IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
May 11, 2017

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, May 11, 2017, at 6:07 pm at the Marblehead Peninsula Branch Library.

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

Eagle Scout Project

Gilbert Marez reported on his progress on installing a flagpole at Marblehead Peninsula Branch Library (MPBL). He shared a diagram for Model ECSA20 (20 ft.) he intends to install and a total cost of $500.00. Mr. Marez will fundraise for his project through working summer jobs and applying his earnings towards his Eagle Scout Project. His timeline was discussed including obtaining possible locations on the MPBL property, obtaining approval from Marblehead Village Zoning and Boy Scouts of America. The Board requested that the flagpole be used for both federal and state flags.

Public Comments

Lorrie Halbbaub of the Marblehead Peninsula Library Committee expressed her thanks and excitement over the branch library opening in the Marblehead community.

Approval of Minutes

Minutes from the April 13, 2017 regular meeting were presented.

Kevin Francis moved that the minutes of the April 13, 2017 meeting be approved as submitted. Larry Hattan seconded the motion. Motion carried by voice vote.

Staff Recognition

- Staff employees with anniversaries this month
  - Susan Duff, 1 year
  - Tim Hagen, 3 years

Financial Report

The Financial Report was distributed, reviewed and discussed as follows:
- Revenue: $61,447.60
- Expenditures: $208,873.78
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Jane Held moved to accept the April 2017 financial report and approve expenditures. Margy VanLerberghe seconded. Motion carried by voice vote.

Donations

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

Director’s Report

Mr. Hagen reviewed his written report including:

- His activities have centered on the branch opening responsibilities; work is progressing and he has found Spieler and HBM employees to be helpful in the process.
- Jennifer Buch is happy to been approved as the branch manager and is interviewing for 2 clerk positions. Margaret Warren will be taking the associate position at the branch.
- Many members of the staff are working on the opening day collection; deliveries from the vendors should begin next week and various staff members will be involved with cataloging.
- Staff members have recently attended workshops on Opioid Awareness Training and ALICE training; they will share their experiences with the rest of staff at future meetings. Mr. Hagen is looking into having the Port Clinton Police Department conduct additional training in these areas at IRPL.
- Courtney McGrath took several staff members on a tour of nearby libraries to observe alternative circulation workflows.
- New mobile app is undergoing testing by staff members and should be available to the public soon.
- James Widmer shared that at the recent Lighthouse Award dinner attended by various board trustees and library employees that Mr. Hagen was nominated and elected to the Port Clinton Chamber of Commerce Board.

Correspondence

None

Committee Reports:

Wage and Finance

No Report
Policy and Personnel

No Report

Building and Grounds

The committee met prior to the regular meeting to review building to-do list at the IRPL location and discuss progress on MPBL. These items will be further discussed later in the meeting.

Audit

No Report

Items for Discussion:

- Friends of the Ida Rupp Public Library: Memorandum of Understanding – Judy McKenna, the current Friends President, recently attended an OLC Friends of Libraries Seminar in which memorandum of understanding was discussed. She investigated the Friends records and as no MOU was discovered she worked with Michelle Francis of OLC to draft a MOU for the Board’s approval. This draft was presented to the trustees for review and discussion.

Margy VanLerberghe moved to adopt Resolution #2017-004 Memorandum of Understanding Between the Ida Rupp Public Library and the Friends of the Ida Rupp Public Library, Inc. Larry Hattan seconded. Resolution Adopted by roll call vote as follows: Ayes – Widmer, Hattan, VanLerberghe, Francis, Held, and Laubner; Nays – none.

- Branch Plaque Approval – James Widmer presented a proposed plaque for the dedication of the Marblehead Peninsula Branch Library. Corrections to names and titles were made. Mr. Widmer will continue with his arrangements for this plaque.

- Revised Job Description – Mr. Hagen is revising the job description for Jennifer Buch as she will now perform the duties of both the IRPL Youth Services Supervisor and the MPBL manager. His final draft will be presented to the Personnel and Policy Committee at their June committee meeting. Discussion at that time will include delegation of current duties to other staff members.

- MPBL Operating Hours – Mr. Hagen presented the Board with proposed operating hours:
  - Sunday - Closed
  - Monday - 11:00-5:00
  - Tuesday - 2:30-8:30
  - Wednesday – Closed
  - Thursday – 2:30 – 8:30
  - Friday – 10:00 – 4:00
  - Saturday – 10:00 – 2:00

  These hours will begin on the first day of operation, June 15, 2017.

Kevin Francis made a motion to adopt the MPBL Operating Hours as presented. Jane Held seconded. Motion carried by voice vote.
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- Event planning team – plans are underway for two events to celebrate the opening of MPBL. Opening Day, June 15th will begin with an Open house for media from 10:00 am to noon; followed by a ribbon cutting ceremony at 2:00 pm. Grand Opening on July 1st will include speakers, refreshments, and entertainment.
- Lakeside Daisy 5K Run – Marblehead hosts this event and will be donating a portion of the proceeds to MPBL for outdoor furniture.
- MPBL additional updates
  - New Clerks will train with IRPL staff prior to opening day.
  - Purchasing of materials, equipment, & supplies is ongoing.
  - Previously proposed photographic artwork for the fireplace is being reconsidered due to the beauty of the final masonry work of the donated limestone. Other locations for photographs will be considered after the branch opens.
  - Catawba Security is completing the various technology and security systems.
  - Exterior painting is scheduled to begin soon.
  - Parking lot excavation is in progress with asphalt and striping to follow.
  - Signage will be installed shortly.
  - Friends of IRPL are installing a new book drop in the parking lot; the book drop at the Danbury Senior Center will remain in place. If usage of that book drop declines, other locations will be considered.

Advocacy Articles

Mr. Hagen presented 2 articles for the trustees to review concerning other recent library branch openings in Ohio.

There being no further business to come before the Board the meeting adjourned at 7:13 pm on a motion by Larry Hattan and a second by Maryanne Laubner. Motion carried by voice vote.

Dr. Margy VanLerberhe, Secretary

Lauren S. Lemmon, Fiscal Officer

James G. Widmer, President