

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**March 14, 2019**

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, March 14, 2019, at 6:00 pm in the Board Room of the Library.

The following Trustees were present: Maryanne Laubner, Jane Held, Margy VanLerberghe, James Widmer, and Kevin Kast. Also present were Lindsay Faust; Director, and Janice Beck; Fiscal Officer/Facilities Manager.

In addition, Emily Messino of Leadership Ottawa County was in attendance.

Public Comments/Correspondence

None

Swearing In

**At this time, Susan Dress swore in Trustee Kevin Kast for the remaining seven-year term expiring December 31, 2024.**

Approval of the Minutes

Minutes from the February 14, 2019 regular meeting were presented.

**Margie VanLerberghe moved that the minutes of the February 2019 meetings be approved as submitted. Jane Held seconded the motion. Motion carried by voice vote.**

Larry Hattan & Kevin Francis arrived at 6:05pm

Staff Recognition

- Staff employees with anniversaries this month: (none)

Review, Discussion, and Approval of Financial Report

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

Revenue: \$ 69,482.46

Expenditures: \$103,739.74

Salaries	\$53,246.60
Employee Fringe Benefits	\$10,914.56
Supplies	\$2,604.01
Purchased/Contract Services	\$11,745.11
Library Materials	\$24,766.35
Capital Outlay	\$99.99
Other Objects	\$363.12
Contingency	\$0.00
	\$103,739.74

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**Larry Hattan moved to accept the financial report and approve expenditures. Kevin Francis seconded. Motion carried by voice vote.**

Donations to Library

Donations totaling \$123.99 were received over the last month. These donations were made in memory of J.D. Jones, Russell "Rusty" Jack, Jr. and James Grey. In addition, Joyce Waltz donated a wall-mounted CD player.

Director's Report

Ms. Faust highlighted several items from her written report:

- The Port Clinton City School Board approved the library's recommendation to appoint Dr. Kevin Kast to the Board of Trustees
- Janice Beck volunteered to work on President's Day despite it being a library holiday in order to allow Franklin Sanitation to descale the sewer line. We are all very grateful that Ms. Beck was willing to give up the day off. We have not experienced any plumbing issues since the work was performed and are cautiously optimistic that the work has resolved the problem.
- Janice Beck and Lindsay Faust interviewed candidates for the substitute custodian position. A candidate has been selected and is pending a background check.
- Lindsay Faust applied for and received her Ohio Public Librarian Certification from the Ohio Library Council.
- Youth Services participated in the One School, One Book program at Bataan Elementary. The entire kindergarten through 2<sup>nd</sup> grade read *The World According to Humphey* by Betty Birney. Jennifer Buch read chapter four on video and the students were able to come to the library to answer three trivia questions about the books to win prizes. Three students were chosen to receive books and a small stuffed hamster.
- Erie Islands Library and the Put-in-Bay StoryWalk Trail are being added to the Put-in-Bay Chamber of Commerce's Island Map to be distributed to visitors.
- The 9<sup>th</sup> Annual EIL Chocolate Festival was held on Saturday, February 2 with 48 people attending.
- At Marblehead Peninsula Library, the second Thursday of every month is Pulitzer Prize Book Club. This group meets each month to discuss a Pulitzer Prize winner or honor book.
- Fireplace repairs have been scheduled to take place in March at MPBL pending favorable conditions for the contractors to get on the roof.

Advocacy

This month's advocacy article is *Mike DeWine Emphasizes Investment in Future For State of the State* Gov. Mike DeWine emphasized building for the future by supporting early childhood development, public health and workforce development. Lindsay Faust emphasized that the Library has capabilities and programs in these three areas already. For Public Health, she mentioned the upcoming Mental Health First Aid training which will be offered to Library Staff and others in the community. For workforce development Ms. Faust pointed to the Library access to Lynda.com and the use of the Library

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for OhioMeansJobs. For early childhood development, Ms. Faust stressed the Library's story times and outreach to community preschools.

Committee Reports:

Wage and Finance

No report

Policy and Personnel

The Policy and Personnel Committee met at 5:00 March 14, 2019. Numerous items were discussed and brought to the attention/action of the full Board including:

- Electronic Signatures – Janice Beck proposes utilizing the UAN software capability for printing electronic signatures on Receipts, Purchase Orders, and Warrants. By utilizing this function, it will allow more flexibility for producing and sending out warrants as well as improving efficiency in the Receipt and Purchase Order processes. There are controls in place to ensure the integrity of the system.

**Margie VanLerberghe moved that the use of electronic signatures with UAN be approved. Maryanne Laubner seconded the motion. Motion carried by voice vote.**

- ACH payments to vendors – numerous vendors such as for utilities, credit cards, library materials allow the use of electronic bill payments (ACH). Janice Beck proposes utilizing these where there is no charge to save costs of postage, checks, and envelopes.

**Maryanne Laubner moved that the use of electronic bill pay (ACH) be approved. Jane Held seconded the motion. Motion carried by voice vote.**

- HSA – Janice Beck explained that several employees, including herself, were interested in establishing employee-funded Health Savings Accounts (HSAs). Initial research indicates that the Board would need to establish a framework within which the employee could deduct pre-tax dollars from their paychecks to fund these accounts. Further investigation is needed with either a benefits consultant or a tax advisor.

**Larry Hattan moved that the Fiscal Officer conduct further investigation of this option. Kevin Kast seconded the motion. Motion carried by voice vote.**

- Supplemental Benefits – Lindsay Faust presented information on additional employee-paid benefits that were available. In February, a representative gave a presentation to the staff concerning the Allstate policy that is currently available as an employee-paid benefit. At that time, she mentioned additional benefits that could be offered as 100% employee paid. Further investigation is needed to determine the feasibility of offering these other benefits to staff.

**Kevin Francis moved that the Director conduct further investigation of this option. Jane Held seconded the motion. Motion carried by voice vote.**

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- Retention schedule for library card applications – Lindsay Faust explained that the current Retention Schedule requires patron information to be retained permanently or to be destroyed three years after inactive. The difficulty arises because the SEO system will purge inactive accounts without giving notice to the Library so we don't know when the clock starts for the three-year retention requirement. Applications are currently thrown in a box, not kept in an organized fashion, and are not easily retrievable. Ms. Faust recommends changing the Retention Policy to accommodate a new procedure. When new applications are received, the patron will complete a paper form and a Library associate will enter the information into the computer system. The application will be set aside for a different Library associate to verify the accuracy of the input. Once it is determined that the system information is correct, the paper application will be shredded.

**Margie VanLerberghe moved that the retention policy for patron applications be modified to the recommended procedure. Kevin Kast seconded the motion. Motion carried by voice vote.**

Audit

No report

Building and Grounds

No report

Items for Discussion:

- NORWELD membership renewal – the Northwest Regional Library District annual renewal is approaching. Ms. Faust is recommending renewal as it provides training programs and other materials that the Library utilizes. Fee for the upcoming year is \$2,750.

**Kevin Francis moved that the Library spend \$2,750 to renew the NORWELD membership for 2019/2020. Larry Hattan seconded the motion. Motion carried by voice vote.**

- Network server – the current network server, purchased in 2011, is nearing the end of its useful life. After 2019, the software it runs will no longer be supported. Since this server operates all of the public computers, a replacement is necessary. Sue Foster recommends the server proposed by Port Clinton Computer Products for \$2,700.

**Larry Hattan moved that the Library purchase the new server for \$2,700 from Port Clinton Computer Products. Maryanne Laubner seconded the motion. Motion carried by voice vote.**

- Planters at MPBL – in a follow up from the February presentation by Matthew Kovach, Mrs. Kovach of the Marblehead Friends group recommended utilizing planters at MPBL with the native species. This way, it will be a smaller step to take than planting a large area of the landscaping as a pollinator habitat and will give an opportunity for the Library to determine if they are interested in a project of larger scope. A Danbury High School group has agreed to fund the planters for 2019.

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**Jane Held moved to approve the placement of planters at MPBL with native pollinator species. Kevin Francis seconded the motion. Motion carried by voice vote.**

- OLC Legislative Day, OLC Trustee Dinners – Lindsay Faust reported that the Ohio Library Council is sponsoring several events in the next few months. First is the OLC Legislative Day on Tues April 9<sup>th</sup>. Lindsay Faust will be attending to help bring attention to the needs of libraries in the upcoming budget process. The state senators and representatives take notice of the gathering in the State House. James Widmer pointed out that we have a new State Senator, Theresa Gavarone, who replaced Randy Gardner. It would be helpful to have exposure to her.

The second OLC event is the Trustee Dinner to be held on May 2<sup>nd</sup> in Bowling Green. James Widmer, Margie VanLerberghe and Kevin Francis will attend the dinner.

- Resolution #2019-004 was presented to the Board to move funding from the Young Adult Book budget to the Young Adult Programming budget. Alana Magrum has developed a popular program schedule and would like to expand it. She has additional funds in her book appropriations that she doesn't have a need for and would rather spend the funds on what is attracting the teens of the area.

**Margie VanLerberghe moved to make the suggested changes to appropriations. Larry Hattan seconded the motion. A roll call vote was taken:**

Kevin Francis	Aye
Larry Hattan	Aye
Jane Held	Aye
Kevin Kast	Aye
Maryanne Laubner	Aye
Margy VanLerberghe	Aye
James Widmer	Aye

**There being no further business to come before the Board the meeting adjourned at 6:57 pm on a motion by Margie VanLerberghe and a second by Kevin Francis. Motion carried by voice vote.**

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Dr. Margy VanLerberghe, Secretary

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James G. Widmer, President

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Janice Beck, Fiscal Officer