

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes

June 14, 2018

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, June 14, 2018, at 6:00 pm in the Board Room of the Library.

The following Trustees were present: James Widmer, Margy VanLerberghe, Deanna Erwin, Maryanne Laubner, Kevin Francis, and Larry Hattan. Jane Held was not present. Also present were Barbara Wenzinger; Interim Director, and Lauren Lemmon; Assistant Director/Fiscal Officer.

Barbara Wenzinger showed the Summer Library Challenge video produced by Port Clinton High School and staff.

Public Comments/Correspondence

None

Approval of the Minutes

Minutes from the May 10, 2018 regular meeting and the June 5, 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:
 - Gay Pippert, 3 years
 - Erin Sandvick, 1 year
 - Toby Novel, 2 years
 - Ariel Gresh, 8 years

Review, Discussion, and Approval of Financial Report

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

Revenue: \$ 83,252.66
Expenditures: \$ 116,917.44

Salaries	45,032.86
Employee Fringe Benefits	8,314.40
Supplies	1,147.47
Purchased/Contract Services	27,610.64
Library Materials	29,157.51
Capital Outlay	172.88
Other Objects	5,481.68
Contingency	0.00

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

Donations

List of donations accepted by the Library received by the Board. It was noted that many donations in support of EIL's StoryWalk have been received.

Director's Report

Mrs. Wenzinger reviewed items from her report:

- The innovations team has ordered a stainless steel counter height table for the work room.
- Internet issue connectivity issues at MPBL have been linked to the router. Catawba Security will replace the router if these issues continue.
- OPERS is offering term and whole life insurance policies to members. The open enrollment continues until August 31st. Staff will have an opportunity to speak with a representative from Colonial Life and they can have the premiums paid through payroll withholding. The cost of these policies will be the sole responsibility of the employee.
- The management team has recommended that the library install AED devices at IRPL & MPBL (EIL has access to the school AED). Demonstration and training on AEDs is available from the American Red Cross.

Kevin Francis moved to approve expenditures not to exceed \$3,000 to purchase two AEDs. Larry Hattan seconded the motion. Motion carried by voice vote.

- Karen Wilhelm has been working on a StoryWalk project for the EIL service area. She has permission to install one in the local park and has asked the community to support this project. The response has been very positive; the local pledges of support in addition to grants she will receive will cover the cost of this project. She has an estimate for the posts and frames from Interpretive Graphics/Enviro signs of \$6,390.10. Total projected expenses to install the StoryWalk are \$7,630.

Larry Hattan moved to approve the expenditures for the EIL StoryWalk project. Kevin Francis seconded. Motion carried by voice vote.

- Sue Foster is seeking a more secure method for the library display screens.

Advocacy

Committee Reports:

Wage and Finance

No Report

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Policy and Personnel

Margy VanLerberghe reported that the committee had met in the hour prior to this evening's regular meeting. Barbara Wenzinger had shared a few items that she felt would need to be reviewed when the new director came on board. One item to be addressed will be job descriptions. Mrs. Wenzinger will gather the job descriptions into one binder and present it to the Board for approval.

Building and Grounds

No Report

Audit

No Report

Items for Discussion:

- Upcoming OLC and Other Library Events
 - June 21, 2018, 5:00 pm – Special Meeting for Director Interviews.
 - July 12, 2018 – Trustee Meeting/Wage & Finance Committee
 - July 14, 2018 – Marblehead Peninsula Branch Library Birthday Party
 - August Trustee Meeting at Erie Islands Library – this date will be changed to the September meeting, Mr. Widmer will contact Karen Wilhelm to make arrangements.
- Levy Updates
 - Mr. Widmer attended the OLC Ballot Issues Workshop and found it very informative. He has shared literature from the workshop with Tim McKenna, treasurer of the levy committee.
 - Lauren Lemmon filed the resolution documents with the Board of Elections
 - Mr. Widmer met with Alex Thomas and Tm McKenna who have agreed to be the chairman and treasurer of the levy committee.
 - Larry Hattan agreed to represent the Board on the levy campaign committee.
- Director Search
 - Three candidates have been selected for interviews to be conducted June 21, 2018.
 - North Point Educational Service Center will be available next week for staff input on director search.
 - Deanna Erwin shared the idea of having a suggestion box for staff; this will be an option for the new director to determine.

There being no further business to come before the Board the meeting adjourned at 6:49 pm on a motion by Larry Hattan and a second by Margy VanLerberghe. Motion carried by voice vote.



Dr. Margy VanLerberghe, Secretary



Lauren S. Lemmon, Fiscal Officer



James G. Widmer, President