

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**

**Meeting Minutes**

**October 11, 2018**

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, October 11, 2018, at 5:02 pm in the Conference Room.

The following Trustees were present: James Widmer, Larry Hattan, Jane Held, Kevin Francis, Maryanne Laubner, and Margy VanLerberghe, and Deanna Erwin. Also present were Lindsay Faust, Director.

Public Comments/Correspondence

None

Presentation by Nolan Johnson

Nolan Johnson, a life scout with Marblehead Boy Scout Troop 331 requested that the board of trustees allow him to complete a community service project at the Marblehead Peninsula Branch Library. Mr. Johnson would like to construct a flag pole at the branch.

**Larry Hattan moved that the board approve Nolan Johnson's proposal to put a flagpole at the Marblehead Peninsula Branch Library as his Eagle Scout Project. Jane Held seconded the motion. Motion carried by voice vote.**

Approval of the Minutes

Minutes from the September 13, 2018 regular meeting were presented.

**Larry Hattan moved that the minutes of the September 13, 2018 meeting be approved as submitted. Kevin Francis seconded the motion. Motion carried by voice vote.**

Staff Recognition

None

Review, Discussion, and Approval of Financial Report

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

Revenue: \$77,097.82

Expenditures: \$119,819.30

Salaries	\$50,679.40
Employee Fringe Benefits	\$10,384.71
Supplies	\$1,805.75
Purchased/Contract Services	\$14,626.56
Library Materials	\$37,216.32
Capital Outlay	\$4,381.56

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Other Objects	\$725.00
Contingency	\$0.00

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

Donations

List of donations accepted by the Library received by the Board.

Director's Report

Ms. Faust reviewed her report, highlighting several items:

- Karen Wilhelm is working with Mark Advertising to create a pamphlet to advertise the Put-in-Bay StoryWalk®. The pamphlets will be placed in various local brochure racks with other tourist related information. The pamphlets will be purchased with funds donated for the StoryWalk®.
- Put-in-Bay School is planning to add security cameras to the campus to include the Erie Islands Library.
- Lauren Lemmon and I spent a great deal of time during the past month training on fiscal duties. There are many details that go along with the position and I am grateful that she left me with great instructions and training.
- Courtney McGrath and I recorded the October segment for WPCR. I spoke about the upcoming levy and recommended some forthcoming books. Courtney also recommended books and spoke about programs happening at the library.

Advocacy

Ms. Faust discussed two articles about nearby libraries that have made the decision to eliminate overdue fees on library materials.

Committee Reports:

Audit

No Report

Nominating Committee

No Report

Wage and Finance

No Report

Policy and Personnel

No Report

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Building and Grounds

No Report

Items for Discussion

- Appointment of Kevin Francis as library trustee.

**Maryanne Laubner moved to ask the Port Clinton City School District Board of Education to appoint Kevin Francis to the seven-year term that expires on December 31, 2025 as a Trustee of the Ida Rupp Public Library. Jane Held seconded. Motion carried by voice vote.**

Lindsay Faust will prepare a letter to the Port Clinton City School District Board of Education requesting they consider Kevin Francis for this appointment.

- Health insurance

**Kevin Francis moved to approve changing health insurance plans for the library to the Anthem policy presented to the board. Jane Held seconded. Motion carried by voice vote.**

- Food for Fines Program- Ms. Faust asked for approval to offer the annual forgiveness of fines as part of the Holiday Bureau Food Drive. Patrons will receive \$1.00 forgiveness for every one unexpired non-perishable food item donated.

**Larry Hattan moved to approve the Food for Fines program for November with the items collected to be donated to the Holiday Bureau. Deanna Erwin seconded. The motion carried by voice vote.**

- Salvation Army Toy Drive- Ms. Faust asked for approval to allow the Salvation Army to place a toy donation collection box in the library in support of the Toys for Tots program.

**Larry Hattan moved to approve the Salvation Army collection box to be placed in the library. Maryann Laubner seconded. Motion carried by voice vote.**

- Ariel Gresh letter to board- Library Associate, Ariel Gresh made a formal request to the Board of Trustees to apply for tuition reimbursement for the Winter/Spring quarter, 2019 for her Master of Library and Information Studies at Syracuse University as outlined in the Personnel Policy.

**Maryann Laubner moved to approve Ariel Gresh's request for tuition reimbursement for the Winter/Spring Quarter 2019. Larry Hattan seconded. Motion carried by voice vote.**

- Laminating services- Ms. Faust brought a request forward from the Innovations Team to approve a policy to offer laminating service at the library.

**Larry Hattan moved to approve the Laminating Services policy with the revision that the policy allow for laminating of hunting and fishing licenses. Jane Held seconded. Motion carried by voice vote.**

The board also discussed a Die Cut policy and it was determined that more information is needed. The discussion was tabled until Ms. Faust can gather more information.

- Salaries

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**At 5:54 pm, Kevin Francis moved that the board go into executive session to consider the compensation of the public employees of the library for 2019. Maryann Laubner seconded. Motion approved by roll call vote [Ayes-Widmer, Hattan, VanLerberghe, Francis, Held, Erwin and Laubner; Nays-none].**

**The board reconvened in regular session at 6:03 pm.**

**Deanna Erwin moved to adopt the 2018 Wage and Salary Scale and for employees of the library to receive wage increases to match the 2018 Wage & Salary Scale or a minimum 3% increase effective for the January 1 – January 15, 2019 pay period as presented on the 2019 payroll rates, with the exception of the Director, whose salary will be evaluated following her performance evaluation in 2019. Larry Hattan seconded. The motion carried by voice vote.**

**Lindsay Faust, deputy fiscal officer, and James Widmer, President signed the 2018 payroll rates as presented; this document will be kept in the fiscal office.**

- Preliminary Budget- A preliminary budget was presented to the Board of Trustees for discussion. This budget will be the basis of Appropriation Resolutions for 2019 to be presented at future meetings.
- Levy Update- James Widmer gave a levy update to the board regarding distribution of campaign signs.

**There being no further business to come before the Board the meeting adjourned at 6:17 pm on a motion by Larry Hattan and a second by Jane Held. 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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Lindsay Faust, Deputy Fiscal Officer