

# IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES

## Meeting Minutes

### September 14, 2023

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was called to order on Thursday September 14, 2023 at 11:05 am at the Erie Islands Branch Library. The following Trustees were present: Margy VanLerberghe, Lynne Kroeger, Jane Held, Laura de Roziere, Jim Widmer, Kevin Kast and Kevin Francis. Also present were Karen Wilhelm, Erie Islands Branch Manager, Courtney McGrath, Assistant Director, and Tim McKenna, Fiscal Officer.

Margy VanLerberghe opened the meeting by reading the Mission Statement of the Ida Rupp Public Library.

“The Ida Rupp Public Library facilitates free access to materials and services to support the diverse educational, informational and entertainment needs of our community.”

#### Public Comments

There were four members of the public in attendance. E. David Baker submitted a form to be delivered to Lindsay Faust, Director.

#### Report from Erie Islands Branch Manager, Karen Wilhelm

- Marcia Ashley was introduced, newest EIL employee
- The StoryWalk continues to be popular. There is a new book to see, “A Logs Life”.
- Handed out a feature of StoryWalk listed in their newsletter.
- There is an evolving partnership with the Lake Erie Conservancy
- Programs with the Senior Center have attracted 15 – 25 attendees.
- Community members doing programs with the library.
- Wildlife center will be doing gingerbread kits for Christmas
- The library is working with the Mother of Sorrows to use Cornerstone Room for teas.
- The 48 N 48 event was a great success.
- The book sale was very successful
- There was a Fire Department Truck Wash.
- Ms. Wilhelm said that there is excellent cooperation with the IRPL staff.

#### Approval of Minutes

The minutes of the August 10, 2023 meeting were presented and discussed  
Lynne Kroeger motioned for approval, second by Kevin Francis. Motion carries by voice vote.

#### Staff Recognition

Laura Vollmer, 11 years; Margaret Warren, 11 years; Susan Dress, 9 years;  
Jolene Lochotzki, 5 years; Jamie Kennedy, 1 year.

#### Review, Discussion and Approval of Financial Report

The Financial Report for August 2023 was distributed and reviewed by Tim McKenna.

\*Revenue: \$633,175.56  
Expense: \$159,400.67

Salaries:	\$ 63,665.63
Fringe Benefits:	\$ 14,656.57
Supplies:	\$ 720.05
Purchased & Contracted Services:	\$ 23,605.07
Library Materials:	\$ 17,717.30
Capital Outlay:	\$ 38,483.09
Other:	\$ 552.96
Contingencies:	\$ 0.00
 Total:	 \$159,400.67

There was also a breakdown of revenues and expenditures by branch location. Jane Held motioned for approval of the Financial Report, second by Laura de Roziere. Motion carries by voice vote.

Donations to the Library

Courtney McGrath reviewed the donations received in August:

- Margy VanLerberghe: \$100.00 in memory of Alex Thomas
- Meridith R. Beck Trust: \$112,000.00
- June and Joe Gall: 50.00 in memory of Teddy Kozlok
- Anonymous, from OCCF, restricted: \$2,000.00 To increase awareness/acceptance of the LGBTQIA+ communities.
- Kroger Co.: \$146.35
- There had been discussion of setting aside the donation from the estate of Sandra A. Van Voorhis with the Ottawa County Community Foundation. Tim McKenna discussed this with the Ohio Auditor’s Office and was told that this would not be allowable.

Director’s Report – Courtney McGrath

General Updates

- Equipment for faster internet under the new eRate contract has been installed at the Marblehead Peninsula Branch Library.
- Lindsay Faust and Courtney McGrath met with HBM Architects to review renovation technology plans. The only major change to plans was the move of the electrical panel near the 3<sup>rd</sup> Street entrance.
- Looking for software options for the library calendar and room reservations as the current Evanced software is being discontinued in August 2024.
- Jolene Lochotzki received a very positive comment from a library patron.

Adult Services

- Alana Sutherland, the adult program associate, has been with the library for 90 days and is doing well. She has started to host her own programs in addition to taking over the on-on-one tech sessions.
- Laura Vollmer reports that the “Ottawa County Reads” event is well under way. The “Pete the Cat” program is expected to be well attended.
- Laura Vollmer has updated the Facebook page in addition to posting branch events each month.

### Youth Services

- The library had it first reader to complete 1000 Books before Kindergarten.
- Megan Osborn and Corvid Griggs attended a professional development event by Jim Gill at the Toledo Public Library Main Branch.
- The shipment of Wonderbooks arrived. This includes a variety of chapter books, picture books, nonfiction, graphic novels and large print chapter books. Many have already gone to patrons.
- Alana Magrum departed her role as teen librarian on August 3<sup>rd</sup>. While this caused a scheduling problem, there were still three programs that were held with the help of Megan Osborn and Alana Sutherland.

### Marblehead Peninsula Branch

- The signs for the StoryWalk at Meadowbrook Marsh have arrived and will be installed in September.
- Erin Sandvick submitted her resignation effective September 11.
- Grab and Go kits for children and adults were created by Margaret Warren and Erin Sandvick.
- Dave Kimmel continued Tech Help sessions at the branch with two 30-minute sessions open every Tuesday and Wednesday. Three patrons took advantage of this service in August.
- Dave Kimmel offered another experimental program: to establish (re-establish) a writing group on the Peninsula. There were three participants.

The full written directors report is incorporated in the meeting minutes book.

### Committee Reports

There were no committee reports

### Discussion Items

- Resolution 2023-006: Resolution Accepting the Amounts and Rates as Determined by the Budget Commission.
  - Jim Widmer moved the adoption of the resolution. Kevin Kast seconded the Resolution.
  - The Resolution passed unanimously by roll call vote with no votes against and no abstentions.
  - The Resolution has been duly filed with the Ottawa County Auditor's Office.
- IRPL StoryWalk
  - POD Design presented two quotes and a cover letter recommending the quote from Masonry Construction.
  - After discussion it was decided that the Building and Grounds Committee should review and make a formal recommendation.
- Jim Widmer motioned and Lynne Kroeger seconded that the Board recommend the reappointment of Margy VanLerberghe to the Board of Trustees of the Ida Rupp Public Library for a seven-year term.
  - Motion carries by voice vote.
- Margy VanLerberghe stated that in consultation with the Kaleidoscope Youth Center in Columbus, it has been determined they cannot safely send representation to our library, nor can our library reasonably guarantee the decorum or the safety of participants of such a presentation. Therefore, Kaleidoscope is off the table. No October presentation for the board. No teen presentations in the foreseeable future. This in no way represents the board forfeiting its responsibility to its mission statement.

- A new committee was created to review all Teen and Children's policies.
  - Jane Held, Lynne Kroeger and Laura de Roziere will be on this committee
- There was additional discussion regarding the staff safety and morale.

12:14 pm: Motion to Adjourn by Kevin Francis, second by Jane Held. Carries by voice vote.

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President

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Secretary

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Fiscal Officer