

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**June 13, 2019**

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, June 13, 2019, at 6:01 pm in the Board Room of the Ida Rupp Public Library.

The following Trustees were present: James Widmer, Margie VanLerberghe, Jane Held, Maryanne Laubner. Also present were Lindsay Faust; Director, and Janice Beck; Fiscal Officer/Marketing Manager.

Public Comments/Correspondence

None

Approval of the Minutes

Minutes from the May 9, 2019 regular meeting were presented.

**Margie VanLerberghe moved that the minutes of the May 2019 meeting be approved as submitted. Maryanne Laubner seconded the motion. Motion carried by voice vote.**

Staff Recognition

- Staff employees with anniversaries this month
  - Ariel Gresh, 9 years
  - Gay Pippert, 4 years
  - Erin Sandvich, 2 years

Review, Discussion, and Approval of Financial Report

The Financial Report for May 2019 was distributed, reviewed and discussed as follows:

Revenue:         \$ 78,689.71  
 Expenditures:   \$132,245.93

Salaries	\$52,427.19
Employee Fringe Benefits	\$20,690.61
Supplies	\$2,150.92
Purchased/Contract Services	\$28,122.75
Library Materials	\$24,568.43
Capital Outlay	\$2,737.99
Other Objects	\$1,548.04
Contingency	\$0.00
	\$132,245.93

**Margie VanLerberghe moved to accept the financial report and approve expenditures. Maryanne Laubner seconded. Motion carried by voice vote.**

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Donations to Library

Donations totaling \$150 were received in May. \$50 in memory of Helen Faust from the Staff of Ida Rupp Public Library, \$50 in memory of Edgar Boon by Friends of the Ida Rupp Public Library, and \$50 for Story Walk from Janine and Donald Anteau.

Director's Report

Ms. Faust highlighted several items from her written report:

- Art Walks have begun in Downtown Port Clinton. For the May event, the Library had a table downtown where Lindsay Faust and Jan Beck passed out literature and assisted children with making custom buttons. In front of the Library, the Friends had a craft table where children could make a bird sun catcher. Also in front of the library, the GPCAAC had a mural that anyone could paint a small section.
- Ms. Faust attended the first of four New Director's Workshops offered by the Ohio Library Council. This seems like it will be a productive series based on the helpful information learned in the first event.
- Ms. Faust also travelled to Columbus for the SEO Director's Meeting and User Group Conference. Ms. Faust learned about current features of the SEO software that could be utilized in the library such as electronic access cards and an app feature that would be much less expensive than the app the library currently has.
- Ariel Gresh organized a bird scavenger hunt within the library to coincide with the Biggest Week in Birding. 25 patrons participated to win a cardinal blanket and a bird watching game.
- Terri Winke and Jennifer Buch attended the Kindness Fun Run at Bataan Elementary School to help promote the library's services.
- Terri Winke also attended several preschool graduations. The children are always excited to see her and the teachers appreciate her support as well.
- The third grade classes of Bataan Elementary visited the library for a ½ hour time of stories, songs, and summer reading promotion. Terri Winke worked with the teachers to plan the visit.
- Karen Wilhelm has returned from her medical leave and we are all excited to have her back!
- A complaint was received about the weeds at the Marblehead Peninsula Branch Library. Ariel Gresh has located a landscaping company that is able to come and do a spring cleanup, monthly maintenance, and a fall cleanup.
- Erin Sandvick will be running a trivia night at the Rocky Point Winery throughout the summer with help from Lynn Labick and Jennifer Buch. This event will take place every Wednesday throughout the summer.
- Overall our statistics remain the same. Physical circulation is down, but electronic access has increased.

Advocacy

This month's advocacy article concerns the 2020 census and the key role that libraries will play in completing this enumeration. Ms. Faust indicates that she expects a large influx of people since this is the first census that will be completed online. Some considerations for Ida Rupp Public Library are:

- Education of staff and patrons on how the census is conducted and how the software works

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- Dedicated computer just for the census
- Adding this to the marketing beginning in early 2020 so the public is aware of how the library can assist

Committee Reports:

Wage and Finance

None

Policy and Personnel

The Credit Card policy was revised to include the Adult Librarian as an authorized card holder with a maximum credit limit of \$5000.

**Maryanne Laubner moved to approve the revision as presented. Margie VanLerberghe seconded. Motion carried by voice vote.**

The Public Services Policy was revised to

- Add Marblehead Peninsula Branch Library where it was missing (PS 1.2, PS 6, PS 6.3)
- Change PS 1.3 Staff in Charge to
  - Replace Assistant Director with Fiscal Officer as next in charge after Director
  - Add Public Services supervisor as an alternate to the Children's supervisor as the latter individual is not on site every day
  - Add Marblehead Peninsula branch manager where appropriate
  - Replace "branch public services associate" with "Director or their designee"
- Change PS 1.4 to remove reference to Assistant Director
- Replace PS 1.5 with a rewritten PS1.5 to improve clarity and understanding
- Update PS 3.1 to reflect current SEO practices
- Update PS 3.41 to reflect current SEO practices
- Remove "classroom annex" from PS 6.3
- Remove reference to sale of storage devices from PS 6.41
- Update PS 8.4 to include Friends of the Marblehead Peninsula Branch Library
- Correct misspellings or other typographical errors

**Jane Held moved to approve the revision as presented. Margie VanLerberghe seconded. Motion carried by voice vote.**

The Personnel Policy was revised to

- Change P 1.1 by replacing references to Assistant Direct with Fiscal Officer and to include the Public Services supervisor as 3<sup>rd</sup> in the chain of command with the Youth Services supervisor.
- Change 2.33 to remove the sentence "Such background checks will be at the expense of the prospective employee."
- Change P 2.42 to remove the director from the review conducted between employee and supervisor. (two locations)

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- Change P 3.4 to remove the option of multiple depository accounts for payroll. UAN does not allow paychecks to be split amongst multiple accounts
- Replace the last paragraph “Personal Appearance” in P 5.2 with a new section numbered P 5.21 Dress Code. This is an extensive change which lays out what is and is not acceptable attire for library staff. The remaining subsections in P 5.2 are also renumbered to accommodate P 5.21.
- Change P 5.7 to remove the requirement that “Staff members and volunteers operating library vehicles or personal vehicles on library business will have annual reviews of the motor vehicle records.”
- Correct P 6.2 to move a partial sentence into the main paragraph.

Kevin Kast arrived at 6:35 during the discussion on the Personnel policy changes.

**Margie VanLerberghe moved to approve the revision as presented. Maryanne Laubner seconded. Motion carried by voice vote.**

The Retention Policy was modified to more closely mirror the recommendations from the Ohio Historical Society.

**Maryanne Laubner moved to approve the revision as presented. Margie VanLerberghe seconded. Motion carried by voice vote.**

Audit  
None

Building and Grounds  
None

Items for Discussion:

- The Harris-Elmore Public Library prepared the PLF distribution letter for 2020. The split remains the same with Ida Rupp Public Library receiving 50% of Ottawa County’s portion, Harris-Elmore receiving 30%, and Oak Harbor receiving 20%.

**Jane Held moved to approve the distribution letter as presented. Maryanne Laubner seconded. Motion carried by voice vote.**

- Appropriation amendment, Resolution 2019-005, was presented to move \$1500 from Other Objects to Purchased/Contracted Services. The amount for the Friends of the Marblehead Peninsula Branch Library approved \$6000 for 2019. In the budget, it was estimated to be \$7500. The money will be moved to Travel to help cover the additional costs of sending staff to Erie Islands Library during Karen Wilhelm’s medical leave.

**Jane Held moved to request a Roll Call vote on the budgetary transfer. Kevin Kast seconded.**

**Roll call vote was:**

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**James Widmer – Yes**

**Jane Held – Yes**

**Maryanne Laubner – Yes**

**Kevin Kast – Yes**

**Margie VanLerberghe – Yes**

- A proposed Easement concerning the 121 W. Third building encroachment was presented. The Board requested clarification of #2 in the terms and conditions, specifically what would happen if part of the building was destroyed. Would the owner of 121 W. Third rebuild upon the existing foundation that is on library property? Ms. Faust contacted the County Prosecutor on his cell phone (given at his permission). When he returned the call, he indicated that he would insert language to prevent that scenario from happening. With the revised language, if the building is destroyed (by nature or by the building owner), the easement is null and void and the library regains full control of that area.

A vote will be held at a later date once the revised Easement is received.

- Strategic Plan  
Ms. Faust presented a draft of the Strategic Plan along with the report from the State Library that included their findings. Ms. Faust used several of their recommendations as well as including several additional areas of focus.

No additions or deletions were identified.

Mr. Widmer recommended that Ms. Faust contact Trustees Hattan and Francis for their input before finalizing the Strategic Plan.

**There being no further business to come before the Board the meeting adjourned at 7:07 pm on a motion by Margie VanLerberghe and a second by Kevin Kast. Motion carried by voice vote.**

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Dr. Margy VanLerberghe, Secretary

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James G. Widmer, President

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Janice Beck, Fiscal Officer