The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, August 10, 2017, at 4:30 pm in the Erie Islands Library.

The following Trustees were present: James Widmer, Margy VanLerberghe, Kevin Francis, Larry Hattan, and Jane Held. Barbara Wenzinger and Maryanne Laubner were not present. Also present were Tim Hagen; Director, Lauren Lemmon; Assistant Director/Fiscal Officer, and Karen Wilhelm, Erie Island Library manager.

Public Comments/Correspondence

None

Approval of the Minutes

Minutes from the July 13, 2017 regular meeting were presented.

Margy VanLerberghe moved that the minutes of the July 13, 2017 regular meeting be approved as submitted. Kevin Francis seconded the motion. Motion carried by voice vote.

Staff Recognition

- Staff employees with anniversaries this month:
  - Jennifer Buch, 10 years

Financial Report

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

Revenue: $ 69,755.53
Expenditures: $ 90,128.37

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>47,658.70</td>
</tr>
<tr>
<td>Employee Fringe Benefits</td>
<td>7,475.38</td>
</tr>
<tr>
<td>Supplies</td>
<td>1,600.47</td>
</tr>
<tr>
<td>Purchased/Contract Services</td>
<td>10,077.24</td>
</tr>
<tr>
<td>Library Materials</td>
<td>22,838.28</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>478.30</td>
</tr>
<tr>
<td>Other Objects</td>
<td>0.00</td>
</tr>
<tr>
<td>Contingency</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Larry Hattan moved to accept the financial report and approve expenditures. Kevin Francis seconded. Motion carried by voice vote.
IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
AUGUST 10, 2017
{Erie Islands Library}

Mrs. Lemmon presented a review of Revenues from the Public Library Fund (PLF) and Tax Levy receipts for 2017 as they compared to the revenue budget. She also presented the board with the 2018 projections of these revenues from the Auditor's Office Ottawa County and the Ottawa County Budget Commission. Projected revenues for 2018 from these resources are:

- PLF - $649,503.12
- Tax Levies - $905,230.00

Margy VanLerberghe moved the adoption of Resolution 2017-006 Accepting the Amounts and Rates as determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor. Jane Held seconded the motion. Resolution adopted by Roll Call vote as follows: Ayes – Widmer, Held, VanLerberghe, Hattan, and Francis. Nays – none.

Donations

List of donations accepted by the Library received by the Board. One item of note was a refrigerator for the Marblehead Peninsula Branch Library from the Marblehead Peninsula Committee.

Director’s Report

Mr. Hagen highlighted the following items in his report:

- Teresa Leugers has been hired as a Clerk One at Ida Rupp Public Library (IRPL). She will work 16 hours/week plus substitute as necessary.
- SEO has made BlueCloud Analytics available through the SirsiDynix software. This will be beneficial for Collection Development analysis.
- Mr. Hagen and Haley Prusik attended OhioNet program, Dive Into Data, which will allow them to create more in depth analysis of library statistics in the future.
- Friends Annual Book Sale went well. Judy McKenna and Lynne Kroeger worked with Better World Books for disposal of the unsold materials. This program will allow the Friends to receive 10% of any sales from the Better World Books donation. Better World Books also sends some of the donated books to needy areas.
- The 3rd Street parking lot at IRPL has been patched, sealed, and restriped.
- Signature Painting finished the painting the outdoor shed and Quiet Study Rooms. Chair rails were installed utilizing extra shelving materials from the loft to protect the walls from future marking from chairs and tables.
- A detailed update of the Marblehead Peninsula Branch Library (MPBL) will be forthcoming. Overall, the community has been appreciative of the new branch with the only complaints being in regards to the hours.
- The library is still in the queue for the Strategic Plan facilitation with the State Library. Mr. Hagen expects to hear from them soon with preliminary paperwork.
- Upcoming projects include regular staff training days on topics such as first aid, customer service, and electronic resources. He expects to begin this in October.
- Mr. Hagen is still finalizing details for new responsibilities of Ariel Gresh, Kristen Stewart, and Laura Vollmer.
Committee Reports:

Wage and Finance
No Report

Policy and Personnel
No Report

Building and Grounds
No Report

Audit
No Report

Items for Discussion:

- **Marblehead Peninsula Library Committee Memorandum of Understanding (MOU)** – The committee has presented a revised MOU for the boards consideration as they reorganize as the FRIENDS OF THE MARBLEHEAD PENINSUAL BRANCH LIBRARY.

Kevin Francis moved that the Board accept and approve the Memorandum of Understanding between the Ida Rupp Public Library and the Friends of the Marblehead Peninsula Branch Library as presented. Larry Hattan seconded. Motion carried by voice vote.

- **Recent Library Staff OLC Certifications** – Previously 3 Librarians (Tim Hagen, Lauren Lemmon, & Jennifer Buch) have become Certified Public Librarians by the Ohio Library Council. Certification encourages continuing education and professional standards. With the library management team’s internal emphasis on Self Directed Learning (SDL), OLC certification provides an additional goal. Terri Winke, Laura Vollmer, Amber Cupp, Susan Dress, and Sue Andrews have completed the OLC Public Library Staff Certification and will be recognized for their achievement at a future staff meeting. Five additional staff members are working towards their certifications.

- **Erie Island Library Updates** – Karen Wilhelm thanked the Board for coming to EIL and the recent approval for additional operating hours. These additional hours have allowed for the EIL staff to host extra programs.
  - She recently watched a webinar on reaching out to the Community and, as a result, has collaborated with Ohio State, the local senior center, Lake Erie Conservancy and other local groups to provide diverse programs. They had 19 different events in July, including author visit for the book *Haunted Put-In-Bay*, Nature Story times at The Nature Center
IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
AUGUST 10, 2017
{Erie Islands Library}

and the Butterfly House, Computer Basics, Trail Magic, Dr. Insecta, Movie Nights, Leather Workshop, Walking Club, and K-nex Kits. Future events include a Safety Service Day featuring safety vehicles in the neighboring parking lot, Solar Eclipse program at the Senior center, and a visit from the Toledo Zoo which will be hosted as a school assembly.

- A recent memorial donation allowed them to purchase two Kindle Fires, load them with e-books, and make them available for circulation.
- Ms. Cupp has helped Mrs. Wilhelm set up a Facebook page which is experiencing high activity and has led to more attendance at their programs.
- Future projects are pending with Julene Market and The Friends of the Ida Rupp Public Library.
- Lily Thompson has assumed some of the duties of Jessica Karhoff who is away on a leave of absence.
- Mr. Hattan encouraged Mrs. Wilhelm to seek out people who might visit the island in the future who might be available for a future lecture series.
- Mr. Widmer commended Mrs. Wilhelm and the rest of the EIL staff on their collaboration efforts and meeting the needs of their community.

Advocacy Articles

Mr. Hagen shared this month's article *Lifelong Literacy/ Strategic Planning* from the Library Journal for the board to review as the library begins the strategic planning process.

Jane Held commented on the great collaboration with the Greater Port Clinton Area Arts Council on the art classes this summer at IRPL.

There being no further business to come before the Board the meeting adjourned at 5:30 pm on a motion by Larry Hattan and a second by Kevin Francis. Motion carried by voice vote.

Dr. Mary VanLerbergh, Secretary

James G. Widmer, President

Lauren S. Lemmon, Fiscal Officer