

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
September 10, 2020

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, September 10, 2020, at 6:02 pm via Zoom.

The following Trustees were present: Larry Hattan, Maryanne Laubner, Margie VanLerberghe, Jane Held, and Jim Widmer. Trustees Kevin Francis and Kevin Kast joined by 6:10. 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 August 13, 2020 regular meeting.

Margie VanLerberghe moved that the minutes of the August 2020 regular meeting be approved as submitted. Jim Widmer seconded the motion. Motion carried by voice vote.

Staff Recognition

- Jolene Lochotzki, 2 years
- Susan Dress, 6 years
- Laura Vollmer, 8 years
- Margaret Warren, 8 years

Review, Discussion, and Approval of Financial Report

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

Revenue: \$536,996.01
 Expenditures: \$ 71,990.85

Salaries	\$31,038.12
Employee Fringe Benefits	\$17,526.36
Supplies	\$ 824.78
Purchased/Contract Services	\$ 7,739.63
Library Materials	\$14,198.20
Capital Outlay	\$ 403.76
Other Objects	\$ 260.00
Contingency	\$0.00
	\$71,990.85

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

Jane Held moved to accept the financial report and approve expenditures. Margie VanLerberghe seconded. Motion carried by voice vote.

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Donations to Library

\$25 was received from the Port Clinton Women's Club in honor of a new baby, Kinglsey Marie Killian, born to one of their members. A correction was noted from last month's donations. The donation should be in the name of Linda Penry not Linda Perry as Ms. Beck had noted.

Director's Report

- Stasia retired effective September 1. A new custodian was hired, but he resigned following training with Stasia. I am working with Riverview Industries to determine if they can handle our cleaning needs, rather than trying to hire another custodian.
- The retention schedule approved at the August board meeting has been approved by the Ohio Historical Society and Auditor of State's Office. We are now free to destroy the backlog of documents. The Friends of the Library had voiced an interest in sponsoring a shredding event that would be open to the public following the destruction of the library's files. We will be working on finding a company that can come out to shred the documents on site.
- Janice Beck applied for the Coronavirus Relief Fund--"Libraries Grant" through the Office of Budget Management. As a result, the library has received \$25,000 for each building to use for COVID related expenses. The funds have been received and must be expended by December 31.
- Janice Beck worked with our copy vendor to renegotiate our leases on the copy machines and printers at all three locations. It is anticipated that we will save \$190 a month or more with the new leases. Thank you Sue Foster, Margaret, Jan and Karen for getting the copiers operational!
- Adjustments have once again been made to our quarantining of library materials. The latest results show that when most library materials are stacked, the virus can still be detected after 6+ days. As a result, we have expanded the number of tables used to quarantine items and will lay them out individually, rather than stacked.
- Martha has started preparation to lead a virtual book discussion next month.
- Mary is on her third month of continuing her outreach services in the community, through a contact-less approach with each site. In addition, homebound deliveries have slowly started back up as well. A few patrons received deliveries in the month of July and additional were served in August, for a total of 73 items delivered.
- Areas of the adult collection have been weeded, being led by Martha with assistance from Susan, Sue F., and Courtney. Large Print is completely done as well as areas of non-fiction, with more being worked on weekly.
- Courtney reported "Two patrons (a husband and wife) checked out different books and DVDs as well as a few items from the book sale rack. They shared with us that they were very pleased that we were open, even though it was on a limited basis. The library that they use where they live (somewhere around Columbus) is still closed and only providing contact-less pickup. Even with this service, they have not been able to get good materials like they are here. They complemented our customer service and the overall services they receive at Ida Rupp."
- Kristen has started to transition into her new role in the children's department. She is fully moved into her new office and has hit the ground running on different program planning,

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cataloging, and soon will be on her own with ordering. “Take and make” bags were assembled during the month of August (by Kristen mostly, with some help from Courtney) and put out for children to take on Monday, August 31st. The bags include 12 different items – make your own kits for a pirate hat, eye patch, and ship, as well as six various activity sheets, stickers, bookmarks, and talk like a pirate lingo sheet. These bags are for September and will be out all month long, they were put out a day early, and on that day 8 bags already went out. The theme for the bags in September is pirates due to it being “talk like a pirate” month and each month will have a different theme.

- Erin reports August brought the end of our summer season to Marblehead. We will be seeing less of our summer patrons and more of our local patrons. The contactless hold pick up has been a super addition to our limited services. Our vestibule tables are the new hotspot in town. Speaking of our vestibule, we have new door openers! Thank you so much to Jan and Lindsay for supporting my frustrations with our old doors and doing the arduous task of coordinating the update to our doors. Such a small project, but a very large impact here. Our local school is so pleased to have our resources as the back to school season is here. They are trying to limit sharing of materials and we can easily help with that. Each of the books loaned to the school have been wrapped with a special sleeve to make students and their parents aware of where the book belongs. The staff has been very busy with our cargo runs and maintaining the cleanliness of our library. Webinars are still very popular, too. We will roll out our new Make and Take bags this week and that is pretty exciting! With some funds from our eagle scout, we purchased a podium and board book shelf. These two items will suit our needs very well and we are excited to put them to use. Thank you for your continued support!
- The Words with Wine Book Club will move to Zoom in September.
- Sue Duff will be making a series of science experiment videos and kits. The kits will be made available at the library so patrons can do the experiment as instructed in Sue’s videos.

Advocacy

None

Committee Reports:

Wage and Finance

No report

Policy and Personnel

Larry Hattan asked the committee, Margie VanLerberghe and Jane Held, if there was progress on the new evaluation form. There was no progress report but both assured the Board that the form will be ready for the October meeting.

Building and Ground

No report

Items for Discussion:

- Coronavirus Relief Fund – Libraries Grant

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Ms. Beck applied for and received the CARES Act grant through the Ohio Office of Budget and Management (OBM). \$75,000 was deposited into the Library's primary checking account on Sept 8.

Ms. Faust has been soliciting quotations for no-contact hold lockers and received quotes from two organizations. D-Tech International had the best configuration and pricing. It is proposed that we install the following:

- At Ida Rupp Public Library in Port Clinton – 1 base unit containing 9 lockers plus 2 expansion units of 15 lockers each. This would provide 39 no-contact hold lockers in Port Clinton
- At Marblehead Peninsula Branch Library – 1 base unit containing 9 lockers plus 1 expansion unit of 15 lockers. This would provide 24 no-contact hold lockers in Marblehead.
- At Erie Islands Library - 1 base unit containing 9 lockers plus 1 expansion unit of 15 lockers. This would provide 24 no-contact hold lockers in Put-in-Bay.

At Ida Rupp Public Library, the unit would block one of the display shelves at the front of the building. Discussion ensued on location but returned to this front-of-the-building option for installation and security reasons. Unit needs to be bolted down so that teens or others cannot tip it over.

At Marblehead Peninsula Branch Library, it will be placed near the staff entrance with the back facing the lake. Since this area is not covered, fixed roofing will need to be added to protect patrons and staff when accessing the lockers.

At Erie Islands Library, Karen Wilhelm has already had a discussion with Steve Poe who is supporting this installation. He will take this to the Put-in-Bay School Board for approval to place the lockers on school property. This unit will also need fixed roofing.

The Board would like to have cameras on the lockers, Ms. Faust will look into the feasibility for all locations and work with Put-in-Bay School on whether that will be allowed at Erie Islands Library.

Total for the no-contact lockers, with software and installation, is \$73,305.00. Additional costs may be incurred for electric or other necessary items.

Margie VanLerberghe moved to approve an emergency purchase of the locker configurations totaling \$73,305.00 as proposed by Ms. Faust. Kevin Francis seconded the motion. Motion carried by voice vote.

- Increasing managers to 80% of hours

The management team, Lindsay Faust, Jan Beck, Courtney McGrath, Karen Wilhelm and Erin Sandvick are working more than the 60% of the hours they are allowed under Shared Work Ohio. Since their jobs cannot be completed within the allotted time, Ms. Faust would like to

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increase the management team to 80%. Once approved by the Board, Ms. Faust will submit the request to Ohio Department of Jobs and Family Services for their approval.

Jane Held moved to increase the management team hours to 80%. Margie VanLerberghe seconded. Motion carried by voice vote.

- Shifting current hours to include evenings

Ms. Faust is proposing to shift hours at each location to include some evening hours for those patrons who cannot get to the library during the day. The library would still be operating under COVID-19 procedures and there is no change in total hours.

Beginning October 1:

- Ida Rupp Public Library would be open 10 – 5 on Mon, Tues, Wed, and Fri and be open 1 – 8 on Thurs each week.
- Marblehead Peninsula Branch Library would be open 12 – 4 on Mon, Thurs, and Fri and be open 3 – 7 on Tues
- Erie Islands would be open 2 – 5 Mon, Wed, Fri and 3 – 6 on Tues and Thurs.

Jim Widmer moved that the hours be changed as proposed. Kevin Francis seconded. Motion carried by voice vote.

- Hours at MPBL upon return to full time

Erin Sandvick has suggested that the hours for Marblehead Peninsula Branch Library be changed once we go back to “normal” hours. There is no need to make a decision at this meeting, as we don’t know when that will occur. The proposal at this point would be to standardize daily hours and add Wednesday hours.

Mon, Wed, Fri – 11:00 – 5:00
Tues, Thurs – 1:00 – 7:00
Sat – 10:00 – 2:00

Maryanne Laubner indicated that patrons in Marblehead would enjoy this. Kevin Frances noted that we can see if this fits the new normal when the time arrives.

There being no further business to come before the Board, the meeting adjourned at 6:45 pm on a motion by Jim Widmer and a second by Kevin Francis. Motion carried by voice vote.

Dr. Margy VanLerberghe, Secretary

Larry Hattan, President

Janice Beck, Fiscal Officer