

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
May 14, 2020

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, May 14, 2020, at 6:17 pm via Zoom.

The following Trustees were present: Larry Hattan, Jim Widmer, Margie VanLerberghe, Maryanne Laubner, and Jane Held. Kevin Francis joined at 6:19. Also present were Lindsay Faust, Director and Janice Beck, Fiscal Officer/Marketing Manager.

Public Comments/Correspondence

None

Approval of the Minutes

Minutes from the April 9, 2020 regular meeting and the April 29, 2020 special meeting were presented.

Margie VanLerberghe moved that the minutes of both the April 2020 regular meeting and the April special meeting be approved as submitted. Jane Held seconded the motion. Motion carried by voice vote.

Review, Discussion, and Approval of Financial Report

The Financial Report for April 2020 was distributed, reviewed and discussed as follows:

Revenue: \$51,424.94

Expenditures: \$85,843.16

Salaries	\$55,891.63
Employee Fringe Benefits	\$12,255.73
Supplies	\$ 1,288.36
Purchased/Contract Services	\$ 3,808.86
Library Materials	\$10,313.73
Capital Outlay	\$ 2,049.37
Other Objects	\$ 235.48
Contingency	\$0.00
	\$85,843.16

Year-to-date April financials in total and by location were presented.

Kevin Francis moved to accept the financial report and approve expenditures. Margie VanLerberghe seconded. Motion carried by voice vote.

Donations to Library

Two donations were made to StoryWalk \$50 each from Doris Hubschman and Betty Finkbeiner.

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Director's Report

- Ottawa County United Way Interim Director, Allison Falls, reached out to Ms. Faust asking her to serve on a steering committee to get the Dolly Parton Imagination Library off the ground in Ottawa County. Ms. Faust has accepted that invitation and looks forward to working to make this program available to Ottawa County residents.
- The Friends of Ida Rupp Public Library met via Zoom last week and have decided to reschedule their book sale until a later date, dependent upon what happens with the COVID-19 Pandemic in the late summer/early fall.
- May's PLF distributions were down 34.49% from the Ohio Department of Taxation estimates. May was anticipated to be a hard hit month due to the extension of filing state income taxes. We hope that the August distribution will be slightly higher than anticipated due to the July filing deadline.
- Plans are being made to move the summer reading program online. Activities such as a "fairy door" hunt are being planned for all three locations. A magician that was to perform in person will be doing his performance via Zoom on June 9.
- Marblehead will move two of their recurring programs to the Zoom format this month. Both the Books and Brews book club and the yoga classes will debut in May on Zoom.

Advocacy

None

Committee Reports:

Wage and Finance

No report

Policy and Personnel

No report

Building and Ground

No report

Items for Discussion:

- 2020 Amended Budget
An amended budget for both revenue and appropriations was presented by the Director and Fiscal Officer. This reflects the anticipated reduction of the Public Library Fund due to lowered state revenue this calendar year. Appropriations for expenditures were reduced from \$1,709,614.22 to \$1,551,183.32 for 2020.

Jim Widmer motioned to accept the revised budget as presented. Margie VanLerberghe seconded. A roll call vote was made:

Hattan - Aye

Widmer - Aye

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VanLerberghe - Aye

Francis - Aye

Held - Aye

Laubner - Aye

Motion carried.

- **SharedWork Ohio status**
The Library's application for the SharedWork Ohio program was approved on May 8, 2020 by the Ohio Department of Job and Family Services. Staff began working under the new plan the week of May 10. Each location has been divided into two teams with no crossover between teams. If a team member gets sick, the remainder of that team can self-quarantine and there is still another team to work at each location.
- **Phased Opening Plan update**
Team A started today, May 14 at both IRPL and MPBL. There is a staffing shortage at EIL as two staffers are having non-COVID medical issues, one is out of town, and one has constrained work hours because of their full-time job.

The teams opened book drops today to start receiving books back from the public. Each location has designated an area for quarantining returned books for 72 hours.

Beginning on Monday May 18, No-contact Holds will be available to the patrons. This will be in place until we reopen locations to the public.

There being no further business to come before the Board the meeting adjourned at 6:42 pm on a motion by Maryanne Laubner and a second by Kevin Francis. Motion carried by voice vote.

Dr. Margy VanLerberghe, Secretary

Larry Hattan, President

Janice Beck, Fiscal Officer