

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**November 10, 2022**

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, November 10, at 6:00 pm at Ida Rupp Public Library. The following Trustees were present Margy VanLerberghe, Jim Widmer, Jane Held, Maryanne Laubner, Lynne Kroeger, Kevin Francis and Kevin Kast. Also present was Lindsay Faust, Director and Courtney McGrath, Assistant Director.

Public Comments/Correspondence

A thank you card was presented from the United Way in Ottawa County thanking the library for the contribution to the Ohio Imagination Library in Ottawa County.

Approval of the Minutes

Ms. Faust presented the minutes from the October 13 regular meeting.

**Maryanne Laubner moved that the minutes the October 13, 2022 regular meeting be approved as submitted. Kevin Kast seconded the motion. Motion carried by voice vote.**

Staff Recognition

Corvid Griggs, 2 years

Review, Discussion, and Approval of Financial Report

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

Revenue: \$86,948.01

Expenditures: \$113,110.14

Salaries	\$54,738.09
Employee Fringe Benefits	\$13,699.77
Supplies	\$2446.88
Purchased/Contract Services	\$17,908.88
Library Materials	\$24,166.52
Capital Outlay	\$0
Other Objects	\$150.00
Contingency	\$0
General Fund Total	\$113,110.14

Year-to-date October financials in total and by location were presented by Lindsay Faust.

**Jim Widmer moved to accept the financial report and approve expenditures. Kevin Francis seconded. Motion carried by voice vote.**

Donations to Library

There were two donations to the library in October in memory of Phoebe Borman, one from Kim Pugh and the other from Dick and Betty Bliss.

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**November 10, 2022**

Director's Report

- Ms. Faust noted that funds requested from the Ottawa County Community Foundation had been received and distributed to United Way in Ottawa County to benefit the Imagination Library in Ottawa County.
- Patty Curry has joined the circulation team as a clerk.
- Ms. Faust shared a comment from Facebook from a seasonal patron who said visiting the library is one of the highlights of their summer.
- Children's, teen, and adult programming staff collaborated to host magician Michael Mage for a Halloween themed event. The program was very well attended.
- Bonnie Vest resigned from her position.
- Dave Kimmel has started offering one-on-one tech help sessions at Marblehead.
- Erie Islands hosted their annual HalloReads event at the StoryWalk. They had a great turnout and fun was had by all.
- Ms. Faust passed out a revised copy of October's statistics for all locations. The original was referencing November for last year's YTD statistics. Circulation for the year is up 13.66% from 2021 overall.

Committee Reports

**Building and Grounds**

- Met with HBM Architects on November 4. The meeting was productive and gave HBM a better idea of where we want to go with the renovations.
- HBM will complete a more detailed floorplan based on the feedback received in the meeting.
- The design work for the project will either need to go through a Request for Qualifications or bid process. HBM can help with that process.

**Policy & Personnel**

- Policy & Personnel met prior to the board meeting.
- Personnel updates were shared to include that there are two full time vacancies in the youth area and a vacancy for Circulation Supervisor in addition to the ongoing Fiscal Officer vacancy.
- Proposed job description changes for Teen Librarian, Circulation Supervisor and Youth Associate were discussed.
- Ms. Faust also presented a number of options for ways that the Fiscal Officer vacancy can be handled.

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**November 10, 2022**

Items for Discussion:

**A. Temporary Budget**

A temporary budget resolution was presented by Ms. Faust. The temporary budget is approximately ¼ of the permanent appropriations budget. Some line items do have more than ¼ of the proposed appropriations budget to allow the Fiscal Officer to open purchase orders for the year for some items like library material standing orders.

**Jim Widmer moved to adopt the resolution. Jane Held seconded the resolution.**

Roll call vote:	Lynne Kroeger, aye
Margy VanLerberghe, aye	Kevin Francis, aye
Jim Widmer, aye	Kevin Kast, aye
Jane Held, aye	
Maryanne Laubner, aye	

**B. 2023 Salary Scale**

Director Faust presented the proposed 2023 Salary Scale for approval.

**Jane Held moved to adopt the 2023 Salary Scale as presented and Kevin Francis seconded the motion. Motion carried by voice vote.**

**C. 2023 Calendar**

Ms. Faust presented two options for closed dates for the 2023 calendar year. The first option would observe Christmas Eve on Monday, December 26 and Christmas Day on Tuesday, December 27. The second option would observe Christmas Eve on Friday, December 23. Director Faust also proposed in both scenarios that the library close to the public on Columbus Day, Monday, October 9 in order to hold a Staff Development Day training.

**Kevin Francis moved to adopt the second option presented and Lynne Kroeger seconded the motion. Motion carried by voice vote with Jim Widmer and Margy VanLerberghe voting against the motion.**

**D. Board Vacancy**

The board briefly discussed potential candidates for the board vacancy that will be created by Maryanne Laubner's term ending on December 31, 2022. No action was taken; the board will continue to consider candidates.

**Executive Session**

# IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES

## Meeting Minutes

November 10, 2022

At 6:35 pm Kevin Kast made a motion to go into executive session to consider the employment and compensation of a public employee. Kevin Francis seconded the motion.

Roll call vote

Margy VanLerberghe, aye

Lynne Kroeger, aye

Jim Widmer, aye

Kevin Francis, aye

Jane Held, aye

Kevin Kast, aye

Maryanne Laubner, aye

**Motion carried.**

Lindsay Faust and Courtney McGrath left the meeting at 6:52 pm.

The board reconvened in regular session at 7:05 pm.

**Lynne Kroeger made a motion to give Lindsay Faust an 8.7% cost of living adjustment and 3.3% merit raise effective January 1, 2023. Maryanne Laubner seconded the motion. Motion carried by voice vote.**

**Kevin Kast moved to appoint Lindsay Faust as Fiscal Officer until January 31, 2023. Jim Widmer seconded the motion. Motion carried by voice vote.**

**Jim Widmer moved to appoint Courtney McGrath as Deputy Fiscal Officer until January 31, 2023 with the condition that she obtain a surety bond. Kevin Francis seconded the motion. Motion carried by voice vote.**

**Kevin Kast moved to award Lindsay Faust with a \$2,250 bonus for completing fiscal duties between September 12, 2022 and November 11, 2022. Lynne Kroeger seconded the motion. Motion carried.**

**Lynne Kroeger motioned to approve revised job descriptions as presented for Youth Associate II, Circulation Supervisor and Young Adult Librarian. Maryanne Laubner seconded the motion. Motion carried.**

**There being no further business to come before the Board the meeting adjourned at 7:10 pm on a motion by Kevin Kast and a second by Kevin Francis. Motion carried by voice vote.**

---

Jane Held, Secretary

---

Margy VanLerberghe, President

---

Lindsay Faust, Deputy Fiscal Officer