

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
December 12, 2019

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, December 12, 2019, at 6:41 pm in the Board Room of the Ida Rupp Public Library.

The following Trustees were present:

Larry Hattan, Jim Widmer, Margy VanLerberghe, Kevin Francis, Jane Held, Kevin Kast, and Maryanne Laubner. Also present was Lindsay Faust, Director.

Public Comments/Correspondence

None

Approval of the Minutes

Minutes from the November 14, 2019 regular meeting were presented.

Larry Hattan moved that the minutes of the November 2019 meeting be approved as submitted. Kevin Francis seconded the motion. Motion carried by voice vote.

Staff Recognition

- Staff employees with anniversaries this month – none

Review, Discussion, and Approval of Financial Report

The Financial Report for November, 2019 was distributed, reviewed and discussed as follows:

Revenue: \$ 64,729.77
Expenditures: \$ 99,238.34

Salaries	\$47,594.16
Employee Fringe Benefits	\$9,983.04
Supplies	\$1,506.30
Purchased/Contract Services	\$13,946.43
Library Materials	\$25,908.31
Capital Outlay	\$0.00
Other Objects	\$300.00
Contingency	\$0.00
	\$99,238.24

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

Donations to Library

David Hufnagle donated his quarterly dividends on his investments to the library in the amount of \$1,106.00.

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Director's Report

- Stacy Maple of the United Way of Ottawa County has made available a tote of prepackaged food at each location. The food will be offered to children who spend all day at the library and likely are not eating. Ms. Maple also equipped each location with a cellphone for patrons who may need to call 211 for assistance.
- Ida Rupp Public Library forgave \$247.49 in fines during November's Food for Fines effort. Marblehead forgave \$5.20 and Erie Islands forgave \$3.70. Additional items were also collected to donate to local food pantries.
- Jan Beck created a new welcome e-mail newsletter that will be sent out to new cardholders a few weeks after they open their accounts. The email will be sent only once although cardholders can choose to sign up for other emails if they wish.
- Our new Youth Services Supervisor, Angela Campbell, joined the team on November 18th. Angela has been busy learning about the library and community. Ms. Campbell previously worked as the Teen Librarian at Tipp City, OH. Prior to that Angela worked as a Branch Manager in the Miami-Dade system in Florida.
- Lindsay Faust and Erin Sandvick interviewed candidates to fill the vacancy at the branch created by Erin's promotion. Tina Manning was offered and accepted the position. She will begin on December 16th.
- Ms. Sandvick also extended her appreciation to Lynn Labick for filling in scheduling gaps while the branch was short-staffed. She thanked Sue Foster for being a "terrific interim branch manager and we are very lucky to have her guidance for two months."
- Franklin Sanitation resolved the source of the mystery sewer gas smell at Marblehead Peninsula Branch Library. A sewer line was vented into the attic rather than through the roof. The vent has been diverted and should not cause further issues.
- An attempt was made to install the new countertop at Erie Islands. Unfortunately, the countertop was not manufactured to spec and we are waiting for the correct countertop to be installed.

Advocacy

The Ohio House of Representatives is considering HB76 which would change ballot language with the intention of improving voter understanding of the effects a proposed levy would have on their property taxes. Eight organizations, including the Ohio Library Council, sent a letter to the Speaker opposing this bill.

Provisions from this bill had been included in the Conference Committee version of the biennial bill (HB 166) despite never having been in either the House or Senate version of the bill. Governor DeWine vetoed the language indicating it "will be difficult for county Auditors to implement and the required ballot language may seem confusing and contradictory."

All eight organizations are requesting the Ohio House to reject HB 76 for those reasons.

Committee Reports:

Wage and Finance

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No report

Policy and Personnel

No report

Audit

No report

Building and Grounds

No report

Items for Discussion:

- Approval of computer purchase

In the public computing area, there are eight (8) computers which need to be updated. Port Clinton Computer Products has provided a quote of \$3,640 to replace the computers.

Jane Held moved to approve the purchase of computers as presented. Larry Hattan seconded. Motion carried by voice vote.

- Allstate Agent of Record change

An additional contact agent needs to be added. This individual is in Port Clinton and will be able to assist with any questions or issues.

Margy VanLerberghe moved to approve the change to the Agent of Record as presented. Kevin Francis seconded. Motion carried by voice vote.

- Allstate Critical Illness policy

The Allstate agent has provided information about an employee-paid insurance policy for Critical Illness. At least five employees must be interested for Allstate to offer the coverage. The minimum has been met. Board approval is necessary to offer this benefit.

Larry Hattan moved to approve the benefit, Critical Illness Insurance, as presented. Jane Held seconded. Motion carried by voice vote.

- Long Term disability insurance

Ms. Faust presented an option for a new Library-paid employee benefit, Long Term disability insurance. The cost to cover all staff members is within the budget and Ms. Faust would like to offer this to employees beginning in 2020.

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Maryanne Laubner moved to approve the benefit, Long Term disability Insurance, as presented. Kevin Francis seconded. Motion carried by voice vote.

- Revision of credit card policy

The credit card policy needs to be updated to reflect the changes in organizational structure.

Previously approved titles and limits	Revision
Director \$10,000	Director \$10,000
Fiscal Officer/Facilities Manager \$10,000	Fiscal Officer \$10,000
Children’s Supervisor/Branch Manager \$10,000	Facilities Manager \$5,000
Teen Librarian \$5,000	Youth Services Supervisor \$5,000
Adult Librarian \$5,000	Branch Manager \$5,000
	Teen Librarian \$5,000
	Adult Librarian \$5,000

Margy VanLerberghe moved to approve the revision of the credit card policy as presented. Larry Hattan seconded. Motion carried by voice vote.

There being no further business to come before the Board the meeting adjourned at 7:07 pm on a motion by Larry Hattan and a second by Kevin Kast. Motion carried by voice vote.

 Dr. Margy VanLerberghe, Secretary

 Larry Hattan, President

 Janice Beck, Fiscal Officer