

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
May 9, 2019

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, May 9, 2019, at 6:10 pm in the Meeting Room of the Marblehead Peninsula Branch Library.

The following Trustees were present: James Widmer, Larry Hattan, Margie VanLerberghe, Kevin Francis, Jane Held, Kevin Kast, Maryanne Laubner. Also present were Lindsay Faust; Director, Janice Beck; Fiscal Officer/Facilities Manager and Jennifer Buch, Marblehead Peninsula Library Branch Manager.

Public Comments/Correspondence

The Board received a letter from the Ohio Library Council Executive Director, Douglas Evans, thanking the Board for paying the membership dues on behalf of the staff.

Jennifer Buch gave a presentation to the Board which identified progress made over the last year, new programs started, and the success of the Branch.

- The Friends of the Marblehead Peninsula Branch Library has committed \$6,000 for 2019 programs and expenditures
- New programs during the past year included
 - Library League – during the months of January, February, and March, various events were held as part of Library League. These events were to give local residents opportunities to socialize with their friends and neighbors while having fun. Various themed events were held including knitting, board games, puzzles, crafting and cooking. Attendance was great and notice was taken as to which themes were most popular. These will be repeated next winter.
 - Books and Brews is held from October to May and is a twist on a book club. Rather than read 1 book and discuss as a group, attendees tell the others about books that they have read. Mrs. Sandvick then makes up bookmarks with the titles of the books so that the other attendees can read the books at their convenience.
- Overall, the number of programs held has increased and the attendance numbers are increasing as well.
- An installation of photographs by Mrs. Sandvick is currently on display at the branch. Ms. Buch hopes to make that a rotating display by bringing in the work of other local artists.
- The Board asked if the operating hours were sufficient. Ms. Buch answered that the hours are fine, sometimes there may be no one there, but it ebbs and flows as expected. Ms. Buch would prefer not to change the hours or to have summer/winter hours as people are confused by the hours as is.

Following her presentation, Ms. Buch left the meeting.

Approval of the Minutes

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

Larry Hattan moved that the minutes of the April 2019 meeting be approved as submitted. Kevin Francis seconded the motion. Motion carried by voice vote.

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Staff Recognition

- Staff employees with anniversaries this month
 - Susan Duff, 3 years
 - Jamie Seabrecht, 2 years

Review, Discussion, and Approval of Financial Report

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

Revenue: \$ 59,947.26
 Expenditures: \$110,174.42

Salaries	\$51,965.41
Employee Fringe Benefits	\$11,032.79
Supplies	\$1,482.44
Purchased/Contract Services	\$14,122.93
Library Materials	\$28,959.71
Capital Outlay	\$186.50
Other Objects	\$2,424.64
Contingency	\$0.00
	\$110,174.42

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

Ms. Beck presented information to the board concerning cash flow and excess funds being held in the primary checking account instead of in an investment account. Currently, the library's StarPlus account has approximately \$1 million invested and the account is earning over \$2,000 per month in interest. By comparison, the Huntington Bank checking account has approximately \$1 million in the account and it is earning around \$8 per month. After doing a cash flow forecast, Ms. Beck recommends moving \$700,000 to StarPlus.

Jane Held moved to approve the recommendation of the Fiscal Officer to move \$700,000 to StarPlus. Kevin Kast seconded. Motion carried by voice vote.

Donations to Library

The library received \$140.00 in donations during April. \$65 was received in memory of Sue Haring, \$25 in memory of Bill Coon, and \$50 was received for the Erie Islands Story Walk™ from the Lake Erie Islands Conservatory.

Director's Report

Ms. Faust highlighted several items from her written report:

- The Port Clinton Tree Commissioner notified the library that the locust trees that line Madison St. should be removed. He believes the trees are owned by the city and at this time will be pursuing city funds to remove the trees.

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- We received notification that the library has been selected by Otterbein Marblehead as their Community Service of the Year. This reward reflects the excellent outreach service that Mary Breymaier provides to the senior communities throughout our area. The award will be presented at a brunch in June.
- The grant funded Mental Health First Aid training took place on April 24th. There were twenty attendees including eight Ida Rupp Public Library staff.
- The staff is gearing up for Summer Reading which kicks off June 1st.
- The library will participate in the Art Walk this summer. Ms. Faust and Keith Fleming of the Greater Port Clinton Area Arts Council met and discussed opportunities including having a band play on Friends Plaza during the Art Walk.
- The new bird-watching kits have been checked out during the current bird migration.
- Challenges at Erie Islands Library include staff coverage while Mrs. Wilhelm is out on medical. Since most library staffers also work for other tourist themed businesses, they have less time available for the library at this time of year.

Advocacy

The article this month, *How to do a Library Makeover*, was chosen by Board President James Widmer. The article discusses how a renovation at the Winnetka Public Library was approached. The project first addressed the need to modernize the 60-year-old building to eliminate asbestos, create gender neutral bathrooms, replace a roof and a boiler, as well as resolve ADA compliance issues. The library also took this opportunity to reimagine how the building was utilized.

Their motto was to “Live within your budget, and live within your building.” In doing so they created a facility that did more than house books. While still highlighting the books, they converted under-used space to create adaptable zones that can now house maker-spaces of various types. Children’s areas were partitioned off with glass to keep the children from running off and to reduce noise in other areas of the library.

One thing that patrons have stressed in surveys is that they still want the people – humans staffing the library are an important, valuable component for the patrons.

Several Board members commented on opportunities for IRPL in the future. For example, training classes on how to use the web-based services such as Overdrive, Hoopla and the others. Sandusky Public Library and Fremont’s Birchard Library both offer classes on how to use these services. Another suggestion was looking into a recording studio.

Committee Reports:

Wage and Finance

None

Policy and Personnel

None

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Audit

None

Building and Grounds

None

Items for Discussion:

- Ms. Faust had identified a potential need to have a backup signer for herself if she is unavailable. While having discussions about this, an actual need arose as Ms. Faust will be out of the office for 4 days in the next 2 weeks. One of those days includes a payroll for which Ms. Faust signs all timesheets. Ms. Faust is a backup to Ms. Beck, but there is no backup for Ms. Faust. Ms. Faust recommends making Ms. Beck her backup. When Ms. Faust is out, Ms. Beck will sign on behalf of Ms. Faust as well as under her own duties as Fiscal Officer. When Ms. Beck is out, Ms. Faust will sign under her duties as Director and Deputy Fiscal Officer.

A motion to appoint the Fiscal Officer as the backup signatory for the Director during the Director's absence was made by Margie VanLerberghe and seconded by Larry Hattan. Motion carried on voice vote.

At 6:54 pm, Jane Held moved to go into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. Kevin Francis seconded. Roll call vote: Ayes – Widmer, Laubner, Held, Francis, Kast, VanLerberghe and Hattan. Motion carried.

The board reconvened in regular session at 7:00 pm.

Maryanne Laubner moved to approve the promotion of Ariel Gresh to Adult Librarian/Facilities Coordinator as presented as well as modify Janice Beck's job description from Fiscal Officer/Facilities Manager to Fiscal Officer/Marketing Manager at her current rate of pay. Larry Hattan seconded. Motion carried by voice vote.

There being no further business to come before the Board the meeting adjourned at 7:01 pm on a motion by Kevin Francis and a second by Kevin Kast. Motion carried by voice vote.

Dr. Margy VanLerberghe, Secretary

James G. Widmer, President

Janice Beck, Fiscal Officer