

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
January 13, 2022

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, January 13, 2022, at 6:10 pm in the Community Room of the Ida Rupp Public Library.

The following Trustees were present: Margie VanLerberghe, Maryanne Laubner, Jim Widmer, Kevin Kast, Kevin Francis, and Jane Held Also present were Lindsay Faust, Director, and Courtney McGrath, Assistant Director.

Public Comments/Correspondence

The weed issue at Marblehead branch that was brought up by John Morgan at the December 2021 meeting will be addressed with him individually. Our landscaping company will handle it officially although we appreciate his willingness to pull weeds when he stops by.

Approval of the Minutes

Ms. Faust presented the minutes from the December 9, 2021 regular meeting.

Maryanne Laubner moved that the minutes the December 2021 regular meeting be approved as submitted. Kevin Kast seconded the motion. Motion carried by voice vote.

Staff Recognition

Karen Wilhelm 11 years; Alana Magrum 10 years; Kim Pugh 3 years; Martha Love 2 years.

Review, Discussion, and Approval of Financial Report

The Financial Report for December 2021 was distributed, reviewed and discussed as follows:

Revenue: \$71,413.65
 Expenditures: \$97,716.63

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| Salaries | \$54,014.78 |
| Employee Fringe Benefits | \$16,954.56 |
| Supplies | \$ 1,061.46 |
| Purchased/Contract Services | \$ 7,325.12 |
| Library Materials | \$ 16,834.98 |
| Capital Outlay | \$ 0.00 |
| Other Objects | \$ 1,519.15 |
| Contingency | \$0.00 |
| General Fund Total | \$97,710.05 |
| CARES Act Grant | \$ 6.58 |
| CARES Act Mini-Grant | \$0.00 |
| Grand Total | \$97,716.63 |

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

Kevin Francis moved to accept the financial report and approve expenditures. Jim Widmer seconded. Motion carried by voice vote.

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Donations to Library

- Five donations were received in memory of Marcia Troiano - \$25 from Mark & Melinda Miller, \$100 from Robert & Susan Lombardi, \$100 from Melvin & Jayne Sulser, \$40 from Debbie and David Bianchi, and \$25 from the School Employees Retirement System of Ohio.
- Julene M. Market made two donations, \$50 for the StoryWalk and \$50 in memory of Justine Bianchi
- A \$50 donation was received from Adam and Amy Turinsky in memory of Thomas Sandvick.

Director's Report

- We have been having trouble keeping up with the demand for COVID test kits. All of our front-line staff deserve a huge shout out for dealing with the never-ending barrage of phone calls and inquiries about the kits! We have started handing out a brochure about the library with the test kits as we are seeing many individuals who have never been to the library before. Hopefully the test kits can help us reach out to some individuals in our community who are not aware of the services we offer.
- Cargo is experiencing issues once again. We have over 1800 items stuck in transit. This is close to the number of items in transit over the summer. The State Library who oversees the contract is aware of the issues. The problem was supposedly caused by STAT Courier losing a driver between hubs. I suspect that this has led to a backlog of totes sitting in a hub as happened during the summer. It will likely take some time for the drivers to get the backlog out.
- One-on-One Tech classes will resume in February with Alyssa and Dave leading the sessions.
- I have had a bit of trouble getting a hold of the landscape architect designing the StoryWalk. I was finally able to get a hold of him after the holidays and learned that they have not yet received the CAD file from BEC, but will be reaching out immediately to get it.
- The Friends have committed to paying for StoryWalk beyond the donations that are already in place for StoryWalk.
- Interviews were held for the open Clerk I and Youth Associate positions. Eileen Goodman has been hired as our new Clerk and will start this week. Andrea Rivera started this week as our new Youth Associate.
- Marlene Gulas has resigned from the Friends Board. Janet Rhode will fill the vacancy created by Marlene.
- We received the Portage Resale grant in December and will be using the funds to create Kindergarten Readiness bags for Bataan and ICS preschoolers. We have begun ordering the items we will need for the bags and should have them ready to distribute to the students by this spring. The supplies in the bags will allow students to practice important skills at home such as holding a pencil, cutting shapes, writing letters and numbers, as well as knowing their name, address, phone number and other important information.
- Teen programming is starting to see a steady increase in participation. The holidays are always a hard time to get this age group, as they are out of school and have different plans. Although, Alana had a decent turnout for her first two programs for the month including the Kaleidoscope Youth Center. Alana is continuing to try new ideas through programs and events to engage this demographic.

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- At Marblehead Peninsula Branch Library Erin has hired a new substitute Clerk, Jackie Layer. Jackie started in the last week of December. Jackie was hired because Lynne Labick, our previous sub has been unable to come in when needed.
- At Erie Islands Karen Wilhelm reports: "Two Christmas events that we held at EIL during the first week of December were Cinnamon Dough Ornaments (25 patrons of all ages) and Burlap Wreaths (10 adults). Both were very successful and popular. In addition, there were sixteen children who wrote "Letters to Santa."

Advocacy

None

Committee Reports:

Wage and Finance

None

Policy and Personnel

None

Building and Grounds

None

Items for Discussion:

- **Full Budget for 2022**

At this time, Resolution #2022-003 A Resolution to approve expenditures for 2022 was presented to the Board.

Jim Widmer moved to adopt Resolution #2022-003, Jane Held seconded the motion. Upon roll call,

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| Jane Held | Aye |
| Maryanne Laubner | Aye |
| Margarita VanLerberghe, PhD. | Aye |
| James Widmer | Aye |
| Kevin Kast | Aye |
| Kevin Francis | Aye |

Resolution #2022-003 Adopted.

- **Employee Assistance Plan**

Ms. Faust presented an additional option for providing an EAP from ProMedica. After discussion, **Kevin Kast moved to approve securing ProMedica as the EAP provider to the library. Maryanne Laubner seconded. Motion carried by voice vote.**

- Board Vacancy

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The Board members identified three individuals whom they would contact to see if they would be interested in being a Trustee. They will check with the first person, then move to the next until they receive a positive response.

- Levy
Ms. Faust reported that the earliest date our levy could be placed on the ballot is November 2023. We could also go anytime in 2024. There is time to discuss the date and the type of levy, renewal or replacement, in upcoming meetings.

There being no further business to come before the Board the meeting adjourned at 6:59 pm on a motion by Jane Heldand a second by Jim Widmer. Motion carried by voice vote.

Jane Held, Secretary

Margie VanLerberghe, President

Janice Beck, Fiscal Officer