

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
January 9, 2020

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, January 9, 2020, at 6:02 pm in the Board Room of the Ida Rupp Public Library.

The following Trustees were present:

Larry Hattan, Jim Widmer, Kevin Francis, Jane Held, Kevin Kast, and Maryanne Laubner. Also present were Lindsay Faust, Director and Janice Beck, Fiscal Officer/Marketing Manager.

Board President Larry Hattan suggested the Trustees, Director and Fiscal Officer recite the Mission Statement he provided from the Ottawa County Board of Developmental Disabilities. After, Mr. Hattan stated he would like to start each of the library trustee meetings with a recitation of the library's mission. The intent is to remind each attendee of the library's purpose as well as to guide discussions and decision making.

Public Comments/Correspondence

None

Ms. Faust introduced Angela Campbell, the new Youth Services Supervisor, to the Board. Ms. Campbell gave Board members a brief summary of her career and what her vision is for the Youth Services area.

At this time, Susan Dress swore in Trustee James Widmer for a term expiring December 31, 2027.

At this time, Susan Dress administered the Fiscal Officer's Oath of Office to Janice Beck and the Deputy Fiscal Officer's Oath of Office to Lindsay Faust.

Approval of the Minutes

Minutes from the December 12, 2019 regular meeting and organizational meeting were presented.

James Widmer moved that the minutes of the regular December 2019 meeting be approved as submitted. Kevin Francis seconded the motion. Motion carried by voice vote.

Maryanne Laubner moved that the minutes of the 2020 Organizational meeting held in December 2019 be approved as submitted. Jane Held seconded the motion. Motion carried by voice vote.

Staff Recognition

- Staff employees with anniversaries this month
 - Sue Foster, 35 years!
 - Terri Winke, 21 years
 - Karen Wilhelm, 9 years
 - Alana Magrum, 8 years
 - Kim Pugh, 1 year

Review, Discussion, and Approval of Financial Report

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

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Revenue: \$ 65,737.54
 Expenditures: \$ 92,844.41

Salaries	\$49,385.38
Employee Fringe Benefits	\$11,810.52
Supplies	\$2,060.24
Purchased/Contract Services	\$8,203.20
Library Materials	\$14,877.82
Capital Outlay	\$1,720.24
Other Objects	\$4,787.01
Contingency	\$0.00
	\$92,844.41

Year-to-date December financials in total and by location were presented.

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

Donations to Library

\$90 was received in memory of James Wells from five donors, \$40 was donated to the Story Walk by Peter and Amy Huston, and \$100 was received as in honor of Jody Bacak and Katie Rauch-Bacak.

Director's Report

- Ms. Faust attended a meeting hosted by NORWELD to explore the possibility of NORWELD libraries joining Michigan Activity Pass.
- Ms. Faust also attended the NORWELD Director's Round Table at the North Baltimore Library. Topics discussed included new laws and regulations upgrades to library lighting and other general topics.
- A candidate has been selected for the Associate I position that was created to cover an evening in the Youth Department and work as a sub as needed. We are currently waiting for the results of their background check.
- Adult Services Librarian Martha Love joined the staff on January 8th.
- Kristen Stewart and Angela Campbell collaborated to create a "Holiday Fun Day" in December. Attendance was small, but the kids all enjoyed themselves and parents had positive feedback about the activities.
- Ms. Stewart and Ms. Campbell also collaborated to hold a "Noon Year's Eve Party" on December 31st. Crafts, games, cupcakes and sparkling grape juice were provided. At noon there was a balloon drop and a walleye piñata was opened. All feedback was extremely positive and several parents and children expressed hope that the event will be held again.
- Marblehead Peninsula Branch Library is fully staffed, back to the routine and looking forward to a terrific year.
- The staff at Marblehead has been working on setting up more attractive displays of books, DVDs, and audiobooks to provide a more cohesive element.
- Story times seem to be a hit with the winter population of Marblehead.

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- At Erie Islands Library, the correct countertop was installed on the desk.
- December was slow for EIL so the staff utilized the time to weed all sections of unneeded materials.
- The EIL staff is also preparing for the annual Chocolate Fest in February.

Advocacy

January's article was "The Complicated Role of the Modern Public Library". This article was published in The Magazine of the National Endowment for the Humanities. The article discussed how the library is one of the few truly public places left for people to enjoy without being expected to make a purchase or limit the time they spend in that place. It was pointed out that libraries accept everyone and in doing so find themselves at the center of societal change including handling patrons suffering from overdoses of opioids or mental health issues.

The author pointed out that libraries offer more than just books and story time. Programming, research, language assistance and much more are available.

Many libraries face challenges not just in serving their patrons and keeping them safe, but also in providing safe environments for their staff. The openness of the library creates risk for staff members when on duty or when arriving or leaving work.

Committee Reports:

Wage and Finance

The committee discussed the 2020 full year budget, reviewed the 10-year forecast and reviewed the status of the investments.

Policy and Personnel

No report

Audit

No report, but a question arose as to whether an audit from the Board was required since the library is audited by the state every other year. Ms. Faust and Ms. Beck will look into that and report at the next Board meeting.

Building and Grounds

No report

Items for Discussion:

- Logo Design – Ms. Beck presented a new logo design for the locations. The idea is to emphasize that we are 1 Library, 3 locations. Discussions ensued and Ms. Beck will return next month with options.
- 2020 Full Year Budget was presented by Ms. Beck

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Maryanne Laubner moved to approve Resolution 2020-001 as presented to establish the Full Appropriations Budget for the year 2020. Kevin Francis seconded. Roll Call vote:

Larry Hattan	Yes	Maryanne Laubner	Yes
Kevin Kast	Yes	Kevin Francis	Yes
James Widmer	Yes	Jane Held	Yes

- Ms. Beck presented an analysis of cash flow with an anticipation of moving funds to StarPlus in April. No action needs to be taken at this time.

- Board President Larry Hattan:
 - Presented a new evaluation form that he would like the Policy and Personnel Committee to look at to replace those used to evaluate the library Director and Fiscal Officer.
 - Asked the Building and Grounds Committee to look into changing the lights throughout the library to LED units to save on the electric bill.
 - Recommended that Board meetings be held at Marblehead Peninsula Branch Library once per quarter rather than once per year.
 - Reported that Lucille Walker of the Friends of the Marblehead Peninsula Branch Library would like to have a social with the library trustees in May. The Friends would provide a light dinner.

- Ms. Faust presented the trustees with signup sheets for the OLC Trustee Dinner to be held on April 30th. Ms. Faust would like to receive these back by April 1st.

There being no further business to come before the Board the meeting adjourned at 7:19 pm on a motion by Jim Widmer and a second by Kevin Kast. Motion carried by voice vote.

Dr. Margy VanLerberghe, Secretary

Larry Hattan, President

Janice Beck, Fiscal Officer