

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
August 11, 2022

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, August 11, 2022, at 4:30 pm at St. Paul's Church, Put-in-Bay.

The following Trustees were present: Margy VanLerberghe, Jim Widmer, Jane Held, Maryanne Laubner, Lynne Kroeger, Kevin Francis, and Kevin Kast. Also present were Lindsay Faust, Director, and Karen Wilhelm, Erie Islands Branch Manager.

Public Comments/Correspondence

A letter from Betty Velliquette regarding suggestions for any future carnivals was shared with the Trustees.

Report from Branch Manager, Karen Wilhelm

- Karen is working on a program series titled "Meet Your Neighbor." The program will focus on local individuals sharing their expertise.
- The branch staff are aiming to have at least one teen program a month in coming months.
- A scarecrow decorating contest is in the works for October.
- The Summer Library Challenge went very well. Activates had large turnouts. Everyone who attended the Carnival enjoyed the event.
- Karen asked the Board to consider the future of the Erie Islands Branch and what that may look like when Karen retires. While she is currently not ready to retire, she knows she will not be there forever. Lindsay added that it is indeed a concern as the branch is having a difficult time recruiting new employees. Karen shared that it is hard to compete with other island businesses like restaurants who pay a base wage plus tips.

Karen was asked what needs the branch may have. She said that more space would be great, as it is hard to get administrative work done when the library is open as the desk area is so small. Another space issue is when library programs have a large turnout, there isn't enough space at tables for all attendees. Karen also mentioned that some of their chairs are starting to need replacing.

Approval of the Minutes

Ms. Faust presented the minutes from the July 14 regular meeting and July 25 special meeting.

Jim Widmer moved that the minutes the July 14, 2022 regular meeting and July 25, 2022 special meeting be approved as submitted. Kevin Francis seconded the motion. Lynne Kroeger pointed out that the July 14 minutes had a typo in the MPBL Landscaping section, "play" should be "plant". The motion was amended to accept the minutes with the change in wording. Motion passed by voice vote.

Staff Recognition

- Lindsay Faust, 4 years

Review, Discussion, and Approval of Financial Report

The Financial Report for July 2022 was distributed, reviewed and discussed as follows:

Revenue: \$92,322.96

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Expenditures: \$137,960.36

Salaries	\$63,750.50
Employee Fringe Benefits	\$ 15,841.81
Supplies	\$1,295.56
Purchased/Contract Services	\$17,539.89
Library Materials	\$ 35,062.25
Capital Outlay	\$ 0
Other Objects	\$ 4,470.35
Contingency	\$0.00
General Fund Total	\$137,960.36

Year-to-date July financials in total and by location were presented by Lindsay Faust.

Maryanne Laubner moved to accept the financial report and approve expenditures. Kevin Franics seconded. Motion passed by voice vote.

Donations to Library

None

Director's Report

- A letter was sent to the owner of our neighboring property requesting that the equipment stored on our property be moved. The equipment was very quickly moved and the owner came to the library to apologize and inquire about removing some of the concrete slabs in order to stabilize the foundation of his building. He stated that he is interested in attending the September meeting to seek permission to do so.
- Ohio BWC will be performing a routine audit on August 29.
- Lindsay with the help of Margaret Warren and Maryanne Laubner was able to answer a local history question for an out of town visitor seeking the home her grandparents had owned. The individual sent a photo of herself and her mother in front of the property that we were able to locate for them.
- The Summer Library Challenge was very successful. The events were well attended and well received. The challenge wrapped up with a Carnival at M.O.M. and also one at Erie Islands. 291 individuals registered for the challenge this year. 4354 books were read and 1579 activities were completed. Lindsay stressed how grateful she is that the staff worked so hard to put together so many great programs and also very grateful for the staff who stepped up to carry the load in the library when programming staff were not available. She also thanked the Friends of the Library for assisting with the Carnival and funding all of our summer activities. A thank you was also given to Jane Held for volunteering at the Carnival.
- Lindsay mentioned that there were several adult programs in July, one of which she joined in as a participant in her kayak. She reported that a family attending the kayaking event had also

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attended the Back to the Wild Program and were recalling some of the facts they learned about eagles when an eagles nest was along the river.

- Alana Magrum was excited to partner with Austin Lindemann who brought his hearse to the Halloween in July program.
- Karen Land, an Iditarod dog musher was a unique event held at M.O.M.. Karen shared her experience of the Iditarod, equipment and gear. A few attendees also got to don her winter gear in the summer heat.
- Courtney and the Youth Services staff have been working to launch a 1000 Books Before Kindergarten program. 1000 Books Before Kindergarten is a nationwide program to encourage parents to read 1000 books with their children before they enter Kindergarten. Participants will receive a tote bag when they sign up for the program. An incentive will be given each time a log of 100 books is completed. Upon completion of the program the children will receive a book, certificate and have their photos taken with a special sign. The program should launch in September.
- Erin Sandvick moved into a programming role as of August 1. Dave Kimmel has been named Branch Manager.
- Events at Marblehead this summer revolved heavily around the 200th Anniversary of Marblehead Lighthouse. Lighthouse tours were given as well as special historical programs at the library. One program presented by Laurie Halblaub detailed the lives of the keepers of the lighthouse. Laurie researched the topic for over a year.
- Erie Islands activities were covered earlier. Lindsay mentioned that the island staff had hosted another successful book sale for the Friends of the Library.

Lynne Kroeger mentioned that she has notices a lot of activity in the Beacon and wanted to know who was responsible for that. Lindsay reported that Jan Beck had been responsible for getting the information out to the newspaper, but Laura Vollmer has taken over that responsibility.

Committee Reports

There were no committee meetings this month and as a result, no reports were given.

Items for Discussion:

October board meeting date

Due to the potential for a problem with having enough board members for a quorum at the October 13 meeting, the regular meeting has been moved to Tuesday, October 11 at 6:00 pm.

StoryWalk® Update

POD is busy finalizing the construction documents. An application for a special use permit has been filed with the Port Clinton Planning Commission. Lindsay and POD will attend the August 25 Planning Commission meeting to answer any questions the Commission may have. POD will

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attend the September meeting to make sure there are no changes needed to the plans before the work goes out to bid.

Maryanne Laubner asked the status of the StoryWalk at Meadowbrook Marsh. Ms. Faust gave an update that she is still waiting on a lawyer to revise the MOU liability clause.

Facility Study

A draft of the Facility Condition and Assessment Plan from HBM Architects was presented. The plan was briefly reviewed. A discussion was had regarding the need for a Building & Grounds Committee meeting prior to November. It was agreed upon by the Trustees that the Building & Grounds Committee will meet in September rather than November and the Policy and Personnel Committee will meet in November rather than September. President VanLerberghe urged Trustees to study the facility plan.

Fiscal Officer Interviews

Margy VanLerberghe, Jim Widmer and Jane Held will meet on Thursday, August 18 at 3:00 pm to review candidates and prioritize for interviews.

Jim Widmer asked if we could consider moving the meeting that takes place at Erie Islands Library to another month as this is the second year the school has been waxing the floors in August. The board agreed to schedule the meeting at Erie Islands in September next year.

There being no further business to come before the Board the meeting adjourned at 5:57pm on a motion by Jim Widmer and a second by Lynne Kroeger. Motion passed by voice vote.

Jane Held, Secretary

Margy VanLerberghe, President

Lindsay Faust, Deputy Fiscal Officer