

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
June 11, 2020

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, June 11, 2020, at 6:06 pm via Zoom.

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

Public Comments/Correspondence

None

Approval of the Minutes

Minutes from the May 14, 2020 regular meeting were presented.

Jane Held moved that the minutes of the May 2020 regular meeting be approved as submitted. Kevin Francis seconded the motion. Motion carried by voice vote.

Staff Recognition

- April:
 - Haley Prusik, 9 years
- May:
 - Sue Duff, 4 years
 - Jamie Seabrecht, 3 years
- June:
 - Gay Pippert, 5 years
 - Erin Sandvick, 3 years

Review, Discussion, and Approval of Financial Report

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

Revenue: \$56,347.83
 Expenditures: \$93,047.34

Salaries	\$51,811.78
Employee Fringe Benefits	\$12,529.88
Supplies	\$ 299.34
Purchased/Contract Services	\$ 6,583.35
Library Materials	\$19,072.99
Capital Outlay	\$ 0.00
Other Objects	\$ 2,750.00
Contingency	\$0.00
	\$93,047.34

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

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

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
June 11, 2020

Donations to Library

There were no donations to the library in May 2020

Director's Report

- Phase I of the reopening plans started on May 18 with No Contact Hold pickup. Lindsay expressed her thanks to Courtney McGrath and Jan Beck for their efforts while Lindsay was sick at the beginning of Phase I. Grab bags were introduced in May as well where patrons can request a grab bag based on genre and other criteria. Then staff members pull several books that they think the patron will enjoy. About 40 grab bags have been requested and both patrons and staff are enjoying this process. Mr. Widmer stated that he has heard positive comments in the community about the grab bags.
- Statewide delivery has not yet resumed. 85% of participating libraries need to be able to receive deliveries, as of June 5, 72% of libraries were ready. This means that we are unable to obtain materials from other SEO libraries and we are left with hundreds of returned items that belong to other libraries which we are storing until the service is up and running. It is believed it will take some time to clear the backlog.
- The Summer Reading Program has been shifted to online programming, or activities that can be completed in the community. The reading challenge will work much like last year with participants filling out an entry form for every book they read/listen to or movie they watch, they will complete a form online. A weekly fairy door hunt will take place in all three communities, Port Clinton, Marblehead, and Put-in-Bay. There are other weekly challenges and activities that we hope will keep our patrons engaged through the summer.
- Staff in Youth Services has been busy preparing story time and puppet shows for posting to Facebook for summer reading.
- Erin has done an awesome job with developing Zoom programs for her patrons. Books and Brews was well attended and lively. The group enjoyed their virtual meeting so much they are even getting together in July, which they normally skip because Jamestown Tavern is busy. Two sessions of a virtual Yoga program were also offered.

Advocacy

None

Committee Reports:

Wage and Finance

No report

Policy and Personnel

No report

Building and Ground

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
June 11, 2020

No report

Items for Discussion:

- Phase II Opening Plans

Ms. Faust presented the Board with the plans for the next step in reopening the library. We will move from Phase I (no-contact holds only) to Phase II on Monday June 15th. In this phase patrons will be reopened with strict social distancing procedures in place. Hours at IRPL will be Monday – Friday 10 am to 5 pm, MPBL Mon, Tues, Thurs, Fri 12 to 4 pm, and EIL Monday – Friday 2 to 5 pm. There will be patron limits at each location relevant to their size. Public computers will be staggered to allow social distancing and usage limited to 30 minutes a day. Computers will be sanitized between uses. Furniture has been relocated to discourage patrons from lingering in the library. Unattended minor will not be permitted. Barriers have been erected at service desks to provide some protection to service desk staff. Staff will continue to work in teams on alternating days so the entire staff is not exposed if one person is ill.

- Executive Session, discussion to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee.

Jane Held motioned to move to Executive session at 6:27 pm, Kevin Kast seconded. A roll call vote was made:

Widmer - Aye
Kast - Aye
Francis - Aye
Held - Aye
Laubner - Aye

Motion carried.

Returned from Executive Session at 6:35 pm

There being no further business to come before the Board the meeting adjourned at 6:35 pm on a motion by Jane Held and a second by Kevin Francis. Motion carried by voice vote.

Dr. Margy VanLerberghe, Secretary

Larry Hattan, President

Janice Beck, Fiscal Officer