

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
August 8, 2024

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was called to order on Thursday August 8, 2024 at 6:00 pm at the Ida Rupp Public Library. The following trustees were present: Margy VanLerberghe, Kevin Francis, Jane Held, Lynne Kroeger, Kevin Kast and Jim Widmer. Also present were Lindsay Faust, Director, and Tim McKenna, Fiscal Officer.

Margy VanLerberghe opened the meeting with those present reading the library's mission statement.

Public Comments

There was a nice note of thanks to the board from Karen Wilhelm for the donation made in memory of her husband, Mark.

Approval of Minutes

Kevin Francis made a motion to accept the minutes of the July 11, 2024 regular meeting with corrections. Jim Widmer seconded. Motion carries by voice vote

Staff Recognition

Lindsay Faust, six years and Marcia Ashley, one year.

Review and of the July Financial Report

The Financial Report for July 2024 was presented and reviewed by Tim McKenna. The review included the Bank Reconciliation statement, revenues and expenditures for the month. In addition, the discrepancies between the Bank Reconciliation statement and the financial summary were explained.

Revenues:	\$560,908.08
Expenses:	\$362,934.72

Salaries:	\$ 62,240.08
Fringe Benefits:	\$ 16,071.97
Supplies:	\$ 435.68
Purchased and Contracted Svc:	\$ 22,330.02
Library Materials:	\$ 29,720.09
Capital Outlay:	\$230,621.81
Other:	\$ 1,515.07

Kevin Francis made a motion to accept the July 2024 Financial Report. Jim Widmer seconded. Motion carries by voice vote.

Donations to the Library

- Gumps Cottages - \$100.00 Donation in memory of Mark Wilhelm
- Tony and Joyce Gardner - \$100.00 in memory of Maxine Boling

Director's Report – Lindsay Faust

- The library is recruiting for the newly approved Part Time Youth Associate position.

- Interviewing for the Substitute Clerk position at Ida Rupp. Being down a staff member and accommodating vacation and unexpected illnesses has highlighted the need for a Substitute.
- Damschroder Roofing provided a quote of \$2,614.00 to repair leak in the roof and in the canopy over the back door. The quote was approved and they will make the needed repairs.
- The first phase of the renovations is progressing. The 3rd St. entrance will be closed during the last week of August to begin the work needed to widen the entrance. This will remain closed during the next phase of the renovations.
- It is anticipated that phase two of the renovations will begin in early October. It is likely that the library will need to be closed for a few days between phases so the adult collection, staff workspaces and circulation desk can be moved to the newly renovated space.

From Courtney McGrath

- Summer Library Challenge ended on July 13th. Ida Rupp and Marblehead celebrated with a finale event at the district with Motley Misfits.
- Overall attendance numbers are slightly down this year for the big performances but the numbers were slightly higher than last year for the month of July.
- The registrations through Beanstack are the highest that have been since tracking them this way was started. Total registrations for all three locations was 341 which is higher than it has been in the last three years.
- Megan Osborn and Sharlene Anderson are both settled in to their new/altered roles within the children's department. Megan is doing well in her new role and Sharlene has been helping her learn things along the way.
- Sharlene is looking toward obtaining her Master's Degree.

ADULT SERVICES

From Martha Love

- The July issue of the local history newsletter generate two very positive comments.
- Shelf reading is back into a regular on-going schedule.

From Alana Sutherland

- Programs: Chalk the Walk on July 6 was a drop-in style event with fifteen attendees over all age groups. The artwork in the Friends Plaza drew several positive comments from patrons.

YOUTH SERVICES

From Megan Osborn

- Six patrons attended the final Field Trip Story Time of the summer. Officer Amy Pugh of the Port Clinton Police department co-hosted the program at the Port Clinton City Hall. The attendees toured the PC Police Department and got to meet Aldo, Amy's K-9 partner.
- 25 patrons attended the Popsicles & Yard Games program at the StoryWalk® on July 5th.
- The Children's Bookmark Design Challenge is underway. 36 kits were distributed from July 15 – 31 and fourteen bookmarks have been submitted. Copies of the two winning designs will be made available to patrons.

From Sharlene Anderson

- The July 8th Friendship Bracelet Program had younger children making pony bead bracelets and teens making bracelets with embroidery floss.

MARBLEHEAD PENINSULA BRANCH LIBRARY

Lindsay Faust attended the Friends of the Marblehead Peninsula Branch Library Board Meeting. It was a good meeting to get the lines of communication between the Friends and the library back on track. Dave Kimmel will attend future meetings.

From Dave Kimmel

- July 1st saw a general interest family camping program with Dave Barth, a former scoutmaster. Six participants learned about a variety of camping equipment and techniques.
- July 8th Jane Taylor conducted a Story Time with sixteen participants.
- There were seven participants for a murder mystery program.

ERIE ISLANDS

From Karen Wilhelm

- Marcia Ashley did her first Story Time on July 6th with four children.
- The Nature Scavenger Hunt at the Put-in-Bay StoryWalk® on July 8th had 27 patrons and was a great success.
- The finale on July 11th concluded six weeks of showing how “Adventure Begins at Your Library”.
- Karen offered a special thanks to the staff for “holding down the library” while she had the vacation of a lifetime.

Lindsay Faust gave a review and summary of the Training/Professional Development of the staff, July statistics for the library and news coverage of the library.

Committee Reports – Policy and Personnel Committee

- Jane Held reported that the committee met and discussed the annual employee evaluation process and also discussed the job description for a Custodian/Maintenance position.

Items for Discussion

- A. September Board Meeting at EIL to be held on September 11, 2024 at 12:30. This is a change of the date from September 12th.
- B. PLF Distribution Letter for the allocation of tax revenues between the three library systems in Ottawa County was presented by Lindsay Faust. Motion to approve by Jim Widmer, second by Lynne Kroeger. Motion carries by voice vote.
- C. Renovation Changes: Telamon Construction proposed four changes to the renovation project increasing the total project cost by a net \$37,498.00. Motion to approve by Kevin Kast. Second by Kevin Francis. Carries by voice vote.

Meeting adjourned at 7:00 pm

Margy VanLerberghe, President

Lynne Kroeger, Secretary

Tim McKenna, Fiscal Officer