

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**March 14, 2024**

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was called to order on Thursday March 14, 2024 at 6:00 pm- at the Ida Rupp Public Library. The following Trustees were present: Jim Widmer, Kevin Kast, Lynne Kroeger, Laura de Roziere and Jane Held. Also present were Lindsay Faust, Director, Courtney McGrath, Assistant Director and Tim McKenna, Fiscal Officer.

Jim Widmer called the meeting or order at 6:00 pm.

There were no public comments.

Approval of Minutes

Jane Held made a motion to accept the February 8, 2024 Regular Meeting Minutes with one correction on page three. Lynne Kroeger seconded. Motion carries by voice vote.

Review, Discussion and Approval of Financial Report

The Financial Report of February 2024 was presented and reviewed by Tim McKenna. In addition, the Bank Reconciliation Statement and Bank Balances were reviewed.

Revenue:	\$ 92,363.48
Expenses:	\$120,781.49
Salaries:	\$ 68,268.70
Fringe Benefits:	\$ 17,000.46
Supplies:	\$ 711.94
Purchased and Contracted Services:	\$ 14,989.66
Library Materials:	\$ 14,594.19
Capital Outlay:	\$ 3,420.00
Other:	\$ 1,796.54
Contingencies:	\$ 0.00

Laura de Roziere moved to accept the February 2024 Financial Report. Kevin Kast seconded. Motion carried by voice vote.

Donations to Library

There were no donations in February.

Director's Report – Lindsay Faust

- Renovation preparations are moving along.
- There were four bids presented at the February 27 bid opening. All were under budget.
- The meeting with the apparent low bidder was positive.
- Meetings with West Harbor Self Storage to determine a plan for storage units.
- Obsolete files have been identified and collected for destruction following Board approval.
- The library collaborated with the Park District of Ottawa County to host a Bird Seed Ornament event- which was well attended.

From Courtney McGrath

- There was a lot of planning and strategizing during February. Plans for offsite programs taking place in April and May were finalized with the help of the programming staff and Laura Vollmer.
- There has been a continuation of the “weeding” of the entire collection during February. Everyone pitched in and did a great job. Martha Love led the charge for the adult sections and Sharlene Anderson was in charge for the teen and children’s sections.
- February also included a passive Winter Reading Challenge conducted on our Beanstack app. There were over 50 participants. There was good participation from all three locations with the winner being an Erie Islands patron.
- The library started circulating Tonie Boxes and Tonies. A Tonie Box is a soft sided rechargeable device that plays stories and songs when a character is placed on top.

From Laura Vollmer

- February included planning for the Summer Reading after the big performers were finalized.
- Planning on how to market in-house during the renovations are in process. There will be posters and flyers utilized inside and outside the library.

From Martha Love

- The weeding of adult fiction has been completed ahead of the March 8 deadline. The Bataan collection was reviewed title by title/item by item. Multiple copies were evaluated on condition with the best copy kept for the collection.

From Alana Sutherland

- Thirteen patrons attended the Diamond Art Bookmarks program.
- The most popular program in February was the Catawba Island Fun Facts with 31 attendees. Craig Koerpel of the Catawba Island Historical Society was the presenter.

From Corvid Griggs

- The Protecting Our Waterways program brought Imagination Station from Toledo to the library to demonstrate how the water cycle works and what we can do to protect the resource. There were ten attendees.

From Megan Osborn

- The February STEM Explorers program was a big hit. There were twelve attendees for the program about sound and music. The children all had fun playing various “instruments” and learning to sight read with color-coded sheet music.
- The Kids’ O’Keefe Mixed Media Project was a big hit with thirteen attendees. The eight kiddos who painted had fun and created some beautiful artwork.

From Sharlene Anderson

- The Teen Dungeons and Dragons program was a success with fourteen in attendance. They enjoyed the event very much and want to do it again.

Marblehead Peninsula Branch Library – Dave Kimmel

- Fifteen books were delivered to the Danbury Senior Center. There were 23 attendees for the monthly Book Talk.
- Margaret Warren conducted a kid’s craft day program with eleven participants.
- February 8 was a presentation by the head gardener at Lakeside on container gardens. Thirteen people attended this evening program.
- February 16 was another Marblehead Peninsula Coffee Hour. This month’s guest was Jeff White, Marblehead Village administrator. There were eight in attendance.

Erie Islands Branch – Karen Wilhelm

- Chocolate Fest was held on February 10<sup>th</sup> with thirty-five patrons in attendance to vote on their personal favorites of nine entries.
- Duct Tape Wallets, held February 13<sup>th</sup>, was a great event with twenty-six patrons showing up to make wallets.

Lindsay Faust also reviewed the Training/Professional Development of the staff, library statistics, February program attendance and the news coverage of the Ida Rupp Public Library and Branches during February.

### Committee Reports

The Building and Grounds Committee met at 5:00 pm on March 14, 2014. They reviewed the following:

- Interior Renovation Bid – Telamon Construction
- Interior Renovation Update – construction to start by late April/early May
- StoryWalk Update - Benches are installed. Discussion of landscaping.

### Items for Discussion

- A. Budget Resolution: Discussion of permanent budget for 2024. Jane Held moved to adopt Resolution #2024-004 providing for current expenses and other expenditures for the year ending December 31, 2024. Laura de Roziere seconded the motion. A roll call vote was taken. The motion passed unanimously.
- B. Award Bid for Renovation: Review and discussion of the HBM Architecture letter recommending Telamon Construction, Inc. as the lowest bidder for the library renovation. Kevin Kast moved that Resolution #2024-005 be adopted with a contract be awarded to Telamon Construction, Inc. to renovate the Ida Rupp Public Library for the sum of Two Million Two Hundred Ninety-Nine Thousand One-Hundred Dollars (\$2,299,100.00). Motion Seconded by Lynne Kroeger. Motion carries by voice vote unanimously.
- C. Appointment of Prevailing Wage Coordinator: Laura de Roziere moved that the Board of Trustees appoint Tim McKenna, Fiscal Officer, to the position of Prevailing Wage Coordinator. Seconded by Jane Held. Motion carries by voice vote.
- D. Storage Fees: Lindsay Faust reviewed the storage needs during renovation and that East Harbor Storage meets the needs of the library. Laura de Roziere moved that the Board of Trustees approve up to \$1,500.00 per month for storage beginning in April 2024. Seconded by Lynne Kroeger. Motion carries by voice vote.
- E. Approval of Disposal of Obsolete Documents. Kevin Kast moved that the Board of Trustees approve the disposal of documents per the Records Retention Schedule dated 8/14/2020. Second by Laura de Roziere. Carries by voice vote.

Motion to adjourn at 6:35 pm

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Lynne Kroeger, Secretary

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Margy VanLerberghe, President

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Tim McKenna, Fiscal Officer