

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**April 11, 2019**

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, April 11, 2019, at 6:01 pm in the Board Room of the Library.

The following Trustees were present: James Widmer, Margie VanLerberghe, Kevin Francis and Kevin Kast. Also present were Lindsay Faust; Director, and Janice Beck; Fiscal Officer/Facilities Manager.

Public Comments/Correspondence

None

Approval of the Minutes

Minutes from the March 14, 2019 regular meeting were presented.

**Margie VanLerberghe moved that the minutes of the March 2019 meeting be approved as submitted. Kevin Francis seconded the motion. Motion carried by voice vote.**

Staff Recognition

- Staff employees with anniversaries this month: Haley Prusik, 8 years

Review, Discussion, and Approval of Financial Report

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

Revenue:       \$605,089.37  
Expenditures:  \$103,352.91

Salaries	\$49,667.72
Employee Fringe Benefits	\$10,465.34
Supplies	\$2,561.86
Purchased/Contract Services	\$19,903.91
Library Materials	\$15,902.60
Capital Outlay	\$198.95
Other Objects	\$4,652.53
Contingency	\$0.00
	\$103,352.91

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

Donations to Library

Donations totaling \$145.00 were received over the last month. These donations were made in memory of J.D. Jones and Sue Haering. In addition, a patron made a "Thank You" donation.

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Director's Report

Ms. Faust highlighted several items from her written report:

- A sample of the new Library Card design was shown to the Board. It was requested by Kevin Kast that the back of the card reflect the names of all 3 libraries, with Ida Rupp Public Library in a slightly larger font to signify the “main” library.
- Ms. Faust met with Lori Madison, a member of Main Street Port Clinton, to discuss the potential to have a StoryWalk™ throughout Downtown Port Clinton. Ms. Madison had two options to recommend. The first would start at the Jet Express dock and continue down into Waterworks Park. The second option would be throughout the downtown area. Ms. Madison's concern is gaining permission of the City on a timely basis. Among the Library Board members, discussion focused on whether Lakeview Park might be a better location. The Board also asked Ms. Faust if it were possible to sustain two StoryWalk™ locations to which Ms. Faust answered affirmatively.
- A maple tree on the west side of the library lost a large limb, leaving it with all of its weight on the library side of the tree. The tree had quite a bit of rot and dead growth. Ms. Faust and Ms. Beck decided it would be best to have the tree removed before it could cause damage to cars and the parking lot or building. A dead arborvitae was removed at the same time.
- A Strategic Plan Focus Group was conducted by the State Library of Ohio on April 3<sup>rd</sup> at Ida Rupp Public Library. This was the final focus group that we will have and Ms. Faust expects Strategic Planning to be at the forefront of her work for the next few months until the plan is complete.
- Jennifer Buch and Terri Winke participated in Immaculate Conception School's Literacy Day where they read stories to the students and performed a puppet show. An article about the event was in the NewHerald.
- Karen Wilhelm is out on medical leave. In her absence the staff at the Erie Islands Library have been doing a great job keeping the library running smoothly.
- The fireplace repairs at Marblehead Peninsula Branch Library were successful and the fireplace is back in full working order.

Advocacy

This month's advocacy article is “Never Shut Up About the Awesome Programs at the Library!” by Nadine Kramarz.

While hosting a Chamber of Commerce event, the author recognized that her library was not getting enough information out to the community about the services and programs that the library made available to the community. She wondered why librarians, who are trained educators, are not able to convey this information to their patrons.

She realized that, in her MLS program, she was not exposed to any coursework in Marketing. In an informal poll of 12 of her coworkers who had earned their MLS she found that 65% had no access to Marketing during school and 40% of them said they see marketing as an important aspect of librarianship. Given tight budgets and, in many cases, small staff counts, most libraries cannot have a degreed librarian who handles marketing as well.

Given these constraints, the author reminded her readers that talk is cheap so talk up your programs – at Chamber events as she did, and any other events she attends. This is a strategy every librarian should employ.

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In response to the Advocacy article the Board discussed two little-known programs that the Library participates in to bring in additional funding. Those two programs are the Kroger Community Rewards and Amazon Smile. Ms. Beck reported that the quarter ending Nov 30<sup>th</sup> brought in approximately \$220 from Kroger but the quarter ending Feb 28<sup>th</sup> brought in approximately \$190. The drop was likely due to the requirement that participants need to sign up each year. The Amazon Smile program is ongoing (no need to sign up after the first time) and gains the Library about \$13 per quarter. Methods were discussed as to how to make this more well-known including the handing out of bookmarks at the beginning of each year so that Kroger shoppers know to sign up again.

Committee Reports:

None

Wage and Finance

The committee met prior to the Board meeting to review quarterly results, the 10-Year Forecast, as well as the Wage Scale.

Policy and Personnel

None

Audit

None

Building and Grounds

None

Items for Discussion:

- **Health Insurance Renewal**  
After reviewing the options provided by benefits consultant SEBO, Ms. Faust presented only those which stayed under the Board's limit of \$550 per employee. The new rates will become effective May 1<sup>st</sup>. From the options provided, Ms. Faust recommends staying with the current plan (Anthem SOCA Lumenos HSA E6) at the renewal rate of \$460.50 per employee per month.

**Kevin Francis moved to approve the health insurance plan from Anthem. Margie VanLerberghe seconded. Motion carried by voice vote.**

- **OLC Trustee Dinner plans**

Reservations have been made for James Widmer, Kevin Francis and Margie VanLerberghe to attend the dinner on Thursday May 2<sup>nd</sup>. Ms. Faust will check with the other Board members in case they are able to attend. We have until April 25<sup>th</sup> to make additional reservations if needed. The three members in attendance agreed to carpool from the library at 4:15 pm to drive to Bowling Green.

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- MPBL Board Meeting plans  
The May Board meeting will be at the Marblehead Peninsula Branch Library at 6:00 pm. Mr. Widmer asked Ms. Faust if Jennifer Buch could give an update on what is happening at the branch.

Prior to the meeting there will be a social hour with the Friends of the Marblehead Peninsula Library at 5:00 pm. It is the Library Board's turn to provide food for the social.

Due to the Social, the scheduled Building and Grounds Committee meeting is cancelled.

**There being no further business to come before the Board the meeting adjourned at 6:48 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