

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
July 11, 2019

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, July 11, 2019, at 6:01 pm in the Board Room of the Ida Rupp Public Library.

The following Trustees were present: James Widmer, Kevin Francis, Jane Held, and Maryanne Laubner. Also present were Lindsay Faust, Director; and Janice Beck, Fiscal Officer/Marketing Manager.

Public Comments/Correspondence

The Board received a letter from the Friends of the Marblehead Peninsula Branch Library celebrating the second anniversary of the branch.

Five area residents attended the meeting, with a sixth person joining later. Amy Turinsky read a statement in reference to how Jennifer Buch has helped her. Ms. Turinsky gave the board additional letters from residents commending Ms. Buch’s efforts on their behalf. Ms. Turinsky also provided the board with information on a training program she feels would be beneficial to library personnel. All documents will be filed with the July meeting minutes.

Approval of the Minutes

Minutes from the June 13, 2019 regular meeting were presented.

Jane Held moved that the minutes of the June 2019 meeting be approved as submitted. Kevin Francis seconded the motion. Motion carried by voice vote.

Staff Recognition

- Staff employees with anniversaries this month
 - Mary Breymaier, 9 years

Review, Discussion, and Approval of Financial Report

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

Revenue: \$ 69,482.02
 Expenditures: \$ 99,278.09

Salaries	\$52,490.27
Employee Fringe Benefits	\$11,945.40
Supplies	\$3,298.53
Purchased/Contract Services	\$12,892.62
Library Materials	\$16,039.54
Capital Outlay	\$284.98
Other Objects	\$2,326.75
Contingency	\$0.00
	\$99,278.09

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

Donations to Library

Donations totaling \$276 were received in June. \$81 in memory of Sue Haering from the Lakeside Noonday Club, \$50 in memory of Jerneycic Michelle and Brett Waldron, and \$135 in memory of Nancy Bauman from 6 donors, and a \$25 donations to the Children department from the Moomaw family.

Director's Report

Ms. Faust highlighted several items from her written report:

- A community puzzle has been added at Ida Rupp. Puzzles were donated by Jan Beck and her sister for anyone in the library to assemble.
- Due to the popularity of Kristen Stewart's summer scavenger hunt, a second hunt has been added.
- Jennifer Buch reports that the non-traditional summer events are doing well.
- Terri Winke is doing 3 story times each week and those are well attended.
- Alana Magrum led a short tour of the library for Goodwill's Career Experience. Local teens who are getting ready to graduate learned about the jobs we do here at the library.
- Erie Islands Library raised \$420 in their annual Friends of the Library Book Sale. An additional \$125 was raised by selling an unused projector. Karen Wilhelm thinks this is biggest total for the EIL book sale.
- Karen Wilhelm also reports that several creative programs have been filled to capacity this summer.
- The StoryWalk® has been added to a map of walking tours on the island.
- Snowbirds and seasonal visitors are making use of Marblehead Peninsula Branch Library which is showing in their increased circulation and attendance numbers

Advocacy

This month's advocacy article is titled "Staying Social: Why Your Library Needs Social Media Policies". The article recommends that every library have a social media policy to give guidance on who is maintaining the accounts, what should be posted, how to address problems, and security guidelines. The author also recommends having a Crisis Response team to address any errors that may occur.

Recommended examples of strong policies are provided for the library to use in creating their own. The Strategic Plan which Ms. Faust is presenting tonight will have a Marketing Plan component. Since Ida Rupp Public Library does not have a policy or procedure concerning social media, these concepts will be included in that document.

Committee Reports:

Wage and Finance

Met before this meeting. Nothing to bring forward.

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Policy and Personnel

No report

Audit

No report

Building and Grounds

No report

Items for Discussion:

- Resolution 2019-006 – The Ottawa County Auditor has provided the estimated 2020 tax revenue needed to begin the budget process. Ms. Beck explained that a Resolution needs to be passed accepting the amounts and rates.

Kevin Francis made a motion to accept the amounts and rates from the County Auditor, Jane Held seconded.

Roll Call vote:

James Widmer – yes

Jane Held – yes

Maryanne Laubner – yes

Kevin Francis – yes

Resolution 2019-006 was approved.

- Ms. Faust provided a revised easement for 121 W. Third St. that included the language the Board requested in the June meeting. This new language specifies that if 75% or more of the existing structure is destroyed or torn down, then the property owner must move the building off of library property and the easement becomes null and void.

Maryanne Laubner moved to approve the easement as presented. Kevin Francis seconded.

Roll Call vote:

James Widmer – yes

Jane Held – yes

Maryanne Laubner – yes

Kevin Francis – yes

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The easement was approved as written.

- August 8 meeting at Erie Islands
The August Board meeting will be held at the Erie Islands Library. To accommodate ferry schedules the times will be adjusted.
 - The latest ferry attendees can take is the 3:30 ferry
 - Meeting will begin at 4:15 pm at the Library
 - Following the meeting the Board and select staff will have dinner
 - The evening concludes by taking the 8:00 ferry back to the mainland

Ms. Beck will have arranged for tickets to be at the ferry office under the names of each Board traveler.

Of the Board members at this July meeting, all said they would attend. Ms. Faust will check with the other members.

- Ms. Faust presented the final Strategic Plan for 2019 – 2022. This is a more refined, formal version of the document presented last month.

When Ms. Faust was asked if this needed to be submitted to the state, she responded in the negative. The State Library assists in the process of strategic planning, but does not require any plans to be submitted to them. The plan is for the use of the library.

Mr. Widmer asked how the plan would be implemented. Ms. Faust plans to act as point person and assign responsibilities for several subsections to staff. For example, Ms. Beck will be responsible for the Marketing and Financial Plans while Sue Foster will be responsible for the Technology portion.

Kevin Francis made a motion to approve the Strategic Plan as presented. Maryanne Laubner seconded. Motion carried by voice vote.

- Ohio Telecom Phone System was asked to provide a quote to the Library concerning phone service. Currently First Communications is the provider for both Ida Rupp and Erie Islands while Frontier provides the service at Marblehead Branch.

Ohio Telecom is able to provide service to both Ida Rupp and Marblehead but does not serve Erie Islands. The quote is for switching Ida Rupp phones over to Ohio Telecom and to address Marblehead as a later date. Ohio Telecom indicated that internal communication will be simplified as Marblehead phones will be treated as extensions. Staff will not need to “dial out” to reach someone at the other facility. They can press the extension and be able to speak to that person immediately. Caller ID will also be available for calls from the general public.

There is an initial cost to replace the phones at Ida Rupp to ones that work on their system. The savings will be approximately \$232 per month giving a payback of 17 months. Kevin Francis uses

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Ohio Telecom at his office and says the service is good and when he's had a problem, they were timely in fixing the problem.

Maryanne Laubner moved to approve the switch in telephone providers at Ida Rupp. Jane Held seconded. Motion carried by voice vote.

- Executive session

A motion was made by Maryanne Laubner to move to executive session. Kevin Francis seconded.

Roll Call vote:

James Widmer – yes

Jane Held – yes

Maryanne Laubner – yes

Kevin Francis – yes

Time into Executive session: 6:42

Larry Hattan arrived 7:00

Time leave Executive session: 7:34

There being no further business to come before the Board the meeting adjourned at 7:35 pm on a motion by Kevin Francis and a second by Larry Hattan. Motion carried by voice vote.

Dr. Margy VanLerberghe, Secretary

James G. Widmer, President

Janice Beck, Fiscal Officer