

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes

September 9, 2021

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, September 9, 2021, at 5:09 pm in the Multi-Purpose Room of the Put-in-Bay School.

The following Trustees were present: Larry Hattan, Jim Widmer, Margy VanLerberghe, Jane Held, Kevin Kast, Kevin Francis. Also present were Lindsay Faust, Director, Janice Beck, Fiscal Officer/Marketing Manager, and Karen Wilhelm, Erie Islands Library Branch Manager.

Public Comments/Correspondence

None

Approval of the Minutes

Ms. Beck presented the minutes from the August 12, 2021 meeting.

Jane Held moved that the minutes of the August 12, 2021 meeting be approved as submitted. Jim Widmer seconded the motion. Motion carried by voice vote.

Staff Recognition

- Laura Vollmer, 9 years
- Margaret Warren, 9 years
- Susan Dress, 7 years
- Jolene Lochotzki, 3 years

Review, Discussion, and Approval of Financial Report

The Financial Report for August 2021, including month-to-date and year-to-date, was distributed, reviewed and discussed as follows:

	August
Revenue	\$505,217.42
Expenditures	\$106,826.77

	August
Salaries	\$ 49,443.53
Employee Fringe Benefits	14,233.30
Supplies	2,016.61
Purchased/Contract Services	20,506.34
Library Materials	19,648.26
Capital Outlay	0.00
Other Objects	978.73
Contingency	0.00
General Fund Total	\$106,826.77
CARES Act Grant	\$ 0.00
CARES Act Mini-Grant	\$0.00
Grand Total	\$ 106,826.77

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Margy VanLerberghe moved to accept the August financial reports and approve expenditures. Kevin Kast seconded. Motion carried by voice vote.

Donations to Library

44 donations were received in August totaling \$2,680.00

- 39 in memory of former Library Trustee Nancy Bailey, totaling \$2,355.00
- 3 donations in memory of Mary Adelle Jadwisiak, totaling \$225.00 from Mary Cocoma & Joseph Sperone, Louis and Laura Engler, and Thomas and Cathy-Jo Nielsen.
- 1 donation in honor of the 50th wedding anniversary of John and Mary Jane Gibson, \$50.00 from Thomas and Joyce Salamone.
- 1 donation in honor of the birthday of Cindy McClung, \$50.00 from Shawn Phelps of Northwestern Mutual.

Erie Islands Update

Karen Wilhelm provided the following report on operations at Erie Islands Library.

- At EIL they have begun to do a little programming by collaborating with the community. Story Times at Lake Erie Nature Center have been popular but activities at Perry's Monument have been less successful.
- She is working with Put-in-Bay School on a kite project. The library has purchased kite kits for each of the students and they are decorating them as part of their art class. Mrs. Wilhelm and the teachers will take the kids out to fly them.
- Mrs. Wilhelm is working with the Park District to address the vandalism that has occurred at the Story Walk. A vandal used a grinder to cut off 2 frames, one which they took and one which they left. The Park District paid for repairs and replacements but other community groups have also stepped up to help with the costs. Currently the District is experimenting with cameras to put up.
- The first in-house event, Hot Wheels Night, was a success with 12 children and 7 adults participating.
- Mrs. Wilhelm thanked the board for the new computers and for the new outdoor sign.
- When asked what may be needed at the library, Mrs. Wilhelm said the carpet is showing wear and will need to be replaced in the near future.

Director's Report

- Mary Breymaier has given notice of her retirement, her last day will be September 23.
- Hold lockers are finally installed at all three locations! We will be working on a video for our patrons to explain exactly how the lockers work.
- The new people counters have been installed at Ida Rupp and Erie Islands. This makes it much easier to track our activity.
- The carpet at Ida Rupp was cleaned. Thank you to all the staff who moved furniture around so that this could be accomplished.
- Our last M.O.M. event was a concert by Miss Kitty and the Litter as a back-to-school event.

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- Kristen Stewart reported that she had a successful tie dye event. “One mom who I have seen at several of my summer story times stopped me after [the tie dye program] and thanked me for the program. She said she has loved bringing her sons to program/story times and she’s looking forward to what we have coming this fall.”
- Alyssa Biro planned and let her first in-person program. Patrons were shown how to make paper beads. The participants enjoyed attending and a few patrons took some of the leftover paper to make more beads at home.
- Erin Sandvick thanked her Marblehead staff for their efforts to create nearly one thousand craft kits over the course of the summer. Crafts, walking tours and trivia nights were well received by their patrons. Ms. Sandvick had also applied for and received science kits from COSI to had out to their patrons.
- Karen Wilhelm reports she has put a new story out at StoryWalk.

Committee Reports:

Wage and Finance

None

Policy and Personnel

This committee met on August 30 and will bring recommendations to the full board in October.

Building and Grounds

None

Items for Discussion:

- **Property tax levy certification for 2022**
The Auditor of Ottawa County has sent the estimated amount to be derived from our levy during 2022.

Jim Widmer moved to Approve Amounts & Rates from Budget Commission. Kevin Francis seconded.

A roll call vote was made to approve Resolution 2021-002.

Larry Hattan, Aye
Jim Widmer, Aye
Margy VanLerberghe, Aye
Jane Held, Aye
Kevin Kast, Aye
Kevin Francis, Aye

Motion carried by Roll call vote.

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- **Changing Librarians to non-exempt status**

The attorney for Ohio Plan, our insurance company, recommended that our two degreed librarians who are not part of the management team be moved from Exempt Salaried to Non-Exempt Hourly status. This would allow them to earn overtime if they work over 40 hours. There are cases which set a precedent that degreed librarians have successfully sued their employers for overtime pay.

The switch to Non-Exempt Hourly will affect how their vacation is accrued. This would result in Ms. Love earning less vacation than what was offered to her upon employment, Ms. Faust would like to allow Ms. Love to earn at the 6-10-year rate beginning 1/1/2022 through the end of her 10th year of employment.

Margy VanLerberghe moved to approve moving Alana Magrum and Martha Love to Non-Exempt status and allowing Ms. Love to accrue vacation at the 6-10-year rate beginning 1/1/2022 through the end of her 10th year. Jane Held seconded. Motion carried by voice vote.

There being no further business to come before the Board the meeting adjourned at 5:42 pm on a motion by Kevin Kast and a second by Margy VanLerberghe. Motion carried by voice vote.

Dr. Margy VanLerberghe, Secretary

Larry Hattan, President

Janice Beck, Fiscal Officer