: Statement of Concern About Library Services. She recommended that the following addition be made in the first paragraph: “Statement of Concern About Library Resources forms will only be accepted from patrons with a current physical Ida Rupp Libraries card. A statement of concern form submitted without the name and library card number of the person making the objection will not be considered”. Kevin Kast moved to adopt the changes to PS 2.6 as presented. Kevin Francis seconded the motion. Motion carries by voice vote.

6:50 pm – Jane Held moves to adjourn. Seconded by Lynne Kroeger. Carries by voice vote.

President

Secretary

Fiscal Officer