

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
February 10, 2022

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, February 10, 2022, at 6:03 pm in the Community Room of the Ida Rupp Public Library.

The following Trustees were present: Margy VanLerberghe, Kevin Kast, Kevin Francis, Maryanne Laubner, and Jane Held. Also present were Lindsay Faust, Director, and Janice Beck, Fiscal Officer.

Public Comments/Correspondence

Dr. VanLerberghe read a letter the board received from Carrie Herman of Akron, OH. Ms. Herman wanted the board to know the efforts that Lindsay Faust and Dawn Seggaard made on her family’s behalf in finding an article. They wanted to place the article on a memory board for her recently-deceased nephew’s funeral. Without a lot of information to go from the article was found and emailed to Ms. Herman in a short amount of time.

Approval of the Minutes

Ms. Beck presented the minutes from the January 13, 2022 regular meeting.

Kevin Francis moved that the minutes the January 2022 regular meeting be approved as submitted. Jane Held seconded the motion. Motion carried by voice vote.

Staff Recognition

Courtney McGrath, 6 years

Review, Discussion, and Approval of Financial Report

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

Revenue: \$72,876.43

Expenditures: \$105,797.21

Salaries	\$56,155.84
Employee Fringe Benefits	\$13,450.85
Supplies	\$ 1,871.11
Purchased/Contract Services	\$ 7,884.64
Library Materials	\$ 23,283.52
Capital Outlay	\$2,540.00
Other Objects	\$ 604.67
Contingency	\$0.00
General Fund Total	\$105,790.63
CARES Act Grant	\$ 6.58
Grand Total	\$105,797.21

Year-to-date January financials in total and by location were presented.

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

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Donations to Library

- Twelve donations were received in memory of Tom Sandvick totaling \$590.00.
- Seven donations were received in memory of Sharren Lucas totaling \$335.00.
- A \$30 donation was received from Port Clinton Women's Club to honor the birth of Wylder Thorne Stone.

Director's Report

- Requests for COVID test kits continue to be popular. Our current ability to receive test in the future is unclear. The Ohio Department of Health required libraries to opt in to distribute tests in the future. We have opted in, but have not yet received any information on when or if we will receive test kits.
- Programming in January and February were canceled due to the high number of COVID cases in the community. We had several staff members out at once with COVID. The numbers appear to be coming back down and we are working on our in-person program plans for March. Some of our book discussions have moved to a virtual format during the pause. We also pivoted to make as many of our activities into a take and make style activity.
- The LED outdoor lights and shields have been installed at Ida Rupp. The staff are grateful to have a well-lit parking lot when they leave in the evening.
- I worked with Midwest Tape to setup Hoopla Flex, which allows us to purchase additional eBook and eAudio titles for our Hoopla library. Our Flex purchases will focus on high demand titles and best sellers. Hoopla Flex went live on February 2.
- Jan has been busy transitioning from 2021 to 2022 and Dave Kimmel sent the following to me about Jan. "My mother always told me that if I have something good to say, to put it in writing. I just wanted to tell you that I have NEVER had a person handling payroll at any job I worked who was more on-the-ball than Jan. I mean, we received our W2 forms halfway through January. Outrageous! Give this woman a raise, please!"
- Jolene shared, "Today while shelving fiction items, I overheard two patrons talking to each other about how impressed they were with our large print book collection. They were shocked at how many books we had in that area and even all the new large print."
- Courtney led our first Summer Reading planning meeting for 2022. We will once again work with the Port Clinton Area Chamber of Commerce to host some of our larger performers on the M.O.M. stage.
- A subscription to a new database, Newspapers.com – Ohio started in January. The database offers historic newspapers from Ohio. It is a great resource for those working with genealogy and local history. The database is searchable outside of the library by logging in with a library card.
- Our new Youth Associate, Andrea, started during the month of January. She was able to shadow a few of Kristen's programs as well as class visits and other tasks. Once in person programming starts back up, she will be sharing and even leading some of the weekly story times with Kristen. In addition, she already has a few programs planned and scheduled for the month of March.
- From Alana Magrum, "Teens really enjoyed 'De-Stress: Break a Dish' as well as 'Create Your Own Comics with Caleb Thusat'. This program would not have been such a success without Laura

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connecting me with Caleb, who is a Port Clinton native who now owns a comic book shop near Cleveland.”

- From Martha Love, “Federal, state and city 2021 tax forms were reproduced and set out for patrons. Notes regarding in-person tax assistance and ways to obtain forms by mail are also available with the forms. A copy of the 2021 federal instructions was added to the tax binder behind the desk.” The State was the final entity providing us with tax instructions and they have stopped sending paper instructions this year.

Items for Discussion:

- **Recommendation for new Library Board member**

Jane Held moved to nominate Lynne Kroeger to the board of trustees and send a letter to the Port Clinton School Board for them to make the official appointment. Kevin Francis seconded. Motion carried by voice vote.

- **Upcoming OLC Events**

There are three events coming up in the next few months that may be of interest to the Trustees

- The Library Trustee Workshop will be held March 12, 2022 from 8:45 – 4:15. This is a hybrid event – in person or online.
- Library Legislative Day is April 6, 2022 in Columbus.
- Regional Trustee Dinners are coming up. May 5 in Bowling Green or May 12 in Independence are the two closest to us.

There being no further business to come before the Board the meeting adjourned at 6:31 pm on a motion by Maryanne Laubner and a second by Jane Held. Motion carried by voice vote.

Jane Held, Secretary

Margy VanLerberghe, President

Janice Beck, Fiscal Officer