

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

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, November 12, 2020, at 6:03 pm via Zoom.

The following Trustees were present: Larry Hattan, Margie VanLerberghe, Kevin Kast, Jane Held, Jim Widmer, Maryanne Laubner, and Kevin Francis. Also present were Lindsay Faust, Director, and Janice Beck, Fiscal Officer/Marketing Manager.

Public Comments/Correspondence

None

Staff Recognition

Kristen Stewart, 4 years

Approval of the Minutes

Ms. Beck presented the minutes from the October 8, 2020 regular meeting as well as from the October 22, 2020 special meeting.

**Kevin Kast moved that the minutes of the both the regular and special meetings be approved as submitted. Kevin Francis seconded the motion. Motion carried by voice vote.**

Review, Discussion, and Approval of Financial Report

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

Revenue:           \$135,816.98  
Expenditures:   \$ 74,242.03

|                                 |              |
|---------------------------------|--------------|
| Salaries                        | \$33,859.92  |
| Employee Fringe Benefits        | \$8,606.77   |
| Supplies                        | \$ 612.05    |
| Purchased/Contract Services     | \$ 2,630.43  |
| Library Materials               | \$ 25,225.77 |
| Capital Outlay                  | \$ (403.76)  |
| Other Objects                   | \$ 710.85    |
| Contingency                     | \$0.00       |
| Special Fund – CARES Act grant  | \$0.00       |
| Special Fund – CARES Mini-grant | \$3,000.00   |
|                                 | \$74,242.03  |

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

**Margy VanLerberghe moved to accept the financial report and approve expenditures. Jane Held seconded. Motion carried by voice vote.**

Donations to Library

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One donation was made in October, the staff donated \$50 in memory of Delphine Pleitz, grandmother of Lindsay Faust.

Director's Report

- Ms. Faust and Ms. Beck are happy to report that over 75 boxes of documents have been shredded at the Community Shred Day sponsored by the Friends of the Library. Between our documents and those brought by the community, we filled the truck up  $\frac{3}{4}$  full. From here on out we plan to have the shredding company pick up anything that can be disposed of in the spring each year.
- Kerryn Lockhart resigned to pursue a full time position elsewhere. Ms. Faust and Assistant Director Courtney McGrath interviewed several candidates to fill the vacancy. Two candidates were hired from this pool of applicants, as the library had been anticipating hiring Sue Andrews' replacement sometime in December due to an expected medical leave early next year. Emily Griggs and Teena Berberick joined starting the week of November 1.
- Electric and network drops have been installed at all three locations in anticipation of our HoldIt lockers. We do not yet have an install date for the lockers.
- Ms. Beck worked with managers and programming staff to come up with a social media and marketing plan for the next few months. With this we hope to have consistent programming and online content for our patrons.
- For the month of October, the overall theme in the children's department was Fall and Halloween! Approximately 60 Halloween themed activity bags were distributed. Kristen Stewart and Terri Winke also recorded a how-to video for making shaky eggs and 33 of the accompanying kits were distributed. Ms. Winke recorded two different story times and Ms. Stewart created a video showing how to make a bird feeder out of household items.
- Martha Love prepared for a second Zoom book discussion group which was held on November 3<sup>rd</sup>. Attendance has not been high for these programs, but Ms. Love is going to reach out to different groups and members of other book clubs to increase numbers.
- Erin Sandvick reports that October was a busy month in Marblehead with four Grab and Go craft kits being distributed. Ms. Sandvick and Margaret Warren have been curating and organizing these kits and pairing them with children's books. Zoom has been used to facilitate both the Books & Brews and the Pulitzer Prize book clubs.
- Danbury Elementary School reached out to Ms. Sandvick to see if she could begin reading to each classroom in some capacity beginning in October. Utilizing Google Meet Ms. Sandvick has been able to adapt her read aloud time to suit their needs. Ms. Sandvick is also working with teachers at Danbury Local Schools to supply mass copies of literature via the SEO consortium. School officials and teachers are thankful for this service as it is a cost savings to the district.
- Sue Duff hosted another episode of her popular Kitchen Chemistry experiments on the Erie Islands Facebook page.

Advocacy

None

Committee Reports:

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Wage and Finance

None

Policy and Personnel

The committee has met and will finalize the evaluations for Ms. Faust and Ms. Beck in time for December performance reviews.

Building and Ground

None

Items for Discussion:

- Jane Held expiring term – Ms. Held would like to renew for another 7 year term.

**Kevin Francis moved that Ms. Held be nominated for another term and that a request for appointment be sent to the Port Clinton School Board. Jim Widmer seconded the motion. Motion carried by voice vote.**

- 2021 Calendar – Ms. Faust presented a proposed calendar which included holidays and board meetings. One typographical error was found and Ms. Faust will correct the error. A discussion was conducted on whether or not Martin Luther King, Jr. Day should be a library holiday.

**Kevin Francis moved that the board change the holiday policy to include being closed on Martin Luther King, Jr. Day. Jane Held seconded the motion. Motion carried by voice vote.**

- 2021 Temporary Budget Appropriations Resolution – Ms. Beck presented Resolution 2020-007 for the temporary budget to begin January 1, 2021.

**Roll call vote to approve Resolution 2020-007:**

|                     |            |
|---------------------|------------|
| <b>Hattan</b>       | <b>Aye</b> |
| <b>Widmer</b>       | <b>Aye</b> |
| <b>VanLerberghe</b> | <b>Aye</b> |
| <b>Francis</b>      | <b>Aye</b> |
| <b>Held</b>         | <b>Aye</b> |
| <b>Kast</b>         | <b>Aye</b> |
| <b>Laubner</b>      | <b>Aye</b> |

**Resolution approved.**

- Board meetings in person after December 1 – the current legislation allowing the board to meet virtually will expire on November 30. Ms. Faust has emailed Ohio Library Council's legal representative to learn if this will be extended.

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- Executive Session, discussion to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee.

**Margy VanLerberghe motioned to move to Executive session at 6:37 pm, Kevin Kast seconded. A roll call vote was made:**

|                     |            |
|---------------------|------------|
| <b>Hattan</b>       | <b>Aye</b> |
| <b>Widmer</b>       | <b>Aye</b> |
| <b>VanLerberghe</b> | <b>Aye</b> |
| <b>Francis</b>      | <b>Aye</b> |
| <b>Held</b>         | <b>Aye</b> |
| <b>Kast</b>         | <b>Aye</b> |
| <b>Laubner</b>      | <b>Aye</b> |

**Motion carried.**

Returned from Executive Session at 6:57

**There being no further business to come before the Board the meeting adjourned at 6:58 pm on a motion by Margie VanLerberghe and a second by Jim Widmer. 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