

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes

February 11, 2021

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, February 11, 2021, at 6:04pm via Zoom.

The following Trustees were present: Larry Hattan, Maryanne Laubner, Jane Held, Kevin Francis, and Kevin Kast. Also present were Lindsay Faust, Director, and Janice Beck, Fiscal Officer/Marketing Manager.

Public Comments/Correspondence

The Board received two Thank You cards concerning the Christmas gifts to the staff. The first was from the employees at Erie Islands Library and the second from Mary Braymeier.

Approval of the Minutes

Ms. Beck presented the minutes from both the January 14, 2021 organizational meeting as well as the regular meeting on the same date.

Maryanne Laubner moved that the minutes of both January 14, 2021 meetings be approved as submitted. Kevin Kast seconded the motion. Motion carried by voice vote.

Staff Recognition

Courtney McGrath, 5 years

Review, Discussion, and Approval of Financial Report

The Financial Report for January 2021 was distributed, reviewed and discussed as follows:

Revenue: \$ 64,770.71
Expenditures: \$100,188.81

Salaries	\$36,218.74
Employee Fringe Benefits	\$13,746.25
Supplies	\$ 268.01
Purchased/Contract Services	\$ 8,064.02
Library Materials	\$ 37,442.30
Capital Outlay	\$ 1,299.93
Other Objects	\$ 3,149.56
Contingency	\$0.00
General Fund Total	\$100,188.81
CARES Act Grant	\$ 0.00
CARES Act Mini-Grant	\$0.00
Grand Total	\$100,188.81

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

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

A revised bank reconciliation for December 31, 2020 was presented to account for a sales tax refund received in January.

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Kevin Kast moved to accept the revised bank reconciliation for December 31, 2020. Maryanne Laubner seconded. Motion carried by voice vote.

Donations to Library

Four donations were received in January. \$1000 to Marblehead Branch Peninsula Library was received from Daniel Igo. A memorial for Jann Phelps was received in the amount of \$185 while a \$50 memorial was received in honor of Rosemary Hilfer. The Ohio Star Quilters Guild donated \$50 in memory of Pat Messing and Carol Swope.

Director's Report

- Newspapers.com contacted the library to inquire about digitizing our microfilm holdings of the Port Clinton News Herald. They are working with Gannet and have permission to digitize the paper. Newspapers.com will also digitize any public domain holdings of other newspaper titles that we have on microfilm. In return for supplying the microfilm, the library will receive free in-house access to the digitized content for as long as newspapers.com exists. To fill a production opening at their facility, Newspapers.com supplied shipping labels and paid for the microfilm to be sent to them. The project will take about six weeks; the microfilm was sent out last week.
- In January, the winter reading challenge started at IRPL. This will span for two months – January through the end of February.
- Sue Foster shared this patron story: A longtime patron, who just turned 90 this month, suffers from macular degeneration and is having lots of trouble reading – one of her favorite pastimes. Even large print books don't help. Sue introduced her to our Kindle Fire, gave her a quick tutorial and she agreed to try it. The friend who drives her to the library also agreed to help her with it. Sue says "I've been told by from her library friend that the patron is enjoying it very much! You're never too old to learn new tech to improve your life."
- Resident movie guru Laura Vollmer hosted a "What Would Laura Watch" video on Facebook. She provided various reviews and recommendations of DVDs that were released in 2020. Laura also created a small display with the titles that were discussed so that patrons could check them out.
- At Marblehead, craft programs continue to be successful as are the interactive movies that Margaret Warren has curated. Patrons are utilizing the consortium so cargo runs are heavy and clerks are busy calling patrons. Erin Sandvick has noticed that the calls occasionally stray past just the notice of an item being ready for pick up and the branch staff is happy to converse with their patrons who are feeling a little isolated right now.
- Erie Islands Library had successful craft videos and kits in January. In addition, Sue Duff's Kitchen Chemistry continues to be our most-watched video. Karen Wilhelm has found a great volunteer, Tom Thanasiu to assist with changing the story at the StoryWalk. We are very appreciative of the time he has spent assisting!

Advocacy

None

Committee Reports:

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Wage and Finance

None

Policy and Personnel

None

Building and Grounds

None

Items for Discussion:

- **CD at US Bank maturing 3/2021**

Ms. Beck reported that we have two CDs at USBank that are maturing this spring, one in March and one in May. Ms. Beck is looking into the options available for reinvesting those funds.

- **2021 Budget**

Ms. Faust and Ms. Beck presented the 2021 Permanent budget. This will go into effect when Ms. Beck closes out 2020 in the UAN software.

Kevin Francis motioned to approve the 2021 Permanent Budget as presented, Jane Held seconded. A roll call vote was made to approve Resolution 2021-001:

Hattan	Aye
Francis	Aye
Held	Aye
Kast	Aye
Laubner	Aye

Resolution approved.

- **Request for Statement of Qualifications**

Ms. Faust presented the documents necessary to proceed with the landscaping and design of a StoryWalk trail as well as building renovation and restoration. The “Request for Statement of Qualifications Architectural and Landscape Architectural” is the first step in both the StoryWalk project and the reconfiguring of space within the library. Ms. Faust will publish these in the Legal Notices as well as on our website. Mr. Hattan provided the names of two companies and Ms. Faust will make sure these companies are aware of our request for qualifications.

- **Personnel Policy update with Ohio Plan**

Ms. Faust and Ms. Beck presented a quote from Ohio Plan Inc., our insurance company, for consulting work on our Personnel Policy. Ohio Plan offers this consulting service to their clients which are all public entities – libraries, townships, etc. Ms. Faust and Ms. Beck would like to pursue this project as our current policy has been modified on a piece meal basis over a number

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of years. There are segments of the current policy that are not compliant with state or federal law and there have been numerous changes in the last year due to COVID regulations that are not in our current policy. Ohio Plan was chosen by Ms. Faust and Ms. Beck over other contenders based on knowledge of public entities as well as having a reasonable price. The fee for this project is quoted at \$3,500 to \$5,000 which exceeds Ms. Faust's signature authority.

Kevin Kast moved to approve proceeding with project to bring our Personnel Policy into compliance with state and federal requirements. Kevin Francis seconded. Motion carried by voice vote.

- **Update on \$15 minimum wage**

Ms. Faust presented the Board with information concerning Washington's move to raise the minimum wage to \$15. It currently appears to be a phased in approach over the next several years. Our lowest salary scale starts at \$11.75 which is above the levels currently proposed for 2021 and 2022. A change would be needed in 2023 which will increase our salary and wage expenses.

- **OLC 2021 Library Trustee Workshop**

Ms. Faust presented the Board with an upcoming training opportunity from the Ohio Library Council. Their Trustee workshop will be held virtually on March 6. Ms. Faust let members know that there are funds in the library budget to cover the registration costs. Larry Hattan reported having attended an in-person training when he first joined the board and he found it valuable. Mr. Hattan would like to attend this year as well to update his knowledge. Ms. Faust will take care of registering him for the event.

- **Meals on Madison**

Kevin Francis reported that the Port Clinton Chamber of Commerce will continue the Meals On Madison (MOM) program for 2021. They are working with a large company, Live Nation, to obtain a covered stage for performances. The Chamber would like to increase children's attendance at MOM this year. They were thinking of having Mrs. Winke do story time and maybe have some performers. Ms. Faust reported that Mayor Snider had also contacted her about this possibility and she will pursue to see how the library can partner with the Chamber.

There being no further business to come before the Board the meeting adjourned at 6:46 pm on a motion by Jane Held and a second by Maryanne Laubner. Motion carried by voice vote.

Dr. Margy VanLerberghe, Secretary

Larry Hattan, President

Janice Beck, Fiscal Officer