

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**February 13, 2025**

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, February 13, 2025, at 6:00 pm at the Ida Rupp Public Library. The following Trustees were present: Margy VanLerberghe, Laura de Roziere, Jane Held and Kevin Kast. Also present were Lindsay Faust, Director and Tim McKenna, Fiscal Officer.

The meeting was called to order by Margy VanLerberghe at 6:00 pm.

Public Comments – There were no public comments.

Approval of Minutes

Laura de Roziere moved to approve the minutes of the January 9, 2025, Organizational Meeting and the minutes of the January 9, 2025 regular meeting. Kevin Kast seconded the motion. Motion carries by voice vote.

Staff Recognition

Courtney McGrath, nine years. Linda Gerber, two years.

Review and Discussion of the January 2025 Financial Report

The Financial Report for January 2025 was presented and reviewed by Tim McKenna. Review included the Bank Reconciliation statement, revenues and expenditures for the month. In addition, it was stated that the 2024 Year End Financials were available for review and that the required legal notice had been published in the local newspaper.

January Revenue: \$ 88,533.55

January Expenditure: \$415,280.13

SALARIES	\$ 67,617.95
Fringe Benefits	\$ 19,915.53
Supplies	\$ 534.65
Purchased and Contracted	\$ 14,470.52
Library Materials	\$ 23,228.01
Capital Outlay	\$288,278.91
Other	\$ 1,234.56
TOTAL	\$415,280.13

Jane Held moved to approve the financial statements for January 2025. Second by Laura de Roziere. Carries by voice vote.

## DONATIONS TO THE LIBRARY

• Hal and Diane Hawk -	Memory of Peggy Bauman: \$ 50.00
• Chuck and Eileen Meisler -	Memory of Peggy Bauman: \$100.00
• M/M Joe Drago, John Mardosa And M/M Bill Sherman -	Memory of Peggy Bauman: \$ 75,00
• Marie Janes -	Memory of "Steve" Titus: \$ 40.00
• Ed P. Fischer -	From Erie Islands Branch \$ 10.00
TOTAL	\$275.00

## DIRECTORS REPORT – Lindsay Faust

- The final punch list item for the new office furniture is complete.
- A patron sent a note of thanks for the great and friendly help provided by Martha Love.
- Shelving for Phase II of the renovation is scheduled to be installed beginning February 11. Once installed, work will begin to move the adult and teen collections to their permanent homes. The children's collection will be moved to temporary locations in the completed area of the children's area for the duration of phase 3.
- The work on the restrooms is nearing completion and will hopefully open in February. The 3<sup>rd</sup> Street entrance work is delayed
- Furniture is to be delivered the week of March 3<sup>rd</sup>.
- The new countertop for the circulation desk should be installed soon and the desk will be open.

### From Courtney McGrath

- Given the cold weather, the start to the year was a little slow. This gave everyone an opportunity to meet, plan and organize for the spring and summer programs.
- Summer Reading will run from May 31 – July 12 this year. The programming staff has worked hard and many of the performers are already scheduled for this year.
- The tax form and information display was put out on January 15<sup>th</sup>.

### From Nichole Weatherwax

- The first program for Nichole was the January 3<sup>rd</sup> Coffee & Crochet with six participants.
- Enjoying learning the job and all that it entails. Excited to continue.

### From Megan Osborne

- Five patrons attended pizza story time.
- Nine attended the soup story time. Jim Gill's book, "A Soup Opera", was a big hit

### From Sharlene Anderson

- Teen Dungeon and Dragons: The teens did well with their first battle. The next session will be at the library instead of at Magruder.

### From Patty Curry

- Doing half the Storytimes now and very comfortable doing them. First one was Snowman theme – a great time for five kids and two adults as there were three books read, danced to a rhyming song and interacted with a felt board counting song.
- Planning process for the Summer Reading activities is under way. Performers are scheduled for both the District and Marblehead.

Marblehead Peninsula Branch

- Dave Kimmel continued Tech Help Sessions at the branch with two 30-minute sessions open every Tuesday and Wednesday.
- Dave Kimmel took eighteen (18) books to the Danbury Senior Center.
- Margaret Warren did a crafting program with seven kids making snowflake bookmarks on January 18<sup>th</sup> and an adult craft program on January 22<sup>nd</sup> with seven participants making diamond are snowflake keychains.

ERIE ISLANDS LIBRARY – Karen Wilhelm

- January 14<sup>th</sup> there were 30 children attending the after-school Scavenger Hunt.
- Three attended the intro to Dungeons and Dragons on January 9<sup>th</sup>.
- Monday January 13<sup>th</sup> had twelve attendees for the Pre-School Story Time.
- Exciting news: January saw another one of their preschoolers finish the “1000 Books Before Kindergarten” program.

Lindsay Faust also gave an update on the library usage statistics and staff training/development.

COMMITTEE REPORTS

The Health Insurance Committee met at 5:30 pm on February 13, 2025. There was a brief review of the discussions surrounding the library health insurance policy and considerations going forward of possible was to improve the plans and save employees some money. Still under consideration.

Items for Discussion

- A. Bassett’s Book Drop: Review of proposal to replace the existing book drop.
  - a. Purchase from Kingsby Co. at a cost of \$6385.00
  - b. Install by Masonry Construction at a cost of \$853.00
  - c. Motion by Kevin Kast to approve both purchase and installation proposals.  
Second by Jane Held. Motion carries by voice vote.
- B. Museum Pass Lending: Lindsay Faust presented proposed changes to section PS 3.4 to address the lending of museum passes by the library. Laura de Roziere moved to approve the changes. Second by Jane Held. Motion carries by voice vote.
- C. 2025 Budget – no current discussion.
- D. Irrigation System for StoryWalk®. Lindsay Faust noted that bids are being requested to install an irrigation system for this area.

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President

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Secretary

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Fiscal Officer