

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**September 8, 2022**

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, September 8, 2022, at 6:00 pm at Ida Rupp Public Library.

The following Trustees were present Margy VanLerberghe, Jim Widmer, Jane Held, Maryanne Laubner, Lynne Kroeger, Kevin Francis and Kevin Kast. Also present was Lindsay Faust, Director.

Public Comments/Correspondence

None

POD – StoryWalk® Presentation

Alex Camponeschi and Steve Kolwicz from POD Design made a presentation of the project drawings for the StoryWalk® at Ida Rupp Public Library. The drawings presented are close to the final drawings. There was some discussion about the plans. POD is to look into how long the StoryWalk® path is. The drawings did not have an electrical receptacle on the paver “stage” area, that will be added. Pavers will be laid on a concrete base. The plantings have been selected to be drought tolerant and require very little up keep. The library will need to mulch the plantings annually. Mulch will be placed under shrubs. The benches selected allow for the addition of a donor plaque and the wood portion is a thermally modified ash. The benches do not require maintenance, but best practice would be to power wash the benches and oil or stain the bench annually. There was discussion of the comfort of the benches. POD will look into getting a sample bench sent to the library. POD will oversee the bidding process, but selection of contractors will be up to the board. The project will hopefully be complete within 3-4 months once it begins. The best time to bid the project is after the 1<sup>st</sup> of the year. Site prep work and be done when it is still cold.

Approval of the Minutes

Ms. Faust presented the minutes from the August 11 regular meeting and August 24 special meeting.

**Jim Widmer moved that the minutes the August 11, 2022 regular meeting and August 24, 2022 special meeting be approved as submitted. Maryanne Laubner mentioned that her name was misspelt in the August 24 minutes. The motion was amended to accept the August 11, 2022 regular minutes as presented and the August 24 minutes with the spelling correction. Lynne Kroeger seconded the motion. Motion carried by voice vote.**

Staff Recognition

Laura Vollmer and Margaret Warren, 10 years; Jolene Lochotzki, 4 years, Dawn Seggaard, 1 year

Review, Discussion, and Approval of Financial Report

The Financial Report for September 2022 was distributed, reviewed and discussed as follows:

Revenue: \$518,766.25

Expenditures: \$121,611.39

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Salaries	\$489,073.60
Employee Fringe Benefits	\$122,210.61
Supplies	\$11,433.38
Purchased/Contract Services	\$173,904.65
Library Materials	\$176,613.12
Capital Outlay	\$8,851.11
Other Objects	\$26,157.57
Contingency	\$0
General Fund Total	\$1,008,244.04

Year-to-date August financials in total and by location were presented by Lindsay Faust.

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

Donations to Library

There were four donations to the library in August. Rabbi Jeff and Mindy Glickman made a \$100.00 donation for the library to use for non-legislative library purposes. An anonymous donation of \$20.00 was made at Ida Rupp. The Put-in-Bay OWLS Book Club made a \$80.00 donation in memory of Marylou Ramsbottom and Peggy Harrington. Candy and Al Herman made a \$100 donation for the benefit of the Marblehead Peninsula Branch Library in gratitude for their enjoyment of library programs.

Director's Report

- Ms. Faust reported that the City has approved the library's request for a special use permit for StoryWalk® at Ida Rupp.
- Ohio BWC audited the library's 2021 finances. The auditor did not find any exceptions.
- Staff Development day was held on Monday, August 23. All library locations were closed so all library staff could attend. We covered customer service, circulation procedures, and emergency plans. A presenter was brought in to speak about "Trans and Non-Binary Inclusion in the Workplace." Our final event of the day was the "Library Challenge." Staff from different departments and locations were teamed up to perform a variety of tasks, some of which, they do not do in their daily work. Overall the day seems to have been a success and a few staff members have expressed that they hope it will become an annual event.
- Martha Love changed the time of her Navigating Nonfiction book discussion. The time change has led to more individuals attending. We are hopeful that the discussion will get some traction and become an active monthly group.
- In August, Martha, Margaret and Courtney filled in for outreach visits. With Dave settling into his new role, it has been decided that Dave will continue outreach in the Marblehead area in his

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new capacity as branch manager. Martha Love will step into leading the book discussion at the Vineyards and will work with the Port Clinton Senior Center.

- Alyssa Biro invited a speaker from the Liberty Aviation Museum to speak about the history of Island Airlines and the Ford Tri-Motor. The program was well received and additional historical programming is planned for the fall.
- Youth Services worked on getting 1000 Books Before Kindergarten launched. We have had a soft launch and have around 8 participants already signed up. We are working on publicity to officially launch the program.
- Alana Magrum reported that a teen told her after a program, "This library is under-appreciated." Alana through that was very thoughtful to say.
- Dave hit the ground running in his new role as Branch Manager a Marblehead Peninsula Branch Library. Lindsay and Dave have been meeting weekly to train on various new responsibilities. Dave is working with Erin and Margaret to plan programming for October and beyond.
- Karen thanks the board for traveling to the island in August for the board meeting.
- Sue Duff hosted a Huck Towel program which is popular on the island.
- Karen has been participating in professional development about leading Story Times.

#### Committee Reports

Jim Widmer reported that the Building and Grounds Committee met and had a quick update on StoryWalk® all of which was covered previously in the board meeting. The committee also reviewed the Facility Condition & Assessment Plan. The Building and Grounds Committee will attend the next Wage and Finance Committee meeting to discuss funding the library's remodel.

#### Items for Discussion:

At this time, Resolution #2022-004 A Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor was presented to the Board.

**Jim Widmer moved to adopt Resolution #2022-004, Kevin Kast seconded the motion.**

Roll call vote Margy VanLerberghe, aye; Jim Widmer, aye; Jane Held, aye; Maryanne Laubner, aye; Lynne Kroeger, aye; Kevin Francis, aye; Kevin Kast, aye.

**Resolution #2022-004 carried.**

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Property/Crime Insurance Renewal

Ms. Faust presented the renewal package for Property and Crime Coverages from Ohio Plan. The renewal premium is \$5977.00. Last year's rate was \$5647.00, for an increase of \$330.00. Ohio Plan increased our Building and Personal Property limits by 5% to account for inflation.

**Jane Held moved to renew the Ohio Plan Property and Crime Coverages as presented. Kevin Francis seconded. Motion carried by voice vote.**

Board Vacancy January 1

Maryanne Laubner's seven-year term expires on December 31, 2022. Maryanne has already expressed that she does not wish to continue on the board for another term. The board discussed that they have some time to find a new trustee, but should begin to think about individuals who may be a good fit to serve on the board. President VanLerberghe requested that each trustee bring a suggestion of someone to serve on the board to the October meeting.

**At 7:01 pm Kevin Kast made a motion to go into executive session to consider the employment and compensation of a public employee. Maryanne Laubner seconded the motion.**

Roll call vote Margy VanLerberghe, aye; Jim Widmer, aye; Jane Held, aye; Maryanne Laubner, aye; Lynne Kroeger, aye; Kevin Francis, aye; Kevin Kast, aye.

**Motion carried.**

The board reconvened in regular session at 7:50 pm.

**Kevin Kast made a motion that a lump sum of \$1500.00 be given to Lindsay Faust for additional responsibilities during the vacancy of the Fiscal Officer. Kevin Francis seconded the motion. The motion carried by voice vote.**

**There being no further business to come before the Board the meeting adjourned at 7:54 pm on a motion by Jim Widmer and a second by Lynne Kroeger. Motion carried by voice vote.**

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Jane Held, Secretary

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Margy VanLerberghe, President

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Lindsay Faust, Deputy Fiscal Officer