

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**May 9, 2024**

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was called to order on Thursday May 9, 2024 at 6:00 pm at the Marblehead Peninsula Branch Library. The following Trustees were present: Margy VanLerberghe, Jim Widmer, Lynne Kroeger, Jane Held, Laura de Roziere, Kevin Kast and Kevin Francis. Also present were Lindsay Faust, Director, Courtney McGrath, Assistant Director, Dave Kimmel, Marblehead Peninsula Branch Library Manager and Tim McKenna, Fiscal Officer.

Report From Dave Kimmel, Marblehead Peninsula Branch Library Manager

Dave Kimmel  
Notes for Board Report  
May 9, 2024

1. Crafting Programs—continuing and popular, at least for adults
2. Local-History Programs—trying to work these in as we go, including reworking some of Lorrie Halblaub’s research into a self-directed treasure hunt
3. Story Time—experimenting with different times for these, with mixed success
4. Educational Programs—trying to get something like this on the books every other month or so
5. Writing Group—moving along successful, a small group but active and now growing
6. Story Walk
  - a. We have the system down and are ordering the new books for next year
  - b. This seems like an easy program, but it actually takes up quite a bit of time
7. Children’s and Teen’s programming—working on coming up with ideas for this beyond just summer reading programs (of which we have quite a few on the books)
8. Tech Help—continuing to offer these, with wildly differing usage month to month
9. Outreach—continuing existing initiatives
  - a. Book collections at two sites
  - b. Book club at Otterbein
    - i. Preparing to come up with another year’s selection of books to read
  - c. Work with schools—one month-long program this year
10. Coffee Hour—experiment in civic discourse, very successful so far
11. Collection Development
  - a. Continuing to implement last year’s weeding plan
  - b. Implementing this year’s non-fiction renewal plan
  - c. Implementing new-material purchase plan for all levels and types of materials
12. New Initiatives
  - a. Review/renewal plan for the Juvenile Non-Fiction section
  - b. Review our space usage and display policies
  - c. Develop a “Finding Materials” kiosk—already 40% completed

Public Comments

Barbara Wenzinger noted that the library staff is doing a very good job in preparation for the renovation.

Approval of Minutes

Jim Widmer made a motion to accept the April 11, 2024 Regular Meeting minutes. Lynne Kroeger second. Motion carries by voice vote.

Staff Recognition

Jamie Seabrecht, seven years, Betsy McCann and Jane Taylor, two years.

Review, Discussion and Approval of Financial Report

The Financial Report for April 2024 was presented and reviewed by Tim McKenna. The bank reconciliation statement, revenue and expenditures for the month.

Revenue:	\$ 67,351.31
Expenses:	\$129887.57
Salaries:	\$ 64,569.17
Fringe Benefits:	\$ 16,218.73
Supplies:	\$ 1,659.41
Purchased and Contracted:	\$ 10,956.11
Library Materials:	\$ 31,670.30
Capital Outlay:	\$ 4,409.33
Other:	\$ 404.52

Jane Held made a motion to accept the April 2024 Financial Report. Kevin Francis second. Motion carries by voice vote.

Donations to the Library

There was a donation in the amount of \$100.00 from Hope Lesley Guth in memory of Darla Guth.

Directors Report – Lindsay Faust

- Thanks to the staff for the true team effort in preparation for the renovations.
- April was busy. The staff moved approximately 28,000 items within the library. Nearly 24,000 items were packed by the moving company and placed in storage offsite for the duration of the renovation.
- A surplus sale was held after the library was rearranged for the renovation. \$962 was raised from the sale. Other libraries are also taking some of the surplus items.
- Lindsay Faust, Courtney McGrath, Martha Love and Dave Kimmel attended the PLA Conference in Columbus at the beginning of April. Additionally, Sharlene Anderson, Laura Vollmer, Margaret Warren and Megan Osborn attended for one day. There were numerous educational sessions to choose from. One in particular that seems beneficial to the library is creating a customer service tool kit for the library. This is designed to align customer service across all library locations.
- Telamon Construction will be on site in early May.
- April 30<sup>th</sup> was the date for the changeover to the new public calendar and meeting room reservation software. Thanks to Laura Vollmer for her work on this big project.

From Courtney McGrath

- The PLA Conference was good. This was the first national conference of this type attended.
- Biggest takeaways were from sessions on customer service, management/employee training, and intellectual freedom.
- April focused on getting ready for renovations; transitioning to passive and off-site programs.

From Laura Vollmer

- April was spent finalizing Summer Reading. The Summer Reading calendar handout is ready to go.
- The new calendar system, WhoFi, went live on April 30<sup>th</sup>.

From Martha Love

- Vineyard Book Discussion had nine people in attendance to discuss “Someone Else’s Shoes” by Jojo Moyes. There were eleven copies of the book checked out.
- Novel\* Nonfiction met at the Fulton Street Café on 4/26. This was the first of three meetings over the summer of a revised/revamped nonfiction book group. The new site for the discussion was very good.

From Alana Sutherland

- First program of April was the Coffee & Crochet at R Coffee Corner. There was one attendee. There are six signed up for May.
- Spice Club in April ran from 4/15 – 4/20. All seventeen kits were picked up.

From Megan Osborn

- Worked on moving a lot of things in April
- First story time at the GLCAP facility in April. There were four children and five caregivers present.
- The story time about the moon took place before the eclipse. Twelve patrons attended the discussion about the moon and what happens during an eclipse.

From Corvid Griggs

- Eleven kids showed up to play D&D Jr. It seems that the hospital is a great place for this event.
- Thirteen kids showed up for the reading at Rainbow Acres in April

From Margaret Warren

- Attended three seminars at the PLA meeting. One in particular was called Creating a Teen Artist-in-Residence Program at Your Library about how the library can give the teens their own space to create, show their artwork and to teach art classes.

From Sharlene Anderson

- There were two programs scheduled in April for Teens. One had to be cancelled due to the space not being available. The Deku-page program was held at the Oliver H. Perry Masonic Lodge 341. It was a very nice and spacious space for the program.
- Tween & Teen Spaces: When teens come in after school, their behavior has been good for the most part.

Erie Islands – Karen Wilhelm

- April was slow at this small branch library.
- The DIY Fairy Houses from terra cotta flower pots was fun. Eight children showed up to decorate their “houses” on upside down flower pots.

Lindsay Faust gave a review and summary of the Training/Professional Development of the library staff, April statistics for the library and news coverage of the library. There was also a discussion of how to get more coverage of the Ida Rupp Public Library in local news outlets, particularly the Beacon.

Committee Reports – Building and Grounds Committee

- Jim Widmer reviewed the meeting held May 9, 2024 by the B&G Committee
- StoryWalk Landscaping: There were two bids received for this project.
  - Barnes at \$56,800 and TNT at \$52,500
- Masonry Construction will move the statue from the Third St. entrance to the StoryWalk
- Renovation project timeline was given by Telamon Construction with a target of late January 2025. This is a flexible schedule.
- New furniture is being explored.

Items for Discussion

- StoryWalk Landscaping: Jim Widmer moves that the quote from TNT Landscaping of \$52,500 be accepted. Second by Laure de Roziere. Motion carries by voice vote.
- Geotechnical Engineering Testing: HBM Architects recommends that the library contract with Bowser Morner to provide construction phase geotechnical engineering, materials testing and/or Ohio building code inspection services. Kevin Francis moves that the estimate of \$7,125 be accepted. Second by Kevin Kast. Motion carries by voice vote.
- Meridith Beck Donation: There was continued discussion of the different options to recognize this gift to the library.

Motion to Adjourn at 7:20 pm

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Margy Van Lerberghe, President

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Lynne Kroeger, Secretary

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Tim McKenna, Fiscal Officer

