IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
September 14, 2017

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, September 14, 2017 at 6:00 pm in the Board Room of the Library.

The following Trustees were present: James Widmer, Margy VanLerberghe, Barbara Wenzinger, Maryanne Laubner, Kevin Francis, Larry Hattan, and Jane Held. Also present were Tim Hagen; Director, and Lauren Lemmon; Assistant Director/Fiscal Officer.

Public Comments/Correspondence
None

Approval of Minutes
Minutes from the August 10, 2017 regular meeting were presented.

Larry Hattan moved that the minutes of the August 10, 2017 meeting be approved as submitted. Margy VanLerberghe seconded the motion. Motion carried by voice vote.

Staff Recognition

- Staff employees with anniversaries this month
  - Susan Dress, 3 years
  - Margaret Warren, 5 years
  - Laura Vollmer, 5 years
  - Stasia Chrapkiewicz, 17 years

  Each employee will receive a $10.00 Chamber of Commerce gift certificate in recognition of their service.

Financial Report

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

Revenue: $445,232.71
Expenditures: $115,198.86

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<thead>
<tr>
<th>Salaries</th>
<th>50,565.28</th>
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<tr>
<td>Employee Fringe Benefits</td>
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<td>Supplies</td>
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<td>Purchased/Contract Services</td>
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<td>Library Materials</td>
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<td>Capital Outlay</td>
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<td>Other Objects</td>
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<tr>
<td>Contingency</td>
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</table>

Jane Held moved to accept the financial report and approve expenditures. Barbara Wenzinger seconded. Motion carried by voice vote.
Donations

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

Director's Report

- September is National Library Card Sign-up Month; the library will offer the opportunity for patrons to trade in their existing cards for the new styles. Karen Wilhelm is working on getting photos of the South Bass Island Lighthouse for the redesigned Erie Islands Library card.
- Several staff members will attend the Ohio Library Conference in Dayton, Ohio in October; Tim Hagen, Jennifer Buch, Amber Cupp, Courtney McGrath, Laura Vollmer and Karen Wilhelm.
- Spieker Company has made the final minor repairs at Marblehead Peninsula Branch Library (MPBL). We expect their request for final payment soon. Mr. Hattan asked if there were any field changes that were different than the original architect plans and would those be reflected in the project plans.
- State Library budget cuts will not impact their service to facilitate with the library's strategic plan which we expect to begin working on December/January. Mr. Hagen has been researching other library strategic plans and sharing those he likes with staff members in preparation.
- Management team has begun planning regular staff training days. These will begin in October, alternate months and be a combination of speaker and staff led events.
- Innovations team is investigating SirsiDynix MobileCirc. This would be used in remote card registrations (kindergarten roundup and senior fairs) and inventory tasks.
- The library will be starting auto renewals through the ILS software beginning October 2, 2017. This will allow items without other restrictions to renew without the patron needing to request renewal. Other libraries in the consortium have integrated this service with positive feedback from their patrons.
- Mr. Hagen distributed this month’s advocacy article, A Culture of Opportunity: Best Small Library in America 2017 from the September 2017 Library Journal. He highlighted portions of the article and how those would apply to IRPL.

Committee Reports:

Wage and Finance

No Report

Policy and Personnel

Jane held reported that the committee had met in the hour prior to the regular meeting to discuss changes to Personnel Policies 4.31 Sick Leave & 4.32 Vacation; regarding usage increments and definition of immediate family, and Administrative Policy 4 Use of Library Credit Cards; adding MPBL manager to the account. Copies of the proposed revisions were presented for review.
Margy VanLerberghe moved to adopt the revisions to Personnel Policy 4.31, Personnel Policy 4.32, and Administrative Policy 4 as presented. Maryanne Laubner seconded. Motion carried by voice vote.

Jim Widmer reviewed the rates for healthcare renewal and that the current policy through United Healthcare was still the best option for the employees currently enrolled.

Kevin Francis moved to approve renewal of the United Healthcare policy. Larry Hattan seconded. Motion carried by voice vote.

Jim Widmer reviewed the current Personnel Policy 4.21 in relation to the amounts the library pays toward each employee’s healthcare premiums. It was discussed that employees regularly scheduled to work 30 hours or more a week had a lower premium cap than salaried employees.

Margy VanLerberghe moved to increase the monthly premium cap for employees regularly scheduled to work 30 hours or more a week to $550.00. Maryanne Laubner seconded. Motion carried by voice vote.

Mrs. Lemmon will revise Personnel Policy 4.21 accordingly and present the revised policy to the board at the October meeting.

Building and Grounds

No report

Audit

Jim Widmer discussed the process of internal audits and a list of procedures & policies that the Board should review periodically. These audits will begin this year. Kevin Francis and Barbara Wenzinger are members of the audit committee and will determine a date.

Items for Discussion:

- Staff OLC Certification Resolutions – Several staff members have recently completed the requirements for the designation “Certified Public Library Staff”. Mr. Widmer also commended Tim Hagen for chairing the OLC Professional Development Committee.


- Trustee Search – Barbara Wenzinger will be stepping down after 33 years’ service (1983 -2017) at the end of her current term. Mr. Widmer asked Jane Held and Tim Hagen to join him on a Trustee Search committee which will present 3 names to the Board in October for review. Mr.
Widmer will approach these candidates to determine their interest in joining the Board in January 2018.

There being no further business to come before the Board the meeting adjourned at 6:58 pm on a motion by Larry Hattan and a second by Kevin Francis. Motion carried by voice vote.

Dr. Margery VanLerberghe, Secretary

James G. Widmer, President

Lauren S. Lemmon, Fiscal Officer