

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**December 10, 2020**

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, December 10, 2020, at 6:02 pm via Zoom.

The following Trustees were present: Larry Hattan, Jim Widmer, Margy VanLerberghe, Kevin Francis, Jane Held, Maryanne Laubner. Kevin Kast joined at 6:42. Also present were Lindsay Faust, Director, and Janice Beck, Fiscal Officer/Marketing Manager.

Public Comments/Correspondence

None

Staff Recognition

Tina Manning, 1 year

Approval of the Minutes

Ms. Beck presented the minutes from the November 12, 2020 regular meeting.

**Maryanne Laubner moved that the minutes of the November 12, 2020 meeting be approved as submitted. Jane Held seconded the motion. Motion carried by voice vote.**

Review, Discussion, and Approval of Financial Report

The Financial Report for November 2020 was distributed, reviewed and discussed as follows:

Revenue:       \$ 63,547.93  
Expenditures: \$ 69,190.71

Salaries	\$32,905.80
Employee Fringe Benefits	\$8,674.46
Supplies	\$1,866.77
Purchased/Contract Services	\$6,042.15
Library Materials	\$15,249.98
Capital Outlay	\$2,880.00
Other Objects	\$971.55
Contingency	\$0.00
Special Fund – CARES Act grant	\$600.00
Special Fund – CARES Mini-grant	\$0.00
	\$69,190.71

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

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

Donations to Library

One donation was made in November, the staff donated \$44 in memory of Mildred Jean Woodruff, mother of staff member Martha Love.

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Director's Report

- The HoldIt locker vendor is having production problems due to supply chain and personnel issues stemming from COVID-19. Erie Islands lockers are to be delivered this month, Ida Rupp and Marblehead lockers will be delivered in January. Inside delivery is not included so the lockers will be stored on their shipping pallets outside. Setup and installation will be in January for all three locations. The federal funds are to be expended by December 30. We do have the option to expend the funds until the end of January if there are documented supply issues related to COVID-19. We have obtained the documentation from the vendor. Ms. Faust reached out to Congresswoman Marcy Kaptur and Senators Sherrod Brown and Rob Portman to ask them to consider making changes to the original legislation as many libraries are having the same problem we are. Ms. Faust received a phone call from Congresswoman Kaptur's office notifying her that Congresswoman Kaptur will be pursuing extending the deadline legislatively and asking if there was any assistance that could be offered in the interim. Ms. Faust reported that the electric and internet drops are in place and SEO has completed the system updates to accommodate the lockers.
- The steering committee for the Dolly Parton Imagination Library Ottawa County has begun. The goal is to raise \$12,000 by August 31, 2021.
- Susan Dress reported a patron called "asking if we could find a book for her". It was in the system as were the next books in the series. The patron only wanted to order 2-3 of them because she didn't think she'd be able to get them done in time, if they all showed up. Ms. Dress told the patron we could order all of them and then suspend the holds on half of the titles for a month. This way the patron could keep up. The patron was very pleased, as she hadn't heard of that service. The patron asked if that was part of what her voting for our levies bought her. Ms. Dress replied that it was. The patron responded with "Very Good!"
- The children's department had dinosaurs and Thanksgiving as their November themes. Both Terri Winke and Kristen Stewart made videos for Facebook throughout the month. Craft kits were also available in conjunction with the videos.
- The adult department was increasingly busy during the month of November. Special projects included craft kits, armchair travel bundles and a scavenger hunt. Laura Vollmer assembled themed movie bundles and included a bag of microwave popcorn. These were slow starters but patrons have begun checking them out. Our vendor, Midwest Tape, has also begun to offer bundles that they call Binge Boxes. These are similar to what Ms. Vollmer created.
- Marblehead Peninsula Branch Library had craft kits for children and journal projects for adults. Margaret Warren created an interactive movie bucket for the movie Frozen 2. Each bucket contained a list of activities to complete while watching the movie and all the supplies to do them. It was a great success and more are planned for the future.
- Danbury Local Schools honored Branch Manager Erin Sandvick by selecting her for their Leadership core value representative. She was nominated for this by people in the community and the school district for her work at the library, being a strong link between reading and children, and the resources she provides for the school.

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- Erie Islands Library is continuing with their Wine & Words book club via Zoom. They also offered a bracelet craft kit for older elementary students and teens. Sue Duff's Kitchen Chemistry continues to be well received.

Advocacy

None

Committee Reports:

Wage and Finance

None

Policy and Personnel

Jane Held, Margy VanLerberghe and Larry Hattan met with Lindsay Faust and Janice Beck to discuss their evaluations.

Building and Ground

None

Items for Discussion:

- Board officers for 2021

Larry Hattan suggested keeping all officers the same for 2021. Recommendation was accepted.

Officers for 2021 will be:

President: Larry Hattan  
Vice President: Jim Widmer  
Secretary: Margy VanLerberghe

- Board signatures on 2020 board documents  
Ms. Beck requested that board members come to her office to sign the bank reconciliations and the board minutes that haven't been signed due to meeting remotely. Ms. Beck will email the board members as to which days she will be in the library in the next few weeks.
- StoryWalk®  
Ms. Faust told the board that Ms. Beck attended a marketing roundtable in which other libraries mentioned that having a StoryWalk® was beneficial to their Summer Reading programs. Ms. Faust suggested that the library utilize the greenspace behind the building to construct one. Before contacting any landscape designers, Ms. Faust wanted to get the Board's opinion on the

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idea. Upon receiving affirmative responses and comments, Ms. Faust will now look into firms who could design and construct the walk. Quotes will be obtained and further discussions will be held.

Mr. Hattan asked that the walk be designed for handicap accessibility. Ms. Laubner asked if considerations could be made for visually impaired individuals. Ms. Laubner is trained in Braille and could be of assistance.

- Executive Session, discussion to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee.

**Jane Held motioned to move to Executive session at 6:25 pm, Kevin Francis seconded. A roll call vote was made:**

<b>Hattan</b>	<b>Aye</b>
<b>Widmer</b>	<b>Aye</b>
<b>VanLerberghe</b>	<b>Aye</b>
<b>Francis</b>	<b>Aye</b>
<b>Held</b>	<b>Aye</b>
<b>Laubner</b>	<b>Aye</b>

Returned from Executive Session at 6:45

**Jim Widmer moved to pay Lindsay Faust a net bonus of \$1,000 and Janice Beck a net bonus of \$750. In addition, both will receive 3% wage increases for 2021. Margy VanLerberghe seconded. Motion carried by voice vote.**

**There being no further business to come before the Board the meeting adjourned at 6:49 pm on a motion by Jane Held and a second by Kevin Kast. Motion carried by voice vote.**

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Dr. Margy VanLerberghe, Secretary

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Larry Hattan, President

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Janice Beck, Fiscal Officer