

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
July 13, 2023

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was called to order on Thursday, July 13, at 6:01 pm at Ida Rupp Public Library. The following Trustees were present Margy VanLerberghe, Jim Widmer, Jane Held, Lynne Kroeger, and Kevin Kast. Kevin Francis joined the meeting at 6:11 pm. Also present were Lindsay Faust, Director and Courtney McGrath, Assistant Director.

Public Comments/Correspondence

Sixteen individuals from the public attended the meeting.

Greg Fox addressed the board concerning minutes posted to the website and delay of the postings. Denise Manly addressed the board about concerns over the book *Peanut Goes for Gold* and requested that the library label such books with a rainbow sticker. Carol Fox addressed the board about a book that was not identified by title that someone had shared with her that contained profanity. Carol Fox later questioned why the Kaleidoscope program is not on the schedule for the foreseeable future if the program was held to support those being bullied and/or to prevent suicide. Wendy Worley addressed the board asking to get a response from the board from questions raised at previous meetings. Ms. Faust addressed concerns about minutes and stated that the board minutes are not posted on our website until they are approved by the board at the following meeting, so they will always be delayed in posting by at least a month. Pastor Boyd advised that the board needs to post drafts of minutes. David Baker requested if there is a timeframe for when the board will respond to citizens. President VanLerberghe expressed that the board is not committing to a time frame and that the board is still considering opinions. Barb Collins addressed the board with concern about the use of foreseeable future terminology for the schedule of Kaleidoscope.

Approval of the Minutes

Ms. Faust presented the minutes from the June 8, 2023 regular meeting.

Jane Held moved that the minutes the June 8, 2023 regular meeting be approved as presented. Lynne Kroeger seconded the motion. Motion carried by voice vote.

Staff Recognition

Staff employment anniversaries: none

Review, Discussion, and Approval of Financial Report

The Financial Report for January 2023 was distributed, reviewed and discussed as follows:

Revenue: \$104,657.19

Expenditures: \$158,658.09

Salaries	\$63,533.75
Employee Fringe Benefits	\$13,852.04

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
July 13, 2023

Supplies	\$193.98
Purchased/Contract Services	\$12,409.06
Library Materials	\$24,198.15
Capital Outlay	\$39,056.68
Other Objects	\$5,414.43
Contingency	\$0
General Fund Total	\$158,658.09

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

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

Donations to Library

- Yvonne Leidorf made a \$50.00 donation in memory of Sandra Taylor
- Andrew Deerhake made a \$250.00 donation to benefit Marblehead Peninsula Branch Library in memory of Helen McClelland.
- The Friends of Marblehead Peninsula Branch Library made their annual \$6000.00 donation to support library programs and needs at the Marblehead Peninsula Branch Library.
- Rhonda Watt made a \$300 donation to support the purchase of “helpful written and audio materials to promote understanding and respect for LGBTQ+ people.”

Director’s Report

- Ms. Faust shared that a family staying in a condo on the lake came to the library during a tornado warning. The next day the family brought a thank you note and cookies for the staff. They thanked Jamie Kennedy, Alana Sutherland and Laura Vollmer for their actions and care. Noting that Alana was “a shining light” when their daughter was scared.
- The summer library challenge kicked off at “The District” on June 1st with a circus. 160 people attended our kick-off event. Animal themed programs are our most popular programs with just shy of 200 people attending Animal Encounters with Erie Metro Parks and 260 attending Animal Magic.
- At the end of June there were over 300 participants registered for the Summer Library Challenge on Beanstack. As of the meeting date there were 318 participants. This is up from last year’s participation of 290.
- Laura Vollmer has been working to get our Instagram page back up and running. We have had it for quite some time, but had not been posting to it.
- Martha Love hosted several adult programs in June, including the Life of Bees where cans and sticks were used to make a “bee hotel.”

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
July 13, 2023

- Corvid Griggs reported that Story Time attendance has been strong with the highest day in the summer having 56 participants.
- Megan Osborn noted that the Art Market program was a success. The program gave participants fake money to purchase art and craft materials to make things. The program allowed the children to experience working within a budget to purchase the supplies they wanted.
- Bill Morgan came to lead American Sign Language Story Time, which is a nice and unique addition to our normal Story Time line up. Attendees were taught several signs at the program.
- Alana Magrum worked with the Humane Society of Ottawa County for a teen program at the shelter to help feed dogs and make DIY dog treats.
- Alana Magrum also commented on the success of programs like Puzzle Pandemonium where teams were given a puzzle to see who could complete it first. Alana noticed that there has been a trend of families coming to the library to spend time working together and programs like Puzzle Pandemonium have helped facilitate that.
- Erin Sandvick has started back up the walking tours in Marblehead.
- Dave Kimmel worked with the Village of Marblehead in a program to create a sensory garden.
- Story Time at the Marblehead Lighthouse led by Erin Sandvick was very popular.
- Karen Wilhelm reported that their summer program is going very well and she feels that participate is back to pre-COVID levels.
- The island staff worked with Lake Erie Islands Conservancy and Put-in-Bay Park District to host a garlic mustard pull, to remove the invasive plant and a beach and trail cleanup.
- Erie Islands Library also planned a “Meet Our Hometown Heroes” event with the Put-in-Bay Volunteer Fire Department. Participants were able to meet the fire fighters and wash a fire truck.
- Following his performance at The District, Professor Tony paid a visit to Put-in-Bay for a very popular program with at least sixty people in attendance.

Committee Reports

Jane Held gave a report of the Policy and Personnel Committee meeting that took place at 5:00 pm, prior to the board meeting.

A draft of revisions to the meeting room policy were presented for review. The first change to the policy requested is changing the amount of time in advance meeting rooms can be booked from six to two months. This change is requested due to the upcoming renovation to hopefully mitigate the number of meetings that will need to be canceled. Jim Widmer asked if this will be a permanent change. Ms. Faust advised that she did not think it needs to be permanent. Other changes recommended include clarifying that anytime for setup and takedown of a meeting need to be included in the reservation time, that future meeting requests may be denied if the room is not returned to its original state, or excessive cancelations are made without notice.

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
July 13, 2023

Kevin Kast moved that the changes to the Meeting Room Policy be made as presented. The motion was seconded by Jim Widmer. Motion carried by voice vote.

The Policy and Personnel Committee reviewed the weapons policy in PS 7.16 and PS 5.94. Ohio Revised Code recently changed to exclude knives from the definition of weapons. In addition to striking knives from the language, the Committee recommended making the language uniform in both policies. PS 7.16 is proposed to read, "Weapons are prohibited in the library. For purposes of the policy, "weapons" are defined as firearms, handguns, or other weapons further defined by Ohio statute or local ordinance."

Kevin Francis moved to amend Personnel Policy 5.94 to remove knife from the definition and make the definition of weapon consistent with the language in Personnel Policy 5.94. Jane Held seconded. Motion carried by voice vote.

Jim Widmer moved to amend Public Services Policy 7.16 as presented. Lynne Kroeger seconded. Motion carried by voice vote.

Revisions to the Social Media policy were reviewed. Ms. Faust recommended changing the policy to allow for only one social media account on each platform. This change is due to the difficulty of maintaining three Facebook pages and continued posts that are not consistent with guidelines from our Marketing Coordinator. Changing mention of Marketing Manager to Marketing Coordinator were also recommended.

Lynne Kroeger moved to amend the Social Media Policy as presented. Kevin Francis seconded. Motion carried by voice vote.

The final policy the Committee reviewed is a Programming Policy to be included in the Public Services Policies. Ms. Faust presented the policy because we do not currently have any programming policies. Courtney McGrath and Lindsay attended a webinar hosted by the American Library Association about library program challenges. The policy is modeled after recommendations from the American Library Association.

Margy VanLerberghe requested that all board members take the proposed policy with them and spend some time considering it before taking action. The policy will be discussed at the August meeting.

Items for Discussion:

A. Policy Updates

Policy updates were addressed during the Committee Reports portion of the agenda.

B. Danbury Township Book Drop Proposal

The Friends of Marblehead Peninsula Branch Library submitted a proposal to install a new book drop at the Danbury Township Hall on Port Clinton Eastern Road. A discussion was had regarding if

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
July 13, 2023

the proposed location is the best location. Kevin Francis, a Danbury Township resident, advised that he did think that the location was a good high traffic location. Ms. Faust requested that if the book drop is approved, that installation be delayed until after the StoryWalk construction work is complete.

Jim Widmer moved to approve the installation of a book drop at the Danbury Township Hall with the understanding that installation is secondary to other library construction projects. Lynne Kroeger seconded. Motion carried by voice vote.

C. Renovation Update

Ms. Faust gave an update on the progress of the design work for the interior renovation at Ida Rupp. Samples of proposed finishes for carpet and millwork were shared. Lindsay reported that HBM is continuing to work on the engineering of widening the hallway of the 3rd Street entrance and what the proposed awning will look like at the exterior of the entrance. Water flow tests have come back from the City and shared with HBM to determine if the flow is adequate for a fire suppression system.

D. StoryWalk Update and Bid Opening Resolution

The prosecutor's office approved the bid documents for the StoryWalk at Ida Rupp with the addition of a non-discrimination statement. The language has been sent to POD to add to the documents and move on releasing the bid. In order to keep the aggressive timeline presented by POD on track bid opening is requested to take place immediately after the deadline to submit bids. Resolution 2023-005 was presented to direct the Fiscal Officer to open bids immediately after the filing time and to prepare a tabulation of the bids for review at the board next meeting.

Jim Widmer moved to adopt Resolution #2023-005, Jane Held seconded the motion. Upon roll call,

Margy VanLerberghe, aye
James Widmer, aye
Kevin Kast, aye
Kevin Francis, aye
Lynne Kroeger, aye
Jane Held, aye
Laura de Rozier, absent

Resolution #2023-005 adopted.

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
July 13, 2023

The MOU for the Meadowbrook Marsh StoryWalk has been approved by Danbury Township. Ms. Faust received a revised quote from Stayancho Services today for installation, the price has increased slightly, but that is to be expected with the increase in materials in labor since the initial quote was given. The price has not gone up for the signs. A meeting will be held in the near future with Danbury Roads Superintendent, Brett Waldron to outline the parameters of the project. Hopefully the project can be installed approximately six weeks after the signs are ordered, which is the lead time for them to ship.

There being no further business to come before the Board the meeting adjourned at 7:15 pm on a motion by Kevin Kast and a second by Kevin Francis. Motion carried by voice vote.

Jane Held, Secretary

Margy VanLerberghe, President

Lindsay Faust, Deputy Fiscal Officer