

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
February 8, 2018

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, February 8, 2018, at 6:00 pm in the Board Room of the Library.

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

Public Comments/Correspondence

None

Approval of minutes

Minutes from the January 11, 2018 organizational and regular meetings were presented.

Jane Held moved that the minutes of the both meetings be approved as submitted. Maryanne Laubner seconded the motion. Motion carried by voice vote.

Staff Recognition

- Staff employees with anniversaries this month:
 - Sue Andrews, 13 years
 - Courtney McGrath, 2 years

Review, Discussion, and Approval of Financial Report

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

Revenue: \$ 56,559.47
 Expenditures: \$ 113,739.77

Salaries	50,788.08
Employee Fringe Benefits	11,041.11
Supplies	3,018.81
Purchased/Contract Services	7,601.63
Library Materials	26,291.30
Capital Outlay	6,909.59
Other Objects	8,089.25
Contingency	0.00

Deanna Erwin moved to accept the financial report and approve expenditures. Jane Held seconded. Motion carried by voice vote.

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Donations

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

Director's Report

Mr. Hagen highlighted several points from his written report:

- The community survey has been distributed to all three library locations and many local businesses. Several have been returned already.
- Roslyn Hashiguchi resigned; Courtney McGrath has been interviewing and will be offering the substitute position to one of the candidates soon.
- Lynn Labick has been offered the substitute position at Marblehead Peninsula Branch Library and will begin in March.
- Mr. Hagen has been working with Haley Prusik on a visualization data analysis project which he will begin showing during the board meetings in March.
- Julie Groove from Bayshore Counseling led a discussion with staff on handling teen behavior and suggested ways to change those to positive experiences. Alana Magrum and Courtney McGrath will put some of these suggestion into action in the teen area.
- Lynne Kroeger and the Friends of the Ida Rupp Public Library have organized an I Love My Library campaign for February.
- The Management team is developing a staff training day in April.
- The library is highlighting several new resources in the library and on its website; LearningExpress Library, Weiss Financial Ratings Series, Flipster (digital magazines), and Libby, the new Overdrive app for the Ohio Digital Library via Overdrive.
- Jennifer Buch will be attending ALSC National Institute in Cincinnati, September 26-29.
- Mr. Hagen will be attending PLA in Philadelphia, March 21-24.

Advocacy

Mr. Hagen shared this month's article with the Board members. *Library Needs and Responses to the Opioid Crisis: a Town Hall Summary* reviews a timely topic that has affected many libraries. There will be an OLC symposium on this subject in Columbus on April 3rd.

Committee Reports:

Wage and Finance

No Report

Policy and Personnel

No report

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Building and Grounds

Mr. Hattan reported that the committee had met prior to this evenings regular meeting; MPBL had had some minor repairs to the fan in the fireplace and would be adding one exterior light. The committee also reviewed the list of building issues/objectives for IRPL. The strategic plan will include a space use study for IRPL so the committee will have more to explore once that study has been completed. One major item that will need to be addressed soon will be replacing the HVAC unit for the meeting rooms as, although it is currently working, it has aged past its expected life. The outdoor tables in the reading garden are under review; repaint or removal are the options under discussion. There is also a request to upgrade the technology in the meeting rooms and Mrs. Lemmon has presented quote 2050 from Catawba Security for those upgrades. The quote would replace all of the video and sound equipment and replace the projector and projection screen for \$16,799.65.

Deanna Erwin moved to accept Quote 2050 from Catawba Security for projector/sound system as presented. Jane Held Seconded. Motion carried by voice vote.

Audit

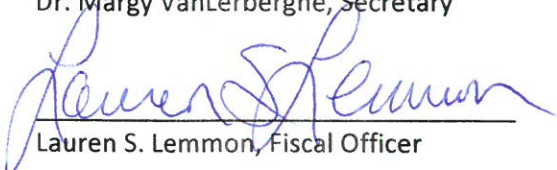
No report

Items for Discussion:

- Strategic Planning (Community Survey) Updates – the surveys are available at the desk of each library, online, and Susan Dress distributed surveys or flyers to local businesses and she will keep in contact with these businesses to collect any completed surveys or replenish the supplies. SEO has provided an email address list that Amber Cupp will use to distribute the survey as well. The survey will be kept open until March 16th at least. Mr. Hagen is exploring inserting a flyer to the Beacon to reach more of the community. The steering committee will meet again in March. Once all of the surveys have been collected, the State Library will tally the responses. The next step will be focus groups.
- Upcoming OLC and Friends Events
 - Library Trustee Workshop, Saturday, March 10th.
 - Opioid Symposium: Education, Strategies and Best Practices for Public Libraries @ Fawcett Event Center (Ohio State University), April 3rd
 - OLC Trustee dinner, Bowling Green, Thursday May 3rd.
- Staff/Board Gathering Update
 - Friends/Board Mixer – March 8th prior to regular meeting
 - Deanna Erwin and the staff appreciation team are organizing a picnic/potluck for all staff, trustees, and Friends board members, on August 12, 2018.

There being no further business to come before the Board the meeting adjourned at 7:05 pm.

Dr. Margy VanLerberghe, Secretary



Lauren S. Lemmon, Fiscal Officer



James G. Widmer, President