

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
July 11, 2024

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was called to order on Thursday July 11, 2024 at 6:00 pm at the Ida Rupp Public Library. The following Trustees were present: Margy VanLerberghe, Jane Held, Lynne Kroeger, Kevin Kast, Jim Widmer, Laura de Roziere and Kevin Francis. Also present were Lindsay Faust, Director, Courtney McGrath, Assistant Director and Tim McKenna, Fiscal Officer.

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

Public Comments – There were no public comments.

Approval of Minutes

Jane Held made a motion to accept the minutes of the June 13, 2024 regular meeting. Lynne Kroeger seconded. Motion carries by voice vote.

Staff Recognition

Alana Sutherland had a one-year anniversary in June.

Review and Discussion of Financial Report

The Financial report for June 2024 was presented and reviewed by Tim McKenna. The review included the bank reconciliation statement, revenues and expenditures for the month. The difference between the Financial Summary expenses and revenues and the Bank Reconciliation payments and receipts was due to a transfer from the GIDP Account to the primary checking account.

Revenue:	\$ 95,773.95
Expenses:	\$150,651.92
Salaries:	\$65,430.32
Fringe Benefits:	\$17,447.78
Supplies:	\$ 881.11
Purchased and Contracted Svc:	\$36,214.30
Library Materials:	\$16,168.26
Capital Outlay:	\$ 6,906.07
Other:	\$ 7,604.08

Jim Widmer made a motion to accept the June 2024 Financial Report. Lynne Kroeger seconded. Motion carries by voice vote.

Donations to the Library

- Kroeger Co. \$118.38.00 Donation
- Kim and Jeff Carpenter - \$100.00 Donation in memory of Joyce Ellen Finley Edwards
- Board of Trustees IRPL - \$100.00 Donation in memory of Mark Wilhelm

Directors Report – Lindsay Faust

- The library has been named a beneficiary of the Jack Living Trust by William and Elizabeth Jack. The library is to receive 5% of the net trust assets. Distribution is expected in the next 60 days.
- A StoryWalk® bench was damaged by Erie Paving. They have taken responsibility and will repair and remount the bench.
- There are some issues with the roof. Damschroder will be out to search for the leak.
- Courtney and Lindsay met with HBM to discuss furniture selections for the library. Office furniture selections have been finalized.
- Phasing of the renovation project has been altered to allow Telamon to complete the exterior work during warmer months. Phase III is now Phase II. Patrons will only be able to access the library via Madison St.
- A patron took the time to complement Sharlene Anderson on a great job she did leading Story Time and that she was very engaging and the kids all enjoyed themselves.

From Courtney McGrath

- June was the first full month of Summer Reading 2024. The first two weeks were very busy. This year an incentive was offer to sign up during the first week. In addition to a free book patrons received a library themed tote bag. 130 were handed out.
- The June 3rd kick-off event was a success with over 150 people in attendance. The show was by Performance Dogs of Ohio and was held at Hopfinger Zimmerman Memorial Park. This was the first true all ages summer reading event and had attendees of all ages. It was a great success.
- Overall, programming numbers have been down for the month. It may be due to the weather. Two programs had to be cancelled due to heat and/or thunderstorms. The staff has done very well at putting the programs together and working with the public to get them signed up for Summer Reading, especially with all that is going at the library.
- The field trip themed programs have gone over very well.

From Laura Volmer

- June was spent promoting Summer Reading.
- The July marketing calendar is out and the August one is getting put together.

Adult Services

From Martha Love

- Vineyard Book Discussion had nine attendees and ten circulating copies of Lessons in Chemistry by Bonnie Garmus.
- Port Clinton Senior Center had ten people in attendance for the Book Talk of “summer” titles.

From Alana Sutherland

- The Adventures in Your Backyard with Back to the Wild on June 6th had over 200 attendees of all ages.
- June 24th saw 17 people attend the Beach Combing program. Everyone got a few pieces of beach glass to take home with them.

Youth Services

From Megan Osborn

- Average story time attendance for June 2024 was 34.5 which is up from 32.75 in June 2023.

- There were 42 people in attendance for the first field trip story time at the Port Clinton Fire Station.
- 49 attended the Field trip story time at the Aviation Museum and 14 came to the event at the Playmakers Civic Theatre.
- There were two sessions of Paddle Boarding at the Portage River Paddling Company. Twelve attended the first session for kids and 5 people came to the teens and adults program.

From Sharlene Anderson

- Teen Tie Dye, held June 14th, was a fun event. Teens learned the art and fun of Tie Dying.
- Teen Dungeons and Dragons was a good event held June 17th at the Oliver H. Perry Masonic Lodge 341.

Marblehead Peninsula Branch Library

From Dave Kimmel

- There were two Tech Help sessions in June with five patrons taking advantage of this service.
- June 9th Margaret Warren conducted a Drop-in Craft and Play for kids that had six participants.
- June 10th Jane Taylor conducted a Storytime with twelve participants.
- June 17th Dave offered a Big Bug Adventure program for kids. Conducted by Katie Barnsworth of Erie Metroparks, this event drew 20 participants who learned about insects and bug hunting.
- There were 14 participants for the tour of the Marblehead Coast Guard Station.

Erie Islands

From Karen Wilhelm

- Fourteen ladies attended the Tea Time on Saturday event June 8th at the Mother of Sorrows Church Cornerstone Room. They all enjoyed tea served in vintage tea cups and baked goodies prepared by the librarians.
- Professor Tony and his Magical Juggling Act took place the morning of June 12th and the Words and Wind Book Club met in the evening.
- June 13th was a great event with Jennifer Miller on Geocaching.

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

Committee Reports – There were no committee reports

Executive Session – At 6:20 pm Jim Widmer made a motion to move the meeting into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee. Motion Seconded by Kevin Francis. Motion carries unanimously by roll call vote.

6:32 – Return to Regular Meeting

Items for Discussion

- A. Furniture Purchase: Lindsay Faust reviewed the Phase 1 Furniture Pricing Recommendation from HBM Architecture. There were proposals from National Office

Service and Contract Source. HBM made the recommendation to accept "Option 2" in their letter.

- a. Jim Widmer made a motion to accept the proposal of \$74,538.48 from National Office and of \$21,952.66 from Contract Source described as Option 2 in the HBM letter. Second by Laura de Roziere. Motion carries by voice vote.
- B. Plumbing for staff restroom: Lindsay Faust explained that there needs to be additional plumbing work done in the new construction of the staff restroom. Telamon Construction quoted \$9,135.00 for this project.
 - a. Laura de Roziere moved that the quote from Telamon Construction of \$9,135.00 be accepted. Second by Kevin Francis. Motion Carries by voice vote.
- C. Lindsay Faust reviewed job descriptions for the positions of Library Associate I: Youth Associate, Children's Librarian and Teen Librarian.
 - a. Motion to accept the job descriptions made by Laura de Roziere. Second by Jane Held. Motions carries by voice vote.
- D. Watering the StoryWalk® after landscaping installation: TNT Landscaping quoted \$6000.00 to water for six weeks after installation.
 - a. Motion by Kevin Kast to accept the quote from TNT for \$6000.00. Second by Laura de Roziere. Motion carries by voice vote.

Meeting adjourned at 7:00 pm

Margy VanLerberghe, President

Lynne Kroeger, Secretary

Tim McKenna, Fiscal Officer