IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
JULY 13, 2017

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, July 13, 2017, at 6:00 pm in the Board Room of the Library.

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

Public Comments

None

Minutes from the June 8, 2017 regular meeting were presented.

Barbara Wenzinger moved that the minutes of the June 8, 2017 meeting be approved as submitted. Larry Hattan seconded the motion. Motion carried by voice vote.

Staff Recognition

- Staff employees with anniversaries this month
  - Mary Breymaier – 7 years
- Alana Magrum, teen librarian, was invited to the meeting to discuss Teen Services. She shared the many ways that she tries to engage this age group in library activities. Some of the activities that she plans are open to all ages, such as the recent visit by Monsoon Lagoon with animals, but most are limited to those in sixth to twelfth grade. She has tried to include more activities involving technology but the teens also enjoy programs that allow them to socialize. Monthly programs include a cooking club, art club, coding, and game days. The teens also enjoy many movie days reserved specifically for their age group. She has found that sharing these activities on social media and acting as a mediator rather than a structured leader style has increased attendance. These programs allow fora safe place for teens not involved in after school activities. She has a core group that attends ranging from 7-20 at each program. She allows them to sign up for text reminders but most of the programming news is learned by word of mouth amongst the teens. Although Mrs. Magrum recently added a charging station to the Teen Area, which is well-used, she would like to remodel the Teen Area with new technology –based furniture specifically designed for teens. Barbara Wenzinger commented that her grandchildren feel IRPL has the best selection of YA books. Mrs. Magrum shared that she is responsive to the teen’s feedback in her materials selection. Mr. Hagen commented that the size of the YA collection is remarkable for a library of IRPL’s size.
IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
JULY 13, 2017

The Financial Report was distributed, reviewed and discussed as follows:
Revenue: $ 62,029.70
Expenditures: $ 506,271.45

<table>
<thead>
<tr>
<th>Salaries</th>
<th>49,687.64</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Fringe Benefits</td>
<td>9,585.48</td>
</tr>
<tr>
<td>Supplies</td>
<td>5,162.73</td>
</tr>
<tr>
<td>Purchased/Contract Services</td>
<td>32,606.92</td>
</tr>
<tr>
<td>Library Materials</td>
<td>47,905.08</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>354,007.52</td>
</tr>
<tr>
<td>Other Objects</td>
<td>7,316.08</td>
</tr>
<tr>
<td>Contingency</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

Donations

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

Director’s Report

Mr. Hagen thanked the board for all their support in the recent projects involving the opening of the Marblehead Peninsula Branch Library. The Grand Opening Reception, held on July 1, 2017, was a success with staff noticing that about half the participants appeared to be new faces to the library. Participants enjoyed the story time with Pete the Cat, Zac Morgan’s performance, and time visiting with the HOOPLA representative.

Other items of note:
- New library cards – Haley Prusik took photos of the Port Clinton and Marblehead Lighthouses that were used for new cards for each of those locations. She will travel to Put-In-Bay to photograph the lighthouse for new EIL cards this fall.
- State Library of Ohio – the library is in the queue for facilitation of a new Strategic Plan. This should start sometime this October-December and take about 3 months to complete with input from staff, board, and community focus groups. July-September will be spent regrouping with staff to begin preparation work.
- Capira – Amber Cupp is working to complete the new library app which will include beacon technology for in library notices to patrons.
- New clerks – with the retirements of Connie Cezod and De Masing, the library is advertising for new clerks to work the IRPL Public Services desk.
- Reorganization of IRPL staff – due to retirements and shifting staff to MPBL, other staff members, Ariel Gresh, Laura Vollmer, and Kristen Stewart, will have increased responsibilities and hours. These changes will involve pay increases based on the Pay Scale.
IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
JULY 13, 2017

- Ariel Gresh, who is also working on her MLS through an online degree program with Syracuse University, will assume most of Connie Cedoz’ responsibilities and increase her hours to 40 hours/week.
- Laura Vollmer will begin researching additional opportunities for the library using small grants. She will disseminate possible opportunities to the appropriate staff. Her hours will increase to 40 hours/week.
- Kristen Stewart, who has a bachelor’s degree in Early Education, will assume some of Jennifer Buch’s responsibilities in Youth Services and new duties as an adult programming coordinator. She will increase to 34 hours/week.

Correspondence

None

Committee Reports:

Wage and Finance

Barbara Wenzinger reported that the committee met prior to tonight’s regular meeting to review the changes in staffing, year to date financials, and 10 year projections.

Policy and Personnel

No report

Building and Grounds

Barbara Wenzinger inquired about the status of the Lakeside Daisy photographs at MPBL. Also, Marcy Kaptur has offered a watercolor of the Marblehead Lighthouse while she was visiting MPBL. Mr. Hagen will gather information on these items and present for review.

Audit

Mrs. Lemmon reported that the Agreed Upon Procedures audit for 2015-2016 financial records was in the final stages. A draft of the audit had been sent to all the Board members and should be final before the next meeting. She did not expect there to be any exceptions noted in the final report.

Items for Discussion:

- Marblehead Peninsula Branch Library updates
  - Next month statistics reports will include full month numbers for the branch.
  - Jennifer Buch reports positive feedback; the only negative comment has been the hours and requests to increase them. Maryanne Laubner suggested waiting to see if the need for additional hours changes with the winter season.
IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
JULY 13, 2017

- Landscaping has been done at the front of the building to repair damage done from sewer lines and other work. Additional plants have been planted, mulch placed, and stones on the east side of the building around the AC units.
- Donations have been received for patio furniture, outdoor trash cans, and bike racks. Ms. Buch and Mr. Hagen are still determining the best way to use these donations.
- Ms. Buch reports that the parking lot is draining well. Recent heavy rains have not caused any drainage issues.
- Exterior doors will need additional weather-stripping before winter.
- Condensation for HVAC units in loft area has been causing leaks over the circulation desk. Spieker should be performing a permanent fix for this next week as part of the original contract.
- The flag pole proposed by Gilbert Marez for his Eagle Scout project has not progressed. Mr. Hagen will contact him for an update.
- The building plaque has been ordered and will be installed when it arrives.
- Marblehead Peninsula Library Committee – Memorandum of Understanding (MOU). The committee is in the process of reorganizing as a Friends of MPBL. They presented a MOU for the board to approve but some of the language regarding the building and Ex-Libris book store needs revision for clarification on the legal and financial responsibility of the building.
- August Board meeting – the meeting will be at the Erie Islands Library at 4:30 pm. Mrs. Lemmon will post the change in location and time and arrange for Jet Express tickets.
- Public Library Fund letter – the Oak Harbor Library and Harris Elmore Library have forwarded the annual letter of agreement determining the distribution of the 2018 PLF between the three library systems in Ottawa County. Their fiscal officers have already signed this letter which splits the PLF as follows: IRPL - 50%, Oak Harbor - 20%, and Harris Elmore - 30%.

Barbara Wenzinger moved to approve the agreement between Ida Rupp Public Library, Oak Harbor Public Library, and Harris Elmore Public Library allocation of the tax revenues from the Public Library Fund as presented. Jane Held seconded. Motion carried by voice vote.

Lauren Lemmon, fiscal officer, will sign for IRPL and forward the completed letter to the Ottawa County Budget Commission.

Advocacy Article

- Asking for More: Four New Approaches to Community Engagement by Rebecca T. Miller

There being no further business to come before the Board the meeting adjourned at 7:10 pm on a motion by Maryanne Laubner and a second by Larry Hattan. Motion carried by voice vote.

Dr. Marry VanLerberghe, Secretary

James G. Wifenter, President

Lauren S. Lemmon, Fiscal Officer