

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
October 11, 2022

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Tuesday, October 11, at 6:00 pm at Ida Rupp Public Library.

The following Trustees were present Margy VanLerberghe, Jim Widmer, Maryanne Laubner, Lynne Kroeger and Kevin Francis. Also present was Lindsay Faust, Director.

Public Comments/Correspondence

None

Approval of the Minutes

Ms. Faust presented the minutes from the September 8 regular meeting and September 27 special meeting.

Jim Widmer moved that the minutes the September 8, 2022 regular meeting and September 27, 2022 special meeting be approved as submitted. Kevin Francis seconded the motion. Motion carried by voice vote.

Staff Recognition

Dave Kimmel, 1 year

Review, Discussion, and Approval of Financial Report

The Financial Report for September 2022 was distributed, reviewed and discussed as follows:

Revenue: \$81,687.31

Expenditures: \$117,804.95

Salaries	\$56,480.31
Employee Fringe Benefits	\$14,063.47
Supplies	\$3,325.72
Purchased/Contract Services	\$27,944.48
Library Materials	\$15,990.97
Capital Outlay	\$0
Other Objects	\$0
Contingency	\$0
General Fund Total	\$117,804.95

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

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

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Donations to Library

There were three donations to the library in September. Kroger sent \$193.39 from the Kroger Card Community Rewards program. An anonymous Marblehead patrons donated \$100.00 in gratitude for being able to use the library when the coffee shop was closed. Helen Taylor Robertson donated \$500.00.

Director's Report

- The Ohio Department of Education has made grant funds available to public libraries to help close the educational gap created by students being out of the classroom during COVID. Lindsay has submitted an application to receive funds for additional audio enabled books, new early literacy computers to replace the models that are broken and funds to bring a popular children's author for an event that we are calling Ottawa County Reads.
- Courtney McGrath noted that "There have been a lot of compliments on our offering of notary services here, and for free. There were two within one week that stated they really appreciated all we do here, especially having a notary that they do not have to pay for like other places." Corvid Griggs became a notary over the summer, allowing us to have additional notary coverage at Ida Rupp.
- Dawn and Lindsay interviewed several applicants to fill vacancies at Ida Rupp. Two new clerks were hired. Patty Curry will work a 16-hour schedule and Jamie Kennedy will work mostly as a substitute in the evenings and will have a regularly scheduled Saturday.
- Supervisors have been in the process of conducting annual evaluations and setting goals for the next year with staff. This is the first year we are implementing a merit raise system, so all evaluations are taking place in September in order to budget for next year.
- Jolene Lochotzki reported, "I've been working on my reader's advisory suggestions at the desk. I had a patron looking for historical fiction titles, with the help of Courtney – we were able to find her a few titles and authors to check out. She was excited about the opportunity to read books she had not heard of or seen before. There was also another patron that I suggested a new author to, and now she states it is one of her favorite authors. She has also come in a few times since and put holds on those books. "
- Yoga has started back up at the library.
- Martha Love has finished shelf-by-shelf reading/weeding of adult nonfiction. This has allowed further expansion of shelving for audiobooks. The large print will also likely expand somewhat due to high demand.
- The Manhattan Short Film Festival showings were held in September. This is something Laura has been organizing for several years and has been a popular event.
- Story Time started back up again in September with a theme each week. There has also been an effort to get in elementary aged students into the library afterschool with afterschool activities including art and STEAM themed programs.
- The Teens have been having fun at programs. Alana is continuing to make use of our outdoor spaces for programming as weather allows.

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- Dave Kimmel is continuing to learn his role at Marblehead. He is working on bringing some new program ideas to the branch while maintaining the popular programs that have been offered. Dave, Erin and Margaret are working together to create a great lineup of events.
- Karen started the "Meet Your Neighbor" program that she had described at the August Board meeting and that program continues this month. Karen also is working to hire someone to fill in during the winter months when Betsy will be out of town.
- Three staff members attended the OLC Convention in Toledo.

Committee Reports

Wage and Finance met in conjunction with Building and Grounds. At the committee meeting discussion was had regarding next year's budget, staff raises and how much should be budgeted for interior renovations at Ida Rupp. The Wage and Finance Committee recommends that staff be given the same percent cost of living raise that Social Security will give along with the presented merit raise percentages. Both Committees agreed that the library should plan to spend 3.9 million dollars on an interior renovation. Lindsay will arrange a meeting with HBM and the Building and Grounds Committee to begin to explore what exactly our renovation can include at that budget amount. A 2023 temporary appropriations budget will be brought to the November board meeting based on the input given.

Items for Discussion:

OCCF Donation Boxes

Director Faust brought a request to the board to allow Ottawa County Community Foundation to place a box in our libraries to collect coats, hats, mittens, gloves, and socks, for all ages but with a marketed focus on children's and youth sizes. The collection would take place November 1 through November 30. This is an attempt to supplement Salvation Army's annual collection, that may not be as robust as normal with the departure of Maureen Saponari. This is a county wide initiative, both Oak Harbor and Harris-Elmore have agreed to be drop off locations. Ms. Faust recommends that the library participate. The board was supportive of having the boxes in the library.

Barb Wenzinger Emeritus Term Ending

Barb Wenzinger was given Emeritus status at the January 2018 organizational meeting. The term expires on December 31, 2022.

Our Bylaws state "**Emeritus Trustee Election.** All candidates shall be nominated by a member of the current Board and confirmed by a majority of the Board. Appointments shall be made for a five-year period, subject to renewal by the Board at its discretion."

Jim Widmer spoke with Barb and she would like to continue serving in an Emeritus role if the Trustees wish for her to continue.

Jim Widmer moved to appoint Barb Wenzinger as an Emeritus Trustee for a period of five years, commencing January 1, 2023 and expiring December 31, 2028. Lynne Kroeger seconded the motion. Motion carried by voice vote.

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2023 Board Nominations

Discussion was held regarding potential trustees to replace Maryanne Laubner when her term expires at the end of the year.

Margy VanLeberghe appointed Kevin Kast and Jane Held to the nominating committee to determine the slate of officers for 2023.

Executive Session

At 6:31 pm Jim Widmer made a motion to go into executive session to consider the employment of a public employee. Maryanne Laubner seconded the motion.

Roll call vote

Margy VanLerberghe, aye

Jim Widmer, aye

Jane Held, absent

Maryanne Laubner, aye

Lynne Kroeger, aye

Kevin Francis, aye

Kevin Kast, absent

Motion carried.

Jane Held joined the meeting at 6:34 pm.

The board reconvened in regular session at 6:48 pm.

There being no further business to come before the Board the meeting adjourned at 6:48 pm on a motion by Jane Held and a second by Jim Widmer. Motion carried by voice vote.

Jane Held, Secretary

Margy VanLerberghe, President

Lindsay Faust, Deputy Fiscal Officer