

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**May 12, 2022**

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, May 12, 2022, at 6:00 pm in the Community Room of the Marblehead Peninsula Branch Library.

The following Trustees were present: Margie VanLerberghe, Jim Widmer, Kevin Kast, Maryanne Laubner, Jane Held with Kevin Francis arriving at 6:19. Also present were Lindsay Faust, Director, and Janice Beck, Fiscal Officer.

Public Comments/Correspondence

None

Update from Erin Sandvick, Branch Manager of MPBL

Ms. Sandvick reported on the upcoming 5<sup>th</sup> anniversary of the branch this June. She sees how far the branch has come and is looking forward to broadening the horizons. She would like to utilize people in the community to share their expertise in a “People’s University” setting. In addition, placing a StoryWalk™ at Meadowbrook Marsh would take the library out into the community.

Approval of the Minutes

Ms. Beck presented the minutes from the April 14, 2022 regular meeting.

**Jane Held moved that the minutes the April 14, 2022 regular meeting be approved as submitted. Maryanne Laubner seconded the motion. Motion carried by voice vote.**

Staff Recognition

- Sue Duff, 5 years;
- Jamie Seabrecht, 4 years;
- Laura Mendoza, 1 year

Review, Discussion, and Approval of Financial Report

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

Revenue:       \$ 73,081.82  
Expenditures: \$135,241.86

Salaries	\$66,583.92
Employee Fringe Benefits	\$19,809.22
Supplies	\$ 1,256.28
Purchased/Contract Services	\$16,364.03
Library Materials	\$ 29,017.08
Capital Outlay	\$ 734.46
Other Objects	\$ 1,476.87
Contingency	\$0.00
General Fund Total	\$135,241.86

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

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

### Donations to Library

A donation of \$30 was received in memory of Marcia Troiano by Ann Lynch and Elizabeth Congon. The Monday Morning Quilting Ladies donated \$100 for the benefit of library patrons.

### Director's Report

- Courtney McGrath and Ms. Faust attended OLC's Library Legislative Day. We were able to meet with State Senator Gavarone, an aide from Representative Swearingen's office along, other area library staff and First Lady Fran DeWine who gave a speech.
- A Puzzle Exchange shelf has been created at Ida Rupp. The Puzzle Exchange allows patrons to bring in puzzle they have already created to swap it with a new puzzle from the shelf. A patron had requested that we add puzzles since we started lending games.
- From Courtney McGrath, "All of the Summer Reading programs and performances were officially confirmed and posted. It has been all hands-on deck with the planning process for this summer and all programming staff have really come together and worked well as a team. Our Summer Reading program is going to be full of daily programs for all ages! It all starts June 6<sup>th</sup> downtown at MOM."
- The Town Money Saver included our June flyer containing the schedule for MOM

### **YOUTH SERVICES**

- Interviews were held for the vacant Youth Associate position. Bonnie Vest was selected and her first day is May 9.
- A twice a month Bedtime Story Time began in April. We hope to build attendance and continue offering the program.
- Teens have been responding well to the use of outdoor areas to programs. Teens especially enjoyed making DIY Boba-Tea Keychains in the Friends Plaza.
- Andrea Rivera noted, "The first program of the month, Easter Egg Hunt, was a huge success! There were over 100 people here for the event – I actually lost count."
- Our first Spanish Story Time was made possible by patron and volunteer, Andrea Orchoski. Fourteen individuals attended the first session, we plan to continue offering the Spanish Story Times thanks to Ms. Orchoski.

### **ADULT SERVICES**

- Alyssa Biro planned and hosted our first Local Author Fair. Twelve authors were present at the event. A nice article about the event was in the Port Clinton News Herald.
- Yoga at the Library has begun again with sessions running through May.
- Dave Kimmel and Alyssa Biro have been working with patrons for One-on-One Tech training
- Martha Love has been working to expand the Ottawa County Time Traveler newsletter. The local history newsletter is one of our most popular. Each month it features articles for each of the 3 areas served by the library and branches, creating a family history, upcoming programs in local history or genealogy, and highlights on local history and genealogy resources.

### **MARBLEHEAD PENINSULA BRANCH LIBRARY**

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- From Erin Sandvick: "We had a very busy month in Marblehead. Carol Wise led a MPBL Friends sponsored card making workshop that was so wildly successful, she will host another opportunity in May. Our resident Gravestone Restorer, Jane Crandall, spoke with her partner, Kate Rivett, about their processes. This extremely informative program will have a follow up program 'in the field' at St. Paul's Lutheran Church in May. We are so lucky to have these connections.

### ERIE ISLANDS

- From Karen Wilhelm: "Erie Islands Library has been busy rearranging the library to make the flow of the area more user friendly and space out the chairs. The adult section also received a makeover to increase the circulation of the biographies/large print.
- Our two favorite activities in April were "Garden Pole/Dessert Platter," presented by Kim and the "Wine Bottle Nightlights" presented by Sue. Karen's "Preschool Story Time" had seven participants listen to stories about Easter, hop around the library and complete felt lambs and bunnies.

### Committee Reports

- Building and Grounds

The Committee met this afternoon at 5:00. Topics of discussion included a proposal from HBM for renovations to the Port Clinton facility as well as the Marblehead StoryWalk™ both of which will be discussed shortly.

An update on the Port Clinton StoryWalk™ is that Ms. Faust signed the contract with POD Designs to oversee the project. POD will now begin with the blueprints based off of the conceptual design presented earlier. Once the blueprints are complete, POD will take the project out for bid.

- Policy and Personnel  
None
- Wage and Finance  
None
- Audit  
None

### Items for Discussion:

#### Imagination Library

Margy VanLerberghe recapped Alison Fall's presentation from last month. Discussion was held about whether the Library could and/or should donate and if so, how much and from which fund.

**Kevin Kast moved to donate \$5,000 to be pulled from the library's funds at Ottawa County Community Foundation. Maryanne Laubner seconded. Motion carried by voice vote.**

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**HBM Proposal**

Jim Widmer presented to the full board a proposal from HBM Architects as to the first step of the renovation project at Port Clinton. The firm quoted \$14,750 plus reimbursable expenses to conduct a capital study on the existing facility. Their engineer(s) will inspect the building and systems (HVAC, plumbing, etc.) and rate areas as Excellent, Good, Fair, or Poor. Anything that is Poor should be addressed immediately while Excellent is not in need of attention at this time.

HBM will then take that information as well as the needs expressed by the library staff and create a concept design. This will encompass the structural and system needs as well as the separation of cargo and work spaces and other needs such as paint, carpet and furniture.

**Jim Widmer moved to approve up to \$16,000 for this and Ms. Faust may finalize the contract with HBM. Kevin Francis seconded. Motion carried by voice vote.**

**MPBL StoryWalk**

Ms. Faust presented a draft of a Memorandum of Understanding that would be signed by both the library and Danbury Township. She asked for approval of the board to send this first to the County Prosecutor for legal review and then to Danbury Township for their approval.

**Kevin Kast moved to approve sending the MOU to the County Prosecutor and then to Danbury Township. Kevin Francis seconded. Motion carried by voice vote.**

**Staff Development Day**

Ms. Faust described to the board the need for a dedicated staff development day. With the number of new hires, changes made during COVID, and other challenges Ms. Faust, Ms. Beck and Courtney McGrath identified the need to perform training on customer service, our public policies, and procedures. Ms. Faust has asked for the board's permission to close all three locations on Monday August 22 to have mandatory training for all staff.

**Kevin Francis moved to approve closing all three locations on Monday August 22, 2022 and having a mandatory all-staff development day. Kevin Kast seconded. Motion carried by voice vote.**

**There being no further business to come before the Board the meeting adjourned at 7:04 on a motion by Jane Held and a second by Kevin Francis. Motion carried by voice vote.**

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Jane Held, Secretary

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Margy VanLerberghe, President

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Janice Beck, Fiscal Officer