

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
April 13, 2023

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was called to order on Thursday, April 13, at 6:05 pm at the Ida Rupp Public Library. The following Trustees were present: Margy VanLerberghe, Jane Held, Lynne Kroeger, Kevin Kast, Jim Widmer and Kevin Francis. Also present were Lindsay Faust, Director, Courtney McGrath, Assistant Director and Tim McKenna, Fiscal Officer

Public Comments/Correspondence

None

Approval of Minutes

Lindsay Faust presented the minutes from the March 9, 2023 meeting. Discussion to correct the date of the February meeting and to correct the spelling of Friends under the section on donations.

Jane Held moved that the minutes be accepted with corrections. Lynne Kroeger seconded the motion. Motion carried by voice vote.

Review, Discussion and Approval of Financial Report

The Financial report for March 2023 was distributed, reviewed and discussed as follows:

Revenue:	\$758,179.25
Expenditures:	\$120,677.77
Salaries;	\$56,179.36
Employee Fringe Benefits:	\$14,323.19
Supplies:	\$ 1,673.60
Purchased/Contract Services:	\$33,713.78
Library Materials:	\$14,005.44
Capital Outlay:	\$ 0.00
Other:	\$ 782.40
Contingency:	\$ 0.00
General Fund Total:	\$120,677.77

Year to date through March and by location were also presented by Lindsay Faust.

Motion to approve the financial report was made by Jim Widmer and seconded by Jane Held. Motion approved by voice vote.

Donations

Donations to the Library were reviewed by Lindsay Faust including a significant gift from the estate of Sandra Van Voorhis in the amount of \$44350.97 to be used for the purchase of library materials. A donation was also made by Lawrene Montowski in the amount of \$25.00 for the purpose of adult programming.

Directors Report

Lindsay Faust

- Library was awarded a grant of \$15,000 from the Park District of Ottawa County for the Story Walk project at Ida Rupp. The Beacon ran a press release.
- Worked to prepare the necessary levy resolutions to be sent to the County Prosecutor for review.
- Attended a UAN hosted training regarding libraries moving to account number structures that are compliant with the Auditor of State's guidelines.
- Reported on programs and activities at the branch libraries.
- Presented a comparison of library usage between March 2019 and March 2023. Usage is approaching pre-pandemic levels. Conference room has been busy. Courtney McGrath reported most of March was spent finalizing summer reading – including scheduling, coordinating with staff and finishing appropriate paperwork for performers. The summer reading program is scheduled every day from June 1 through July 15 at IRPL. Branch locations have put in additional programs with each having at least two per week.
- Covid has been gaining momentum with story times. The numbers have increased and there has been positive feedback from families.
- Laura and Courtney continue to design flyers, etc. to promote the summer reading programs. These will be distributed to the local schools, chamber, local businesses and available at the library and branches.
- Marblehead held a sign language program in honor of Deaf History month that was very well attended. Attendees learned basic sign language.
- Erie Islands held a coaster decorating program that was very popular.
- The island staff are also very excited that the Ferry is up and running and the schedule of shipments to and from the island are more regular.

Committee Report – Policy and Personnel

Discussion on Library Presenter Contract as relates to video recording of presentations. It was agreed that the contract should be changed to reflect the need for prior approval for any video recording.

Discussion Items

- A. Resolution 2023 – 005: Resolution requesting the Ottawa County Auditor to certify the total current tax valuation of the district of the Ida Rupp Public Library. This is the first of three needed to get the Levy on the ballot in November. Jim Widmer introduced the following motion and moved its passage:

“Resolution requesting the Ottawa County Auditor to certify the total tax valuation of the library district of the Ida Rupp Public Library, Ottawa, Ohio and the amount to be generated during the first year of collection of a replacement levy for current expenses of the Ida Rupp Public Library.”

Motion was seconded by Kevin Francis.

Motion carried unanimously by roll call vote.

- B. Health Insurance Renewal

Lindsay Faust reviewed the health insurance proposals provided by the library benefits consultant, Structured Employee Benefits of Ohio, Inc. The current Anthem plan would renew with an 8.87% increase over the prior year.

Kevin Francis moved to keep the plan with Anthem. Seconded by Kevin Kast.

Motion carried with a voice vote.

- C. HBM Proposal

Lindsay Faust reviewed the plan from HBM Architects for the library renovations. There is a deposit required of \$388,000.00

The proposal and included numbers were reviewed with an anticipated start date of May 1, 2023 and construction to begin in December 2023 or January 2024.

General discussion of the timeline followed.

Motion by Kevin Kast to accept the proposal and move forward with the project and to allow Lindsay Faust to sign the contract.

Seconded by Lynne Kroeger.

Motions carries by voice vote.

- D. Deputy Fiscal Officer

Motion by Jane Held to name Lindsay Faust as Deputy Fiscal Officer and remove Courtney McGrath from that position. Seconded by Kevin Francis.

Motion carries by voice vote.

- E. Story Walk

Lindsay Faust updated the Story Walk project. A draft of the Project Manual has been completed and was emailed to board members. POD has requested to meet with the library’s legal counsel to discuss some items from the project manual and what the library is legally required to include. Ms. Faust pointed out

that if anyone read the draft and saw a budget of \$600,000 that was put in by POD as a placeholder. They do not anticipate the budget being any more than the originally stated \$130,000.

6:45 – Motion made by Margy VanLerberghe and seconded by Jim Widmer to move to Executive Session. Motion carried by voice vote.

Executive Session

Board went to Executive Session at 6:46 pm through 6:55 pm

Regular Session

Lynne Kroeger made a motion to award Lindsay Faust a bonus of \$250.00 per week for her time and training as Fiscal Officer from November 11, 2022 to April 28, 2023.

Second by Jim Widmer.

Motion carries by voice vote.

Kevin Francis made a motion to award Courtney McGrath a bonus of \$150 per week for her time as Deputy Fiscal Officer from February 1, 2023 to April 14, 2023. Second by Jane Held.

Motion carries by voice vote.

6:58 pm – Kevin Francis moves to adjourn the meeting. Second by Jane Held.

Motion carries by voice vote.