

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**February 14, 2019**

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, February 14, 2019, at 6:04 pm in the Board Room of the Library.

The following Trustees were present: Maryanne Laubner, Jane Held, Larry Hattan, Margy VanLerberghe and Kevin Francis. James Widmer was not present. Also present were Lindsay Faust; Director, and Janice Beck; Fiscal Officer/Facilities Manager. In addition, Matthew Kovach and his son Jack were in attendance.

Public Comments/Correspondence

- Matthew Kovach, a Marblehead native and current Marblehead resident is the Lake Erie Coasts & Islands Project Manager of the Nature Conservancy in Ohio. Mr. Kovach presented a proposal to establish a Pollinator Habitat at the Marblehead Peninsula Branch Library. As the peninsula is on the migration route for the Monarch butterfly, habitat is needed to sustain them both before and after they cross the lake. Native wildflowers can be placed on even a small patch of ground at the Library, it could be as big or as small as the Board would like. Mr. Kovach has the native seeds so no cost would be associated. The planting also has the potential to be incorporated into programs at the Library as an outdoor living laboratory. Some of the plants to consider would be Black-eyed Susan, Butterfly Milkweed, and Echinacea. The Board requested some site plans as well as some pictures of the plants that might be used. Mr. Kovach agreed to return at a future board meeting to provide that information.
- Larry Hattan passed two thank you notes that the Board has received. The first was from the Board of the Friends of Ida Rupp Public Library thanking the Library Board for their hospitality in the January social. The second was from the Monday Morning Quilters expressing their appreciation for the use of Library facilities to hold their weekly gatherings. The Quilters made a donation of \$250.00 to the Library as well.

Approval of the Minutes

Minutes from the January 10, 2019 organizational meeting and regular meeting were presented.

**Kevin Francis moved that the minutes of the all the January 2019 meetings be approved as submitted. Jane Held seconded the motion. Motion carried by voice vote.**

Staff Recognition

- Staff employees with anniversaries this month:
  - Sue Andrews – 14 years
  - Courtney McGrath – 3 years
  - Abby Summers – 1 year

Review, Discussion, and Approval of Financial Report

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

Revenue:           \$ 61,979.59

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Expenditures: \$113,821.01

Salaries	50,884.03
Employee Fringe Benefits	12,840.89
Supplies	1,139.17
Purchased/Contract Services	10,969.39
Library Materials	36,447.38
Capital Outlay	0.00
Other Objects	1,540.00
Contingency	0.00

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

Donations to Library

Donations totaling \$810.08 were received over the last month. These donations were made in memory of Joan Loeffler, J.D. Jones, and Hazel Wiedenheft as well as by two groups, The Port Clinton Kiwanis and the Monday Morning Quilters.

Director's Report

Ms. Faust highlighted several items from her written report:

- The Mental Health First Aid Training grant was recommended for funding by the State Library of Ohio. Ms. Faust will be working with Bridge Health Services to schedule the training. Once a date has been selected, Library Staff will be enrolled in the class. Any available slots will be offered to other organizations in the area who may benefit from the training.
- Sensory Story Time began with a wonderful article in the News Herald, and many preschoolers learning through play. This program replaces the former Preschool Explorer Lab and focuses more on learning through play than science.
- The Library League, MPBL's weekly social activities for adults and kids has been extremely successful during the month of January. It was discovered that game night and knitting group were winners with the community. A children's painting program led by Josh Zetzer was held on Martin Luther King, Jr. Day. The program filled to capacity at 15 children who painted beautiful fish paintings. Many thanks to Erin Sandvick for planning all these programs.
- The Erie Islands Library has joined the Put-in-Bay Chamber of Commerce. There is no membership fee for non-profit organizations. The membership allows for the Chamber to promote the library. The Chamber will distribute the new StoryWalk® rack cards at trade shows.

Advocacy

This month's advocacy article is from Time Magazine entitled "Stop Saying Books Are Dead. They're More Alive Than Ever." The author is Lisa Lucas, executive director of the National Book Foundation. The author had come across another article which cited findings from Pew Research Center that 24% of Americans didn't read a book in 2017. What Ms. Lucas saw was the opposite. If 24% didn't read a book, then 76% did read a book. That said to Ms. Lucas that we are a nation of readers. The author also cited statistics such as the number of independent bookstores is on the rise after more than a decade of

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decline. Sales of physical books have increased every year since 2013, and were up 1.3% in 2018 compared to the previous year.

Committee Reports:

Wage and Finance

No report

Policy and Personnel

No report

Audit

No report

Building and Grounds

- The Building and Grounds Committee presented the Board with an update on the sewer line issues. The clay pipe in the original portion of the building has significant scale buildup. This scale is rough and catches paper products that are flushed down the toilets. A dam is created as more items catch and build up in that area. The urinals and toilets then overflow causing the restrooms to be closed to both patrons and staff. Removal of the material has been done approximately five times in 90 days. Franklin Sanitation has recommended that they run their Miller equipment through the clay pipes to remove the scale. They will then apply several coats of epoxy to the interior of the clay pipe to smooth them out and allow sewage to flow easily out to the city's sewer line. Franklin Sanitation is able to perform this work on Mon Feb 18<sup>th</sup>. By doing this job when the Library is closed for President's Day, it eliminates the impact to staff and patrons who would otherwise not have access to restrooms. Ms. Beck will be on-site while the work is completed.

**Maryanne Laubner moved to approve of this work, Jane Held seconded. Motion carried by voice vote.**

- The fireplace at MPBL remains out of service. The flames are "ghosting" and when the glass was removed the "ghosting" stopped indicating that the fireplace is deprived of oxygen. A technician who came to troubleshoot the fireplace also noted that we should have a screen on the front of the fireplace for safety. Myers Fireplace has provided an estimate of \$1,190 to replace the thermocouple, replace the valve in the pilot assembly and go on the roof to check the venting. A new screen is included in that estimate as well. If Myers were needed to come out after this repair, then charges would be \$100/hour.

**Jane Held moved to approve up to \$2000 for the repair work to fix the fireplace. Motion was seconded by Margy VanLerberghe and was carried by voice vote.**

- The encroachment of the Oberle building onto Library property was discussed. Board members Margy VanLerberghe, Jane Held and Kevin Francis expressed their opinion that this had been taken care of by Tim Hagan and the previous County Prosecutor. The Board members further indicated that the decision had been to cede a small piece of Library property to Mr. Oberle to cover the encroachment. Ms. Faust was directed to contact the new County Prosecutor to

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determine what/if anything was done previously. County records do not show any changes since purchasing the property in 2014.

Items for Discussion:

- Ms. Beck presented the 2019 Annual Appropriation Resolution, Resolution #2019-003, representing anticipated expenditures in the full year ending December 31, 2019.  
**Margy VanLerberghe moved to adopt Resolution #2019-003 for 2019 Annual Appropriations. Kevin Francis seconded. Roll call vote:**

Larry Hattan	Aye
Margy VanLerberghe	Aye
Jane Held	Aye
Maryanne Laubner	Aye
Kevin Francis	Aye
  
- Discussion and motion to make a recommendation to the Port Clinton Board of Education regarding replacement of Trustee  
**Kevin Francis moved that Kevin Kast be recommended to the PCBOE as a replacement trustee. Margy VanLerberghe seconded. Motion carried by voice vote.**
  
- Ms. Faust reviewed the requirements of the Local Records Commission which consists of the Board members and the Fiscal Officer. The Commission is to meet at least once per year. Ms. Beck and Ms. Faust are working on a timeline for a project to identify, based on our retention rules, what documents could be destroyed. Ms. Beck informed the board that there are over 50 boxes of material in the Fiscal Officer's office plus additional boxes in the attic and in the shed. Some of those documents are permanent but most are not. Several in Ms. Beck's office could have been destroyed seven years ago. Once Ms. Beck and Ms. Faust have settled on a timeline, a meeting of the Commission will be convened to review the listing of documents to be destroyed. When that list has been approved, it will be forwarded to the Ohio Historical Society for their approval. Upon receipt of OHS approval, a Community Shredding Day will be scheduled so that patrons and citizens may also safely dispose of sensitive documents such as checks, etc.
  
- Concealed Carry Signage Requirements: HB228 modifies ORC 2923.1212. The statute as modified now references the list of places into which a concealed carry license does not authorize the carrying of a concealed handgun, as set out in ORC 2923.126(B). The practical impact of this change on libraries is negligible. The key aspects of the statute as modified are as follows:
  - A governmental public library must post the required signage on its premises unless the library has affirmatively adopted a policy allowing concealed carry in the library.
  - The required language of the signage is unchanged and must be in substantially the following form: "Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises."
  - The signage must be posted in one or more conspicuous locations on the premises. The requirement to post the signage conspicuously is a new requirement added by the Bill

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**There being no further business to come before the Board the meeting adjourned at 7:10 pm on a motion by Margy VanLerberghe and a second by Jane Held. Motion carried by voice vote.**

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Dr. Margy VanLerberghe, Secretary

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James G. Widmer, President

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Janice Beck, Fiscal Officer