

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**August 8, 2019**

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, August 8, 2019, at 4:19 pm in Room 112 of the Put-in-Bay School.

The following Trustees were present:

James Widmer, Larry Hattan, Margie VanLerberghe, Jane Held, Kevin Kast, and Maryanne Laubner.

Also present were Lindsay Faust; Director, Janice Beck; Fiscal Officer/Marketing Manager, and Karen Wilhelm; Branch Manager of Erie Islands Library.

Public Comments/Correspondence

None

Approval of the Minutes

Minutes from the July 11, 2019 regular meeting were presented.

**Larry Hattan moved that the minutes of the July 2019 meeting be approved as submitted. Jane Held seconded the motion. Motion carried by voice vote.**

Staff Recognition

- Staff employees with anniversaries this month
  - Jennifer Buch, 12 years
  - Lindsay Faust, 1 year

Review, Discussion, and Approval of Financial Report

The Financial Report for July 2019 was distributed, reviewed and discussed as follows:

Revenue:       \$ 74,116.47  
 Expenditures: \$103,890.31

Salaries	\$52,692.28
Employee Fringe Benefits	\$11,347.15
Supplies	\$1,984.03
Purchased/Contract Services	\$8,162.73
Library Materials	\$25,655.46
Capital Outlay	\$2,006.25
Other Objects	\$2,042.41
Contingency	\$0.00
	\$103,890.31

**Margie VanLerberghe moved to accept the financial report and approve expenditures. Maryanne Laubner seconded. Motion carried by voice vote.**

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Donations to Library

Donations totaling \$61 were received in July. \$15 in memory of Nancy Bauman from Glen Verhoff; \$20 as a Thank You from Ron Haffner after using our notary service; and \$26 in memory of Ted Dress from the Staff of Ida Rupp Public Library.

Director's Report

Ms. Faust highlighted several items from her written report:

- Ms. Faust attended the third “New Director’s Workshop” in Columbus. One more session will be held in August. She has found the series to be very informative and a good networking opportunity.
- Ms. Beck attended a meeting at Sandusky Library to meet the new State Representative, D.J. Swearingen. It was an opportunity for the libraries in his district to introduce themselves, offer our meeting spaces for his public meetings, and to let him know the concerns of libraries in regards to budgetary decisions.
- Courtney McGrath made a presentation to the SASSY group of the Ottawa County Board of DD in which she reviewed library services that might be of interest to them. The presentation drew larger-than-normal attendance and many individuals came to the library in the following week to check out materials and/or obtain a library card.
- Ariel Gresh attended a newly-created OLC conference on facilities management which she found beneficial.
- Kristen Stewart offered a cake decorating class that filled up almost immediately. Since it was so well received, Ms. Stewart will schedule additional classes for those who couldn’t get in to the first session.
- Alana Magrum has reported that teens are benefitting from the programming she has created.
- The Archery class conducted by the Ohio Department of Natural Resources taught attendees how to shoot arrows from bows. The instructors were kept busy for the full two hours with children, teen and adult participants. Plans are to have them return in 2020.
- In an example of one program leading to increased participation in another program, the Trivia at Rocky Point Winery has increased the attendance at the historical walking tours of both Marblehead and Jamestown. Since the trivia includes local history questions, people are attending the walks to gain knowledge which will improve their trivia performance.

Kevin Francis arrived at 4:32 during Ms. Faust’s report.

Advocacy

This month’s article concerned the recent decision by book publisher MacMillan to limit public library access to eBooks. The new lending model will limit public libraries to only one copy of titles being newly released in digital format. Additional e-copies would not be available for eight more weeks. Given that libraries pay double the print rate for an eBook, the publisher’s claims of losing money on library purchases are questionable. Most libraries purchase eBooks in a “purchase to holds” ratio where they purchase additional e-copies when the number of holds exceeds a certain threshold. Libraries do this to

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keep the wait times for popular titles and authors within a reasonable time frame. Restricting the number of copies and imposing an embargo will significantly increase those wait times leaving patrons unhappy.

Committee Reports:

Wage and Finance

None

Policy and Personnel

None

Audit

None

Building and Grounds

None

Items for Discussion:

- Erie Islands Library Update – Karen Wilhelm

Story Walk – from 8/1/18 – 7/21/19 1,221 people signed the book that they walked the trail, Ms. Wilhelm has seen many people leave without signing so attendance is very good. She leaves books up four to six weeks. At the end of July, she participated in Green Week events at the Walk. On Monday, there was a nice crowd at the park and she represented the library for an hour and a half. However, on Tuesday, the weather was bad, no one came to the Walk so she left early. Ms. Wilhelm is planning to do HallowReads at the Story Walk again this year as it was successful in 2018.

The book sale over July 4<sup>th</sup> went very well with \$425 raised. An additional \$125 was raised from the sale of an unused projector. Volunteers helping with the sale decided to utilize a silent auction approach for the projected and that resulted in a nice sales price.

Ms. Wilhelm is looking outward and partnering with the Senior Center for some programs and activities. As part of the Summer Program, she hosted a space-themed event there with Gene Zajac, 32 people attended. The Space Camp program was a hands-on event where the children could make several craft projects.

Ms. Wilhelm indicated that space is definitely at a premium. They are weeding items that they should probably be keeping as they are still fairly current. Also the DVD collection needs to be expanded. The local store that previously rented DVDs discontinued that service so library numbers are increasing. Patrons are also asking for more magazines.

When asked what was needed for the facility, Ms. Wilhelm replied that a new countertop would be appreciated as the current one has laminate missing in some places and in others it is held on

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with clear binding tape. She also explained there are a few issues with the school not following the agreement. Cleaning isn't done as it should be and the janitor didn't refill paper towel dispensers in the restrooms this summer. If more space could be provided that would help as well.

- Ottawa County Community Fund update  
Ms. Beck reported that she had a meeting with Joy Roth of the Ottawa County Community Foundation to learn about the Ida Rupp Public Library fund held at the Foundation. Mrs. Roth provided a wealth of information about the fund, how it can be used, how to access funding, etc. She also provided information about a second fund which benefits the library, the Jean C. Rutan Fund. The Ida Rupp Public Library Fund has a balance of over \$58,000 as of March 31<sup>st</sup> and an available balance to withdraw of just over \$20,000. The Jean C. Rutan Fund has a balance of over \$51,000 and an available balance to withdraw of approximately \$11,000.

Mrs. Roth explained that the library had several options in regards to these funds:

- 1) Leave the money to be reinvested for future use
- 2) Request some or all of the "available to withdraw" monies
- 3) Request a flat annual amount be provided each March to access the "available to withdraw" funds

Mrs. Roth volunteered to attend the September Board meeting to provide additional information if it was desired.

Board members decided not to withdraw from either fund at this time, interest will continue to accrue. Ms. Beck will let Mrs. Roth know that she does not need to attend the September meeting.

**There being no further business to come before the Board the meeting adjourned at 5:02 pm on a motion by Kevin Kast and a second by Margie VanLerberghe. Motion carried by voice vote.**

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Dr. Margy VanLerberghe, Secretary

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James G. Widmer, President

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Janice Beck, Fiscal Officer