

# IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES

## Meeting Minutes

January 14, 2021

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, January 14, 2021, at 6:12pm via Zoom.

The following Trustees were present: Larry Hattan, Jim Widmer, Margy VanLerberghe, Maryanne Laubner, Kevin Francis, and Kevin Kast. Also present were Lindsay Faust, Director, and Janice Beck, Fiscal Officer/Marketing Manager.

### Public Comments/Correspondence

None

### Approval of the Minutes

Ms. Beck presented the minutes from the December 10, 2020 regular meeting.

**Margy VanLerberghe moved that the minutes the December 2020 regular meeting be approved as submitted. Kevin Francis seconded the motion. Motion carried by voice vote.**

### Staff Recognition

Sue Foster, 36 years; Terri Winke 22 years, Karen Wilhelm 10 years; Alana Magrum 9 years; Kim Pugh 2 years; Martha Love 1 year.

### Review, Discussion, and Approval of Financial Report

The Financial Report for December 2020 was distributed, reviewed and discussed as follows:

Revenue: \$71,107.35

Expenditures: \$76,264.26

Salaries	\$36,816.94
Employee Fringe Benefits	\$10,323.69
Supplies	\$ 2,437.97
Purchased/Contract Services	\$ 8,873.80
Library Materials	\$ 13,278.19
Capital Outlay	\$ 1,798.74
Other Objects	\$ 1,639.93
Contingency	\$0.00
General Fund Total	\$75,169.26
CARES Act Grant	\$ 1,695.00
CARES Act Mini-Grant	\$0.00
Grand Total	\$76,264.26

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

**Kevin Francis moved to accept the financial report and approve expenditures. Margy VanLerberghe seconded. Motion carried by voice vote.**

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Donations to Library

No donations were received in December 2020.

Director's Report

- Our hold lockers will be delayed until the ferry is up and running in the spring. Unfortunately, the Erie Islands lockers were set to ship the Monday after the ferry shut down for the season. The recent stimulus bill included an extension to spend the CARES funds that we received until December 31, 2021. In order for the hold locker vendor to minimize trips, they will ship and install all three locations once the ferry is running in the spring.
- Terry Winke applied for a grant from Portage Resale. She was awarded the grant in December to purchase books and puppets for the preschool classrooms that she normally visits. The preschool teachers get to keep the books for their classroom libraries.
- Youth Services distributed 36 activity bags which were winter themed. In addition, there were three craft videos posted to Facebook, one of which was accompanied by a take & make kit available in the library.
- Laura Vollmer continued with her binge bundles for the month of December, adding hot chocolate packets to the bundles. Almost 20 of these bundles were checked out by patrons throughout the month.
- Susan Dress reported that "a patron was in several months ago, looking for books on ancient ship building techniques. Nothing came up at first search, so we took his name and said we would keep looking. After additional searching, we were able to find about half a dozen books or so on the subject and ordered them through the consortium for him. He was in a few weeks ago and relayed how pleased he was by the books we found. These books were just what he was looking for and he was thankful for our continued services."
- At Marblehead Peninsula Branch Library, Grab and Go craft kits were again well received. The children's kit was a decorative paper tree while the adult kit was for a fabric wreath.
- Erin Sandvick appreciated the extra efforts by Lindsay Faust and Margaret Warren to keep the library staffed and to Tina Manning and Jamie Seabrecht for keeping the books moving during a COVID-19 issue in a staff member's home. Despite these efforts, the branch was closed a few extra days.
- Erie Islands library hosted a Patron Appreciation Month in December and had a variety of Take & Make kits available.

Advocacy

None

Committee Reports:

Wage and Finance

None

Policy and Personnel

None

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Building and Grounds

None

Items for Discussion:

- **Vacation leave for normally salaried employees.**

With the move in May 2020 to SharedWork Ohio, all our salaried employees were reclassified as hourly. Since salaried employees earn their vacation as a lump sum in January, there was no need to set up an accrual in May as their full annual amounts had already been given to them in January 2020. It is proposed that we give those individuals, six in total, their vacation as a lump sum as of January 1, 2021 as is normally done. This would ease the transition when we go off SharedWork Ohio later this year.

**Margy VanLerberghe moved to approve that vacation leave be credited to normally salaried employees as if they were still salaried. Jim Widmer seconded. Motion carried by voice vote.**

- **Migrating our current app to custom SEO app**

Last year, SEO started offering the ability to customize their app. SEO uses SirsiDynix to power the app which is who we use for our circulation software. The biggest reason for the move is financial as our current provider charges \$6,150 annually while SEO/SirsiDynix will charge \$1,000. Our patrons will have to switch to the new app but won't lose functionality and will actually gain the ability to do self-checkout on their mobile device. The Capira contract expires in September so there will be some overlap to allow patrons time to switch over. A communications plan will be created and implemented to notify and assist patrons with the change.

- **Cleaning contract**

We have been experiencing significant issues, both large and small, with our current contractor, RVI, for cleaning the library. Ms. Faust received a quote from Clean Team Commercial Cleaning from Fremont to replace RVI. While the quote from Clean Team is higher than what we pay RVI, we need a company that will follow our requirements. When considering that Clean Team will provide all equipment and supplies, the monthly cleaning charge proposed by Clean Team is comparable to what we paid our employee who retired in September.

**Kevin Kast moved to approve hiring Clean Team as the janitorial provider to the library. Kevin Francis seconded. Motion carried by voice vote.**

- **COVID vaccinations**

Margy VanLerberghe asked where the library staff was in terms of accessing the COVID-19 vaccination. Ms. VanLerberghe wondered if library staff could piggyback on the schools. Ms. Faust reported that there has not been any discussion at the state level as to where public libraries fit into the vaccination schedule. The Erie Islands staff were offered vaccines by Put-in-

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Bay schools and three of the four employees participated. Considering this, Ms. Faust will contact Cari Buehler of Danbury and Pat Adkins of Port Clinton to determine if our staff can be included with theirs.

**There being no further business to come before the Board the meeting adjourned at 6:44 pm on a motion by Margy VanLerberghe and a second by Maryanne Laubner. Motion carried by voice vote.**

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Dr. Margy VanLerberghe, Secretary

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Larry Hattan, President

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Janice Beck, Fiscal Officer