

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**January 12, 2023**

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was called to order on Thursday, January 12, at 6:16 pm at Ida Rupp Public Library. The following Trustees were present Margy VanLerberghe, Jim Widmer, Lynne Kroeger, Kevin Francis and Kevin Kast. Also present were Lindsay Faust, Director and Courtney McGrath, Assistant Director.

Public Comments/Correspondence

A thank you card from Maryanne Laubner was presented thanking the board for their generosity upon her departure from the board.

A thank you card from Lindsay Faust was presented thanking the board for the gift certificates given by the board for all staff, noting the generosity of the board purchasing the gift certificates and not the library.

Approval of the Minutes

Ms. Faust presented the minutes from the December 8, 2022 regular meeting.

**Kevin Francis moved that the minutes the December 8, 2022 regular meeting be approved as presented. Lynne Kroeger seconded the motion. Motion carried by voice vote.**

Staff Recognition

Staff employment anniversaries: Karen Wilhelm, 12 years; Alana Magrum, 11 years; Martha Love, 3 years

Review, Discussion, and Approval of Financial Report

The Financial Report for December 2022 was distributed, reviewed and discussed as follows:

Revenue: \$86,888.74

Expenditures: \$84,764.47

Salaries	\$49,182.37
Employee Fringe Benefits	\$10,968.49
Supplies	\$1,243.39
Purchased/Contract Services	\$8,628.12
Library Materials	\$12,333.13
Capital Outlay	\$1200.00
Other Objects	\$1208.97
Contingency	\$0
General Fund Total	\$84,764.47

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

**Jim Widmer moved to accept the financial report and approve expenditures. Lynne Kroeger seconded. Motion carried by voice vote.**

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Donations to Library

There were four donations to the library in December. An anonymous donor made a \$2000.00 unrestricted donation via the Ottawa County Community Foundation. A donation of \$158.06 was made by Kroger from the Community Rewards program. A second unrestricted donation of \$100 was made by Terrence Glovinsky. The final donation was a memorial donation made by the Literary and Social Club in Memory of Ferne Bierce.

Director's Report

Ms. Faust reported that the library has been awarded a Libraries Accelerating Learning Grant through the State Board of Education. Ida Rupp is one of 32 recipients selected from a pool of 63 libraries. The award of just over \$31,000 will allow us to replace AWE Early Literacy computers, purchase additional audio enabled books and host an Ottawa County Reads event featuring a major children's author.

Jamie Kennedy was promoted from Clerk I to Circulation Supervisor. Jamie was chosen from a large pool of over 100 applicants and started in her new role on January 3.

The Clerk I vacancy created by Corvid Griggs being promoted is still vacant and has been reposted.

There were many programs cancelled in December due to presenter illness or car trouble in one case.

Laura Vollmer has restarted the blog on the library's website to feature news and information content.

Alyssa Biro planned a Beach Glass program that was a huge hit. The phones rang off the hook at the time the registration opened.

Corvid has jumped right into their new roll and Story Time. It has been enjoyable to listen to them sing during Story Time.

Dave Kimmel is planning a cross generational writing program with Danbury Schools, Otterbein and Danbury Senior Center.

Erie Islands Library had a successful partnership with Put-in-Bay Recreation Committee and Lake Erie Islands Nature & Wildlife Center to host a Gingerbread House Contest.

Lindsay compared year end statistics for 2022 with 2019. She found that we have not made it back to pre-covid attendance or physical item circulation, but we are trending upward.

Committee Reports

The Building and Ground Committee with other board members who wished to attend met prior to the regular board meeting with HBM Architects. HBM has complete the scope of work included in their

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initial hiring. It was determined that the board will need to solicit Submissions of Qualifications to evaluate and select a firm to complete the design work for the interior renovation.

Items for Discussion:

**A. Purchase of AWE Computers**

Ms. Faust presented a quote from AWE for the purchase of three Early Literacy stations as part of the Libraries Accelerating Learning grant. The grant would have initially covered the entire purchase, but with the delay in awarding the grant, the price has gone up. All but \$355.50 of the computers cost will be covered by the grant.

**Kevin Kast made a motion to authorize purchase of the AWE Computers for a total of \$12,564.00. Jim Widmer seconded the motion. Motion carried by voice vote.**

**B. Levy**

Lindsay shared that Alex Thomas spoke with Ms. Faust about stepping back from being the chair of the Levy Campaign Committee. Mr. Thomas is happy to help where he is able and to provide the documents he had amassed from previous years. A few potential individuals were discussed. The board will reach out to the potential chairs.

**C. Board Vacancy**

The board is interested in replacing Maryanne Laubner with someone from Marblehead or Danbury Township. Kevin Francis will reach out to a few individuals to gauge their interest.

**D. Renovation Project**

Lindsay Faust presented a draft of the request for qualifications for the building renovation project.

**Jim Widmer made a motion to approve the request for qualifications as presented. Lynne Kroeger seconded the motion. Motion carried by voice vote.**

**There being no further business to come before the Board the meeting adjourned at 7:03 pm on a motion by Kevin Francis and a second by Jim Widmer. Motion carried by voice vote.**

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Jane Held, Secretary

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Margy VanLerberghe, President

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Lindsay Faust, Fiscal Officer