

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
February 13, 2020

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, February 13, 2020, at 6:03 pm in the Meeting Room of the Marblehead Peninsula Branch Library.

The following Trustees were present:

Larry Hattan, Margie VanLerberghe, Kevin Kast, and Maryanne Laubner. Also present were Lindsay Faust, Director and Janice Beck, Fiscal Officer/Marketing Manager.

Public Comments/Correspondence

Thank you notes were received from Erie Islands Library for the Christmas gift certificates and new countertop; Jim Widmer for the gifts as outgoing Board President; and Lynn Labick for the Christmas gift certificate.

Approval of the Minutes

Minutes from the January 9, 2020 meeting were presented.

Margie VanLerberghe moved that the minutes of the January 2020 meeting be approved as submitted. Kevin Kast seconded the motion. Motion carried by voice vote.

Staff Recognition

- Staff employees with anniversaries this month
 - Sue Andrews, 15 years
 - Lynn Labick, 2 years
 - Courtney McGrath, 4 years

Review, Discussion, and Approval of Financial Report

The Financial Report for January 2020 was distributed, reviewed and discussed as follows:

Revenue: \$ 65,690.55
 Expenditures: \$128,141.51

Salaries	\$53,466.95
Employee Fringe Benefits	\$12,099.60
Supplies	\$689.39
Purchased/Contract Services	\$9,628.65
Library Materials	\$48,731.73
Capital Outlay	\$2,317.15
Other Objects	\$1,208.04
Contingency	\$0.00
	\$128,141.51

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

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Maryanne Laubner moved to accept the financial report and approve expenditures. Margie VanLerberghe seconded. Motion carried by voice vote.

Donations to Library

\$50 was received in memory of Clyde Madison from Pat & Paula Adkins. \$330 was donated by the Monday Morning Quilters.

Director's Report

- In January's staff meeting
 - A Customer Service Initiative was started which will continue each month throughout the year. The focus for January was "attentiveness" which highlighted how we should greet patrons and be aware of patrons waiting at service desks. This is an aspect of one of our strategic goals to offer a welcoming space for the community.
 - Jan distributed a fiscal procedures handbook for all staff to read and keep for reference. The hope is that the procedure book will clear up some of the confusion and rerouting of paperwork that has been occurring.
- NORWELD libraries have been added to the Michigan Activity Pass. Starting this spring, these libraries can utilize the passes to get free or discounted admission to cultural and recreational institutions across the state of Michigan. The Pass administrators hope to begin adding Ohio locations as well, especially since Ohio libraries will be participating.
- Ms. Faust attended a meeting hosted by Mayor Mike Snider whose goal is to begin developing a strategic plan for the city.
- Courtney McGrath reported that a patron was so pleased to hear that we offer Homebound Services. The patron loves our library and tells her friends how great we are!
- Our new adult librarian, Martha Love has hit the ground running since she started on Jan 8th.
- A new Associate, Kerry Lockhart, joined the Youth Services team in January. In addition to regularly scheduled hours in Youth Services, Kerry will be the substitute for the circulation desk.
- Youth Services introduced a number of new programs in January and Supervisor Angela Campbell has taken over for Erin Sandvick reading to the students at Bataan Elementary.
- At Marblehead, programming attendance continues to be strong. Branch Manager Erin Sandvick has been adding new programs, such as advanced yoga, Blind Date with a Book, bingo and Spanish Story Time are driving this performance.
- Erie Islands is experiencing staffing issues as one employee will be out for surgery and another is caring for a seriously ill spouse. Branch Manager Karen Wilhelm is attempting to hire a clerk to fill the position that was vacated last fall by Lillian Thompson.

Advocacy

February's article was on First Amendment "audits". Lindsay has prepared documentation that Jan will share at the staff meeting that includes what the "audit" is, what to say/do if someone comes in to one of our facilities, and what our policies are for filming in the library.

Committee Reports:

Wage and Finance

No report

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Policy and Personnel

No report

Audit – in response to last month’s question on whether an Audit Committee is required, OLC suggests there be such a committee but there is no requirement to do so.

Building and Grounds

- Automatic door openers for MPBL – currently the ADA door openers are battery operated. They are difficult to keep charged and staff must climb ladders to plug into the rechargers. The batteries and chargers all need to be replaced which would cost approximately \$2,600. However, these could be replaced with electric door openers for a cost of \$3,695 which eliminates the use of ladders as well the need to replace batteries or chargers in the future. Electrical work to accommodate this would cost \$1,212. The committee recommends the board approve the long-term fix.

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

- A patron brought a bug up to the desk that was later determined to be a bed bug. Discussion ensued about the vulnerability of a library to such an infestation considering the people and materials that move in and out of the building. Ms. Faust has found a company that will bring a dog in to inspect the library and identify if this was a one-time situation or if there is a larger problem. If bugs are found, there are several companies which could be contracted to resolve the issue. While the cost is within Ms. Faust’s spending authority, the board recommended that Ms. Faust have the dog brought in, conduct the inspection, if necessary treat the problem and then have a re-inspection done within an appropriate time frame.
- Ms. Faust showed the “heat maps” that were prepared by the State Library of Ohio which shows for each hour where patrons were in the library. A set of recommendations is to follow from them.
- Mr. Hattan explained his interest in replacing LED lights throughout the library in order to save money on the electric bill. He requested that this be looked at within the next year since space use was a higher priority for Ms. Faust’s time.
- The flagpole at Port Clinton does not have a light feature. The flag is left up overnight so there should be a light on it. This will be looked into.

Items for Discussion:

- Social w/Friends group – nothing new to report, this is still tentatively scheduled to be held in May at Marblehead with both the Friends of the Marblehead Peninsula Branch Library and the Friends of the Ida Rupp Public Library in attendance with the Board of Trustees.
- Contact List update – the list was reviewed and several changes identified. This will be corrected and hard copies distributed at the March meeting.

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- Logo Design – Ms. Beck presented several options of revised logos which incorporate a vertical layout, revised verbiage, and options for the lighthouses. The Board members in attendance narrowed this down to two options, #19 and #21, and asked Ms. Beck and Ms. Faust to show these to the Board members who were not in attendance. A decision will be made between those two options and can begin to be used prior to the next Board meeting so as to keep marketing efforts moving.

There being no further business to come before the Board the meeting adjourned at 7:28 pm on a motion by Margie VanLerberghe and a second by Kevin Kast. Motion carried by voice vote.

Dr. Margy VanLerberghe, Secretary

Larry Hattan, President

Janice Beck, Fiscal Officer