IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
January 12, 2017

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, January 12, 2017, at 6:12 pm in the Board Room of the Library.

The following Trustees were present: James Widmer, Margy Vanlerberghe, Barbara Wenzinger, Maryanne Laubner, Kevin Francis, Larry Hattan, and Jane Held. Also present were Tim Hagen; Director, and Lauren Lemmon; Assistant Director/Fiscal Officer.

Public Comments

None

Correspondence

- Thank you letters from Mary Breymaier, Lauren Lemmon, and the Erie Islands Library staff for Christmas gifts from the Trustees.

Minutes from the December 8, 2016 regular meeting and December 13, 2016 emergency meeting were presented.

Larry Hattan moved that the minutes of the both meetings be approved as submitted. Kevin Francis seconded the motion. Motion carried by voice vote.

Staff Recognition

- Staff employees with anniversaries this month:
  - Sue Foster, 32 years
  - Terri Winke, 18 years
  - Karen Wilhelm, 6 years
  - De Masing, 6 years
  - Alana Magrum, 5 years

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

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue:</td>
<td>$60,806.27</td>
</tr>
<tr>
<td>Expenditures:</td>
<td>$111,731.35</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>47,246.42</td>
</tr>
<tr>
<td>Employee Fringe Benefits</td>
<td>11,161.40</td>
</tr>
<tr>
<td>Supplies</td>
<td>4,935.27</td>
</tr>
<tr>
<td>Purchased/Contract Services</td>
<td>13,985.93</td>
</tr>
<tr>
<td>Library Materials</td>
<td>31,203.81</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>208.52</td>
</tr>
<tr>
<td>Other Objects</td>
<td>2,990.00</td>
</tr>
<tr>
<td>Contingency</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Barbara Wenzinger moved to accept the financial report and approve expenditures. Larry Hattan seconded. Motion carried by voice vote.

Lauren Lemmon also reported that the Annual Financial Reports were complete and filed with the Auditor of State. Also, the library has received an Amended Official Certificate of Estimate Resources from the Office of Budget commission, Ottawa County, Ohio and a Certificate of County Auditor that the Total Appropriations from Each Fund Do Not Exceed the Official Estimate of Resources for fiscal year beginning January 1, 2017.

Donations

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

Director’s Report

• Marblehead Peninsula Branch Library (MPBL) – Renovations have begun and changes are already noticeable. Nick Hogrefe of The Speiker Company is in daily contact with Mr. Hagen. Photos are being posted to the library website for the public to see the progress. The Management Team will begin to work on plans for technology, opening day collections, and staffing. The next construction meeting will be held January 17th.
• James Widmer related to the board that there needed to be a person in place to authorize change orders and report those changes to the board.

Larry Hattan moved that Tim Hagen be authorized to approve necessary change orders on the Marblehead Peninsula Branch Library Renovation project. Jane Held seconded. Motion carried by Voice vote.

• Amber Cupp, Sue Foster, and Haley Prusik are working with Capira Technologies to develop a new library app. Mr. Hagen will report more about the app at the February meeting.
• Fremont News Messenger recently donated many boxes of photos and microfilm from the Port Clinton News Herald files. Ariel Gresh will review these to identify items to be digitized and kept in our collection and then donate the remainder to local history groups.
• John Kozak donated photos from when the MPBL building was originally built.
• The Management Team is working on a staff training day. They will arrange for speakers; tentatively the date for this training is February 24, 2017
• Self-Directed Learning (SDL) continues among staff although the process is under revision to allow for more sharing and participation amongst staff members. SDL hours can be used toward OLC certifications and yearly evaluations.
• Mr. Hagen stated that the majority of his time is being involved with HBM, Speiker, and the renovations at MPBL. Larry Hattan recommended that photos of the plumbing and wiring be obtained before the drywall is installed. These will be a helpful reference for any future repairs.
IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES  
Meeting Minutes  
January 12, 2017

Committee Reports:

Wage and Finance

Barbara Wenzinger reported that the committee had met just prior to this evening's regular meeting to review the Annual Financial reports and 10 year projections. Lauren Lemmon has been asked to review the Wage and Salary Scale and make recommendations to adjust the ranges in comparison to other libraries and raising staff members above the national low income levels.

Policy and Personnel

No report

Building and Grounds

- A new "Delivery Only" parking space has been created in the 3rd Street parking lot.
- The 3rd Street hallway underwent mold remediation at the end of December. A slow leak in the pipes from the sink in the women's restroom was discovered and repaired. The mold has been eliminated. Restoration to the wall and 3rd Street vestibule will be arranged.
- Larry Hattan inquired about the status of adjustments of the western property line; Mr. Hagen stated that project is on hold at this time.

Audit

No Report

Items for Discussion:

- Hablitzel property – James Widmer disclosed that there are still some issues that would need to be resolved should the parcel be split in order for the library to acquire the smaller building and surrounding land. There is no further action at this time.
- Mr. Hagen and Mr. Widmer have a meeting scheduled with the new Ottawa County Prosecutor, James VanEerten, and assistant prosecutor, Daivia Kasper. The library uses the County Prosecutor's office for legal questions.
- Possible change orders for the MPBL include removing the vacant building pad and leveling the pavement. Some of these costs would be split with the former owner as part of the purchase agreement.
- Stephanie Shook of HBM will be sending furniture recommendations for Board review. Mr. Hagen will forward those to Board members to discuss at a future work session.
- Winter Reading Program – Margaret Warren has developed a reading program and it is being distributed to interested patrons.
• Tim Hagen will review ways to spread the word about library events and resources with the marketing team.
• Advocacy Articles – Mr. Hagen shared two articles for the board to review.
• OLC webinar on the upcoming State Budget process and its possible effect on the Public Library Fund. Any interested Board members are welcome to join.
• Mr. Hagen and Mr. Widmer are working with the other two libraries in Ottawa County to arrange a get acquainted meeting with Steve Arndt, the new state representative.
• Kevin Francis shared that Marblehead business' are interested in promoting the new branch. Bruno's has proposed an idea which will be explored.

There being no further business to come before the Board the meeting adjourned at 7:12 pm on a motion by Margarita VanLerberghe and a second by Larry Hattan. Motion carried by voice vote.

Dr. Margarita VanLerberghe, Secretary

Lauren S. Lemmon, Fiscal Officer

James G. Widmer, President