

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes

May 13, 2021

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, May 13, 2021, at 6:07 pm via Zoom.

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

Ms. Faust introduced the library's new employee, Amanda Mesas who has been hired as the Circulation Supervisor.

Ms. Faust reviewed the proposal from POD Design for the StoryWalk® behind the library. Steve Kolwicz joined the meeting from POD Designed. He explained what the contract would cover. The scope of services is to create the conceptual design for the walk including the layout, locations for displays, seating and planting areas and other amenities as requested. It includes the detailed documentation for solicitation of construction bids as well. If the library wished, POD Design also offered an optional Observation plan to assist us with construction.

Jim Widmer moved to approve spending \$18,500 for the Design and Documentation phase as detailed in POD Designs May 10 proposal. Maryanne Laubner seconded the motion. Motion carried by voice vote.

Public Comments/Correspondence

None

Approval of the Minutes

Ms. Beck presented the minutes from the April 8, 2021 meeting.

Jane Held moved that the minutes of the April 8, 2021 meeting be approved as submitted. Jim Widmer seconded the motion. Motion carried by voice vote.

Staff Recognition

- Sue Duff, 5 years
- Jamie Seabrecht, 4 years

Review, Discussion, and Approval of Financial Report

The Financial Report for April 2021, including month-to-date and year-to-date, was distributed, reviewed and discussed as follows:

Revenue: \$ 75,258.57

Expenditures: \$ 99,341.55

Salaries	\$46,635.68
Employee Fringe Benefits	\$ 9,769.22
Supplies	\$ 843.58
Purchased/Contract Services	\$17,507.21
Library Materials	\$ 22,597.44
Capital Outlay	\$ 674.19

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Other Objects	\$ 1,314.23
Contingency	\$0.00
General Fund Total	\$99,341.55
CARES Act Grant	\$ 0.00
CARES Act Mini-Grant	\$0.00
Grand Total	\$ 99,341.55

Kevin Francis moved to accept the April financial report and approve expenditures. Jim Widmer seconded. Motion carried by voice vote.

Donations to Library

One donation was received in April. \$15 was received from The Jean Ciacelli Family in memory of Helen Nemecek.

Director's Report

- Ms. Faust reported that the Library received a letter from the attorneys for the estate of Sandra Van Voorhis. In her will Mrs. Van Voorhis has left a bequest of 25% of her estate to the library in memory of her husband Eugene Phillip Van Voorhis. The donation is to be used for the purchase of books, audio books, and visual media. The exact value of the estate has not yet been determined.
- Ms. Faust and Ms. Beck had a productive meeting with Ohio Plan representatives to rewrite our personnel policy. The first meeting consisted of reviewing a proposed table of contents and a discussion of perceived problem areas in our current policy. A follow up meeting is scheduled for May 6 to review the first several sections of the proposed policy.
- Lynda.com has migrated to LinkedIn Learning. The content will remain the same but the new title will be used. LinkedIn changed their controversial policy where they were going to require library users to create a LinkedIn account.
- The children's activity bags in April were popular once again. 39 were distributed throughout the month.
- The story time videos on Facebook are seeing some participation but the numbers have definitely decreased. During the summer, these events will be at M.O.M. so we hope numbers increase again.
- For teens, there has been a bit more participation than in previous months although it is still small. 16 craft kits were distributed and 10 teens participated in a Fact or Fiction challenge.
- Kristen Stewart and Alana Magrum have been working on programs for the Summer Library Challenge. Major performers will be at M.O.M. as well as events for teens.
- The Adult Services staff had several passive programs including a movie display by Laura Vollmer of "for fans of" where she recommended films based on other films. Martha Love had a popular take and make kit. All 25 kits were gone by the second week.
- Ms. Love has also been working on programs for Summer Library Challenge. Some events will be at M.O.M. and others include a scavenger hunt, a crossword challenge and craft kits.
- Erin Sandvick was approached to put a StoryWalk® at Meadowbrook Marsh. The township has given approval but Ms. Faust asked Ms. Sandvick to tap the breaks on the project. There are several projects already going that need to be completed before adding an additional set of

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work. In addition, since there is a StoryWalk® in process at Ida Rupp we do not want to potentially have two fundraising efforts at the same time.

- A gas leak was discovered in the gas line to the fireplace at Marblehead. The supply line has been shutoff while we work to get it repaired.
- Zoom programming and craft kits have been popular with Marblehead patrons. The staff is working hard on their programs for Summer Library Challenge.
- Patrons of Marblehead are please with the addition of Wed hours and a more consistent set of hours.
- Karen Wilhelm reports that she will be holding a “Sidewalk Book Sale” on May 15 in conjunction with the Island Wide Garage Sale
- Gay Pippert of Erie Islands has submitted her resignation effective May 31. A job has been posted to fill her vacancy.

Advocacy - None

Committee Reports:

Wage and Finance - None

Policy and Personnel - None

Building and Grounds - None

Items for Discussion:

- **County PLF Letter**

This year it is Ida Rupp Public Library’s turn to initiate the letter from the three libraries for the Public Library Fund (PLF). As in prior years the split will be 50% to Ida Rupp, 30% to Harris-Elmore and 20% to Oak Harbor.

Maryanne Laubner moved to approve the letter to the Ottawa County Auditor concerning the 2022 distribution of the Public Library Fund. Jane Held seconded. Motion carried by voice vote.

- **StarPlus change to Government Insured Deposit Program**

Due to a name change of StarPlus to GIDP, we must add GIDP as an allowable depository.

It was moved by Jane Held and seconded by Kevin Francis to add the Government Insured Deposit Program (GDIP) as a depository for the Year 2021. Motion carried by voice vote.

- **OLC Virtual Trustee Town Hall.**

Ms. Faust announced that OLC is sponsoring virtual town hall meetings of library trustees and several senators. Senator Gavarone of our district will be involved on May 24th. Ms. Faust would appreciate our trustees attending to encourage the Senate to maintain the 1.7% funding level for the next biennial budget.

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- **Edits to Phased Reopening Plans**

Ms. Faust presented a revised reopening plan, however, with Governor DeWine's announcements on May 12 the timeline is no longer accurate. We expect to jump to Phase V on June 2 and do away with the mask requirement.

- **In-person Board Meetings**

Given the changes in state mandates, the Board may resume in person meetings starting in June. Meetings will be held in the Community Room.

There being no further business to come before the Board the meeting adjourned at 6:49 pm on a motion by Jane Held and a second by Jim Widmer. Motion carried by voice vote.

Dr. Margy VanLerberghe, Secretary

Larry Hattan, President

Janice Beck, Fiscal Officer