IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
April 13, 2017

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, April 13, 2017, at 6:02 pm in the Board Room of the Library.

The following Trustees were present: James Widmer, Margy VanLerberghe, Barbara Wenzinger, Kevin Francis, Larry Hattan, and Jane Held. Maryanne Laubner was not present. Also present were Tim Hagen; Director, and Lauren Lemmon; Assistant Director/Fiscal Officer.

Public Comments/Correspondence

- Thank you note from Mary Bash, AARP Tax Aides, in appreciation of the library making space available for this program and for the assistance of staff with scheduling and technology.
- Gilbert Marez, Boy Scout Troop 331, Life Scout rank, presented his proposal for an Eagle Scout project to install a flagpole at the Marblehead Peninsula Branch Library location. Mr. Marez spoke of possible placement locations, flagpole styles, his fundraising plans, installation timelines and other details involved in his proposed project. The Board members referred Mr. Marez to the Village of Marblehead Zoning to determine needs regarding permitted specifications and permits.

Larry Hattan moved to allow Gilbert Marez to proceed with his Eagle Scout project to install a flagpole at the Marblehead Peninsula Branch Library. Final plans are to be presented at the regular meeting of the Board on May 11, 2017. Kevin Francis seconded the motion. Motion carried by voice vote.

Minutes from the March 9, 2017 regular meeting were presented.

Larry Hattan moved that the minutes of the both meetings be approved as submitted. Kevin Francis seconded the motion. Motion carried by voice vote.

Staff Recognition

- Staff employees with anniversaries this month
  - Haley Prusik, 6 years
  - Amber Cupp, 6 years
- Susan Dress, public services clerk, was invited into the meeting to present to the board her role at the library. Susan described her usual desk duties as part of the public services desk staff which include check in, check out, and emptying the book drops. Susan also works on tasks that help to keep the adult collection in good order. She regularly checks that items are not ‘in transit’ for extended periods. Items that haven’t cleared this status after three weeks require diligence in determining if they had actually arrived at our library or their owning library. This involves searching our shelves for the items and also contacting the other library and asking them to search their shelves. Another task that she undertakes is trying to locate items that are showing status of Missing, Lost, or Claimed Returned. This also involves carefully searching our shelves for these items. The part of her job that she enjoys the most is working with the patrons; she especially loves ‘selling’ the library’s services, events, and resources, and successfully finding a book that the patron wants. She also offers computer assistance and working here has helped her to recognize the digital divide and that many that use our library need technology assistance. Susan has also lent her creative talents to the library by taking over the task of
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keeping the display in the window cases at both entrances relevant and interesting. Whenever
the library is not showcasing a specific event, Susan will design an inviting display. She began
doing this with her brother’s ship models and the displays were so well received that the task of
keeping these display cases in use became hers.

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

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<table>
<thead>
<tr>
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<tr>
<td>Revenue</td>
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<td>Expenditures</td>
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<td>Contingency</td>
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Barbara Wenzinger moved to accept the financial report and approve expenditures for March 2017.
Margy VanLerberghe seconded. Motion carried by voice vote.

Donations

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

Director’s Report

Mr. Hagen reports that it is currently a very active time in the library, he has been busy but all the
various projects are making progress.

- Jennifer Buch, Courtney McGrath and two other staff members recently attended workshops of
  the opioid epidemic and will be sharing the information they learned with staff soon. This
  problem is beginning to show up in libraries statewide. Mr. Francis shared that Leadership
  Ottawa County is working on a project to bring attention to this issue as well. The library will
  continue to research ways to educate the public and prepare the staff to handle any potential
  related incidents.
- The Reader’s Advisory Team has recently updated its pages on the website and will be working
  with the marketing team on promotion of this library service.
- Courtney McGrath will be taking public services desk staff on a tour of other libraries to gather
  other service and display ideas.
- Roslyn Hashiguchi has been hired as a substitute clerk one. Mr. Hagen will introduce her to the
  Board at a future meeting.
- National Library Week and National Volunteer Appreciation week activities are being planned by
  the Appreciation Team.
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- Mr. Hagen and Mrs. Cupp have been in contact with Jen Nickel of the Greater Port Clinton Area Arts Council (GPCAAC) to partner with them during this summer’s Art Walks; IRPL will set up a booth, and possible series of art classes. Mrs. Wenzinger requested that Mrs. Cupp contact GPCAAC to advertise future Sean Crum art programs to their members.
- Coding – Mr. Hagen is exploring the possibility of partnering with a local business or agency to host coding classes here at the library.
- Mr. Hagen and Mr. Widmer recently attended Ohio Legislative Day, an OLC event that allows library administrative staff to connect with their representatives in Columbus and ask for their support in legislative issues.
- Jennifer Buch and Courtney McGrath have begun a book discussion for developmentally challenged adults. They meet with the participants at Magruder Hospital and the program has had a positive beginning.
- Mr. Hagen pointed out the increase in TrueFlix usage indicated in the Library Services Report. The marketing team has been highlighting one electronic resource each month with public and staff and the increased usage indicates a success. Other resources will be targeted for marketing each month.
- Lauren Lemmon provided each Board member with a new report showing volunteer activities at the library. She will provide this report on a quarterly basis.

Committee Reports:

Wage and Finance

Mrs. Wenzinger reported that the committee met prior to tonight’s meeting and reviewed the status of the appropriations YTD and the 10 year projections. They are also reviewing possible revisions to the Wage and Salary Scale and will continue with that project at their next quarterly meeting.

Policy and Personnel

No report

Building and Grounds

No report

Audit

No report
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Items for Discussion:

- Reallocation for property taxes – Mrs. Lemmon reported that the initial budget for the property taxes on the Marblehead property is not sufficient for the new tax rates after the parcel was split from the previous owner’s adjoining parcel. Also, the original sales agreement included and addendum to reimburse the seller for the prorated taxes paid for the 2015 tax year. Mrs. Lemmon has determined that the appropriation for these expenses will need to increase by $4,406.70. She recommends that the fund be reallocated from the appropriation for Marblehead Custodial services. This will change the funding of the 2017 Annual Appropriations Resolution at the object level but not the Total Appropriations. If approved, Mrs. Lemmon will file the changes with the Ottawa County Auditor.

Larry Hattan moved the adoption of Resolution #2017-003 to Amend Appropriations reallocating $4,406.70 from Purchased/Contracted Services to Other Objects. Kevin Francis seconded. Resolution adopted by roll call vote (Ayes – Widmer, Hattan, VanLerberghe, Francis, Wenzinger, Held).

- MPBL updates
  - Spectrum has installed the fiber optic cables for Internet services.
  - Sewer work has been approved for C.L. Fox.; scheduling is pending.
  - Limestone is being installed on the fireplace front by Masonry Construction.
  - Spieler has a new crew leader on site.
  - The next construction meeting is scheduled for April 25th; it appears that the work is still on schedule.
  - Nick Hogrefe (Spieler) has heard from the Village that the plans for drainage from the parking lot to a catch basin will not be approved. He is looking for other options and will update Mr. Hagen.
  - Catawba Security has been approved for running data lines, installing fire alarms, security systems, CCTV, Projector, and People Counters.
  - Sue Foster continues to work with Mr. Hagen and Mrs. Lemmon on other parts of the technology needs of MPBL.
  - Collection Development is progressing; orders will begin to be placed this month.
  - Staffing is being developed.
  - Branch Hours – Mr. Hagen and Mrs. Lemmon researched hours of other library branch locations in Ohio and presented their findings as proposed hours for MPBL at 28 hours of operation per week. Discussion on the merits of the presented schedule and recommendations for adjustments were made. Formal determination of hours will be made at a later date.
  - Personnel – Mr. Hagen opened the MPBL positions internally and had interest from several staff members to work at MPBL and others to attain additional hours at IRPL when staff relocates to MPBL. Miss Buch and Mrs. Warren will now share their time between MPBL and IRPL as Branch Manager and Associate 2 respectively. The two remaining positions, clerks, will be advertised publically.

- Neighboring Property update – Mr. Hagen has spoken with Mr. Oberle in regards to his building encroaching on the property line. Mr. Oberle will obtain a survey from BEC and work with us to obtain an easement to resolve this issue.
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- Chamber of Commerce Annual Awards Dinner – The library has been nominated for the Lighthouse Award. Mr. Hagen, Mr. Widmer, Mrs. Wenzinger, and 2 staff members will represent the library at the dinner.

Advocacy Articles

Mr. Hagen shared an email from Beverly Cain, State Librarian of Ohio, in regards to the IMLS and the effect cuts to that in the Federal Budget would have on State Library Funding and services that the library benefits from through the State Library.

There being no further business to come before the Board the meeting adjourned at 8:00pm on a motion by Jane Held and a second by Larry Hattan. Motion carried by voice vote.

Dr. Marge VanLerberghe, Secretary

Lauren S. Lemmon, Fiscal Officer