IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
DECEMBER 14, 2017

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, December 14, 2017, at 6:40 pm in the Board Room of the Library.

The following Trustees were present: James Widmer, Margy VanLerberghhe, Barbara Wenzinger, Maryanne Laubner, Kevin Francis, Larry Hattan, and Jane Held. Also present were Tim Hagen; Director, Lauren Lemmon; Assistant Director/Fiscal Officer, and Deanna Erwin, Trustee nominee.

Mr. Widmer noted that this would be the final official meeting for Barbara Wenzinger after serving as a Trustee for 35 years.

Public Comments & Correspondence

None

Approval of Minutes

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

Barbara Wenzinger moved that the minutes of the November 9, 2017 regular meeting be approved as submitted. Kevin Francis seconded the motion. Motion carried by voice vote.

Staff Recognition

Staff employees with anniversaries this month:
  o Jennifer Blumensaadt, 5 years
  o Lillian Thompson, 1 year

Review, Discussion, and Approval of Financial Report

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

<table>
<thead>
<tr>
<th>Revenue: $55,316.80</th>
<th>Expenditures: $152,301.96</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Salaries</th>
<th>52,360.89</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Fringe Benefits</td>
<td>7,964.67</td>
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<tr>
<td>Supplies</td>
<td>1,842.52</td>
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<tr>
<td>Purchased/Contract Services</td>
<td>8,875.02</td>
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<tr>
<td>Library Materials</td>
<td>23,769.64</td>
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<tr>
<td>Capital Outlay</td>
<td>54,769.39</td>
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<tr>
<td>Other Objects</td>
<td>2,509.83</td>
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<tr>
<td>Contingency</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

Donations

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

Director's Report

Mr. Hagen reviewed his report, highlighting several items:

- SmartTV has been installed in the conference room; this Friends of the Ida Rupp Public Library supported project will be beneficial for future Board meetings and the technology will be available to community groups using the conference room.
- Masonry Construction has completed the foundation repair to the west wall. They also repaired the brick work and parapet. They will return in 2018 to repair the drywall in the community rooms.
- Terri Winke and Kristen Stewart met with Chris Galvin of the United Way to determine ways to increase staff engagement with the good works United Way does in Ottawa County. Staff will be encouraged to contribute for Casual Dress Days Fridays-Sundays. They have been reminded that they have the option of authorizing payroll deductions.
- Current Projects
  - Staff training – NAMI recently presented to the staff on Mental Health Awareness. In February, Bayshore Counseling will present on positive interactions with teens.
  - New Staff Teams are organizing for 2018.
- Neighboring property recently sold to Bayshore Counseling and is being renovated for those offices. The Habitzels retained ownership of the small blue building and it will continue to be leased by the Ottawa County Community Foundation.
- Advocacy Articles – Mr. Hagen shared an article from ALA on Net Neutrality.

Committee Reports:

Audit

Mr. Widmer described the internal audit procedure and the findings of their recent audit. Mrs. Lemmon has instituted new protocols regarding the use of Library Credit Cards and the audit committee will review this at the next audit. Mrs. Lemmon also shared that The Ohio Legislature is in the process of passing additional legislation that will govern the use of credit cards by political subdivisions, including public libraries.

Nominating Committee

The committee has met and presented the 2018 slate of officers:

President: James G. Widmer
Vice-President: Larry Hattan
Secretary: Margarita VanLerberghe
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Wage and Finance

No Report

Policy and Personnel

No Report

Building and Grounds

No Report

Items for Discussion:

- Port Clinton City School District Board of Education has approved the appointment of Deanna Erwin to the Board of Trustees for a seven-year term to expire December 31, 2024.

- Temporary Appropriations – Mrs. Lemmon presented a resolution to approve 2018 Temporary Appropriations for the first quarter of 2018 as follows:
  
<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Salaries</td>
<td>169,372.46</td>
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<td>Employee Fringe Benefits</td>
<td>40,679.47</td>
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<td>Supplies</td>
<td>10,650.00</td>
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<td>Purchased/Contract Services</td>
<td>53,841.25</td>
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<td>Library Materials</td>
<td>119,553.75</td>
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<tr>
<td>Capital Outlay</td>
<td>19,250.00</td>
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<td>Other Objects</td>
<td>18,250.00</td>
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<tr>
<td>Contingency</td>
<td>25,000.00</td>
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<tr>
<td>Total Temporary App.</td>
<td>456,596.93</td>
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- Strategic Planning Process Updates – Mr. Hagen informed the board that Evan Strubble had visited from the State Library of Ohio. Mr. Strubble has provided a timeline. The next step will be forming a steering committee and developing a community survey. If any board members are interested in participating they should contact Mr. Widmer. Mr. Strubble facilitates all parts of the process but the final input and approval will rest with the Board. Another component of the State Library’s involvement will be a Space Use Study. Mandy Simon will visit the library in April or May for this part. Her recommendations may factor into the final strategic plan. These services are at no charge from the State Library.

Kevin Francis moved to proceed with the Strategic Planning Process with the State Library of Ohio, Margy VanLerberghe seconded. Motion carried by voice vote.
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- AARP TaxAides – This service will not be provided in Ottawa County this year. Ariel Gresh is creating a reference guide to other tax services in the area.
- Marblehead Planning Commission – The remainder of the Main Street property has been split into individually owned properties. The ingress/egress from the MPBL parking lot will remain the same as was established when the library purchased its property.
- Catawba Security – Ms. Foster has recommended that the library's servers and cabling be upgraded. Catawba Security has provided Quote 2111 for computer network upgrade in the amount of $6,799.65.

Jane Held moved to approve the expenditure for Computer Network Upgrades a proposed by Catawba Security in Quote 2111. Larry Hattan seconded. Motion carried by voice vote.

- Mr. Hagen discussed the need to replace worn chairs in the staff workrooms, offices, and tech lab. There are sufficient funds in the Furniture budget but he has not received a formal quote.

Larry Hattan moved to approve expenditures for new chairs in workrooms and tech Lab not to exceed $5,000.00. Barbara Wenzinger seconded. Motion carried by voice vote.

- Mr. Hagen discussed that there is a need for additional lighting in the parking lot at MPBL. He is working with a lighting company recommended by HBM.

Larry Hattan moved to approve expenditures for the MPBL parking lot lighting project not to exceed $6,000.00. Margy VanLerbergha seconded. Motion carried by voice vote.

- Mr. Hagen and Mr. Widmer have been discussing having an opportunity to meet with the Friends of the Ida Rupp Public Library Board prior to the March or April meeting. They would also like to meet with the Board of the Friend of the Marblehead Peninsula Branch Library prior to the May meeting. More details will follow at future meetings.
- Mr. Hagen then presented a slideshow of 2017 in Review using the new technology equipment recently installed in the Conference Room.

There being no further business to come before the Board the meeting adjourned at 7:46 pm on a motion by Barbara Wenzinger and a second by Larry Hattan. Motion carried by voice vote.

Dr. Margy VanLerbergha, Secretary

James G. Widmer, President

Lauren S. Lemmon, Fiscal Officer