

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes

December 9, 2021

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, December 9, 2021, at 6:00 pm in the Community Room of the Ida Rupp Public Library.

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

Public Comments/Correspondence

John Morgan, a Marblehead resident, has been volunteering at the branch to pull weeds. He wants us to do something about the extensive number of weeds, some as high as 4 foot in the summer. Lindsay Faust updated the board that the branch manager has a plan in place so Ms. Faust will check with her to determine the status. The board will review this in the January meeting.

Approval of the Minutes

Ms. Beck presented the minutes from the November 11, 2021 meeting. There was one correction to the spelling of Maryanne Laubner's name.

Jim Widmer moved that the minutes of the November 11, 2021 meeting be approved with the correction. Jane Held seconded the motion. Motion carried by voice vote.

Staff Recognition

- Tina Manning , 2 years

Review, Discussion, and Approval of Financial Report

The Financial Report for November 2021, including month-to-date and year-to-date, was distributed, reviewed and discussed as follows:

	November
Revenue	\$68,897.40
Expenditures	\$102,411.48

	October
Salaries	\$54,003.86
Employee Fringe Benefits	13,526.85
Supplies	1,485.29
Purchased/Contract Services	14,112.92
Library Materials	17,226.71
Capital Outlay	1,010.85
Other Objects	1,045.00
Contingency	0.00
General Fund Total	\$102,411.48

Margie VanLerberghe moved to accept the November financial reports and approve expenditures. Kevin Francis seconded. Motion carried by voice vote.

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Donations to Library

- 3 donations in memory of Marcia Troiano totaling \$350
- 1 \$50 donation in memory of Keith Warren from Anne Chime
- 1 \$20 donation in memory of Nancy Bailey from Geoff Bailey
- 1 \$50 donation in memory of Rosemary Lyden from Mary & Gilbert Koch
- 1 \$80 donation in memory of Joan Duhamel from Dave & Teresa Ashton and the Ottawa County Health Dept.
- 1 \$100 donation in memory of Paula Murphy from Florence Berry

Director's Report

- We received the topographical survey from BEC Associates. Ms. Faust is hopeful that we will have some Story Walk designs soon so that construction may begin in May
- Dawn Segard and Ms. Faust interviewed several candidates for the open Clerk position, but didn't find the right fit and have reposted the job.
- Several board games have been ordered for our revised circulating board game collection. The games should be catalogued and ready for checkout in the next week or so.
- Ms. Faust attended the OLC's Ballot Workshop to learn more details about putting our levy on the ballot.
- The children's program "Dinovember" was popular. It included a scavenger hunt and a virtual program on Facebook involving the mischievous dinosaurs in the library.
- For teen programs, word is getting out and attendance is increasing. There is a new group of "regular" teens this year and Alana Magrum is developing a core group with them.
- Adult programs developed by Alyssa Biro were popular. These included a Thankful Tree, a presenter on Oracle vs. Tarot, fall terrariums craft night and a Mocktails & Coloring program.
- The holiday photo shoot was well received and spots filled up quickly. Ms. Faust was the photographer and worked with Ms. Biro to create a "set" with props for the patrons to use. Ms. Faust is currently working on editing the photos to send to the families.
- At Marblehead, the month didn't go as planned as half of the staff took sick leave. The rest of the staff as well as Ms. Faust stepped up dramatically to keep the branch open.
- At Erie Islands, Karen Wilhelm has received a number of memorial donations and is busy purchasing books. Foot traffic at the island is down, but several regular patrons have been using our digital media instead of picking up physical materials.

Committee Reports:

Wage and Finance

None

Policy and Personnel

The committee presented performance appraisals to Lindsay Faust and Janice Beck on November 29, 2021.

Building and Grounds

None

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Items for Discussion:

- **Employee Assistance Program**
A recent incident with a staff member prompted Ms. Faust to look into an Employee Assistance Program (EAP) to determine how much that might cost the library. Two quotes were obtained from Thrive and ComPsych. After discussion, Margie VanLerberghe suggested Ms. Faust look into options provided by Fremont Memorial Hospital which is now part of ProMedica. Dr. VanLerberghe knows that the county and the local schools use an EAP with them. Ms. Faust will report back at the January meeting.
- **Board Vacancy**
After the November meeting, Kevin Francis had approached the person the board had considered to fill Larry Hattan's position. Unfortunately, that individual had just taken on a board position elsewhere and cannot commit to another. Additional names were discussed without a clear favorite. This discussion will be tabled to next month.
- **Board Nominations**
By the January organizational meeting the board needs to have identified a President, Vice President, and Secretary. Jane Held and Kevin Kast agreed to act as the nominating committee and to report back in January. Margie VanLerberghe expressed her support for having a rotating presidency and vice presidency so that each board member takes a turn.
- **Executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee**
A motion was made by Jane Held to move to executive session. Jim Widmer seconded.

Roll Call vote:

Larry Hattan – yes

Jane Held – yes

Maryanne Laubner – yes

Kevin Kast – yes

Kevin Francis – yes

Margie VanLerberghe – yes

Jim Widmer – yes

Time into Executive session: 6:53

Time leave Executive session: 7:02

Jim Widmer moved to increase the salaries of the Director and Fiscal Officer by 12% for 2022. Kevin Francis seconded. Motion carried by voice vote.

There being no further business to come before the Board the meeting adjourned at 7:04 pm on a motion by Maryanne Laubner and a second by Kevin Kast. Motion carried by voice vote.

Dr. Margy VanLerberghe, Secretary

Larry Hattan, President

Janice Beck, Fiscal Officer