

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
MARCH 8, 2018

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, March 8, 2018 at 6:02 pm in the Board Room of the Library.

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

Public Comments/Correspondence

None

Approval of the Minutes

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

Larry Hattan moved that the minutes of the February 8, 2018 meeting be approved as submitted. Kevin Francis seconded the motion. Motion carried by voice vote.

Review, Discussion, and Approval of Financial Report

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

Revenue: \$ 69,150.08
Expenditures: \$ 110,727.11

Salaries	54,285.12
Employee Fringe Benefits	10,331.38
Supplies	1,900.11
Purchased/Contract Services	11,394.30
Library Materials	24,207.97
Capital Outlay	8,399.83
Other Objects	208.40
Contingency	0.00

Mrs. Lemmon also reported that the library had received a final determination letter from the Ohio Department of Taxation regarding the property at 710 W. Main Street, Marblehead, OH. It has been made exempt from taxation and the library should receive a refund for all taxes paid on the property for the 2016 & 2017 tax years.

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

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Donations

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

Director's Report

Mr. Hagen highlighted items from his written report:

- The regular board meeting in May will be held at Marblehead Peninsula Branch Library; this will give the board an opportunity to meet MPBL employees, Jamie Seabrecht, Erin Sandvick, and Lynn Labick.
- Abby Summers has been hired as the new substitute clerk at IRPL.
- Kristen Stewart has been working on several adult programs including organizing a blood drive and fraud protection programs in conjunction with AARP.
- Catawba Security has completed installing new AV/Tech equipment in the meeting rooms. The Teens have already had a musical event that was a great hit.
- The management team is planning a staff training day for April 25th. All staff will have an opportunity to participate in several sessions while the managers help to cover the desk.
- The management team will be working with the staff training team to develop an onboarding package for all new staff.
- Mr. Hagen recently met with the directors of the other county libraries; Amy Laity has retired and Jennifer Fording will be the new director at Harris Elmore Public Library.
- The management team had CPR/AED training and will be researching prices for AED devices at IRPL & MPBL. They will also determine if EIL staff would have access to an AED in the PIB school or if one would be needed at that location as well.

Advocacy

Mr. Hagen distributed this month's advocacy article: *Next-Level Engagement: Leading Communities on Resilience* an editorial by Rebecca t. Miller from the Library Journal.

Committee Reports:

Wage and Finance

No Report

Policy and Personnel

No Report

Building and Grounds

No Report

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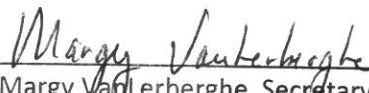
Audit

No Report

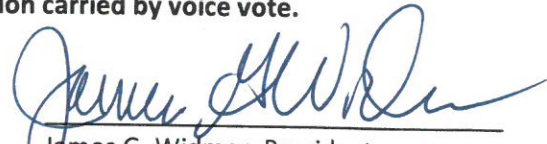
Items for Discussion:

- Strategic Planning (Community Survey) Updates – 171 completed surveys have been received to date; so the library is on target to receive 200-250. Amber Cupp will be sending an email blast out this weekend and there will be an insert in next week's Beacon to ask people to complete a survey. The Port Clinton Schools will also help to distribute print copies and links to the online version. Once the survey is closed the completed surveys will be sent to the State Library to tabulate the results. Focus Groups will begin to be scheduled in April.
- Upcoming OLC and Friends Events
 - Legislative Day, April 11th
 - Trustee Dinner, May 3rd in Bowling Green
 - Ballot Issues Workshop, May 24th in Columbus
 - Marblehead Chamber Business After Hours, Thursday, April 19th at the Marblehead Peninsula Branch Library
 - Meet and greet with Friends of IRPL board members was cancelled and will be rescheduled.
 - Staff/Board social outing scheduled for August 12th.
- HVAC unit – Lauren Lemmon presented a proposal from Ohler & Holzhauer for a new HVAC unit to be installed for the meeting rooms. There were some questions regarding temperature control issues in the Administrative offices and Conference room. Mrs. Lemmon will contact Ohler & Holzhauer for more information and options before the next board meeting.

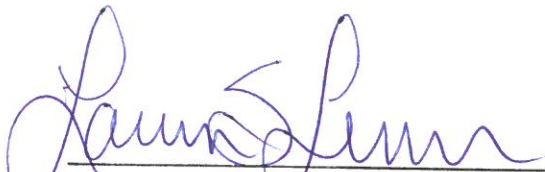
There being no further business to come before the Board the meeting adjourned at 6:42 pm on a motion by Larry Hattan and a second by Kevin Francis. Motion carried by voice vote.



Dr. Margy VanLerberghe, Secretary



James G. Widmer, President



Lauren S. Lemmon, Fiscal Officer