

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes November 8, 2018

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, November 8, 2018, at 6:00 pm in the Board Room of the Library.

The following Trustees were present: James Widmer, Margy VanLerberghe, Maryanne Laubner, Kevin Francis, Larry Hattan and Deanna Erwin. Jane Held was not present. Also present were Lindsay Faust; Director, and Janice Beck; Fiscal Officer/Facilities Manager. Bill and Jane Taylor attended as part of the Leadership Ottawa County program.

Public Comments/Correspondence

Bill and Jane Taylor expressed their thanks for allowing them to attend the meeting.

Lindsay Faust read a note received from Jane Held expressing her thanks for the donation made by Board members in remembrance of her mother Lois Held.

The passage of the levy on November 6 was noted.

Approval of the Minutes

Minutes from the October 11, 2018 regular meeting were presented as were the minutes of the October 12, 2018 special meeting and the October 23, 2018 special meeting.

Larry Hattan moved that the minutes of the all the October 2018 meetings be approved as submitted. Margie VanLerberghe seconded the motion. Motion carried by voice vote.

Staff Recognition

- Staff employees with anniversaries this month:
 - Kristen Stewart, 2 years

Review, Discussion, and Approval of Financial Report

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

Revenue: \$ 57,337.88
Expenditures: \$ 105,060.92

Salaries	49,749.13
Employee Fringe Benefits	7,773.59
Supplies	2,330.63
Purchased/Contract Services	11,828.84
Library Materials	29,932.35
Capital Outlay	2,346.38
Other Objects	1,100.00
Contingency	0.00

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Year-to-date expenditures are running at 70.251% of budget.

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

Donations

One new donation was reported, which was the Board donation in memory of Lois Held.

Director's Report

Ms. Faust highlighted several items from her written report:

- On November 5, Ms. Faust attended a legislative update meeting led by Michelle Francis from the Ohio Library Council. The meeting was regarding the state budget that legislators will be preparing over the coming months and how it will affect the Public Library Fund. Ms. Francis also informed directors that new legislation has gone into effect regarding the use of credit cards. The library's credit card policies will need to be reviewed to assure compliance with HB312 by February, 2019.
- Library Consultant Mandy Simon from the State Library of Ohio will be conducting focus groups concerning the strategic planning activities. The first focus groups will be held on Tuesday, November 13. A staff focus group will be held first in the morning at Ida Rupp and a community focus group will be held in the evening at the Marblehead Peninsula Branch.
- Ms. Faust spoke about the levy at the October candidate's forum hosted by the Port Clinton Area Business & Professional Women's Club and the Port Clinton Chamber of Commerce.
- The Friends of the Library held a board meeting on October 30. Thanks to continued efforts by President Judy McKenna, book sales from the Friends' bookshelf in the library are up and generating around \$300-\$400 each month. Mrs. McKenna keeps the books "fresh" by utilizing a system of dots that identify when books were placed on the shelf. Any books that are unsold for an extended period will be removed and replaced with other books.

Advocacy

Ms. Faust shared information concerning HB 736 which was introduced in the Ohio House of Representatives. This bill would change how board-governed organizations that are a subdivision of a larger legislative body would be able to get a levy on the ballot. The language proposed in this legislation would allow the larger legislative body to refuse to place the levy on the ballot. In the existing regulations, the language is inconclusive but an opinion from the Attorney General has determined that a legislative body must approve a request from the subdivision.

Committee Reports:

Wage and Finance

No Report

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Policy and Personnel

No Report

Building and Grounds

The Building and Grounds committee met on November 8, 2018. The committee reviewed a list developed during their February 8, 2018 meeting and noted progress made on the list.

- Completed projects included
 - Upgrading the technology in the IRPL Community Room
 - Adding lighting in the parking lot for Marblehead Peninsula Branch Library
 - Replacing the HVAC unit above the Community Room
- A discussion was held concerning the damage a teenaged patron inflicted upon a light at the front of the building. An electrician will be called to fix the light.
- The carpet in the staff bathroom and the staff breakroom will be removed and replaced with a hard surface flooring, such as vinyl.

Audit

No Report

Items for Discussion:

- Ms. Faust presented the 2019 calendar for the Ida Rupp Public Library noting holidays and early closings.

Margie VanLerberghe moved that the Board approve the calendar as presented. Deanna Erwin seconded. Motion carried by voice vote.

- Mr. Widmer called for the appointment of a Nominating Committee. Kevin Francis and Maryanne Laubner will serve in that capacity. They will prepare a report for the December Board meeting
- Mr. Widmer read a statement naming Janice Beck as a signer for accounts at USBank.
 - Account 3550862856
 - Account 330192598184

Larry Hattan moved that the Ms. Beck be named a signer for said accounts. Kevin Francis seconded. Resolution carried by voice vote.

- Ms. Faust reviewed the proposed budget for 2019, highlighting the differences between the proposed budget and 2018 budget and actuals. Mr. Widmer indicated that money will need to be reallocated in the budget to accommodate the request by scout Nolan Johnson.
- Mr. Widmer read a letter of resignation from Deanna Erwin. Due to family considerations, Ms. Erwin will be resigning after the current meeting.


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At 6:45pm, Margie VanLerberghe moved to go into executive session to consider a replacement for Ms. Erwin. Roll call vote: Ayes – Widmer, Laubner, VanLerberghe, Francis, Hattan, and Erwin. Motion carried.

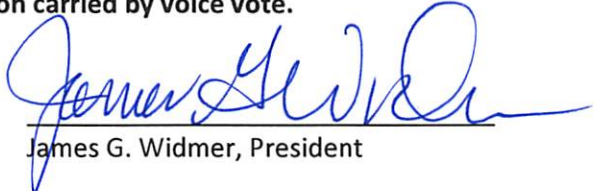
The board reconvened in regular session at 6:54pm.

- Mr. Widmer requested donations from the board members to cover the cost of Christmas gifts to the library staff. There are 25 employees who will each be given a \$10 Chamber of Commerce gift card.

There being no further business to come before the Board the meeting adjourned at 6:48 pm on a motion by Deanna Erwin and a second by Larry Hattan. Motion carried by voice vote.



Dr. Margy VanLerberghe, Secretary



James G. Widmer, President



Janice Beck, Fiscal Officer