

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes

April 12, 2018

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, April 12, 2018 at 6:06 pm in the Board Room of the Library.

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

Hiring of Interim Director

Mr. Widmer related to the Board that Barbara Wenzinger had agreed to serve as Interim Director and that Daivia S. Kasper, Chief Assistant Prosecutor, Ottawa County, was working on a Memorandum of Understanding outlining her work as an independent contractor in that position.

James Widmer moved to hire Barbara Wenzinger as Interim Director of the library effective April 4, 2018, at the rate of Twenty-five Dollars (\$25.00) per hour for no more than 20 hours per week, subject to a Memorandum of Understanding. Margy VanLerberghe seconded. Motion carried by voice vote.

Public Comments/Correspondence

None

Approval of the Minutes

Minutes from the March 8, 2018 regular meeting and March 15, 2018 emergency meeting were presented.

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

Staff Recognition

- Staff employees with anniversaries this month; recognized with a \$10 Chamber of Commerce gift certificate.
 - Haley Prusik, 7 years

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Review, Discussion, and Approval of Financial Report

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

Revenue: \$ 636,786.44

Expenditures: \$ 130,146.57

Salaries	52,129.43
Employee Fringe Benefits	9,795.37
Supplies	3,188.41
Purchased/Contract Services	24,520.77
Library Materials	28,823.28
Capital Outlay	8,949.46
Other Objects	2,739.85
Contingency	0.00

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

Donations

List of donations accepted by the Library received by the Board.

Director's Report

Barbara Wenzinger reported that Ohio Library Council tracks the PLF as being up 2% from the original projection for FY 2018. With Mr. Hagen and Mrs. Cupp resignations, the management team has decided to postpone the staff training day originally planned for April 25, 2018. She also remarked on how well attended the Teen programs have been.

Advocacy

James Widmer spoke about OLC Legislative Day and some areas of emphasis. There is an effort for libraries to partner with the Ohio Department of Jobs & Family Services on work force development training. Our library is in contact with the local ODJFS office on this initiative. There is a continuing need to help communities bridge the Technology/Digital Divide and deal with the Heroin/Opioid Crisis. These are areas that our library can explore for future services. OLC has made the 2017 Library Services ROI calculator available on their website.

Committee Reports:

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Wage and Finance

The Committee met prior to the regular meeting to review the finances including the 10-year projection which was shared with the board for their review as the library approaches the time period for levy renewal.

Levy Update – James Widmer reviewed the levy process, types of levies, limitations, and various timelines. Discussion of these options followed.

Resolution 2018-002

Margy VanLerberghe moved to adopt a Resolution requesting the Ottawa County Auditor to certify the total current tax valuation of the library district and the amount to be generated during the first year of collection of a replacement levy at a rate of 0.8 mills for current expenses of the Ida Rupp Public Library. Maryanne Laubner seconded the motion. Roll Call Vote [Ayes- Widmer, Erwin, Hattan, VanLerberghe, Laubner, Held. Nays – none] Resolution adopted.

Mrs. Lemmon will certify a copy of the resolution and file it with the Ottawa County Auditor.

Mrs. Lemmon asked that the Board approve reallocation of \$10,000.00 from the Salary Appropriations to the Purchased /Contracted Services Appropriations to allow her to open the required purchase order for Interim Director services.

Resolution 2018-003

Jane Held moved to adopt a Resolution to Amend the Permanent Appropriation Resolution by modifying the following appropriations from one account to another within the General Fund; \$10,000.00 from Salaries to Purchased/Contracted Services. Maryanne Laubner seconded the motion. Roll Call Vote [Ayes- Widmer, Erwin, Hattan, VanLerberghe, Laubner, Held. Nays – none] Resolution adopted.

Policy and Personnel

No Report

Building and Grounds

Larry Hattan reviewed proposals from Ohler & Holzauer for the replacement of the HVAC unit responsible for the heating/air conditioning of the meeting rooms, restrooms, and back hallway. There have been several interruptions of heating in these rooms. After discussion, the board asked Mrs. Lemmon to obtain quotes from other local companies.

It was also discussed that the tables in the reading garden are seldom used and might be better utilized at the Marblehead Peninsula Branch Library or at the front of the library. This option will be discussed with Jennifer Buch, MPBL Branch Manager. The tables would also require painting to match the furniture currently in those areas.

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Audit

No Report

Items for Discussion:

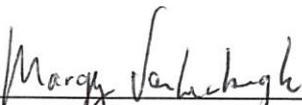
- Director Search – James Widmer has contacted three companies to handle the director search; North Point Educational Service Center, Bradbury Miller Associates, and John Keister & Associates. These services were discussed.

Larry Hattan moved to hire North Point Educational Service Center to perform Library Director Search Services as outlined in their proposal at a rate of \$3,000.00 to be paid at the conclusion of the process. Maryanne Laubner seconded. Motion Carried by voice vote.

- Strategic Planning Updates – James Widmer related to the board that the State Library of Ohio protocol is that their work on our strategic plan and space use study will be on hold until the library hires a new director.
- Upcoming OLC and Friends Events – Mr. Widmer asked the trustees to indicate which events they would be attending.
 - April 19, Marblehead Chamber of Commerce After Hours @ MPBL, 5:00-7:00 pm
 - May 3, NW Ohio Trustee Dinner @ BGSU, 6:00- 8:30 pm
 - May 10, Board Meeting @ MPBL, Social hour with Friends of MPBL, 5:00-6:00 pm, meeting to follow immediately afterwards.
 - May 24, Ballot Issues Workshop @ OLC, 9:30 am – 2:00 pm
- NorWeld Membership renewal – Mrs. Lemmon had the renewal request for NorWeld. Many staff members utilize the training services and she requested permission to renew as the cost is above her spending limit.

Larry Hattan moved to renew the NorWeld membership at the FY 2018-2019 fee rate of \$3,300. Jane Held seconded the motion. Motion Carried by voice vote.

There being no further business to come before the Board the meeting adjourned at 7:31 pm.



Dr. Margy VanLerberghe, Secretary



James G. Widmer, President



Lauren S. Lemmon, Fiscal Officer