

# IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES

## Meeting Minutes

June 10, 2021

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, June 10, 2021, at 6:00 pm in the Community Room of the Ida Rupp Public Library.

The following Trustees were present: Larry Hattan, Jim Widmer, Margy VanLerberghe, Jane Held, and Maryanne Laubner. Also present were Lindsay Faust, Director, and Janice Beck, Fiscal Officer/Marketing Manager.

### Public Comments/Correspondence

None

### Approval of the Minutes

Ms. Beck presented the minutes from the May 13, 2021 meeting.

**Margy VanLerberghe moved that the minutes of the May 13, 2021 meeting be approved as submitted. Jim Widmer seconded the motion. Motion carried by voice vote.**

### Staff Recognition

- Erin Sandvick, 4 years

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

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

Revenue:       \$ 69,078.24  
Expenditures: \$ 87,774.55

Salaries	\$38,824.10
Employee Fringe Benefits	\$12,033.63
Supplies	\$ 1,205.33
Purchased/Contract Services	\$ 9,843.30
Library Materials	\$ 19,257.19
Capital Outlay	\$ 3,436.00
Other Objects	\$ 3,175.00
Contingency	\$0.00
General Fund Total	\$87,774.55
CARES Act Grant	\$ 0.00
CARES Act Mini-Grant	\$0.00
Grand Total	\$ 87,774.55

**Margy VanLerberghe moved to accept the May financial report and approve expenditures. Jane Held seconded. Motion carried by voice vote.**

### Donations to Library

Two donations were received in May in memory of Stephanie Richard. \$20 from Tom & Toni Letterhos and \$25 from the staff of Ida Rupp Public Library.

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### Director's Report

- Following several interviews, we have offered the Adult Associate position to Alyssa Biro. Her first day was June 7. The Youth Associate was reposted due to lack of suitable applicants.
- The library's website redesign has been launched. It offers a cleaner look as well as highlights all three locations. Connections to Ohio Web Library (OWL) databases are now updated.
- Seating in the library has returned and additional computers have been made available, however, every other computer is closed for safety. At the branches, seating has returned but they are keeping their computer configuration for the time being.
- The new Beanstack app launched with the Summer Library Challenge. Patrons will log their activity, earn badges and entries to the grand prize drawing. Prizes are age based and there are four categories at each branch.
- No news on the hold lockers.
- Activity bags flew off the shelves in March!
- The last of the Facebook story times were produced and posted during May. Kristen Stewart has noticed an increase in check outs of titles she shares in her weekly videos. This is especially true of titles she used in her book review video.
- Many summer library challenge fliers were picked up prior to the kickoff which took place in June. Kristen, Margaret and Courtney worked on a community goal progress chart. A gator with a long tail was put on the hallway window. The tail is covered up and will be unveiled as points are earned. The overall community goal is 50,000 points.
- Alana Magrum reports that with the shift from virtual to in-person from May to June she is seeing teens venturing into the library. She has been promoting the Meals on Madison teen events for the summer.
- Outreach services have started to pick up a bit, as Mary has started gearing up for book clubs at the sites as well as additional sites opening. The book clubs are planned to resume sometime in July.
- Erin Sandvick visited ten elementary classes at Danbury Elementary to read aloud to them in person after seven months of meeting each class over Google Meet.
- Marblehead is offering three walking tours including a new tour of Clemons Cemetery. This walk was created by Jane Crandall and Lorrie Halblaub with support from Maryanne Laubner.
- A Sidewalk Book Sale was held on May 15 with 141 people shopping and just over \$250 collected. Another will be held on June 12<sup>th</sup>.
- Erie Islands Library welcomed Laura Mendoza to the staff. Presently she will be working Wednesdays only but in September will work more hours.

### Committee Reports:

#### Wage and Finance

None

#### Policy and Personnel

Met at 5:00 today and reviewed the changes to the Personnel Policy that have been identified to date with the consultant Ohio Plan. More information to come once the project has been completed.

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Building and Grounds

None

Items for Discussion:

- **Fine Free** Ms. Faust recommended that the library go fine free. During COVID-19 we were fine free because of the quarantine. Patrons are now used to that. In addition, local libraries such as Oak Harbor, Harris-Elmore, Sandusky, Birchard (Fremont), and Milan-Berlin Heights are all fine free. The financial impact will be minimal. In looking at 2019 data, a total of \$3199.76 was collected across all three locations. This accounts for 0.18% of total library revenue.

**Margy VanLerberghe moved to have Ida Rupp Public Library go fine free. Maryanne Laubner seconded. Motion carried by voice vote.**

- **Signing board documents from prior meetings** Ms. Beck provided the Dec through May bank reconciliations and board minutes to be signed by board members.

**There being no further business to come before the Board the meeting adjourned at 6:45 pm on a motion by Jane Held and a second by Margy VanLerberghe. 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