

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
April 14, 2022

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, April 14, 2022, at 6:00 pm in the Community Room of the Ida Rupp Public Library.

The following Trustees were present: Lynne Kroeger, Margie VanLerberghe, Jim Widmer, Jane Held. Kevin Francis arrived at 6:09. Also present were Lindsay Faust, Director, and Janice Beck, Fiscal Officer.

Public Comments/Correspondence

Alison Falls of Ottawa County United Way attended the meeting to give an update on the Governor’s Imagination Library in the county. The program was started in 2020 and they are doing fundraising now for July 1, 2023 through June 30, 2024. The goal is \$16,000 and United Way is looking to civic institutions to help with funding.

Approval of the Minutes

Ms. Beck presented the minutes from the March 10, 2022 regular meeting.

Jim Widmer moved that the minutes the March 2022 regular meeting be approved as submitted. Lynne Kroeger seconded the motion. Motion carried by voice vote.

Staff Recognition

Haley Prusik, 11 years

Review, Discussion, and Approval of Financial Report

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

Revenue: \$715,579.85
 Expenditures: \$126,066.50

Salaries	\$58,765.39
Employee Fringe Benefits	\$16,254.49
Supplies	\$ 1,963.16
Purchased/Contract Services	\$26,687.71
Library Materials	\$ 13,364.21
Capital Outlay	\$5,350.00
Other Objects	\$ 3,681.54
Contingency	\$0.00
General Fund Total	\$126,066.50

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

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

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes

April 14, 2022

Donations to Library

- The library received 13 donations totaling \$720 in memory of Sharon Lucas
- An additional 3 donations were received totaling \$160 in Thomas Sandvick's memory
- 2 donations in honor of Beatrice Trent were received which totaled \$160
- A \$50 memorial donation in honor of Marcia Troiano was received

Director's Report

- For the month of March, all departments were able to get back to in person programming within the library. The attendance numbers show that our patrons have missed us just as much as we have missed having them!
- Finalization on Summer Reading plans and programs have taken place during the month of March as well. We are slated to have at least 7 large performances down at MOM this year with additional daily programs for all ages here at the library.
- At the beginning of the month, a drive-in movie was hosted which had 20 children in attendance. The children coming out of the program were extremely excited that they were able to take their cardboard box cars with them!
- Teens enjoyed painting a unique fish of their choosing for the program "Fish Canvas" with local artist, Rebecca Booth.
- I received a phone call from a patron who worked with Alyssa at a One-on-One Tech session. The patron was very happy with the service provided and was impressed that Alyssa went above and beyond to solve his issue despite his late arrival to his designated time.
- Martha Love started a new book discussion group, Navigating Nonfiction. The group works their way through the Dewey Decimal system, reading a non-fiction choice of their own from a different call number each month.
- Martha also made a new addition to the Ottawa County Time Travel online newsletter to include genealogy information based on *To Our Children's Children* by Bob Greene. Each month the newsletter will have a few questions to help readers create their own personal family tree.
- Dave Kimmel designed and conducted a survey of adult patrons concerning programming subjects, types, and times. This involved both the front-desk staff at IRPL and presentations given at three remote locations: Vineyard, Otterbein, and Port Clinton Senior Center.
- From Erin Sandvick: March was a great time in Marblehead! We were delighted to be back to our usually scheduled programming and even saw more people than we have in a while. Repairs from the water leak have been completed.
- From Karen Wilhelm: The ladies of Erie Islands Library would like to share with you the highlight of our month of March. It was our "Irish Shenanigans for Kids" held on Thursday, March 10th right after school. Our Words & Wine Book Club was held at Karen Wilhelm's house on the evening of Monday, March 21st. We had been doing Zoom meetings but a few of our year-round islanders requested we try an in-person meeting. Part of the discussion was how this book club differs from others because you can read whatever you decide upon. Guess we'll leave our format the way it is!

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
April 14, 2022

Committee Reports

- Building and Grounds

The committee, consisting of Jim Widmer, Kevin Kast, and Margie VanLerberghe, met on April 13th to review a desired list of repairs and remodeling for the Port Clinton location. Ms. Faust provided pictures as well. The list includes

- New flooring for break room and staff rest room
- Paint (update/add color) to include breakroom
- Replace fixtures and flooring in public restrooms
- Replace worn/outdated seating throughout the library and create more inviting arrangement including the conference room
- Update computer furniture and configuration
- Improve layout of circulation work room including space for staff desks separate from cargo/copying/mailboxes
- New ADA compliant circulation desk
- Reduce size of, or eliminate, youth desk
- Update signage
- Make tech lab into a flex meeting room or repurpose
- Mitigate noise from children's and teen areas
- Determine and implement the best configuration of staff offices/workspace, stacks and current layout of library
- LED lighting
- New, energy-efficient windows
- Bottle fill station for water fountain

The committee approved Ms. Faust to contact HBM Architects to begin the process for this project.

- Policy and Personnel
None

- Wage and Finance

The committee, consisting of Maryanne Laubner, Kevin Francis, and Margie VanLerberghe, met on April 14th at 12:30. Topics discussed included:

- Replacing the UAN Payroll module with an external payroll processor. The advantages would be
 - Implement a time tracking system
 - Improve accuracy
 - Mitigate potential fraudulent time entry
 - Simplify approval process
 - Accommodate remote sites
 - Accommodate where UAN cannot
 - Change a pay rate any time during a pay period
 - Maintain a history (in employee record) of pay increases
 - Employee-funded HSA
 - Deposit into multiple accounts (UAN can only do 1 account)

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
April 14, 2022

- Employee data
 - Employees can view or edit their data themselves such as home address, W4s, etc.
- Leave approvals
 - Employee has access to their leave balances electronically
 - Employee submits leave requests electronically instead of on paper
 - Ensure that leaves are recorded in correct time frame
- We have money that we need to spend. Ms. Beck attended a meeting with area library Fiscal Officers in March. Among those in attendance were Chad Agney (Sandusky) who previously worked for the state auditor's office and from Max Celek (Birchard) who has a former county auditor on their Board of Trustees. From them Ms. Beck learned that Ida Rupp Public Library could face future financial consequences as our fund balances are considered too high. It is preferred that a library have approximately 1 year of expenditure in reserve. We currently have approximately 2 years in reserve. Consequences could include being prohibited from placing a levy renewal on the ballot or going with a replacement levy at a lower rate. Another consequence could be that the county redistributes the PLF so that IRPL receives less than the customary 50%. Given this, we need to begin to complete projects such as the Story Walk and the remodel to start drawing down these funds, primarily the monies in Government Investment Deposit Program (GIDP).
- Audit
None

Items for Discussion:

- **Story Walk**

Two representatives from POD Design joined the meeting remotely to review the plan and proposed budget for placing a StoryWalk™ on the greenspace behind our building. Plans include a brick entry area in the existing reading garden which would retain the flagpole and the memorials. A path would wind around the exterior of the greenspace with 20 posts available for presenting stories. In the middle would be a bricked area that could be used as a stage for outdoor events as well as to green areas. The budget is for \$135,000 to complete the project. An additional \$15,000 would be needed for POD Design to oversee the project.

Kevin Francis moved to hire POD Design Group to manage the construction of the StoryWalk and to approve the budget including up to \$18,000 for the management fee. Lynne Kroeger seconded. Motion carried by voice vote.

There being no further business to come before the Board the meeting adjourned at 8:46 on a motion by Jim Widmer and a second by Kevin Francis. Motion carried by voice vote.

Jane Held, Secretary

Margy VanLerberghe, President

Janice Beck, Fiscal Officer