

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**August 10, 2023**

The Regular meeting of the Board of Trustees of the Ida Rupp Public Library was called to order on Thursday August 10, 2023 at 6:00 pm at the Ida Rupp Public Library. The following Trustees were present: Margy VanLerberghe, Jim Widmer, Lynne Kroeger, Laura de Roziere, Kevin Kast, Jane Held and Kevin Francis. Also present were Lindsay Faust, Director, Courtney McGrath, Assistant Director and Tim McKenna, Fiscal Officer.

Storywalk

Steve Kolwicz, and Alex Camponeschi (Remotely) addressed the Board with an update on the bidding process for the StoryWalk project at the library. He recommended that the bid received Rob Lowenstein (Gardner Corp.) be rejected as it was too high. He further recommended that the bidding process be phased for each portion of the project.

Lynne Kroeger made a motion to reject the bid from Gardiner Corp.

Second by Laura de Roziere. Motion carries by voice vote.

Motion by Jim Widmer to move forward with a phased bidding process, second by Kevin Francis. Motion carries by voice vote.

Kaleidoscope

Margy VanLerberghe informed those in attendance that the Board is planning to have a representative of Kaleidoscope at the October meeting.

Public Comments

There were nineteen members of the public in attendance. Greg Fox commented on minutes from prior meeting to reflect details of programs. Lori Kaiser wants the June minutes to reflect positive comments regarding the Kaleidoscope program. Toni DuLuca questioned the Kaleidoscope credentials. Wendy Worley commented on the minutes and that Kaleidoscope has been doing programs since 2018. Barb Collins read a letter (included). Referencing the ORC. Kathy Smith left a package of information about things she finds objectionable.

Approval of Minutes

Lindsay Faust presented the minutes from the July 12, 2023 meeting.

Laura de Roziere motioned for approval, second by Kevin Kast. Motion carries by voice vote.

Staff Recognition

Lindsay Faust has been with the Library for five years. Congratulations.

Review, Discussion and Approval of Financial Report

The Financial Report for July 2023 was distributed and reviewed. Tim McKenna.

Revenue: \$ 97,647.62  
Expenses: \$158,033.46

Salaries:	\$ 81,511.79
Fringe Benefits:	\$15,297.45
Supplies:	\$ 1,169.51
Purchased Contract Services:	\$12,464.85
Library Materials:	\$27,037.19
Capital Outlay:	\$39,108.74
Other:	\$ 1,443.93
Contingencies:	\$ 0.00
Total:	\$158,033.46

### Donations

Lorrie Halblaub donated \$25.00 in memory of Nancy Turner-Berry.  
Scott and Lorrie Halblaub donated \$25.00 in memory of Ted Kozlok.  
Emily Krumnow donated \$25.00 in memory of Ted Kozlok.  
Jody White donated \$25.00 in memory of Nancy Turner-Berry.

### Director's Report

- Ms. Faust reported that the signs for the StoryWalk at Meadowbrook Marsh have been ordered.
- Ms. Faust attended the Port Clinton City School's Board Meeting where they passed the resolution to put the library levy on the November ballot. The paperwork to put the levy on the ballot has been filed with the Ottawa County Board of Elections.
- She represented the library at the city's first ever welcome event for international workers in the area for the summer. She met many people from around the world, promoted the library and gave away some advance reader books. A group of people whom she met at the event have been in to use the library.
- Renovation plans are progressing
- Courtney McGrath reported that the Summer Library Challenge ended on July 15<sup>th</sup>. Overall it was a good and successful summer. Courtney and the staff worked well together
- Courtney also reported that she was able to finalize a big project and personal goal – the Ottawa county Community Reads event. This event will be September 24<sup>th</sup> at the Performing Arts Center at the High School, featuring James and Kimberly Dean, authors of Pete the Cat. This event is made possible by the Libraries Accelerating Reading Grant from the Ohio Department of Education that was secured last year by Lindsay Faust.
- Laura Vollmer reported that the first part of July was spent finishing out Summer Reading. She has received many positive comments about the program and the library
- Laura is also working updating Instagram and Facebook pages.
- Martha Love reported that Adult programs have been well attended. In addition, the weeding out of outdated or non-circulating items from the adult collection was more than half completed by August 1<sup>st</sup> with most items set aside for the Friends book sale.
- Marblehead Branch hosted a "Stuffed Animal Sleepover" with 69 participants.

- Dave Kimmel delivered on July 11 a program on the Marblehead lifesaving station that included at short history of the station and a tour of the current Coast Guard Station. 20 participants.
- Erie Islands reported that the Summer Reading brought a lot of people to the library that would not normally have been there.
- There are more details and statistics on library usage and programs included with the minutes

Committee Reports – Wage and Finance Committee

Kevin Francis reported that the donation from the Van Voorhis estate (approximately \$44,000) will be considered for establishing a fund with the Ottawa County Community Foundation. In addition, he reported that Lindsay Faust had presented a preliminary 2024 budget. The major capital projects for the library are pre-funded.

Discussion Items

- Lindsay Faust presented the options for renewal of the property insurance for the library and branches. She recommended renewing the policy as presented by Ohio Plan Risk Management, Inc.  
Motion by Kevin Francis and seconded by Jane Held to renew the current policy. Motion carries by voice vote.
- Program policy. Lindsay Faust recommended a change in the Public Services Policy to add the program policy.  
Kevin Kast moved and Lynne Kroeger seconded the recommended addition. Motion carries by voice vote.
- September Board meeting at Erie Islands is scheduled for 11:00 am on September 14, 2023

7:05 pm – Kevin Kast moves that the board move to Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official, or the investigation of charges or complaint against a public employee. Second by Jim Widmer. Carres by roll call vote: All voted yes. There were no votes against and no abstentions.

7:24 pm – Return to regular session of the Board of Trustees

Motion by Jim Widmer to approve Youth Librarian job description based on draft dated 8/7/2023. Seconded by Jane Held. Carries by voice vote.

Motion to approve wage schedule with Librarian Bachelor Degree by Laura de Roziere and seconded by Kevin Francis. Carries by voice vote.

7:24 pm – Motion to adjourn by Kevin Kast and seconded by Jim Widmer. Carries by voice vote.

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President

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Secretary

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Fiscal Officer