IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
January 11, 2018

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, January 11, 2018, at 6:22 pm in the Board Room of the Library.

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

Public Comments/Correspondence

Mr. Widmer read thank you notes received from staff.

Approval of Minutes

Minutes from the December 14, 2017 regular meeting were presented.

Kevin Francis moved that the minutes of the December 14, 2017 meeting be approved as submitted. Deanna Erwin seconded the motion. Motion carried by voice vote.

Staff Recognition

- Staff employees with anniversaries this month; each will receive a Port Clinton Area Chamber of Commerce gift certificate in recognition of their years’ service.
  - Alana Magrum, 6 years
  - Karen Wilhelm, 7 years
  - Terri Winke, 19 years
  - Sue Foster, 33 years

Review, Discussion, and Approval of Financial Report

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

Revenue: $66,153.86
Expenditures: $137,747.11

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Salaries</td>
<td>52,711.92</td>
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<tr>
<td>Employee Fringe Benefits</td>
<td>13,247.12</td>
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<tr>
<td>Supplies</td>
<td>3,056.96</td>
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<tr>
<td>Purchased/Contract Services</td>
<td>24,231.88</td>
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<tr>
<td>Library Materials</td>
<td>33,792.13</td>
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<tr>
<td>Capital Outlay</td>
<td>6,032.13</td>
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<tr>
<td>Other Objects</td>
<td>4,674.97</td>
</tr>
<tr>
<td>Contingency</td>
<td>0.00</td>
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</tbody>
</table>
Jane Held moved to accept the financial report and approve expenditures. Kevin Francis seconded. Motion carried by voice vote.

Lauren Lemmon reviewed the Amended Official Certificate of Estimated Resources received from the Auditor's Office of Ottawa County and presented Resolution #2018-002 Annual Appropriation Resolution to provide for the current expenses and other expenditures for the fiscal year ending December 31, 2018. These permanent appropriations would replace the temporary appropriations adopted at the December 2017 meeting.

Margy VanLerberghe moved to adopt the Annual Appropriation Resolution #2018-002 as presented.

<table>
<thead>
<tr>
<th>GENERAL FUND</th>
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<tbody>
<tr>
<td>SALARIES</td>
<td>$677,489.85</td>
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<tr>
<td>EMPLOYEE FRINGE BENEFITS</td>
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<td>SUPPLIES</td>
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<td>PURCHASED/CONTRACT SERVICES</td>
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<td>LIBRARY MATERIALS</td>
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<td>CAPITAL OUTLAY</td>
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<td>OTHER OBJECTS</td>
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<td>CONTINGENCY</td>
<td>$25,000.00</td>
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<td>Total Appropriations</td>
<td>$1,612,987.73</td>
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Donations

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

Director's Report

Mr. Hagen highlighted from his written report:

- Catawba Security will be working on network upgrades beginning Monday, January 15, 2018. There will be a disruption of internet connectivity while they complete their work.

- Online Resources – the management team has decided to switch from Zinio to Flipster for the electronic magazine offerings. They will make the final selection of magazine titles to offer through this platform and have it available to the public by early February. There will be a more organized push with both staff and the public for the online resources that the library offers. These services will be re-evaluated at the end of 2018 to determine community needs. More presentations of these items will be made to the Board at future meetings.
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- Ariel Gresh has been working on identifying alternatives for free tax preparation services in the area that staff will be able to relay to concerned patrons as AARP TaxAides will be unable to operate at the library this year due to organizational issues.
- Roslyn Hashigushi has turned in her letter of resignation and will no longer be available as a library clerk substitute at IRPL. The library will be posting job advertisements for substitutes at both IRPL and MPBL.
- The management team continues to meet and Mr. Hagen reviewed their goals for 2018. Other teams are being reorganized but are still active among the staff. Mr. Widmer commented that the teams have had a positive impact on the staffing at IRPL and that he appreciates that Mr. Hagen has brought this concept to the library.
- Mr. Hagen shared this month’s advocacy article, *All in: remaking public life* by Rebecca T. Miller.
- Mr. Widmer asked that the marketing report and EIL report be forwarded to the Board by email prior to the meeting so that all can have time to read them beforehand.

**Committee Reports:**

**Wage and Finance**

Mr. Widmer reported that the committee had met prior to the regular meeting to review the year-end financials and 10 year projections. Mrs. Lemmon had extrapolated the expenditures for MPBL and EIL for their review as well and will continue to do so going forward. The committee also discussed timelines for the next levy renewal process. More discussions will follow and will be reported to the full board.

**Policy and Personnel**

No Report

**Building and Grounds**

No Report

**Audit**

No Report

**Items for Discussion:**

- Strategic Planning Process Updates — Evan Strubble remains in contact with Mr. Hagen facilitating the process. An eight-member steering committee has been formed consisting of board members and staff. They are currently drafting a community survey and developing distribution methods. Once the survey is made available to the community, they will allow at least 6 weeks for responses. Mr. Strubble will help them evaluate the input.
Winter Library Challenge – Margaret Warren has designed this year’s program with emphasis on using the library. Participants can earn drawing slips for using the library in any fashion. She will have three drawings through the winter. MPBL and EIL will also participate.

Focus Points – Results from last year’s Board of Trustees Self-Evaluation. Mr. Widmer reviewed the findings of this evaluation, highlighting topics that had been addressed or were in the process of being addressed. He invited the other trustees to add their comments or other topics they feel need to be addressed. One recent item is the Library Trustee Orientation Binder. Deanna Erwin commented that she has found it helpful; other members asked to have a copy of the binder.

February meeting attendance – Mr. Widmer noted that three of the trustees are not able to make the February meeting and reminded the other trustees to inform Mr. Hagen as soon as possible if they would not be able to make the meeting. It will require the attendance of the remaining four members of the Board to make a quorum.

There being no further business to come before the Board the meeting adjourned at 7:00 pm on a motion by Kevin Francis and a second by Margy VanLerberghe. Motion carried by voice vote.

Dr. Margy VanLerberghe, Secretary
James G. Widmer, President
Lauren S. Lemmon, Fiscal Officer