

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
March 9, 2023

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was called to order on Thursday, March 9, at 6:03 pm at Ida Rupp Public Library. The following Trustees were present Margy VanLerberghe, Jane Held, Lynne Kroeger, Kevin Francis and Kevin Kast. Also present were Lindsay Faust, Director and Courtney McGrath, Assistant Director.

Public Comments/Correspondence

None

Executive Session

At 6:03 pm Kevin Kast made a motion to go into executive session to consider the employment and compensation of a public employee. Kevin Francis seconded the motion.

Roll call vote

Margy VanLerberghe, aye

Kevin Francis, aye

Jane Held, aye

Kevin Kast, aye

Lynne Kroeger, aye

Motion carried.

The board reconvened in regular session at 6:38 pm.

Jane Held moved to conditionally appoint Timothy McKenna as Fiscal Officer dependent upon his ability to be bonded and pass a background check for a term ending December 31, 2023 at a rate of \$30.00 per hour. Lynne Kroeger seconded the motion. Motion carried by voice vote.

Approval of the Minutes

Ms. Faust presented the minutes from the February 23, 2023 regular meeting.

Kevin Kast moved that the minutes the February 23, 2023 regular meeting be approved with corrections to add Kimmel to the Director's report notes and fix a typo on page 3 from "is" to "it." Lynne Kroeger seconded the motion. Motion carried by voice vote.

Review, Discussion, and Approval of Financial Report

The Financial Report for February 2023 was distributed, reviewed and discussed as follows:

Revenue: \$94,489.94

Expenditures: \$99,766.64

Salaries	\$57,932.36
Employee Fringe Benefits	\$12,449.56
Supplies	\$1,206.44
Purchased/Contract Services	\$8,916.98

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Library Materials	\$16,971.67
Capital Outlay	\$0
Other Objects	\$2,289.63
Contingency	\$0
General Fund Total	\$99,766.64

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

Ms. Faust also pointed out that there is a receipts listed as not in UAN on the bank reconciliation. An electronic payment to All Pro was posted at the estimated amount, rather than the invoice amount. When the adjustment was made Ms. Faust accidentally posted the adjustment in March, which UAN will not recognize in the February bank reconciliation. The issue will be resolved in the March bank reconciliation.

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

Donations to Library

- The Monday Morning Quilters group made a \$150 donation.
- Kay Young made a \$250 donation to benefit children’s programming.
- Jane Held and John Smothers donated a copy of *Wings of War: The World War II Fighter Plane that Save the Allies and the Believers Who Made it Fly* in memory of Dr. Harold Brown.
- Carol, Betsy, Barb, Mary Ellen and Susie (Friends from PCHS Class of 1957) donated \$90 in memory of Carol Joy (Shorty) Ohm

Director’s Report

- Ms. Faust has been working with OPLIN to apply for E-Rate funding for internet at the branches. At Erie Islands this means they will have a dedicated fiber line into the building and can abandon the unreliable Wi-Fi internet they currently use. Marblehead will see a speed increase in their internet. Both will receive services at an 80% discount. Both branches will also be connected to the OPLIN core like at Ida Rupp, allowing OPLIN to help us troubleshoot internet issues that may pop up. The E-Rate contract starts in July.
- Lindsay has also been working to update fiscal procedure notes as some of the processes have changed due to her finding faster ways to do things by using features that are built into UAN.
- Winter Reading wrapped up with around 50 participants. There was some negative feedback regarding the bingo format and we will move away from that next year.
- Laura Vollmer and Courtney McGrath have been working to navigate distributing summer reading flyers. Laura will design the flyers in house and we will send them out for printing.
- Chair Yoga at Ida Rupp was a hit at Ida Rupp. Alyssa Biro reported that the program exceeded her expectations and that the attendees had a lot of positive feedback.

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- Ida Rupp also hosted an Abe Lincoln impersonator for President's Day.
- Story Time participation is picking up and Corvid Griggs was excited to learn that a patron donated \$250 to benefit children's programs due to their enjoyment of Story Time.
- Marblehead hosted a watercolor card class that was very popular.
- Dave Kimmel is continuing to work with Danbury Schools, Otterbein and Danbury Senior Center to organize students to interview seniors and write about what they learned in their interviews. Dave worked with the students on some group work to prepare the teams of students for their follow up interviews.
- Chocolate Fest returned to Erie Islands and according to Karen Wilhelm was a huge success with an estimated 120 visitors to the event, including a visiting basketball team.
- Karen Wilhelm and the island staff are also preparing books for the StoryWalk® to be taken to be laminated once the ferries are up and running.
- Ms. Faust also noted that our door counts are up, meeting room use has been increasing and we seem to maybe be getting closer to the attendance and library use we saw prior to the pandemic.

Committee Reports

The Building and Grounds Committee met prior to the Board Meeting to review Submissions of Qualifications for the interior renovation project. The Wage and Finance Committee was also invited to attend the meeting. Kevin Francis reported that one submission was made by HBM. The Building and Grounds Committee think that HBM is a good fit and recommend asking HBM to submit a proposal for services. There was discussion about the budget for the renovation and if we need to consider reducing the budget. The consensus of the group was that we do not need to reduce the budget for the project.

Items for Discussion:

A. Buckeye Tech Solutions Service Agreement

Our annual agreement with Buckeye Tech Solutions is due to be renewed. Ms. Faust recommended renewal and said that Mr. Royster provides excellent service for a very fair price in her opinion.

Kevin Kast moved to contract with Buckeye Tech Solutions for our IT service needs at a rate of \$4200.00. Kevin Francis seconded the motion. Motion carried by voice vote.

B. Levy

Ms. Faust advised the board that in order to stay on the schedule recommended by OLC, the board needs to instruct the Fiscal Officer to work with the County Prosecutor to prepare necessary tax levy resolutions for adoption by the library board.

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Kevin Francis moved that the Fiscal Officer shall work with the County Prosecutor to prepare the necessary resolutions to place a replacement levy on the November General Election ballot. Lynne Kroeger seconded the motion. Motion carried by voice vote.

C. Renovation

Jane Held moved that the board ask HBM to submit a proposal for services for the interior renovation. Kevin Francis seconded the motion. Motion carried by voice vote.

D. New Board Member

Kevin Francis reached out to Laura de Roziere about being on the board. Ms. de Roziere has expressed an interest. Dr. VanLerberghe will reach out to Laura before our next meeting.

E. OLC Trustee Dinner

Ms. Faust advised the that there is an OLC Trustee Dinner on April 6 at 6:00 pm at the Hilton Garden Inn at Levis Commons in Perrysburg. Please RSVP to Lindsay if you would like to attend she will get you registered. There is a list of dietary restrictions. If you have any, please inform Lindsay. RSVPs should be to Lindsay by Monday, March 27.

There being no further business to come before the Board the meeting adjourned at 7:21 pm on a motion by Kevin Kast and a second by Kevin Francis. Motion carried by voice vote.

Jane Held, Secretary

Margy VanLerberghe, President

Lindsay Faust, Fiscal Officer