

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
December 13, 2018

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, December 13, 2018, at 6:35 pm in the Board Room of the Library.

The following Trustees were present: James Widmer, Maryanne Laubner, Jane Held, and Larry Hattan. Margy VanLerberghe and Kevin Francis were not present. Also present were Lindsay Faust; Director, and Janice Beck; Fiscal Officer/Facilities Manager.

Public Comments/Correspondence

No comments

Approval of the Minutes

Minutes from the November 8, 2018 regular meeting were presented.

Larry Hattan moved that the minutes of the all the November 2018 meetings be approved as submitted. Maryanne Laubner seconded the motion. Motion carried by voice vote.

At 6:43 pm, Jane Held moved to go into executive session to consider the appointment of a Library Board member. Larry Hattan seconded. Roll call vote: Ayes – Widmer, Laubner, Held, and Hattan. Motion carried.

The board reconvened in regular session at 6:51pm.

Staff Recognition

- Staff employees with anniversaries this month:
 - Lillian Thompson, 2 years

Review, Discussion, and Approval of Financial Report

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

Revenue: \$ 62,538.24
 Expenditures: \$ 90,017.64

Salaries	49,993.59
Employee Fringe Benefits	9,706.90
Supplies	4,333.62
Purchased/Contract Services	12,495.16
Library Materials	10,636.88
Capital Outlay	246.56
Other Objects	2,604.98
Contingency	0.00

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Year-to-date expenditures are running at 70.251% of budget.

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

Nominating Committee Report

Maryanne Laubner presented the proposed slate of officers for the 2019 Board.

- President – James Widmer
- Vice-President – Larry Hattan
- Secretary – Margy VanLerberghe

Items for Discussion:

- Ms. Beck presented the 2019 Temporary Appropriation Resolution, Resolution #2018-013, representing anticipated expenditures in the first quarter, ending March 31, 2019.

Jane Held moved to adopt Resolution #2018-013 for 2019 Temporary Appropriations. Larry Hattan seconded. Motion carried by voice vote.

- Ms. Beck presented the Board with a new Credit Card policy to bring the Library into compliance with HB 312 which was passed in Nov.

Larry Hattan moved that the Board approve the policy as presented. Maryanne Laubner seconded. Motion carried by voice vote.

- As part of this policy the Board must appoint a Compliance Officer. Sue Foster was recommended by Ms. Beck and Ms. Faust

Jane Held moved that Ms. Foster be named the Compliance Officer for the Credit Card Policy. Maryanne Laubner seconded. Motion carried by voice vote.

Director's Report

Ms. Faust highlighted several items from her written report:

- The Strategic Plan Focus Groups were conducted on November 13th. One was conducted with Library Staff and one for the public. Representatives from the State Library of Ohio led the groups. Survey data is still being compiled by those representatives.
- Ohio Means Jobs is hosting one-on-one training sessions at the library once per month. Susan Bowden utilizes the Tech Lab to assist anyone with job searches, applications, resumes, or other topics related to employment.
- The NORWELD Director's Round Table was held at Ida Rupp Public Library in December. Topics discussed included HB312 (credit card), library card application retention, mobile hotspots, and copy machine leases.
- Numerous donations have been received in memory of Joan Loeffler. Rather than purchase individual memorial books we are planning to utilize the donated money to purchase a larger item to memorialize Mrs. Loeffler.

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- Peggy Debien from the Ottawa County Historical Museum has been discussing with Ms. Faust the availability of grant funds to digitize some historical newspapers. Ariel Gresh has been assisting Ms. Faust with the logistics.

Advocacy

Ms. Faust discussed the availability of 2 free doses of Narcan for libraries. If a patron were to overdose, a librarian trained to administer Narcan would be able to assist them. However, it was noted that it may take multiple doses to bring an overdose victim back.

Committee Reports:

Wage and Finance

No Report

Policy and Personnel

No Report

Building and Grounds

No Report

Audit

No Report

Mr. Widmer discussed the invitation from the Board of the Friends of the Ida Rupp Public Library to have a social meeting of the two boards. Tentative schedule is from 5 to 6 pm before the Board meeting on Thursday January 10, 2019. Mr. Widmer will contact the Friends and schedule. All Board members are expected to bring food for the event.

There being no further business to come before the Board the meeting adjourned at 7:17 pm on a motion by Jane Held and a second by Larry Hattan. Motion carried by voice vote.

Dr. Margy VanLerberghe, Secretary

James G. Widmer, President

Janice Beck, Fiscal Officer