

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
October 8, 2020

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, October 8, 2020, at 6:04 pm via Zoom.

The following Trustees were present:

Larry Hattan, Jim Widmer, Kevin Kast, Maryanne Laubner, and Margy VanLerberghe. Kevin Francis joined at 6:08. Also present were Lindsay Faust, Director, and Janice Beck, Fiscal Officer/Marketing Manager.

Public Comments/Correspondence

None

Staff Recognition

Janice Beck, 2 years

Approval of the Minutes

Ms. Beck presented the minutes from the September 10, 2020 regular meeting.

Maryanne Laubner moved that the minutes the September 2020 regular meeting be approved as submitted. Kevin Kast seconded the motion. Motion carried by voice vote.

Review, Discussion, and Approval of Financial Report

The Financial Report for September 2020 was distributed, reviewed and discussed as follows:

Revenue: \$69,988.85
 Expenditures: \$80,087.18

Salaries	\$33,284.14
Employee Fringe Benefits	\$8,447.28
Supplies	\$ 1,177.88
Purchased/Contract Services	\$ 14,838.47
Library Materials	\$ 16,783.40
Capital Outlay	\$ 5,521.01
Other Objects	\$ 35.00
Contingency	\$0.00
	\$80,087.18

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

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

Donations to Library

Two donations were made in September. One for \$100 was in memory of Dennis Kempf from D.L. Kempf and J.H. Kempf. The second donation was from The 88 Circle in memory of Ida Ruth Hahn in the amount of \$50.

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
October 8, 2020

Director's Report

- Riverview Industries will began cleaning the library on October 1. They will clean five days a week with a team of two cleaners and one supervisor. There are some growing pains which need to be worked out in coming weeks.
- Jan Beck has scheduled our shredding day for Saturday October 17 from 9:00 am to 12:00 pm. The event will be sponsored by the Friends of the Library. We are very excited to get rid of the backlog of paperwork at the library and open up the shredding service to the community.
- The Dolly Parton Imagination Library has been funded for the first year and is now accepting registrations. To date 260 children have been register. A link has been placed on our website for registrations.
- Courtney reported that a patron drove from Columbus with her granddaughter so that they could check out books. They are planning a second trip to return the books and get additional ones.
- For the month of September, the overall theme in the children's department was Pirates! Kristen created take and make bags and 32 were distributed.
- The children's department is working on weeding to make room for new books coming in.
- Alana is working on creating a Halloween themed writing contest for the teens.
- Martha led her first virtual book discussion on Tuesday October 6th. Attendance was less than hoped but hopefully grow as this becomes a regular feature.
- Mary has continued her outreach service as well as homebound delivery. Additional homebound patrons were contacted.
- Marblehead Peninsula Branch Library created a Grab and Go craft kit which included the supplies to created a painted rock picture. Twenty patrons participated in this program.
- Marblehead also has two groups meeting via Zoom – Books and Brews as well as the writing group.
- At Erie Islands Library, Sue Duff's science experiment videos have been very popular. She posted two to the branch's Facebook page in September.

Advocacy

None

Committee Reports:

Wage and Finance

This committee met at noon on October 8, 2020 to review

- 2020 3rd quarter financials
- 2021 wage and salary schedule
- A preliminary 2021 budget

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
October 8, 2020

Policy and Personnel

Jane Held and Margy VanLerberghe met as it is evaluation time for Lindsay Faust and Jan Beck. The review form has been revised for 2020. The committee will place copies of the evaluation forms in envelopes and leave them at the library starting October 12, 2020. Board members can go to the circulation desk and ask for their envelope. After the Board member completes his/her forms, they can return it to the circulation desk. The completed envelopes will be placed in the Board mailbox in the workroom. The committee requests that the forms be completed and returned by October 19, 2020.

Building and Ground

No report

Items for Discussion:

- Tuition Request
Courtney McGrath has submitted a letter requesting approval for reimbursement of her tuition for the year 2021.

Jim Widmer moved to approve the tuition reimbursement request as presented. Margy VanLerberghe seconded. Motion carried by voice vote.

- CARES Act Funding Update

Jan Beck submitted a request in September to the Ottawa County Auditor to amend our Official Certificate of Estimated Resources to include the two CARES Act grants - \$75,000 and \$3,000. The Budget Committee of Ottawa County must meet to approve this. Their next meeting is October 14, 2020. Once this is received, Lindsay will request a special meeting of the Board to adopt these funds.

- Executive Session, discussion to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee.

Margy VanLerberghe motioned to move to Executive session at 6:31 pm, Kevin Kast seconded. A roll call vote was made:

Hattan – aye

Widmer – aye

Kast – aye

Francis – aye

Laubner – aye

VanLerberge – aye

Motion carried.

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
October 8, 2020

Returned from Executive Session at 6:35 pm

Jim Widmer moved to approve the salary scale for 2021 as presented. Margy VanLerberghe seconded. Motion carried by voice vote.

Maryanne Laubner moved to give 3% wage increases to staff beginning January 1, 2021. Kevin Francis seconded. Motion carried by voice vote.

There being no further business to come before the Board the meeting adjourned at 6:39 pm on a motion by Kevin Kast and a second by Jim Widmer. Motion carried by voice vote.

Dr. Margy VanLerberghe, Secretary

Larry Hattan, President

Janice Beck, Fiscal Officer