

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
July 14, 2022

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, July 14, 2022, at 6:00 pm in the Community Room of the Ida Rupp Public Library.

The following Trustees were present: Margy VanLerberghe, Jim Widmer, Maryanne Laubner, Lynne Kroeger, Kevin Francis, Kevin Kast with Jane Held joining at 6:02 pm. Also present were Lindsay Faust, Director, and Janice Beck, Fiscal Officer.

Public Comments/Correspondence

A thank you note was presented in regard to excellent service provided by Jolene Lochotzki.

Approval of the Minutes

Ms. Beck presented the minutes from the June 9 regular meeting.

Maryanne Laubner moved that the minutes the June 9, 2022 regular meeting be approved as submitted. Kevin Francis seconded the motion. Motion carried by voice vote.

Staff Recognition

- none

Review, Discussion, and Approval of Financial Report

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

Revenue: \$ 84,746.33
Expenditures: \$149,076.24

Salaries	\$66,333.45
Employee Fringe Benefits	\$ 16,275.27
Supplies	\$ 1,325.52
Purchased/Contract Services	\$39,500.14
Library Materials	\$ 19,745.01
Capital Outlay	\$ 180.00
Other Objects	\$ 5,716.85
Contingency	\$0.00
General Fund Total	\$149,076.24

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

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

Donations to Library

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A donation of \$25 was received in honor of Donna Chudy by Keith & Louise Newton. Amazon Smile Foundation (\$5 which is the minimum) and Kroger (169.15) sent in checks for their customers who have designated us as recipients.

Director's Report

- June was a busy month with activities happening almost every day. Attendance and circulation is up from where we were at last year.
- This year we held a "midpoint" prize drawing for the Summer Library Challenge from all of the badges earned in June. I received this correspondence from the winner's mother, "Thank you so much. I wish I would have recorded Anthony's face when I told him; he was beyond excited! Thank you for putting together such a great program. We have enjoyed all the activities we have been able to attend and the app has been a wonderful tool for us. I told Courtney on the phone how much it has motivated Anthony to read on his own AND to his little sister, not just with me at bedtime, but throughout the day. I taught him how to use the beanstack app and he has been scanning his own books and logging his time. For a little boy just entering 2nd grade, this makes my teacher heart happy. Now, to keep him motivated to continue to read in July since he has earned all the badges possible will be a fun challenge for me 😊"
- Alana Magrum hosted the library's first pride event at MOM. The event was enjoyed and appreciated by all who attended.
- Erin Sandvick will be moving to a part time position focusing on programming as she is going to be working Part Time at Danbury Schools.
- Karen Wilhelm was a celebrity reader for the Imagination Library in Ottawa County.
- Attendance has been strong at programs at Erie Islands in June.

Committee Reports

- Building and Grounds
None
- Policy and Personnel
None
- Wage and Finance
The Wage and Finance Committee met and discussed options other than UAN for processing of payroll. Fiscal Officer Janice Beck recommended utilizing Paychex HR Essentials. It is the recommendation of the Wage and Finance Committee that the library move forward with purchasing Paychex HR Essentials.

Kevin Kast moved to purchase Paychex HR Essentials to process payroll. The motion was seconded by Jane Held. Motion carried by voice vote.

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- Audit
None

Items for Discussion:

Personnel Policy 2.83 Update

Ms. Faust presented the board with a revision to Personnel Policy 2.83 with changes recommended by the County Prosecutor. The proposed policy change states that the library may seek criminal prosecution for destruction of library work product or documents.

Jim Widmer moved that the revised Personnel Policy 2.83 be adopted as presented. Jane Held seconded. Motion carried by voice vote.

Juneteenth

Ms. Faust presented the board with information regarding attendance at all library locations on Juneteenth and the Monday's preceding and prior to the holiday, as well as information about if other area libraries were open or closed for the holiday in 2022.

Jane Held moved that the library close on Juneteenth beginning in 2023. Margy VanLerberghe seconded. Motion carried by voice vote.

MPBL Landscaping

Ms. Faust updated the board on the status of the landscaping at the Marblehead Peninsula Branch Library and let the board know that Ms. Laubner had called Ms. Faust to discuss the potential for the Friends of the Marblehead Library to plant some flowers. Since Ms. Laubner's conversation with the Friends, the landscaper has cleaned up the weeds and laid weed barrier. Ms. Laubner feels that landscape fabric will make it too difficult for additional plantings and recommended no action be taken.

Motorized Scooter

Ms. Faust was approached by a patron who has mobility issues and requested that the library consider purchasing a motorized scooter for use in the library. Ms. Faust believes this is something the library should pursue and was looking to the board for support prior to doing too much research. The board was supporting of a scooter and Dr. VanLerberghe suggested that we also get a scooter for Marblehead. Director Faust will look into funding options and potential scooters.

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Building Study Update

Ms. Faust reported that a meeting was held with HBM earlier in the week to go over the initial draft of the building study. The draft has needs broken down by maintenance items that are critical, need to be addressed sooner and items that can be addressed at a later date. A final draft should be available for the August Board Meeting.

Branch Manager Job Descriptions

Ms. Faust presented a revised job description for the branch manager with revised educational requirements and the potential for the position to be part time in the event that the first round of interviews does not turn up a viable candidate.

Jim Widmer made a motion to amend the Branch Manager Job description educational requirements and allow for it to be on a part time basis. Kevin Francis seconded. Motion carried by voice vote.

A reminder was made that August's meeting will be held at Erie Islands Library at 4:30 pm.

Jane Held asked if there was a recent press release regarding the Erie Islands StoryWalk® as she had seen a post on Facebook that did not mention the library. Ms. Beck said there was not.

Ms. Held also asked about equipment that has been encroaching on the library's property from our neighbor on 3rd Street. Ms. Faust said that she would send a letter asking the owner to remove the equipment. Ms. Held requested that the County Prosecutor be copied on the letter.

There being no further business to come before the Board the meeting adjourned at 7:02 pm on a motion by Kevin Kast and a second by Lynne Kroeger. Motion carried by voice vote.

Jane Held, Secretary

Margy VanLerberghe, President

Lindsay Faust, Deputy Fiscal Officer