

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**April 9, 2020**

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, April 9, 2020, at 6:01 pm in the Meeting Room of the Ida Rupp Public Library and via Zoom.

The following Trustees were present:

Larry Hattan, in the Meeting Room and via Zoom were Jim Widmer, Margie VanLerberghe, Kevin Francis, Jane Held, Kevin Kast (joined at 6:08), Maryanne Laubner.

Also present were Lindsay Faust, Director in the Meeting Room and Janice Beck, Fiscal Officer/Marketing Manager via Zoom.

Public Comments/Correspondence

None

Approval of the Minutes

Minutes from the March 12, 2020 meeting were presented.

**Margie VanLerberghe moved that the minutes of the March 2020 meeting be approved as submitted. Kevin Francis seconded the motion. Motion carried by voice vote.**

Staff Recognition

- Staff employees with anniversaries this month

Review, Discussion, and Approval of Financial Report

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

Revenue:       \$663,783.41  
Expenditures: \$105,151.39

Salaries	\$54,991.40
Employee Fringe Benefits	\$13,181.25
Supplies	\$ 921.21
Purchased/Contract Services	\$17,085.80
Library Materials	\$13,678.92
Capital Outlay	\$ 2,383.99
Other Objects	\$ 2,908.82
Contingency	\$0.00
	\$105,151.39

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

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

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**Meeting Minutes**  
**April 9, 2020**

Donations to Library

\$82 was received from Maryanne Laubner to be donated to Marblehead Peninsula Branch Library.

Director's Report

- Ms. Faust personally would like to thank the board for approving the Pandemic Policy and moving to close the library. "I sincerely thank you for having all library staff's health and wellbeing at the forefront. I have witnessed other libraries that have had a real struggle with their board to make the decision to close. On behalf of all staff and myself, thank you!"
- Sue Foster is happy to report that a large amount of library e-waste was collected as scheduled. A company out of Columbus that recycles or reuses components of electronics picked up old computers, monitors and other obsolete items from the library.
- Ms. Faust virtually attended a meeting hosted by United Way of Ottawa County to discuss getting the Dolly Parton Imagination Library started in Ottawa County. The program has been encouraged by Governor DeWine, who made matching funds available to start the program. United Way's goal is to kick off the program for the entire county. The program provides a book in the mail each month to children who register to receive them. Friends of Ida Rupp President, Lynne Kroeger also attended the meeting and is exploring the Friends contributing \$1000 for the first year expenses. Rotary has already agreed to help fund the program, Kiwanis is also exploring contributing to the program.
- While the library is closed, we still want to provide our patrons some story times so Terri, the Preschool Coordinator, recorded story time videos and posted them to Facebook for our patrons to watch from home. Angela Campbell, Youth Service Supervisor, is recording Bedtime Story Time for the month of April.
- All the Youth Services staff are working on their Summer Reading Programs so they are ready to go when we come back and so that Jan Beck can get the Program lists out there to our patrons.
- Erin Sandvick reports that on the first Tuesday of each month, the Marblehead Peninsula Branch staff will be having a meeting to discuss branch matters. We had our first meeting in March. During this time together, we brainstormed what we are missing with our services and programming. We used the points "Person, Place, and Thing". Doing this activity helped us to create new ideas as a team and will lead us down a path of greater success, especially heading into our busy summer season.
- Karen Wilhelm reports that the Erie Islands Library was disinfected at the end of March.

Advocacy

None

Committee Reports:

Wage and Finance

No report

Policy and Personnel

No report

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Building and Ground

No report

Items for Discussion:

- Facebook posts

Jim Widmer was concerned about staff posting about what they are doing while the library is closed as it seems to be showing only non-library related activities. Ms. Faust agreed with the concern but mentioned that patrons are used to interacting with our staff and hearing about their personal lives when they come in to the library. We will, however, keep a focus on library or community service activities.

- Layoffs/Furloughs

The board discussed the possibility of layoffs and the financial savings that would result. Ms. Faust mentioned the amount of effort involved in laying off or furloughing the staff as well as the delay in benefits that others are finding through the overloaded unemployment system. Ms. Faust and Ms. Beck indicated that there are areas in our 2020 budget that could be reduced instead of laying off or furloughing staff. For example, we would not make any changes resulting from the space use study, new carpeting would be postponed, materials budgets could be reduced as could programming, supplies and other miscellaneous costs. There was also a large amount in the Contingency line for overages that may have occurred in the space use and carpeting projects.

**Jim Widmer moved that the board continue payroll as usual until the May 14<sup>th</sup> board meeting. Jane Held seconded. Motion carried by voice vote.**

- Renewal of employee health insurance plan

Ms. Faust reported that the only insurance company to respond to the Request for Quote was our current carrier, Anthem. The new plan includes an 8.9% increase in premiums to \$501.65 per month per employee. There is a slight increase in employee deductible as well.

**Jim Widmer motioned to accept the plan offered by Anthem. Margie VanLerberghe seconded. Motion carried by voice vote.**

**There being no further business to come before the Board the meeting adjourned at 6:29 pm on a motion by Margie VanLerberge and a second by Kevin Francis. 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