IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
March 9, 2017

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, March 9, 2017, at 6:00 pm in the Board Room of the Library.

The following Trustees were present: James Widmer, Margy VanLerberghe, Maryanne Laubner, Kevin Francis, and Jane Held. Larry Hattan and Barbara Wenzinger were not present. Also present were Tim Hagen; Director, and Lauren Lemmon; Assistant Director/Fiscal Officer.

Public Comments and Correspondence

None

Outreach Delivery Services Presentation - Sue Andrews

Mrs. Andrews gave a presentation on her work with outreach delivery services, formerly known as homebound services. She has been in charge of this program for the past four years since assuming these duties from Lauren Lemmon. She related that most of her patrons learn of the services by word of mouth although it is listed on the website and both Mrs. Lemmon and she have distributed flyers in the past. Participants do not need to be strictly homebound, many are very active in their residential areas but for various reasons found it difficult to arrange consistent visits to the library, mostly due to no longer driving themselves. Mrs. Andrews called it being “travel challenged”. Currently she has 12 active enrollees but usually averages 16 participants. Through phone interviews and notes returned with previous selections, she has learned their varied interests, reading styles and preferred formats and selects materials for each individual. Participants generally receive a delivery about once each month, the library has three volunteers who deliver canvas bags with the materials and return those materials that the patron has finished to the library. Mrs. Andrews is retired from the Terra State Community College library but worked for a time concurrently here at Ida Rupp Public Library.

Minutes from the February 9, 2017 regular meeting were presented.

Maryanne Laubner moved that the minutes of the February 9, 2017 meeting be approved as submitted. Margy VanLerberghe seconded the motion. Motion carried by voice vote.

Staff Recognition

- Staff employees with anniversaries this month
  - none
The Financial Report was distributed, reviewed and discussed as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$63,184.21</td>
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<tr>
<td>Expenditures</td>
<td>$93,505.48</td>
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</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>49,433.49</td>
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<tr>
<td>Employee Fringe Benefits</td>
<td>9,207.63</td>
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<tr>
<td>Supplies</td>
<td>2,434.24</td>
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<td>Purchased/Contract Services</td>
<td>10,829.38</td>
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<td>Library Materials</td>
<td>14,885.09</td>
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<tr>
<td>Capital Outlay</td>
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<tr>
<td>Other Objects</td>
<td>4,319.55</td>
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<tr>
<td>Contingency</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

Donations

List of donations accepted by the Library received by the Board.

Director's Report

- Marblehead Peninsula Branch Library (MPBL) continues to be the priority.
  - Staff members are working on Opening Day Collection with the target to begin receiving items Mid-May so that various staff members can get these items catalogued and shelf ready.
  - Sue Foster is working with Mike Deacon of Laibe Electric for the technical wiring requirements and getting quotes for security systems, phones, internet connectivity etc.
  - Opening Day activities are in early planning stages.
  - Staffing is being developed and will be open internally for any staff who might be interested in transferring to the new location; then the open positions will be made public.
- Kiwanis club will be allowing their speakers to ‘donate’ a memorial book to our children’s collection. Miss Buch will make selections available to the club and insert the memorial plaques as requested by the speakers. The Kiwanis club will make donations to the library for the cost of these books.
- Library mobile app development is in progress, several staff members are currently testing it on their devices.
- AARP TaxAides services are going well after having a delayed start this year due to software glitches.
- Adjacent property line issues are in the process of being resolved. Mr. Hagen is meeting with Davia Kasper of the Ottawa County Prosecutors office on the best way to proceed.
Committee Reports:

Wage and Finance

No Report

Policy and Personnel

At 6:28 pm the Board moved into executive session to discuss matters required to be kept confidential on a motion by Margy VanLerberghe, seconded by Kevin Francis and a roll call vote [Ayes – Widmer, VanLerberghe, Francis, Laubner, Held; Nays – none] The board reconvened in regular session at 6:34 pm with no formal action taken.

The current meeting room policy does not allow for after-hours use. Due to the restricted operating hours of the MPBL there may be a need to revise this portion of the public services policy in the future. This will continue to be under review.

Building and Grounds

No Report

Audit

No Report

Items for Discussion:

- **MPBL Update** – Communication between all parties (HBM, Spieler, & IRPL) has been positive and helpful. Information learned at construction meetings and site visits indicate that the project is on track; wiring, plumbing, and insulation have been installed, inspections have been performed and the dry wall is in progress. Stephanie Shook has been working with Mr. Hagen and Mrs. Lemmon to ensure that the furniture, shelving units and millwork is on schedule. Limestone donation from LaFarge for the fireplace is still being worked on including obtaining a quote from Masonry Construction for the installation as they have experience working with it. Marblehead Bank has contacted Mr. Hagen about donating a portion of their proceeds from the annual 5K Daisy Run to MPBL for outdoor furniture. The timeline includes a 2-3 week period after Spieler finishes the renovations in order to place the furnishings and library materials. Spieler has been getting quotes for a change order to complete the necessary parking lot upgrades. The owner of the adjacent property has been contacted about performing similar work to her half of the parking lot at the same time. Lauren Lemmon confirmed funds availability in the current budget.
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Jane Held made a motion to approve the change order for the demolition of curbed stone area, asphalt of entire parking area and installation of catch basin for the Library’s portion of the parking lot of Marblehead Peninsula Branch Library, totaling $49,679 as presented by The Spieker Company. Margy VanLerberghe seconded. Motion carried by voice vote.

- **Marblehead Peninsula Library Committee Resolution** - Mr. Widmer read a resolution recognizing a recent generous donation for the Marblehead Peninsula Branch Library. Kevin Francis moved the adoption of Resolution #2017-002 to Recognize the $40,000 donation from the Marblehead Peninsula Library Committee towards the Marblehead Peninsula Branch Library. Maryanne Laubner seconded. Resolution adopted by roll call vote [Ayes – Widmer, VanLerberghe, Francis, Laubner, Held; Nays – none]

- **Lakeside Daisy photos** – Gloria Denos and Bill Gordon had submitted photos of the Lakeside Daisy to be used as artwork for the MPBL. These were presented to the board and three were selected. Mr. Hagen will work with the photographers and Stephanie Shook to implement this project for artwork over the fireplace feature at MPBL.

- **Staff Training Day Summary** – four speakers were scheduled and the day went well. One speaker was not able to make it but the staff provided feedback through a survey that they felt the day was worthwhile. Future endeavors will allow for more each speaker to have longer sessions. The Port Clinton Police department spoke on identifying drug use behaviors and ways the library staff should respond; they also spoke about personal safety issues. (The Management Team is working on the library emergency manual and the PD will review it when they are done). Kathy Munger of Norweld spoke about customer service. Amanda Fensch of Random House gave a very informative book talk on upcoming titles for all ages.

- **Advocacy Article** – With OLC legislative day coming at the end of the month, Mr. Hagen shared the OLC talking points articles. OLC is once again partnering with ALA on a “Libraries transform” campaign.

- **Upcoming dates**
  - Legislative Day – Columbus, Ohio March 29, 2017 – Jim Widmer and Tim Hagen will attend.
  - April 13, 2017 – Regular meeting (6:00 pm) held at IRPL with Wage and Finance Committee immediately beforehand (5:00 pm).
  - May 11, 2017 – Regular meeting – possibly held at MPBL with Building and Grounds meeting immediately beforehand.

There being no further business to come before the Board the meeting adjourned at 7:20 pm on a motion by Margy VanLerberghe and a second by Kevin Francis. Motion carried by voice vote.

Dr. Margy VanLerberghe, Secretary

James G. Widmer, President

Lauren S. Lemmon, Fiscal Officer