

# IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES

## Meeting Minutes

August 12, 2021

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, August 12, 2021, at 6:03 pm in the Community Room of the Ida Rupp Public Library.

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

### Public Comments/Correspondence

None

### Approval of the Minutes

Ms. Beck presented the minutes from the June 10, 2021 meeting.

**Maryanne Laubner moved that the minutes of the June 10, 2021 meeting be approved as submitted. Kevin Francis seconded the motion. Motion carried by voice vote.**

### Staff Recognition

- Mary Breymaier, 11 years (July)
- Lindsay Faust, 3 years (August)

### Review, Discussion, and Approval of Financial Report

The Financial Reports for June and July 2021, including month-to-date and year-to-date, was distributed, reviewed and discussed as follows:

	June	July
Revenue	\$ 88,814.84	\$ 88,933.04
Expenditures	\$ 103,693.26	\$ 95,677.95

	June	July
Salaries	\$ 49,720.31	\$ 51,837.12
Employee Fringe Benefits	11,101.45	11,309.41
Supplies	799.89	1,141.87
Purchased/Contract Services	19,926.67	14,660.07
Library Materials	16,062.70	13,649.87
Capital Outlay	1,079.00	159.98
Other Objects	5,003.24	2,919.63
Contingency	0.00	0.00
General Fund Total	\$ 103,693.26	\$ 95,677.95
CARES Act Grant	0.00	\$ 0.00
CARES Act Mini-Grant	0.00	\$ 0.00
Grand Total	\$ 103,693.26	\$ 95,677.95

**Jane Held moved to accept the June and July financial reports and approve expenditures. Margie VanLerberghe seconded. Motion carried by voice vote.**

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**August 12, 2021**

Donations to Library

June: Three donations were received in June. Tops of Port Clinton donated \$25 in memory of Jann Phelps, while James Kleinhans donated \$25 to the library in appreciation of our services. The third donation was \$50 made by Douglas Herlensky and Susan Mantey for the Erie Islands Story Walk™.

July: 26 donations were received in July. A donation of \$25 was given in memory of David G. Brown by the Ohio Star Quilters' Guild. A donation of \$20 was made in honor of the 50<sup>th</sup> wedding anniversary of John & Mary Jane Gibson by Bev & Jim Syrowski. The remaining donations, totaling \$2,015.00, were in memory of former Trustee Nancy Bailey.

Director's Report

- The State Library of Ohio changed vendors for Statewide Delivery on July 1 due to the end of the contract term. As a result, cargo around the state has been delayed extensively. The State Library is working with STAT Courier, the new delivery service to resolve the issues that are slowing things down. We are seeing deliveries a little more consistently, but are nowhere close to the capacity prior to the change.
- A job offer has been made and accepted by Dawn Seggaard for our Circulation Supervisor position vacated by Amanda Mesas. Dawn will start on September 1.
- Our application for the BoatU.S. Foundation Life Jacket Loaner Program has been approved. Ida Rupp and Marblehead will receive life jackets to loan from the BoatU.S. Foundation. All supplies will be provided by the Foundation. Unfortunately, Erie Islands does not have the space to store the life jackets and will not participate in the program. The life jackets should arrive in the next few weeks.
- As of July 31<sup>st</sup> the Summer Library Challenge ended with great success! The finale was held at M.O.M. on Friday July 30<sup>th</sup> with Bring the Farm to You. There were over 200 people in attendance – staff actually began to lose count with so many people coming and going.
- The Beanstack app was used throughout the Challenge. Our final numbers were 263 registered users of the app.
- Mary started up some of her book clubs at Otterbein and the Vineyard. She reports that the numbers were average for what she had previous to the pandemic. We are hopeful that this will continue to improve and she can also go back to providing additional services at the sites such as technology classes.
- Erin, Jan and Lindsay met to discuss plans for a StoryWalk at Meadow Brook Marsh in Danbury Township. Erin will be working on a budget for the project, general plans and talking to the Township about who will be responsible for installation, maintenance, etc.
- Our Erie Islands StoryWalk has been hit with its first ever vandalism. Two of the frames were sawed from the poles in separate incidents. The fence to the entrance was taken apart and it appears a 4-wheeler was used to gain entrance. In one incident a birdhouse on the trail was also knocked over. An anonymous person has offered a \$1000 reward for information leading to the arrest and prosecution of the vandals.

Committee Reports:

Wage and Finance

None

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**August 12, 2021**

Policy and Personnel

None

Building and Grounds

None

Items for Discussion:

- **Library Hours**

Lindsay presented the new hours for Ida Rupp to begin on September 7. Hours at the branches will remain the same.

- **Ida Rupp**

- Mon – Thurs 9 a.m. – 8 p.m.
    - Fri – Sat 9 a.m. – 5 p.m.
    - Sunday closed (year-round)

**Kevin Francis moved to approve the hours as proposed. Jim Widmer seconded. Motion carried by voice vote.**

- **SenSource People Counters**

Lindsay proposed replacing the antiquated people counters at Ida Rupp and Erie Islands with the SenSource counters used at Marblehead. This equipment allows for running reports to identify busy hours during the day as opposed to just knowing how many people walked in the door for the day. Since the cost of the counters and the related installation exceeds Ms. Faust's spending authority, she is asking the board to approve the purchase.

**Kevin Kast moved to approve the expenditures for both locations to receive the SenSource counters. Jim Widmer seconded. Motion carried by voice vote.**

- **September meeting**

The September 9 board meeting will be held at Erie Islands library at 5:00 pm. Dinner will follow at 6 pm.

**There being no further business to come before the Board the meeting adjourned at 6:45 pm on a motion by Jim Widmer and a second by Margie VanLerberghe. Motion carried by voice vote.**

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Dr. Margy VanLerberghe, Secretary

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Larry Hattan, President

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Janice Beck, Fiscal Officer