

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes

September 13, 2018

{Erie Islands Library}

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, September 13, 2018, at 4:15 pm in the Erie Islands Library.

The following Trustees were present: Larry Hattan, Jane Held, Kevin Francis, Maryanne Laubner, and Margy VanLerberghe, Jim Widmer and Deanna Erwin were not present. Also present were Lindsay Faust; Director, Karen Wilhelm; Erie Islands Library manager and Kathleen Kaiser-Holscott; Library Associate.

Public Comments/Correspondence

None

Approval of the Minutes

Minutes from the August 9, 2018 regular meeting and September 6, 2018 special meeting were presented.

Margy VanLerberghe moved that the minutes of the August 9, 2018 and September 6, 2018 meetings be approved as submitted. Kevin Francis seconded the motion. Motion carried by voice vote.

Staff Recognition

- Staff with anniversaries this month:
 - Susan Dress, 4 years
 - Laura Vollmer, 6 years
 - Margaret Warren, 6 years
 - Stanislaw Chrapkiewicz, 18 years

Review, Discussion, and Approval of Financial Report

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

Revenue: \$424,523.62

Expenditures: \$109,581.61

Salaries	\$47,187.36
Employee Fringe Benefits	\$8,760.74
Supplies	\$2,323.40
Purchased/Contract Services	\$28,170.06
Library Materials	\$18,644.04
Capital Outlay	\$2,321.01
Other Objects	\$2,175.00
Contingency	\$0.00

Margy VanLerberghe moved to accept the financial report and approve expenditures. Kevin Francis seconded. Motion carried by voice vote.

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Donations

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

Director's Report

Ms. Faust reviewed her report, highlighting several items:

- Ariel Gresh received her Certified Public Library Staff certification from the Ohio Library Council.
- Haley Prusik worked with the Ohio Public Library Network (OPLIN) to make Lynda.com available to our patrons.
- Several staff will be attending the OLC Convention & Expo in October.
- The Fiscal Officer/Facilities Manager position has been posted on the Library's website and also posted to OhioNet, Ohio Library Council, Indeed.com, Ohio Means Jobs, Learn4Good.com and the Ohio Government Fiscal Officer Association website.
- Several staff members attended AED and CPR training. The hands on training session was the second training to teach staff how to use the new AED.
- Ms. Faust and Miss Buch met with Danbury School Districts new Superintendent, Cari Buehler.
- Ms. Faust was invited to attend a Kiwanis meeting and is in the process of joining the organization.

Advocacy

Ms. Faust discussed two articles that were distributed about Lynda.com a new resource made available to the library by the Ohio Library Council and the Ohio Public Library Information Network.

Committee Reports:

Audit

No Report

Nominating Committee

No Report

Wage and Finance

No Report

Policy and Personnel

An addition to the *Personnel Policy 5.7 Employee Involvement in the Community* is recommended to avoid potential conflicts of interest.

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Building and Grounds

Mr. Hattan mentioned need for the Building and Grounds Committee to meet to discuss placing paper towel dispensers in the restrooms at the Marblehead Peninsula Branch Library.

Items for Discussion

- Policy and Personnel recommendations- a proposed addition to *Personnel Policy* was presented.

Kevin Francis moved to adopt the proposed *Personnel Policy 5.7 Employee Involvement in the Community* as presented. Margy VanLergerghe seconded. Motion Carried by voice vote.

- Staff OLC Certification Resolutions – Ariel Gresh completed requirements for the designation “Certified Public Library Staff.”

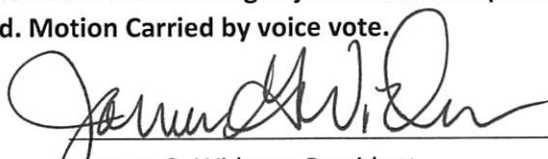
Larry Hattan moved to adopt Resolution 2018-012 commending Ariel Gresh on qualifying for the Ohio Library Council Public Library Staff certification. Jane Held seconded. Resolution adopted by roll call vote [Ayes- Hattan, VanLerberghe, Francis, Held and Laubner. Nays – none]

- Levy Update – Larry Hattan reported that the informational mailers about the levy have been distributed. Mr. Hattan also reported that the levy has been placed on the ballot and the proof has been approved.
- Erie Islands Library Updates – Karen Wilhelm thanked the Board for coming to EIL and for visiting the Story Walk. Ms. Wilhelm gave copies of an editorial from *The Put-in-Bay Gazette* written by Xiling Song a student from China who worked on the island during the summer months. In the article Ms. Song wrote how the library’s warm welcome completely changed her outlook on the island. Ms. Wilhelm also noted the article she wrote that features library happenings. Ms. Wilhelm mentioned that the library would be opening 20 minutes late due to a police department drill taking place at the High School on Friday, September 14, 2018. A copy of the Ottawa County Foundation Newsletter was presented. The newsletter features information about the Foundation’s grant to the library. The park district will include the article written for the Gazette in their upcoming newsletter. At the recent school open house, the library stayed open later to allow parents to visit the library, 23 people walked through during the open house. Staff at Erie Islands are considering hosting a Teen Advisory Board to encourage more involvement from teens in the community. Ms. Wilhelm also noted that the library will host the Scholastic Book Fair in October. Ms. Wilhelm and Ms. Duff will attend the OLC Convention.

There being no further business to come before the Board the meeting adjourned at 4:43 pm on a motion by Kevin Francis and a second by Jane Held. Motion Carried by voice vote.



Dr. Margy VanLerberghe, Secretary



James G. Widmer, President



Lindsay Faust, Deputy Fiscal Officer