

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**March 12, 2020**

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, March 12, 2020, at 6:02 pm in the Meeting Room of the Ida Rupp Public Library.

The following Trustees were present:

Larry Hattan, Jim Widmer, Kevin Francis, Jane Held, Kevin Kast, and Maryanne Laubner. Also present were Ex-officio board member Barb Wenzinger, Lindsay Faust, Director and Janice Beck, Fiscal Officer/Marketing Manager.

Public Comments/Correspondence

None

Approval of the Minutes

Minutes from the February 13, 2020 meeting were presented.

**Kevin Francis moved that the minutes of the February 2020 meeting be approved as submitted. Kevin Kast seconded the motion. Motion carried by voice vote.**

Staff Recognition

- Staff employees with anniversaries this month – None

Review, Discussion, and Approval of Financial Report

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

Revenue:       \$ 73,100.81  
Expenditures: \$ 91,766.13

Salaries	\$56,366.72
Employee Fringe Benefits	\$13,085.15
Supplies	\$3,348.19
Purchased/Contract Services	\$3,781.62
Library Materials	\$12,159.81
Capital Outlay	\$636.32
Other Objects	\$2,388.32
Contingency	\$0.00
	\$91,766.13

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

**Jim Widmer moved to accept the financial report and approve expenditures. Kevin Francis seconded. Motion carried by voice vote.**

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Donations to Library

\$445 was received in memory of Janet Spencer from 7 donors and will be used to purchase Large Print books for Marblehead Peninsula Branch Library.

Director's Report

- The Friends of the Ida Rupp Public Library hosted an "I Love My Library" bookmark design contest for children and teens. Four winners were selected from 34 entries. Winning designs have also been printed and made available to patrons. It is hoped that this will become an annual contest.
- At the NORWELD Director's Roundtable, Ms. Faust learned that Harris-Elmore plans to go fine free in the near future. Last week, Lina Hall from Oak Harbor Public Library informed Ms. Faust that Oak Harbor also plans to go fine free soon.
- Great programs during I Love My Library Month. Peggy Debien led a program about the Blizzard of '78, Kristen Stewart conducted a cupcake decorating class, Alana Magrum offered a teen program of games and cookie decorating.
- An furnace fire damaged one of the furnaces at MPBL and was repaired on 3/12/2020
- Two chairs were tossed out after the bed bug dog identified them as having issues. Since they were old and had dry rot they were deemed disposable

Advocacy

The advocacy article was concerning the coronavirus, COVID-19, but was dated 2/28 and deemed outdated so this was skipped.

Committee Reports:

Wage and Finance

No report

Policy and Personnel

No report

Building and Grounds

No report, but it was noted that there is a broken light on the Friends Plaza. Ms. Faust noted that an electrician will look at it soon.

Items for Discussion:

- OLC Legislative Day is April 21. Since it is not a budget year the agenda is short. Ms. Faust will be attending and hopes to meet with local legislators.
- OLC Trustee Dinner is Thursday April 30. The carpool will depart from Ida Rupp Public Library at 5:15. Currently Ms. Faust, Dr. Francis, Ms. Laubner, Mr. Hattan, and Dr. Kast are attending.
- Travel Policy Update  
**Jim Widmer moved to accept the changes to the Travel Policy as presented. Maryanne Laubner seconded. Motion carried by voice vote.**

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- Social Media Policy  
**Jane Held moved to accept the new Social Media Policy as presented. Kevin Kast seconded. Motion carried by voice vote.**
  
- Holiday Policy Update  
**Kevin Francis moved to accept the changes to the Holiday Policy as presented. Maryanne Laubner seconded. Motion carried by voice vote.**
  
- Code of Conduct Update  
**Jane Held moved to accept the changes to the Code of Conduct as presented. Jim Widmer seconded. Motion carried by voice vote.**
  
- Reference Policy Update  
**Kevin Kast moved to accept the changes to the Service Limitations (part of the Reference Policy) as presented. Kevin Francis seconded. Motion carried by voice vote.**
  
- Pandemic Policy  
Ms. Faust presented a Pandemic Policy which the Library did not have previously.  
  
**Jim Widmer moved to accept the new Pandemic Policy as presented. Kevin Francis seconded. Motion carried by voice vote.**

In light of the current situation with the COVID-19 virus, the board discussed their response to the governor's request to close schools and limit groups of 100 or more people. After discussion, the board determined that:

- Erie Islands Library would close to staff and patrons when Put-in-Bay School closes
- Ida Rupp Public Library and Marblehead Peninsula Branch Library would close to patrons at the end of the day on Monday 3/16/2020.
- Healthy staff members at IRPL and MPBL should report to work while EIL staff needed to follow the guidelines of Put-in-Bay School.
- The locations will remain closed until 4/6/20 following governor's direction to schools.
- Staff would be paid for the hours they were scheduled to work during the shutdown.

**Jim Widmer moved to accept the new Pandemic Policy as presented. Jane Held seconded. Motion carried by voice vote.**

**There being no further business to come before the Board the meeting adjourned at 7:03 pm on a motion by Kevin Kast and a second by Kevin Francis. Motion carried by voice vote.**

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Dr. Margy VanLerberghe, Secretary

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Larry Hattan, President

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Janice Beck, Fiscal Officer