IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
October 12, 2017

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, October 12, 2017 at 6:00 pm in the Board Room of the Library.

The following Trustees were present: James Widmer, Margy VanLerberghen, Maryanne Laubner, Kevin Francis, Larry Hattan, and Jane Held. Barbara Wenzinger was not present. Also present were Tim Hagen; Director, and Lauren Lemmon; Assistant Director/Fiscal Officer.

Public Comments/Correspondence

None

Approval of Minutes

Minutes from the September 14, 2017 regular meeting were submitted for review.

Larry Hattan moved that the minutes of the both meetings be approved as submitted. Kevin Francis seconded the motion. Motion carried by voice vote.

At 6:02 pm, Margy VanLerberghen moved to go into executive session to consider the appointment of a new trustee and compensation of the public employees of the library for 2018. Larry Hattan seconded. Motion approved by roll call vote [Ayes- Widmer, Hattan, VanLerberghen, Francis, Held, and Laubner; Nays – none]

The Board reconvened in regular session at 6:35 pm.

Larry Hattan moved to adopt the 2018 Wage & Salary Scale as presented. Maryanne Laubner seconded. Motion carried by voice vote.

Kevin Francis moved for employees of the library to receive wage increases to match the 2018 Wage & Salary Scale or a minimum 3% increase effective for the January 1 – January 15, 2018 pay period as presented on the 2018 payroll rates. Larry Hattan seconded. Motion carried by voice vote.

Lauren Lemmon, fiscal officer, and James Widmer, President signed the 2018 payroll rates as presented; this document will be kept in the fiscal office.

Staff Recognition

- Staff employees with anniversaries this month
  - Lauren Lemmon, 17 years
Financial Report

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

Revenue: $ 68,889.96
Expenditures: $ 107,129.93

<table>
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<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Salaries</td>
<td>51629.41</td>
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<td>Supplies</td>
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<tr>
<td>Other Objects</td>
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<tr>
<td>Contingency</td>
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</table>

Jane Held moved to accept the financial report and approve expenditures. Margy VanLerberghe seconded. Motion carried by voice vote.

Donations

List of donations accepted by the Library received by the Board. There were no additional donations recorded since the last meeting.

Staff Introduction

Kristen Stewart joined the meeting to discuss her new role in Adult Programming. She will be reaching out to local community groups to partner for programming events. Some topics she is pursuing include online safety classes, local author visits and game nights. She is reviewing the results of a survey that she recently made available at the desks and on the website. As she has a degree in elementary education and history, she will also be leading a children’s cookbook club and assisting Ms. Buch in youth services programming preparation. Mr. Widmer requested future reports that describe the programs in addition to relaying attendance. This winter she is planning increased events including a possible cooking competitions. She is working with Laura Vollmer to find grants that will help defray the costs. As staff or the public give her ideas, she will facilitate the implementation. Her goal is to be proactive in pursuing events that will meet the community’s needs.

Director’s Report

- Several staff members attended the annual OLC conference in Dayton Ohio and they will be reporting their experiences at the November Meeting. Mr. Hagen related information about programs that he attended on fostering creativity within the staff and partnering with health related entities in the community.
- Mr. Hagen continues to research strategic plans and shares the most promising examples with staff for their input.
• He is analyzing the feedback from Ms. Stewarts survey to find more ways to engage the public.
• Karen Wilhelm will be obtaining photos of the South Bass Island lighthouse so that we can move forward with designing new library cards for the Erie Islands Library.
• The staff will have a short in-house training on October 25th with the Red Cross.
• The Auto-renewal feature of the ILS was activated October 2nd. Feedback has been positive so far.
• Mr. Hagen discussed the Library Journal’s Star Library designation, the factors that are considered and where the library currently stands. He will continue to analyze ways that the library could improve services and earn a future LJ star rating.
• The Library Services report is showing the impact of opening the Marblehead Branch on statistics at IRPL. While some numbers at IRPL are down, the increase at MPBL has helped the system see an overall increase in visits and circulation.
• Jennifer Buch has joined the Marblehead Merchants Group and become active with the United Way. Amber Cupp has enrolled in the current Ottawa county Leadership class. These activities will help the library build contacts and community engagement.

Advocacy Articles

Mr. Hagen shared articles on fine free libraries. Columbus Metropolitan Libraries, Westerville Public Library, and Delaware County Libraries are a few in the state that have recently adopted fine free policies. The articles are largely positive. He will email another article shortly that is based on Boston library experience which discusses the ‘con’ side. Lauren Lemmon shared with the board the actual revenue the library has received in the past two years from fines. They represent a small portion of the revenue budget.

Committee Reports:

Wage and Finance

No Report

Policy and Personnel

Revisions to Personnel Policy 4.21 Health Insurance necessary to support September’s motion increasing the maximum amount the library would pay toward eligible employee’s health care premiums were presented.

Larry Hattan moved to adopt the revisions to Personnel Policy 4.21 Health Insurance as presented. Maryanne Laubner seconded. Motion carried by voice vote.

Margy VanLerberghe distributed evaluation packets for the Director and Fiscal Officer. She asked that each trustee return their packet to the public services desk by October 30th.
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Building and Grounds

No Report

Audit

No Report

Items for Discussion:

- **Food For Fines program** – Mrs. Lemmon asked for approval to offer the annual forgiveness of fines as part of the Holiday Bureau Food Drive. Patrons will receive $1.00 forgiveness for every one non-perishable food item donated.

  Kevin Francis moved to approve Food For Fines for November with the items collected to be donated to the Holiday bureau. Jane Held seconded. Motion carried by voice vote.

- **Erie Islands Library Painting proposal** – Karen Wilhelm, EIL Branch Manager, submitted a proposal from Baycraft Builders for painting the branch as part of a larger school painting project. The Put-In-Bay School district is proposing splitting the cost of $3,253.47 with the library.

  Margy VanLerberghae moved to approve the EIL painting proposal from Baycraft Builders and splitting the cost with the PIB School district. Jane Held seconded. Motion carried by voice vote.

Lauren Lemmon discussed quotes she had received from Catawba Security for technology updates to the meeting rooms and quotes she was requested from Masonry Construction for footer repairs to the Northwest corner of the building. These quotes will be presented in more detail to the Building and Grounds committee next month.

There being no further business to come before the Board the meeting adjourned at 7:37 pm on a motion by Jane Held and a second by Larry Hattan. Motion carried by voice vote.

Dr. Margy VanLerberghae, Secretary

James G. Widmer, President

Lauren S. Lemmon, Fiscal Officer