

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes

August 14, 2025

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday August 14, 2025 at 6:00 pm at the Ida Rupp Public Library. The following Trustees were present: Margy VanLerberghe, Jane Held, Kevin Francis, Lynne Kroeger and Laura de Roziere. Also present were Lindsay Faust, Director and Tim McKenna, Fiscal Officer.

Margy VanLerberghe called the meeting to order at 6:00 pm followed by a reading of the library's Mission Statement.

Public Comments – There were none.

Approval of Minutes – Jane Held made a motion to approve the minutes of the June 12, 2025 meeting. Lynne Kroeger seconded. Motion carries by voice vote.

Staff Recognition – Lindsay Faust has been with the library for seven years.

Review and Discussion of the June and July 2025 Financial Reports

Tim McKenna reviewed the June and July Financial Summaries and the Bank Reconciliation Statements.

June Revenue: \$ 95,658.65
June Expenditures: \$123,237.53

July Revenue: \$ 90,493.85
July Expenditures: \$132,518.42

	JUNE	JULY
SALARIES	\$64,327.39	\$65,555.92
BENEFITS	\$16,646.88	\$16,324.12
SUPPLIES	\$ 1,250.19	\$ 758.50
PURCHASED & CONTRACTED	\$13,950.84	\$13,009.69
LIBRARY MATERIALS	\$16,327.62	\$32,566.88
CAPITAL OUTLAY	\$ 6,316.07	\$ 559.55
OTHER	\$ 4,418.54	\$ 3,716.76
TOTAL	\$123,237.53	\$132,518.42

Lynne Kroeger moved to approve the June and July Financials. Second by Kevin Francis. Motion carries by voice vote.

Donations to the Library – Lindsay Faust Reported that there were \$1,367.49 in donations to the library in June. All but \$20.00 were in memory of Lois Wagner. There were no donations in July.

Director's Report – Lindsay Faust

- Summer Reading wrapped up in July. The staff did an excellent job in planning programs most days of the week. It was good to be back in the library for these programs.
- There will be changes to the State Library service for Wi-Fi usage statistics. Keeping the Wi-Fi counting will cost \$2,985 per year. Alternative methods are being explored.
- There are still some "punch list" items with Telamon.

- Port Clinton notified us that the water meter needs to be replaced at the library's expense. The cost is \$2,720.00.

From Courtney McGrath

- Summer Reading was successful with increases in both attendance and registrations over 2024. The totals for all three locations over the six-week period was just under 2200. This is an increase of over 400 from 2024.
- It is great to have the new building and space for the programs.

From Laura Vollmer

- Summer Reading was a success this year. The staff will be helping to improve the guidebooks for programs for next year.
- Working on improving tracking of displays. There is a document on Canva that all can contribute to and a document to keep track of where extra books are.
- Continuing to work on flyers in the new space. Continued improvements will be made.

From Martha Love

- Over the six weeks of Summer Reading I am behind the scenes setting up the challenge in Beanstack so patrons can register and track their activities, reading, etc.
- There have been many positive comments on the renovations
- The local history newsletter went to 136 Subscribers.

From Nichole Weatherwax

- Joy Journey Farms petting zoo was awesome. There were 125 in attendance.
- Inside the library there was a Pete the Cat themed scavenger hunt and crafting station.
- The Grand Finale was a lot of fun. Everyone pitched in to make it a great success.

From Sharlene Anderson

- Tie Dye @ Lakeview Park was a great success. Everyone had fun dying their white cotton items.
- Requested to do a Storytime at Bataan Elementary for Champions. The book theme was 'garden'.

From Patty Curry

- Enjoyed my first year as an active staff member in the Summer Reading Program. Lot's of fun and great to see the kids/families using the library before and after the activities.
- 4 Paws for reading: Registration was full with nine attendees.

Marblehead Peninsula Branch – Dave Kimmel

- Writing Group session on July 15 with three members present.
- Four Tech Help sessions between July 15 and 23.
- Fifteen books were taken to the Danbury Senior Center.

Erie Islands Library – Karen Wilhelm

- "Color Our World" is officially over. It was great this year.
- The dye tie pillowcases had nineteen people on July 8.

In addition, Lindsay Faust gave an overview of the library usage statistics and the news coverage surrounding the Grand Reopening Celebration at the library.

Committee Report – Policy and Personnel Committee

Discussion of hiring a Custodian/Maintenance Technician.

Discussion of formalizing local author submission guidelines in the policy manual.

Refer to full board.

Items for Discussion

- A. State Budget Update – Lindsay Faust gave an update on the sections of the 2026/2027 FY Budget that could impact the library.
- B. Computer Purchase – Lindsay Faust provided information on replacing eight computers to be compatible with Windows 11. Price provided by Buckeye Tech Solutions at \$725.00 each for a total of \$5,800.00. Jane Held moves to accept the Buckeye Tech quote. Second by Laura de Roziere. Motion carries by voice vote.
- C. Copy/Printer Lease – Lindsay Faust reviewed the current cost of the printers and copiers at three locations with a proposed new pricing provided by Perry Protech. The monthly cost is projected to be \$714.38 per month with a savings of \$269.94 per month. This would be a 63 month lease. Kevin Francis made a motion to proceed with the new contract with Perry Protech. Second by Lynne Kroeger. Motion carries by voice vote.
- D. Ohio Plan Insurance Renewal – Lindsay Faust reviewed the Ohio Plan Insurance policy renewal. Annual premium of \$7,248.00. Laura de Roziere moves to accept the proposal. Second by Jane Held. Carries by voice vote.
- E. Custodian/Maintenance Technician – Policy and Personnel Committee recommended a full-time position. The job descriptions for both full time and part time were presented. Laura de Roziere made a motion to post a job listing for a full-time custodian with benefits and a pay scale of between \$21 and \$28 per hour and to terminate the current contract with Clean Team. Second by Lynne Kroeger. Motion carries by voice vote.
- F. Local Author Submissions – New policy to formalize guidelines for submissions from local authors was presented and discussed. Lynne Kroeger moved to accept the Guidelines & Form as presented and to approve PS 2.6, Local Author Submissions, in the Policy Manual. Second by Laura de Roziere. Motion carries by voice vote.

Executive Session – To consider the compensation of a public employee. Motion to move to Executive Session made by Kevin Francis at 6:55 pm. Second by Jane Held. Carries by voice vote.
Leave Executive Session at 7:11 pm.

Motion by Laura de Roziere to give a merit pay raise to Lindsay Faust of 5% and to Tim McKenna of 4% retroactive to January 1, 2025. Second by Lynne Kroeger. Motion carries by voice vote.
Motion to adjourn at 7:15 by Jane Held. Second by Laura de Roziere.

President

Secretary

Fiscal Officer