

# IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES

## Meeting Minutes

May 10, 2018

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, May 10, 2018, at 6:00 pm in the Meeting Room of the Marblehead Peninsula Branch Library.

The following Trustees were present: James Widmer, Margy VanLerberghe, Deanna Erwin, Maryanne Laubner, Kevin Francis, Larry Hattan, and Jane Held. Also present were Barbara Wenzinger, Interim Director, Lauren Lemmon; Assistant Director/Fiscal Officer, Jennifer Buch, MPBL Branch Manager, and Lorrie Halblaub, President of the Friends of Marblehead Peninsula Branch Library.

### Public Comments/Correspondence

- Letter from Kiwanis Club of Port Clinton relating how they will miss having Tim Hagen as a member and inviting the library to send another library employee to join their club.
- Letter from Tim and Amanda Hagen thanking the Board for their support and encouragement during his time of employment at IRPL.

### Approval of the Minutes

Minutes from the April 12, 2018 regular meeting were presented.

Larry Hattan moved that the minutes of the April 12, 2018 meeting be approved as submitted. Kevin Francis seconded the motion. Motion carried by voice vote.

### Staff Recognition

- Staff employees with anniversaries this month:
  - Susan Duff, EIL – 2 years
  - Jamie Seabrecht, MPBL – 1 year

### Review, Discussion, and Approval of Financial Report

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

Revenue: \$ 45,196.15  
Expenditures: \$ 112,400.48

|                             |           |
|-----------------------------|-----------|
| Salaries                    | 53,485.39 |
| Employee Fringe Benefits    | 9,973.51  |
| Supplies                    | 2,995.05  |
| Purchased/Contract Services | 11,866.94 |
| Library Materials           | 31,148.06 |
| Capital Outlay              | 163.01    |
| Other Objects               | 2,768.52  |
| Contingency                 | 0.00      |

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

### Donations

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

### Director's Report

Barbara Wenzinger referred the Board to her written report highlighting the WPCR monthly radio spot "A Word About Books" which the Friends of IRPL are sponsoring for the library. This is a fifteen minute monthly program aired on the first Monday of every month and also available on demand at [www.portclintonradio.com](http://www.portclintonradio.com). Each month different staff members will pre-record this program to highlight different services at the library. Courtney McGrath and Teresa Leugers did the April program, Jennifer Buch is the current program, and Karen Wilhelm and Kristen Stewart will record the June program. In addition to the monthly program, the library has 30 advertisement spots each month.

Miss Stewart organized the library's first Blood Drive and had 17 people come in to donate which was a good first turnout. She will work with the Red Cross to schedule this event again.

Advocacy – No Article this month.

### Marblehead Peninsula Branch – Jennifer Buch, Branch Manager

Miss Buch gave a report on the first year at the branch. They opened last June with 4 employees and have recently added Lynn Labick as a substitute which has made scheduling much easier. The community has enjoyed a wide variety of programs for every age. The building has had a few issues but Miss Buch and her staff have been able to resolve them as they arose. She also shared the first year statistics, discussed the appropriateness of the hours of operation, and her adjustment to handling the responsibilities of being Branch Manager at MPBL and Youth Services Supervisor at IRPL. Terri Winke, Alana Magrum, and Margaret Warren have assumed many youth services tasks at IRPL. Margaret Warren also assists Miss Buch with extra tasks at MPBL such as managing the volunteers and the recycling program.

Future plans include a Local History Display in the Reading Room and a rotating display of local artwork in the back hallway. Tables will be moved from the reading garden at IRPL to the front patio at MPBL; they will be repainted and a stepping stone path will need to be installed for patrons to access the front patio from the sidewalks.

### Committee Reports:

#### Wage and Finance

No Report

#### Policy and Personnel

No Report

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### Building and Grounds

No Report

### Audit

No Report

### Items for Discussion:

- **Upcoming OLC and Other Library Events:**
  - May 24, Ballot Issues Workshop @ OLC, 9:30 a.m. – 2:00 p.m. James Widmer will attend.
  - June 14, Board of Trustees Meeting/Policy & Personnel Committee; one member, Jane Held is unable to attend the P&P Committee meeting so it may be cancelled unless an issue arises that must be addressed. The committee will be informed later.
  - Saturday, June 23<sup>rd</sup>, MPBL Birthday Party – Lorrie Halblaub, President of the Friends of MPBL, discussed the need to celebrate the new library and promote community awareness of the services offered here. It will be held during the operating hours.
- **Levy Update** – Tim McKenna has agreed to be the treasurer of the levy committee and Alex Thomas will be the chair. Friends of IRPL have authorized the necessary funding. Lauren Lemmon reviewed the 3 resolutions necessary to place an issue on the November ballot. The First resolution requesting the Ottawa County Auditor certify the total tax valuation for the library district for a replacement levy of .8 mills was adopted by the Board at their April meeting. Mrs. Lemmon had received the Certificate of Estimated Tax Revenue from the County Auditor which she shared with the Board. She also shared the second and third resolutions necessary to place the issue on the ballot if the Board decided to continue with the process of requesting a replacement levy. Daivia Kasper, Assistant Prosecuting Attorney of Ottawa County, has reviewed these resolutions for accuracy.

**Maryanne Laubner moved to adopt the Second Resolution Requesting the Board of Education of the Port Clinton City School District, Ottawa County, Ohio to Submit the the Electors of the Entire Library District of the Ida Rupp Public Library the Question of a Replacement of an Existing Tax for Current Expenses of the Ida Rupp Public Library. Kevin Francis seconded and, after discussion, a roll call vote was taken and results were:**

**Ayes: Widmer, Laubner, Held, Francis, Erwin, VanLerberghe**

**Nays: None**

**Abstained: Hattan**

### **Resolution 2018-004 adopted**

Mrs. Wenzinger and Mr. Widmer will take all the necessary documents to the Port Clinton School Board asking them to place the Third Resolution on their next Board Meeting Agenda.

- **Letter for Allocation of Tax revenues – 2019 PLF:** Mrs. Lemmon shared the annual letter that the three library systems in Ottawa County send to the County Auditor/Budget Commission stating their agreement on allocation of the PLF revenue to 2019. The proposed allocation is the same as in past years:

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May 10, 2018

- Ida Rupp Public Library – 50%
- Harris Elmore Public Library – 30%
- Oak Harbor Public Library – 20%

Larry Hattan moved to approve the allocation and forward the letter to the other county library systems for their approval and submission to the Ottawa County Auditor and Budget Commission. Jane Held seconded. Motion carried by voice vote.

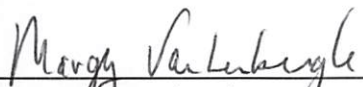
Lauren Lemmon will sign as Fiscal Officer and forward the letter on to Harris-Elmore Public Library for approval requesting that Harris-Elmore then forward the letter to Oak Harbor Public Library.

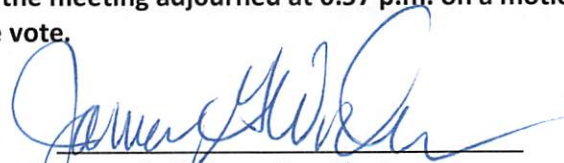
- HVAC options – Lauren Lemmon requested proposals from several companies to replace the HVAC unit for the meeting rooms at IRPL. She shared these proposals with the Board for their review. Ohler & Holzauer had the most affordable proposal.

Margy VanLerberghe moved to award the contract to Ohler & Holzauer on their proposal for a Lennox 7 ½ ton rooftop unit installed with labor, lift allotment, and permits for \$9376.20. Kevin Francis seconded. Motion carried by voice vote.

- Director Search – North Coast Educational Services has posted the position and received 3 resumes to date. The posting will remain open until May 25, 2018 and they expect more responses will be received before that deadline. NCES will deliver a package of resumes that meet the library's requirements by May 30<sup>th</sup> for review. The Trustees will be able to pick up these packets or review that week. Mr. Widmer set a meeting to discuss which applicants to invite for interviews for Wednesday, June 6<sup>th</sup>, from 5:00 p.m. to 7:00 p.m. Mrs. Lemmon will reserve the conference room.
- Ohio Department of Commerce – Division of Liquor Control: The Library received a letter informing them that an establishment 320 feet from the library entrance had filed for a liquor license. The library could file objections to this license if they wished. The Board declined to make any objections so no further action is required.
- EIL library cards – the new library cards featuring the South Bass Island Lighthouse have been received from Rainbow Printing. Susan Byrnes and Jen Yochem donated their photographs and will be acknowledged as Karen Wilhelm announces to the EIL community that there is a new version of the library card available.

There being no further business to come before the Board the meeting adjourned at 6:57 p.m. on a motion by Larry Hattan 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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Lauren S. Lemmon, Fiscal Officer