

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
June 9, 2022

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, June 9, 2022, at 6:01 pm in the Community Room of the Ida Rupp Public Library.

The following Trustees were present: Margy VanLerberghe, Maryanne Laubner, Jane Held, Lynne Kroeger with Kevin Kast joining at 6:03. Also present were Lindsay Faust, Director, and Janice Beck, Fiscal Officer.

Public Comments/Correspondence

None

Approval of the Minutes

Ms. Beck presented the minutes from the May 12 regular meeting.

Maryanne Laubner moved that the minutes the May 12, 2022 regular meeting be approved as submitted. Jane held seconded the motion. Motion carried by voice vote.

Staff Recognition

- Erin Sandvick, 5 years;
- Alyssa Biro, 1 year

Review, Discussion, and Approval of Financial Report

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

Revenue: \$105,562.90
Expenditures: \$104,891.37

Salaries	\$55,651.03
Employee Fringe Benefits	\$ 9,622.07
Supplies	\$ 1,878.19
Purchased/Contract Services	\$15,877.25
Library Materials	\$ 18,309.13
Capital Outlay	\$ 0.00
Other Objects	\$ 3,553.70
Contingency	\$0.00
General Fund Total	\$104,891.37

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

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

Donations to Library

A donation of \$100 was received in honor of John Haskins by Nancy Herl. A memorial for Bonnie Hickman for \$25 was received from Matt & Anne Montkowski. The Ottawa County Adult Probation donated two books to honor Jane Held's retirement.

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Director's Report

- Ms. Faust has been in contact with POD Design. They will have a document ready by the end of next month to go to bid on the StoryWalk® in Port Clinton
- At the Friends board meeting on Monday they voted to pay for 50% of the cost to the library.
- HBM and Thorson Baker and Associates did a walk-through of the library in order to complete the Facility Assessment. HBM was very positive about the open layout of the library and how much they will be able to do because of the open layout.
- Statewide delivery seems to have returned to the service level we had become accustomed to. While we did lose some items permanently, the majority of items that had been stuck in transit for months or weeks did show back up at the library.
- SEO held their annual Director's meeting. I learned that SEO traveled over 19,000 miles to help clear the backlog of library materials created by STAT Courier. When holds were released there were over 160,000 items on the daily pull list consortium wide, normal there are 2-4,000 per day.
- The WWII Prisoners of War at Camp Perry Program had 18 attendees and patrons enjoyed listening to Peggy Debien discuss local history
- In December the library received a grant from Portage Resale to provide Kindergarten readiness bags to preschoolers in Port Clinton. Fifty bags were distributed at Bataan and nineteen at ICS.
- Bonnie Vest joined the youth team in May
- Marblehead held an interesting program which was taught by Jane Crandall and Kate Rivet from Gravestone Restoration Services.
- Erie Islands Library attempted a Sidewalk Book Sale on May 12 but had issues with rain.
- Laura Mendoza resigned in May. Kim Pugh also resigned effective May 31 to go to a job with more hours and higher pay. As a result, Karen has hired Betsy McCann, who started at the end of the month.

Committee Reports

- Building and Grounds
None

- Policy and Personnel

Ms. Held reported that the committee met at 5:00 this afternoon to discuss two items.

- 1) Ms. Faust presented a change to the Personnel Policy which makes employees aware that their physical files, computer files and emails are all work product and belong to the library. This change is needed because recently an outgoing employee threw out paper files, deleted computer files and trashed all her e-mails. This has caused work to have to be recreated which is a waste of resources. This was also a problem for Ms. Faust when she joined the library as she found files were missing information, files were deleted as were emails.

The change is in section "2.83 Resignation" with the addition of a 7th paragraph. The new paragraph is:

"Employees may not discard or destroy library work product, to include, but not limited to e-mails, computer files, and physical files. Employees who discard or destroy library work product

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will not be entitled to a vacation leave payout.” The committee recommends to the full board that this policy be changed.

Lynne Kroeger moved to accept the change to the Resignation portion of the policy. Kevin Kast seconded. Motion carried by voice vote.

- 2) Ms. Faust also presented the committee with a change to the Public Services Policy in regards to Interlibrary Loans. The existing policy is only 2 sentences and does not address any limits or exclusions. We do have patrons who want a large number of items, do not return items with the Interlibrary Loan book strap or often return them to the wrong library (not one of our three locations). The committee recommends to the full board that this policy be changed.

Maryanne Laubner moved to adopt the new version of Public Services policy PS3.62. Lynne Kroeger seconded. Motion carried by voice vote.

- Wage and Finance
None
- Audit
None

Items for Discussion:

PLF Distribution Letter

Ms. Faust reported that this year Harris-Elmore initiated the PLF letter to the County Auditor. There was no change to the split, IRPL will receive 50% of the County’s PLF funds.

Lynne Kroeger moved to accept the change to the Resignation portion of the policy. Kevin Kast seconded. Motion carried by voice vote.

MPBL StoryWalk

Ms. Faust updated the board on the Memorandum of Understanding (MOU) for the StoryWalk® at Meadowbrook Park. The County Prosecutor was extremely limited in his advice as his office is legal council for both the library and Danbury Township. The Township had returned the MOU with some suggested changes. The board wants Ms. Faust to contact OLC to see if can get legal assistance on the document. Also, there is an inconsistency in the language of section 8.03 Assumption of Risk that needs to be cleared up. This will be brought back to the board in July.

There being no further business to come before the Board the meeting adjourned at 6:49 on a motion by Maryanne Laubner and a second by Jane Held. Motion carried by voice vote.

Jane Held, Secretary

Margy VanLerberghe, President

Janice Beck, Fiscal Officer