

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
June 13, 2024

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was called to order on Thursday June 13, 2024 at 6:00 pm at the Ida Rupp Public Library. The following Trustees were present: Margy VanLerberghe, Lynne Kroeger, Jane Held, Jim Widmer, Kevin Kast and Laura de Roziere. Also present were Lindsay Faust, Director, Courtney McGrath, Assistant Director and Tm McKenna, Fiscal Officer.

Margy VanLerberghe opened the meeting with the Trustees reading the library's mission statement.

Public Comments – There were no public comments

Approval of Minutes

Lynne Kroeger made a motion to accept the May 9, 2024 regular meeting minutes. Jane held seconded. Motion carries by voice vote.

Review and Discussion of Financial Report

The Financial Report for May 2024 was presented and reviewed by Tim McKenna. The review included the bank reconciliation statement, revenues and expenditures for the month.

Revenue:	\$ 94,317.70
Expense:	\$164,468.49

Salaries:	\$65,268.45
Fringe Benefits:	\$16,685.05
Supplies:	\$ 508.98
Purchased and Contracted Svc:	\$40,771.22
Library Materials:	\$18,771.81
Capital Outlay:	\$21,480.92
Other:	\$ 985.06

Jim Widmer made a motion to accept the May 2024 Financial Report. Kevin Kast Second. Motion carries by voice vote.

Donations to Library

Donation from the Port Clinton Literary and Social Club in memory of Barbara Nickel and Betsy Jack in the amount of \$50.00

Directors Report – Lindsay Faust

- Construction began in early May. Telamon has been easy to work and communicate with.
- The design for the screening of the awing at the 3rd St. entrance is being redesigned.
- Telamon pointed out that the staff entrance on the west side of the building should be replaced. They are working with HBM to change this.
- The sculpture was moved from the 3rd St. entrance to the StoryWalk® by Masonry Construction. The original plaque was also able to be reused.

- TNT has put us on the schedule to complete the landscaping for the StoryWalk®. They will also quote to water the new landscaping following completion.
- Some of the book lockers have rust and may need to be painted.

From Courtney McGrath

- May was a busy month getting ready for the Summer Reading Program and adjusting to the renovations. It has been a change and transition for both the staff and the public. Overall, it has gone well.
- The staff has done a nice job of explaining the changes to the public and walking them through the “new” or “temporary” areas of the collections. The staff has been very hands on with the public. This is appreciated by the patrons and improves the customer service skills.
- This was the first time that staff has been able to do presentations in the schools to promote the Summer Reading Program. Sharlene Anderson (youth librarian) visited all of the 9th grade classes in the first week of May. The rest of the youth department split up and met with all of the elementary classes during their library times during the second week of May.
- Once again, as a guest judge at the Walleye Parade over the Memorial Day weekend, representing the library at community events is enjoyable.

From Laura Vollmer

- May was busy finalizing Summer Reading. The calendars were printed and distributed to the schools by the children’s staff.
- The Marketing Calendar is finalized for the duration of Summer Reading.

Adult Services

From Martha Love

- Vineyard Book Discussion had 9 attendees and 14 circulations of Happy Place by Emily Henry.
- Port Clinton Senior Center had 12 people attend the Book Talk on historical fiction.

From Alana Sutherland

- Five attendees at the Coffee & Crochet at R Coffee Corner. Everyone had a good time and were excited that this group has come back.
- Spice Club in May ran from 5/24 to 5/31. All kits were claimed before the end of the week with patrons still asking for them late in the week.
- Due to renovations, Tech Help has be cut from weekly to every other week.

Youth Services

From Megan Osborn

- Bilingual (Spanish) story time had nine patrons counting to ten in English and Spanish and sang a song in both languages as well. The children did a great job repeating in Spanish.
- At Rainbow Acres there were seven preschoolers in attendance to listen to stories, sing songs and count ducks
- The Kids’ introduction to Drama at Playmakers Civic Theatre was a big hit. There were 36 present: fifteen children participated and 11 caregivers or younger siblings who stayed to watch.

From Corvid Griggs

- The last youth book club of the school year had two kids attend. They talked about what they like to read and activities they like. Sent them home with paper and instructions for origami. After talking with the school counselor and secretary in the office, I am optimistic about trying again in the fall.
- Dungeons & Dragons Jr had five players. Attendance is down so taking a break for the summer is a good idea.

From Sharlene Anderson

- *Teen Dungeon and Dragons* was successful. The oneshot campaign was completed and all are looking forward to the June session.
- May 7 and the week of May 13, the youth staff went to the Port Clinton High School and Bataan Elementary School and spoke about the Summer Read Program 2024 and all the things we do during the summer from programs to Beanstack to prizes.

Marblehead Peninsula Branch Library

Dave Kimmel

- May 9th Jane Taylor offered a Preschool Storytime, the first with an afternoon time slot, which attracted ten participants.
- April 15th we took seven books to Otterbein: five large print and two others. The monthly book collection was moved to the refurbished library at Otterbein, with a BIG note explaining how to check out the library books.
- May 15th Margaret Warren conducted a Crafting with Magoo adult program (Mason Jar Photo Frames) with nine participants.

Erie Islands Branch

- Erie Islands staff hosted a variety of programs in May- including a Garlic Mustard Pull at Duff Homestead in collaboration with the Lake Erie Islands Conservancy.
- Karen Wilhelm and volunteer, Bob Stausmire, changed the book in the StoryWalk®.

Lindsay Faust gave a review and summary of the Training/Professional Development of the library staff, May statistics for the library and news coverage of the library.

Margy VanLerberghe thanked the library staff for the thorough and detailed written reports.

Committee Reports – Policy and Personnel Committee

- Discussion and review of the library refund policy with proposed changes.
- Discussion of potential overtime pay changes pending possible legislative changes.
- Discussion of health insurance 2025 renewal. Recommend a committee to review options. The committee will consist of: Margy VanLerberghe, Laura de Roziere, Kevin Kast and Tim McKenna.

Items for Discussion

- A. Shelving Purchase – Lindsay Faust reviewed two proposals for shelving: Library Design Associates, Inc.: \$159,588.00 and Patterson-Pope: \$195,287.59 and recommends the proposal from Patterson-Pope due to the flexibility, quality and customization options.
 - a. Jim Widmer moved that the Patterson-Pope proposal of \$195,287.59 be accepted. Jane Held second. Motion carries by voice vote
 - b. Discussion of Resolution #2024-006 authorizing the library to participate in the State of Ohio Cooperative Purchasing Program. Motion to adopt Resolution #

2024-006 by Jim Widmer. Second by Lynne Kroeger. Motion carries unanimously by roll call vote.

B. Refund Policy: Motion to approve the changes recommended by the Policy and Personnel Committee to Section "PS 3.53 Refunds" by Laura de Roziere. Second by Lynne Kroeger. Motion carries by voice vote.

C. Art Framing: Lindsay Faust presented two estimates for framing seven items: DeVaul's Gallery at \$5,474.85 and Michaels at \$2,286.96. The recommendation is to have the work done by Michaels.

Motion to Adjourn at 6:45 pm

Margy VanLerberghe, President

Lynne Kroeger, Secretary

Tim McKenna, Fiscal Officer