IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES  
Meeting Minutes  
August 9, 2018

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, August 9, 2018, at 6:07 pm in the Board Room of the Library.

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

Public Comments/Correspondence

None

Approval of the Minutes

Minutes from the July 12, 2018 regular meeting were presented.

Margy VanLerberghe moved that the minutes of the July 12, 2018 meeting be approved as submitted. Maryanne Laubner seconded the motion. Motion carried by voice vote.

Staff Recognition

- Staff employees with anniversaries this month:
  - Jennifer Buch, 11 years
  - Teresa Leugers, 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>$ 71,899.16</td>
</tr>
<tr>
<td>Expenditures:</td>
<td>$ 124,449.24</td>
</tr>
<tr>
<td>Salaries</td>
<td>44,239.45</td>
</tr>
<tr>
<td>Employee Fringe Benefits</td>
<td>8,659.49</td>
</tr>
<tr>
<td>Supplies</td>
<td>1,436.32</td>
</tr>
<tr>
<td>Purchased/Contract Services</td>
<td>18,296.73</td>
</tr>
<tr>
<td>Library Materials</td>
<td>31,223.77</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>19,016.25</td>
</tr>
<tr>
<td>Other Objects</td>
<td>1,577.23</td>
</tr>
<tr>
<td>Contingency</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Jane Held moved to accept the financial report and approve expenditures. Kevin Francis seconded. Motion carried by voice vote.
Donations

List of donations accepted by the Library received by the Board. Many donations were received in support of the EIL StoryWalk project.

Director's Report
Mrs. Wenzinger highlighted several items from her written report:
- The Monak family has made a statue available for purchase to the Friends of the Marblehead Peninsula Branch Library. The Friends would purchase the statue, the base, and plaque needed to place the statue within the landscaping of the Marblehead Peninsula Branch Library
Margy VanLerberghe moved to accept the donation of the Monak statue, base and plaque from the Friends of the Marblehead Peninsula Branch Library. Maryanne Laubner seconded. Motion carried by voice vote.
  - Toby Novel has submitted her letter of resignation. She is not able to be available on short notice as the substitute librarian. Mrs. Lemmon will be contacting some services to see if they would be interested in being on call when the library needed service.
  - The library relies heavily on local contractors for handyman/repair services. Mrs. Wenzinger has asked the fiscal officer to provide yearly totals for these services and investigate the possibility of contracting one company on retainer.
  - Libraries are working with the Ohio Department of Job and Family Services on the statewide Workforce Initiative. The local office has contacted the library regarding a Memorandum of Understanding to provide services and OPLIN has partnered with OLC and LinkedIn to provide access to Lynda.com to all Ohio public libraries. In anticipation of these changes and other public services needs that will involve the Tech Lab, Mary Breymaier will be moving her work area to one of the study rooms. Sue Foster and Lauren Lemmon are working on adding the necessary components to this new area to make it an appropriate work environment for Mrs. Breymaier.

Advocacy
Mrs. Wenzinger shared an article about the partnership with LinkedIn, OLC, and OPLIN to provide statewide access to Lynda.com.

Committee Reports:

Wage and Finance

No Report

Policy and Personnel
Margy VanLerberghe related the committee's meeting from earlier in the evening regarding several proposed revisions to the Public Services and Personnel Policies. Policy PS 7.3 Unattended Minors was reviewed and similar policies from other libraries were reviewed in comparison. The current language and proposed new language were discussed.

Margy VanLerberghe moved to amend PS 7.3 Unattended Minors from “Children under age 8, especially, should be closely supervised by a parent or responsible caregiver” to “Children under age
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8, must be closely supervised by a parent or responsible caregiver. During programs, caregivers must remain in the library, unless otherwise stated”. Kevin Francis seconded. Motion carried by voice vote.

Mrs. Wenzinger has gathered all the current job descriptions from various files from the fiscal officer and previous directors but found that many had not been formally approved by the Board.

Margy VanLerberghe moved that the job description files be approved as presented. Maryanne Laubner seconded. Motion carried by voice vote.

Ariel Gresh had submitted a request to add to the Public Services Policy language to allow patrons to request obituaries through the Ohio Obituary Index. She has been working with the Hayes Presidential Center on this project to have the newspaper microfilms indexed in this database. Her proposed language was presented:

**PS 9.14 Ohio Obituary Index**

The library will print and mail obituaries via requests from the Ohio Obituary Index, [https://www.rbhayes.org/main/ohio-obituary-index/](https://www.rbhayes.org/main/ohio-obituary-index/), for a charge of $1.00 per obituary. Researchers may also visit the library in person to search the library’s microfilms.

Maryanne Laubner moved to adopt PS 9.14 Ohio Obituary Index as presented with a clause that obituaries sent by email would be at no charge.

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Kevin Francis seconded. Motion carried by voice vote.

The committee also discussed concerns of conflict of interest if a staff member would be a voting member of the Friends of Ida Rupp Public Library or Friends of Marblehead Peninsula Branch Library boards. The committee will work on language to for a possible revision to the Personnel Policy.

**Building and Grounds**

No Report

**Audit**

No Report
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Items for Discussion:

- Mr. Widmer reviewed the employment offer made to Lindsay Faust for the position of Library Director.  
  James Widmer moved that the Board hire Lindsay Faust as Director at the annual salary of $67,000.00. Margy VanLerberghe seconded. Motion carried by voice vote.

- Upcoming OLC and Other Library Events
  - August 16 – New Director’s first day
  - September 13 – Board meeting at Erie Islands Library; members should plan on meeting Karen Wilhelm at the Jet Express Dock by 3:10 pm to take a tour of the StoryWalk followed by the regular meeting at EIL. Mrs. Lemmon will arrange Jet Express tickets for pickup that day.
  - October 3-5 – OLC Convention & Expo

- Levy Update – Mr. Widmer shared an informational flyer that the levy committee has proposed for mailing.

- Resolutions recognizing Ohio Library Council Certifications for Alana Magrum, Mary Breymaier, Courtney McGrath, Haley Prusik, Margaret Warren, and Karen Wilhelm were presented. Jane Held moved that the library adopt Resolutions 2018-006 through 2018-011 to recognize and commend these employees for their accomplishment. Kevin Francis seconded. Resolutions adopted through Roll Call vote [Ayes – Widmer, VanLerberghe, Francis, Held, and Laubner]

There being no further business to come before the Board the meeting adjourned at 7:03 pm on a motion by Maryanne Laubner and a second by Jane Held. Motion carried by voice vote.

[Signatures]

Dr. Margy VanLerberghe, Secretary  
James G. Widmer, President  
Lauren S. Lemmon, Fiscal Officer