IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
NOVEMBER 9, 2017

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, November 9, 2017 at 6:00 pm in the Board Room of the Library.

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

Public Comments/Correspondence

None

Approval of Minutes

Minutes from the October 12, 2017 regular meeting were presented.

Larry Hattan moved that the minutes of the October 12, 2017 regular meeting be approved as submitted. Kevin Francis seconded the motion. Motion carried by voice vote.

At 6:01 pm, Margy VanLerberghe moved to go into Executive Session to discuss compensation of a public employee. Larry Hattan seconded the motion. Motion carried by Roll Call Vote [Ayes – Widmer, Hattan, VanLerberghe, Francis, Laubner, and Wenzinger; Nays – none]

The Board reconvened into regular session at 6:16 pm.

Staff Recognition

• Staff employees with anniversaries this month
  o Kristen Stewart, 1 year.

Review, Discussion and Approval of Financial Report

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$53,675.58</td>
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<tr>
<td>Expenditures</td>
<td>$108,444.35</td>
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<tr>
<td>Salaries</td>
<td>$49,556.78</td>
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<tr>
<td>Employee Fringe Benefits</td>
<td>$10,097.46</td>
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<tr>
<td>Supplies</td>
<td>$3,050.91</td>
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<tr>
<td>Purchased/Contract Services</td>
<td>$16,687.59</td>
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<td>Library Materials</td>
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<td>Capital Outlay</td>
<td>$2,177.90</td>
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<tr>
<td>Other Objects</td>
<td>$225.00</td>
</tr>
<tr>
<td>Contingency</td>
<td>$0.00</td>
</tr>
</tbody>
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Also discussed were the Bridge Agreement For Deposit of Public Funds with Huntington National Bank as Huntington moves to participate in the Ohio Pooled Collateral Program as part of the library’s depository agreement with Huntington through December 31, 2020, and the conclusion of the contract with The Spieker Company; final payment has been made and Waiver of Lien provided for the Marblehead Peninsula Branch Library Renovation project.

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

Donations

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

Director’s Report

- Amber Cupp has been working on tying Ida Rupp Public Library events to Google Ads; it is hoped that this will provide another way to community members to engage with the library and learn of its resources and events.
- Current projects include technology upgrades [more in Building & Grounds Committee report], new staff chairs for the workroom, and reorganizing the AV collection.
- Evan Strubble from the State Library has been in contact to initialize work on the Strategic Plan. Mr. Strubble will visit the library December 5th to familiarize himself with the library and inform Mr. Hagen of the steps to expect in January. Mr. Hagen has heard from some community members that they are willing to help with focus groups once the time comes.
- Staff training continues; in October the American Red Cross came and led staff in Citizen CPR. December’s training will be from NAMI to address Mental Health issues.
- Annual evaluations will begin soon to be completed during November and December.
- Mr. Hagen has been in contact with Dorothy Henry from WPCR. The library will connect with more advertising and possible interview opportunities to keep the community informed on library services and events.
- Mr. Hagen shared advocacy articles regarding challenged books and the ALA’s stand on censorship. Margy VanLerberghe suggested the articles be linked on the website.

Committee Reports:

Wage and Finance

No Report
Policy and Personnel

Margy VanLerberghe moved to award Tim Hagen and Lauren Lemmon each a bonus in the amount of $1,300.00. Barbara Wenzinger seconded. Motion carried by voice vote.

Building and Grounds

The committee met prior to the meeting and discussed some improvements and repairs to the Ida Rupp Public Library. They presented Quote 2082 from Catawba Security for technology upgrades in the Conference room for video equipment for meetings and a proposal from Masonry Construction to repair the footer along the west side of the building where damage from settlement has been observed.

Barbara Wenzinger moved to approve Catawba Security Quote 2082 for conference room video setup in the amount of $4,419.65. Maryanne Laubner seconded. Motion Carried by voice vote.

Kevin Francis moved to approve the Masonry Construction proposal to repair the foundation of the west side of the library building for $10,970.00. Margy VanLerberghe seconded. Motion Carried by voice vote.

Audit

No Report

Items for Discussion:

- Approval of Ida Rupp Public Library 2018 Calendar – the proposed calendar of Board meeting and Library Holiday closings was presented.
Margy VanLerberghe moved to adopt the 2018 Calendar as presented. Larry Hattan seconded. Motion carried by voice vote.
- Appointment of Nominating Committee – James Widmer appointed Maryanne Laubner and Kevin Francis to nominate a slate of officers for the 2018 Board. They will present the slate at the December meeting.
- Minor Bylaws Revisions – proposed revisions to the Library Bylaws Article 1 Section B and Article V. were reviewed and discussed.
Barbara Wenzinger moved to adopt the Library Bylaws revisions as presented. Maryanne Laubner seconded. Motion carried by voice vote.
- Trustee Search update- James Widmer shared that he had had interviews with the candidates for the soon to be vacant Trustee position. He was pleased to inform the board that Deanna Erwin had accepted the Board’s offer to become a trustee.
James Widmer moved to ask the Port Clinton City School District Board of Education to appoint Deanna Erwin to the seven-year term that expires on December 31, 2024 as a Trustee of the Ida Rupp Public Library. Barbara Wenzinger seconded. Motion carried by voice vote.

Lauren Lemmon will prepare a letter to the Port Clinton City School District Board of Education requesting they consider Deanna Erwin for this appointment.
Board and Friend of IRPL Board 2018 gathering - Mr. Widmer proposed that the Board invite the Friend to a gathering prior to a meeting in the Spring of 2018. He proposes to do a similar event prior to the board meeting held at MPBL with the Friend of the MPBL. More information to follow.

December Dinner Reminder – Mr. Widmer invites all Trustees to his house for a holiday dinner prior to the December meeting. The Personnel and Policy meeting will be cancelled and the regular meeting will be held in the conference room at 6:30 pm.

Budget 2018 – Lauren Lemmon presented the 2018 Budget reviewing items that have been added or increased due to the opening of MPBL. This budget will be the basis of future Appropriation Resolutions for 2018 to be presented at future meetings.

Larry Hattan moved to approve the 2018 Budget as presented. Kevin Francis seconded. Motion carried by voice vote.

MPBL Updates

- Lighting at Marblehead Peninsula Branch Library – Mr. Hagen will explore options to add lighting to the exterior of MPBL. Mr. Francis asked that consideration be made not to increase light pollution in the area as the exterior lighting is increased.
- Sewer Gas – The stack pipes have been adjusted to help alleviate the odor that has been experienced in the library.

There being no further business to come before the Board the meeting adjourned at 7:20 pm on a motion by Kevin Francis and a second by Larry Hattan. Motion carried by voice vote.

Dr. Marcy VanLerberghe, Secretary

James G. Widmer, President

Lauren S. Lemmon, Fiscal Officer