

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
January 11, 2024

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was called to order on Thursday, January 11, 2024 at 6:15 pm at the Ida Rupp Public Library. The following Trustees were present: Margy VanLerberghe, Jim Widmer, Kevin Kast, Lynne Kroeger, Kevin Francis and Laura de Roziere. Also present were Lindsay Faust, Director, Courtney McGrath, Assistant Director and Tim McKenna, Fiscal Officer.

Margy VanLerberghe opened the meeting with the Trustees reading the Mission Statement of the Ida Rupp Public Library: "The Ida Rupp Public Library facilitates free access to materials and services to support the diverse educational, informational, and entertainment needs of our community".

Public Comments

There were no public comments.

Approval of Minutes

Laura de Roziere moved to approve the minutes of the December 14, 2023 meeting with corrections. Second by Jim Widmer. Motion carries by voice vote.

Staff Recognition

Staff Anniversaries: Karen Wilhelm, thirteen years and Martha Love four years.

Review, Discussion and Approval of the Financial Report

The Financial Report for December 2023 was presented and reviewed by Tim McKenna.

Revenue:	\$ 94,920.31
Expense:	\$187,700.88
Salaries:	\$ 85,374.38
Fringe Benefits:	\$ 17,164.76
Supplies:	\$ 1,308.24
Purchased and Contracted Services:	\$ 14,084.81
Library Materials:	\$ 19,868.51
Capital Outlay:	\$ 48,782.23
Other:	\$ 1,120.00

There was also a breakdown of the financials for each Branch location and a review of the December Bank Reconciliation statement. Kevin Kast moved to accept the December financial report. Second by Lynne Kroeger. Motion carries by voice vote.

Donations to Library

Kroeger Family Charitable Trust donated \$2,000 in honor of Lynne Kroeger to be used to purchase a StoryWalk® Bench.

The Reeves Foundation donated \$50.00 in memory of Patricia JoAnne Wagner.
The John L. Young Family donated \$100.00 in honor of Susan and James Kalinoski.

Total donations for 2023 were: \$177,369.75

Directors Report – Lindsay Faust

- Meeting Room reservations at Ida Rupp are paused beginning March 1, 2024 due to the impending start of the renovation.
The StoryWalk® signs have been installed and the first story is out. Benches are ordered and will be installed when received. Funds from the Park District were received for the StoryWalk® at Ida Rupp.

From Courtney McGrath

- December saw a decrease in program attendance across all ages and departments. There were a few programs that had good participation and positive comments. The lull gave time to reflect on 2023 and look forward to 2024.
- There was programming meeting with IRPL staff to discuss plans for programs during the renovation including the Summer Reading program.

From Laura Vollmer

- At the end of the year promotion of the Reading Challenge 2024 was started. This will be promoted on social media platforms.
- 2024 will be using the library blog to promote the collections of things and databases. The first post will be at the end of January to promote the library puzzle exchange.

From Martha Love – Adult Services

- A binder of 30 readers' advisory sheets for different genres/categories/formats was completed and shared with staff. Staff can use these aids to suggest titles or authors or show differences in types of mysteries and science fiction writing.
- Port Clinton Senior Center was a smaller group in December, with only six attendees.
- Titles were provided for the Harbor's Edge and the Literary and Social Club in December.

From Alana Sutherland

- First program in December was a special one-time screening of the documentary "Join or Die", which is based on the research originally published in the book "Bowling Alone" by Port Clinton High School graduate, Dr. Robert D. Putnam.
- Lake Erie Winds Holiday Concert was held on December 13 and had sixteen attendees.

From Corvid Griggs – Youth Services

- December was a slow month for programming.
- Dungeons & Dragons Jr. keeps growing. It is well attended and all seem to be having fun.

From Megan Osborne

- There were only two attendees at the first of three Monday STEM Explorers programs.

- The two programs during the holiday break were well attended and successful. The Paper STEAM program had 25 attendees. The second Imagination Hour went well with seventeen in attendance.

From Sharlene Anderson

- There were two teen programs in December, Teen Reindeer Games and Postcard Paintings. Teen Reindeer Games had six attendees. Unfortunately, the Postcard Paintings didn't have any attendees. Plans are to do this program again in 2024.

Dave Kimmel – Marblehead Peninsula Branch

- The Tech Help sessions continue to be well received.
- December 5 and 19 the Writing Group met with three participants at both sessions.
- December 12, Margaret Warren held a Mason Band Christmas Wreath program with ten adults participating.

Karen Wilhelm – Erie Islands

- December's most popular event was the Gingerbread House Contest held from December 4 – 15. This was held in conjunction with the Lake Erie Islands Nature and Wildlife Center and the Put-in-Bay Recreation Committee.
- Marcia Ashley did her first Library event on December 12. Three patrons attended the "Book Folding Christmas Tree" event.

Lindsay Faust reviewed the Staff Training/Professional Development sessions during December as well as statistics of library usage and resources, upcoming programs and coverage of the library that made it in the news.

Committee Reports

The Building and Grounds Committee met at 5:00 pm on January 11, 2024. In attendance were: Jim Widmer, Kevin Kast, Margy VanLerberghe, Lindsay Faust, Courtney McGrath and Tim McKenna.

- Review of the renovation budget. It is approximately \$40,000 over planned.
- Review of construction drawings.
- Updated Schedule, furniture, book removal and storage.
- Construction Bid Process: Bid announced January 27 with bid opening on February 27, 2024
- Discussion of the Matthews Display Cabinet.
- StoryWalk® update

Items for Discussion

- A. Renovation Update – Lindsay Faust
- B. MagBox Purchase – Lindsay presented a quote from Demco for the purchase of magbox acrylic displays in the amount of \$5,684.27. Jim Widmer moved to approve the purchase. Second by Kevin Francis. Motion carries by voice vote.
- C. Resolution 2024-003: Resolution to direct the Fiscal Officer to open sealed bids immediately after the time for filing has expired. Motion to approve by Laura de Roziere. Second by Kevin Francis. Motion carries unanimously by Roll Call vote.

D. Branch hours on December 31, 2024: 10:00 am – 2:00 pm

E. Eclipse discussion. Deferred to February Trustee meeting

Adjournment

Motion to adjourn by Kevin Kast at 7:20 pm: Second by Kevin Francis. Carries by voice vote.

President

Secretary

Fiscal Officer