

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
August 13, 2020

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, August 13, 2020, at 6:04 pm via Zoom.

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

Public Comments/Correspondence

None

Staff Recognition

Lindsay Faust, 2 years

Approval of the Minutes

Ms. Beck presented the minutes from the July 9, 2020 regular meeting.

Kevin Kast moved that the minutes the July 2020 regular meeting be approved as submitted. Jane Held seconded the motion. Motion carried by voice vote.

Review, Discussion, and Approval of Financial Report

The Financial Report for July 2020 was distributed, reviewed and discussed as follows:

Revenue: \$74,125.76
 Expenditures: \$79,309.35

Salaries	\$31,372.69
Employee Fringe Benefits	\$9,140.14
Supplies	\$ 962.65
Purchased/Contract Services	\$ 7,256.10
Library Materials	\$ 28,555.37
Capital Outlay	\$ 0.00
Other Objects	\$ 2,022.40
Contingency	\$0.00
	\$79,309.35

Year-to-date July financials in total and by location were presented.

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

Donations to Library

Through August 4, two Unrestricted donations were received one in the amount of \$10,000 from the Doris Berry Trust and the other for \$250 from the Bush Family (Ellen Greene Bush). Two StoryWalk donations were received - \$20 from Sue Duff and \$50 from Douglas Herlensky & Susan Mantey. Nolan Johnson, the Eagle Scout who completed the flagpole project at Marblehead Peninsula Branch Library

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donated \$612.49 in excess funds (collections less actual expenses) to the branch. Two memorials were received – one for \$25 from the Literary & Social Club in memory of Joy Roth and another \$25 donation from Thomas & Debra Sandvick in memory of Linda Perry.

The Board recommended that the Director reach out to Emeritus Trustee Barbara Wenzinger to see if she has any additional information on either Ms. Bush or Ms. Berry. Thank you letters should be sent to the lawyers of record to pass on to the families.

Director's Report

- We have learned that the Ohio Office of Budget Management will be facilitating the dispersal of \$18.3 million in funds to Ohio libraries as part of a CARES act program. The funding will be allocated to each system based on the total locations, a main library plus branches. Ida Rupp Public Library would be receiving \$75,000 based on this method. Ms. Faust and Ms. Beck will be taking part in a webinar next week to get additional information.
- The library received a \$3000 grant from the Library Service and Technology Act (LSTA) CARES Act fund. The grant is to help with costs associated with responding to the COVID-19 pandemic. Most of the grant was utilized to cover deep cleaning at Erie Islands Library after an employee received a positive test result. The rest was expended on gloves, hand sanitizer and other PPE.
- The most recent study release by Battelle regarding COVID-19 on library items revealed that the virus can live for 4 days on magazines and board books. We have extended our quarantine of items to one week as a result
- Summer Reading Challenge participation was down, however, the individuals who won prizes were very excited. There has been a trend in recent years for libraries to shift their summer reading challenges to online platforms. This was a bit of a forced venture into an online program for Ida Rupp Public Library. Based on the limited number of responses, Ms. Faust feels it is in our best interest to offer some sort of entry/participation within the library itself in future years.
- Ms. Beck and Ms. Faust are happy to report that the boxes of documents that had been stored in the shed and attic have been identified and the vast majority are ready to be destroyed pending board, state auditor and historical society clearance to do so. Both would like to thank Jolene Lochotski for working very hard on this project as she had free time at the desk. We could not have completed the project without her assistance.
- Ms. Faust is working on training documents to get Kristen up to speed on her new roles in the Children's Department.
- July was busy in Marblehead but in different ways than usual. The contactless hold pick up and the grab bag services are still very popular with our patrons and the word has been spreading to tourists. Being able to browse the stacks as well as receiving new books has really improved the moods of the locals.
- There is a long list of professional development which most staff are completing while on their "work from home" day every other week.
- We are continuing to see a huge hit to our numbers. For July, physical material circulation is down 71.9% for the month and 74.21% year to date. Door counts showed a decrease of 202.44% for the month of July and 145.7% year to date.

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Meeting Minutes
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Advocacy

None

Committee Reports:

Wage and Finance

No report

Policy and Personnel

Larry Hattan asked Jane Held and Margy VanLerberghe to create a new evaluation form for the Director and Fiscal Officer.

Building and Ground

No report

Items for Discussion:

- County PLF Distribution
Jane Held moved to accept the County PLF Distribution as presented. Jim Widmer seconded. Motion carried by voice vote.

- Resolution to approve property tax rate for 2021
Margy VanLerberghe moved to approve the property tax rate for 2021. Kevin Francis seconded. Roll call vote:
Hattan - Aye
Widmer - Aye
VanLerberghe - Aye
Francis - Aye
Held - Aye
Kast - Aye

- Staff quarantine upon return travel to “hot spots”. The Board recommended changing some of the boilerplate language from OLC. The new wording is “Any self-quarantine time following leisure travel may require additional use of vacation leave.”
Jim Widmer moved to adopt the quarantine policy as revised. Kevin Francis seconded. Motion carried by voice vote.

- Credit card policy update to include Assistant Director
Jane Held moved to adopt the revised credit card policy. Jim Widmer seconded. Motion carried by voice vote.

- Chain of command policy update to include Assistant Director which affects both the Personnel Policy and the Public Services Policy
Margy VanLerberghe moved to adopt the updated chain of command policy in Personnel Policies. Kevin Francis seconded. Motion carried by voice vote.

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
August 13, 2020

Jim Widmer moved to adopt the updated chain of command policy in Public Services Policies. Jane Held seconded. Motion carried by voice vote.

- The job description for Circulation Supervisor was presented. While this position will not be filled immediately, approval was requested so the Director could be prepared for when we return to normal operations.

Margy VanLerberghe moved to approve the Circulation Supervisor job description as presented. Kevin Kast seconded. Motion carried by voice vote.

- Vacation leave carry over limits are to be increased immediately through Dec 31, 2021 to accommodate staffers who might reach their maximum accruals. It is difficult for staff to take time off when we are working in teams as it could leave the library short-staffed.

Jim Widmer moved to accept changes to vacation leave carryover limits for 2020 as presented. Kevin Francis seconded. Motion carried by voice vote.

Trustee Jane Held left the meeting at 6:52

- Reverting to curbside service if declared a “red” county. The Director informed the Board that if Ottawa County is declared a “red” county by the State of Ohio, all locations will return to no-contact hold service (curbside service) but not allow patrons into facilities.

- Approval of records retention schedule form RC-2 for submission to the Ohio History Connection and the Auditor of State

Margy VanLerberghe moved to approve form RC-2 as presented and direct the Fiscal Officer to submit this to the Ohio Historical Society. Kevin Francis seconded. Motion carried by voice vote.

There being no further business to come before the Board the meeting adjourned at 7:00 pm on a motion by Kevin Francis and a second by Margie VanLerberghe. Motion carried by voice vote.

Dr. Margy VanLerberghe, Secretary

Larry Hattan, President

Janice Beck, Fiscal Officer