

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES  
ORGANIZATIONAL MEETING MINUTES  
JANUARY 11, 2018

The organizational meeting of the Board of Trustees of the Ida Rupp Public Library was held on January 11, 2018, at 6:02 pm in the Board Room of the Library.

The following Trustees were present:

Deanna Erwin  
Kevin Francis, D.C.  
Jane Held  
Maryanne Laubner  
Margarita VanLerberghe, PhD.  
James Widmer

Larry Hattan was not present.

Also present were: Tim Hagen, Director, Lauren Lemmon, Assistant Director/Fiscal Officer, and Susan Dress, Notary.

**At this time, Susan Dress swore in Trustee Deanna Erwin for a term expiring December 31, 2024.**

Nominations Committee:

Maryanne Laubner presented the slate of officers for 2018 as follows:

President:	James Widmer
Vice President:	Larry Hattan
Secretary:	Margarita VanLerberghe, PhD

**Maryanne Laubner moved the nominations be closed and officers elected. Jane Held seconded the motion. Motion carried by voice vote.**

James Widmer made the following 2018 Committee Appointments:

Policy and Personnel:	Margarita VanLerberghe, PhD. & Jane Held
Wage and Finance:	Deanna Erwin & Kevin Francis, D.C.
Building and Grounds:	Larry Hattan & Maryanne Laubner
Audit:	Deanna Erwin & Larry Hattan

**It was moved by Jane Held and seconded by Margy VanLerberghe to approve Lauren Lemmon as Fiscal Officer for the year 2018 at the current rate of pay established on the Wage and Salary Scale, and authorize purchase of Fidelity Bond. Motion carried by voice vote.**

**At this time, Susan Dress administered the Fiscal Officer's Oath of Office to Lauren Lemmon.**

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**It was moved by Margy VanLerberghe and seconded by Maryanne Laubner to approve Amber Cupp as Deputy Fiscal Officer for the year 2018 at the current rate of pay established on the Wage and Salary Scale, and authorize purchase of Fidelity Bond. Motion carried by voice vote.**

**Mrs. Cupp was not present at the meeting; Susan Dress will administer the Deputy Fiscal Officer's Oath of Office to Amber Cupp at the next staff meeting.**

**It was moved by Kevin Francis and seconded by Margy VanLerberghe to authorize Fiscal Officer to keep all inactive and interim funds invested in U.S. Government bills, notes, money market funds, or certificate of deposit at the highest obtainable rate. Motion carried by voice vote.**

**It was moved by Jane Held and seconded by Maryanne Laubner to approve US Bank, Huntington National Bank, Marblehead Bank, First National Bank (Put-In-Bay), and Star Ohio as depositories for the Year 2018. Motion carried by voice vote.**

**It was moved by Margy VanLerberghe and seconded by Kevin Francis to authorize the Director to accept donations or bequests to the library for the year 2018 on behalf of the Board provided the conditions of any such donations or bequests do not remove any portion of the library under the board's jurisdiction from the control of the board or if the conditions of any donation or bequest limit the free use of the library or any part of it by the residents of the Ottawa County and that report of these donations will be made to the board at each regular meeting for final approval. The Director will send acknowledgement of donations over \$10.00 after each Board meeting. Motion carried by voice vote.**

At this time, Resolution #2018-001 A Resolution to use Library Funds for Staff/Volunteer Awards/Recognition was presented to the Board.

**Maryanne Laubner moved to adopt Resolution #2018-001, Deanna Erwin seconded the motion. Upon roll call,**

Deanna Erwin	Aye
Kevin Francis, D.C.	Aye
Jane Held	Aye
Maryanne Laubner	Aye
Margarita VanLerberghe, PhD.	Aye
James Widmer	Aye

**Resolution #2018-001 adopted.**

James Widmer asked the trustees to review Article V, Section D of the By-Laws as it relates to Barbara Wenzinger who had served on the Board of Trustees for 35 years.

**James Widmer moved to nominate Barbara Wenzinger as a Trustee Emeritus for the term expiring December 31, 2022. Margy VanLerberghe seconded. Motion carried by voice vote.**

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James Widmer presented and reviewed the 2018 Board of Trustees Calendar; confirming that the regular meetings of the Board would be held at 6:00 pm on the second Thursday of the month. The May meeting would be held at Marblehead Peninsula Branch Library and the August meeting will be held at Erie Islands Library, dates and times of those meetings may differ from the regular meeting and will be determined later in the year. Mrs. Lemmon will update the online calendar.

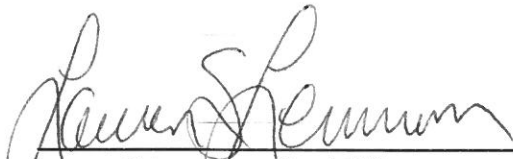
**There being no further business to come before the Board, the meeting adjourned at 6:22 pm on a motion by Jane Held and a second by Kevin Francis. Motion Carried by voice vote.**

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Margarita VanLerberghe, PhD., Secretary

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James G. Widmer, President



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Lauren S. Lemmon, Fiscal Officer