

# IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES

## Meeting Minutes

July 12, 2018

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, July 12, 2018 at 3:58 pm in the Board Room of the Library.

The following Trustees were present: James Widmer, Margy VanLerberghe, Maryanne Laubner, Kevin Francis, Larry Hattan, and Jane Held. Deanna Erwin was not present. Also present were Barbara Wenzinger; Interim Director, Lauren Lemmon; Assistant Director/Fiscal Officer, John Ruf and Andrea Smith; representatives from North Point Educational Service Center.

**At 3:59 pm, Margy VanLerberghe moved to go into executive session to consider employment of the director. Kevin Francis seconded the motion. Roll call vote: Ayes – Widmer, Hattan, VanLerberghe, Francis, Held, Laubner. Motion Carried.**

The Board reconvened in regular session at 6:26 pm.

### Public Comments/Correspondence

None

### Approval of the Minutes

Minutes from the June 14, 2018 regular meeting and the June 21, 2018 special meeting were presented.

**Larry Hattan moved that the minutes of the both meetings be approved as submitted. Kevin Francis seconded the motion. Motion carried by voice vote.**

### Staff Recognition

- Staff employees with anniversaries this month:
  - Mary Breymaier, 8 years.

### Review, Discussion, and Approval of Financial Report

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

Revenue: \$ 75,661.79  
Expenditures: \$ 106,542.95

Salaries	46,618.41
Employee Fringe Benefits	8,912.87
Supplies	2,207.57
Purchased/Contract Services	16,416.43
Library Materials	27,632.61
Capital Outlay	875.00
Other Objects	3,880.06
Contingency	0.00

# IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES

## Meeting Minutes

July 12, 2018

**Margy VanLerberghe moved to accept the financial report and approve expenditures for June 2018. Larry Hattan seconded. Motion carried by voice vote.**

### Donations

List of donations accepted by the Library received by the Board. Donations for the Erie Island Library StoryWalk have been received. Mrs. Wenzinger noted that the board should clarify procedures for future fundraising.

### Director's Report

Mrs. Wenzinger highlighted several items from her written report:

- The library has received a rebate from BWC which has been applied toward the purchase of AED units for both IRPL and MPBL locations. Staff training will begin soon.
- Innovation Team has recently launched a scrapbooking tool collection. These tools, mostly scrapbooking punches, are on display and available for circulation. The Friends of the Ida Rupp Public Library sponsored this collection.
- Alana Magrum is working with Victoria King Heinsen to develop a teen writing workshop. This will be held in the Tech Lab.
- The Payroll schedule has been adjusted so that employees will no longer have to turn in their timesheets before the end of the pay period due to holiday weekends in order to meet bank Direct Deposit deadlines. The Direct Deposit dates have been changed to the 7<sup>th</sup> and 22<sup>nd</sup> of each month.
- The Management team reviewed the progress of their goals for the year; most have been met. Postponement of the strategic plan process with the State Library impacted their goals. They have met the goal of providing staff training each month either with outside speakers or staff led training sessions during staff meetings.
- Karen Wilhelm, Jim Widmer, and Mrs. Wenzinger attended the Ottawa County Community Foundation Grant presentations. Mrs. Wilhelm received \$1,000.00 grant for the StoryWalk project.
- Sue Foster has announced an electronic recycling date for outdated items at the library on July 20<sup>th</sup>.

### Advocacy

Mr. Widmer presented an article discussing the Dayton Metro Library decision to eliminate overdue fees. This is a trend in Ohio Libraries; previously Columbus Public Library enacted similar policies.

### Committee Reports:

#### Wage and Finance

No Report

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**July 12, 2018**

Policy and Personnel

No Report

Building and Grounds

No Report

Audit


No Report

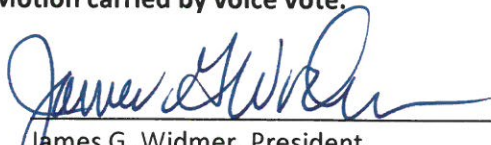
Items for Discussion:


- Upcoming OLC and Other Library Events
  - July 12 – Trustee Meeting/Wage & Finance Committee meeting was not held.
  - July 14 – MPBL Birthday Party: The Friends of the Marblehead Peninsula Branch Library will host an open house from 10-2. Erin Sandvick has been leading historic tours of Jamestown from the library.
  - September 13 – Trustee Meeting at Erie Island Library at 3:45 pm.
- Levy Update
  - James Widmer will be meeting with the Levy Committee next week to coordinate
    - Information emails and mailings planned for August
    - Yard signs to be distributed in October
    - Informational flyer insert in the Beacon planned for late October.
- Tax Levy Resolution
  - Mrs. Lemmon presented a Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor.

**Maryanne Laubner moved the adoption of Resolution 2018-005 Accepting the Amounts and Rates as determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor. Larry Hattan seconded the motion. Resolution adopted by Roll Call vote as follows: Ayes – Widmer, Hattan, Laubner, Francis, Held, and VanLerberghe. Nays – none**

**There being no further business to come before the Board the meeting adjourned at 6:54 pm on a motion by Jane Held and a second by Margy VanLerberghe. Motion carried by voice vote.**

  
\_\_\_\_\_  
Dr. Margy VanLerberghe, Secretary

  
\_\_\_\_\_  
James G. Widmer, President

  
\_\_\_\_\_  
Lauren S. Lemmon, Fiscal Officer