

# IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES

## Meeting Minutes

April 8, 2021

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, April 8, 2021, at 6:02 pm via Zoom.

The following Trustees were present: Larry Hattan, Margy VanLerberghe, Jane Held, Maryanne Laubner, and Jim Widmer. Kevin Kast joined at 6:05. 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 March 11, 2021 regular meeting.

**Maryanne Laubner moved that the minutes of the March 2021 regular meeting be approved as submitted. Jane Held seconded the motion. Motion carried by voice vote.**

### Staff Recognition

Haley Prusik 10 years

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

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

Revenue: \$842,411.97  
Expenditures: \$ 75,496.78

Salaries	\$31,875.05
Employee Fringe Benefits	\$8,862.26
Supplies	\$ 1,270.29
Purchased/Contract Services	\$ 23,956.60
Library Materials	\$ 9,199.02
Capital Outlay	\$ 0.00
Other Objects	\$ 333.56
Contingency	\$0.00
General Fund Total	\$75,496.78
CARES Act Grant	\$0.00
CARES Act Mini-Grant	\$0.00
Grand Total	\$75,496.78

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

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

### Donations to Library

A \$40 donation from Bonnie Legg was received in honor of DeAnna Masing.

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Director's Report

- Ms. Faust and Ms. Beck met briefly with Ohio Plan to discuss the outline of how the process to rewrite the personnel policy will proceed. Our next meeting will be on April 19 to review a proposed table of contents for the policy to make any additions that may be necessary.
- Ms. Faust and Courtney McGrath interviewed candidates for the Circulation Supervisor. An offer has been extended to a candidate.
- Ms. Faust attended a NORWELD virtual Director's Round Table. Most of the discussion was around COVID and what libraries plans are as more individuals become vaccinated. Everyone seems to be in a holding pattern while we wait for cases and restrictions to ease.
- Staff have been working on ideas for the Summer Reading Challenge. A few performers are being looked at as possible programs to be held at Meals on Madison during the months of June and July. The Beanstack app will be used for tracking during the summer and trainings with the company and our staff are in the works.
- Kristen Stewart is continuing to weed materials in the children's area with help from other staff during downtime at the desk. There is a lot more room to shelve books and also for patrons to browse. It looks very nice and organized in this area now.
- The teen population continues to be a hard group to engage through programs. Alana Magrum has recently attended a teen think tank virtual event and is looking at putting some of these ideas to use. Ms. McGrath is also going to attend some virtual trainings and will team up with Ms. Magrum to brainstorm ideas.
- Overall, adult program participation saw an increase in the month of March. Everyone is trying as hard as they can given the situation. Laura Vollmer and Martha Love coordinate displays, mini challenges and craft bags. The virtual book discussion group has had very little attendance and will be put on hold.
- The adult department is also working on weeding and shifting both fiction and non-fiction to make room on shelves.
- Homebound numbers were also up for the month of March and Mary Breymaier's senior outreach continues as well.
- Marblehead Peninsula Branch Library has seen an increase in traffic in their library lately, some of which may have been because of Danbury's spring break. Special kits were created for children to have craft projects to do during this time. Both the Watcha Watchin and Trivia Night have decent attendance and will be continued.
- The Marblehead branch has also partnered with Ottawa County Family Advocacy Center to be a summer lunch pick up place for Marblehead and Danbury Township. Pick ups will be on the back patio and Erin Sandvick hopes to sneak in a story time or craft during those time slots as well.

Advocacy

None

Committee Reports:

Wage and Finance

None

Policy and Personnel

None

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Building and Grounds

The committee looked at three architectural and landscape companies. They picked Pod Design Co. as they have constructed StoryWalk® and they have experience designing spaces for people with disabilities. Lindsay Faust will contact them for our StoryWalk®.

Items for Discussion:

- **Health Insurance Renewal**

Ms. Faust presented the renewal rates for the health insurance plan which will take effect as of May 1. The rates are just below the cap of \$550 per person per month. There were other options presented which were more expensive and were less beneficial to the employees. Ms. Faust recommended renewing our current plan.

**Jim Widmer moved to renew the current health insurance plan at the new rates. Jane Held seconded. Motion carried by voice vote.**

- **Library Associate II: Youth Associate**

Ms. Faust presented a job description for a new hire to replace a retired staff member. This will be posted so that the search may begin.

**Kevin Kast moved to approve the new job description for Library Associate II: Youth Associate. Margy VanLerberghe seconded. Motion carried by voice vote.**

- **Library Associate II: Adult Associate**

Ms. Faust presented a job description for a new hire to replace a retired staff member. This will be posted so that the search may begin.

**Jane Held moved to approve the new job description for Library Associate II: Adult Associate. Kevin Kast seconded. Motion carried by voice vote.**

- **Staff Directory**

Ms. Laubner asked if the staff directory with pictures could be updated. Ms. Faust said that she will be able to do so once the new Youth and Adult Associates are on board.

**There being no further business to come before the Board the meeting adjourned at 6:35 pm on a motion by Maryanne Laubner and a second by Jim Widmer. 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