

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
October 10, 2019

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, October 10, 2019, at 6:00 pm in the Board Room of the Ida Rupp Public Library.

The following Trustees were present:

James Widmer, Larry Hattan, Margy VanLerberghe, Kevin Kast, and Maryanne Laubner. Also present were Lindsay Faust, Director; and Janice Beck, Fiscal Officer/Marketing Manager.

Public Comments/Correspondence

None

Approval of the Minutes

Minutes from the September 12, 2019 regular meeting were presented.

Maryanne Laubner moved that the minutes of the September 2019 meeting be approved as submitted. Kevin Kast seconded the motion. Motion carried by voice vote.

Staff Recognition

- Staff employees with anniversaries this month
 - Jan Beck, 1 year

Review, Discussion, and Approval of Financial Report

The Financial Report for September, 2019 was distributed, reviewed and discussed as follows:

Revenue: \$ 74,466.58

Expenditures: \$ 97,263.55

Salaries	\$52,832.95
Employee Fringe Benefits	\$10,256.20
Supplies	\$688.54
Purchased/Contract Services	\$14,331.51
Library Materials	\$18,929.38
Capital Outlay	\$96.98
Other Objects	\$127.99
Contingency	\$0.00
	\$97,263.55

Larry Hattan moved to accept the financial report and approve expenditures. Margy VanLerberghe seconded. Motion carried by voice vote.

Jane Held arrived 6:07 pm.

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes

October 10, 2019

Donations to Library

A \$150 donation for StoryWalk was received from Freshwater Sensations. The Port Clinton Kiwanis reimbursed the Library for books that they will donate back to us in the future.

Director's Report

Ms. Faust highlighted several items from her written report (Kevin Francis arrived during Ms. Faust's report at 6:13):

- The State Library of Ohio has provided a template for Ida Rupp Public Library to use in the Space Use Study. Hourly observations started on October 7th and will conclude on October 20th. All data will be sent to the State Library of Ohio for analysis and a report returned to the library.
- New phones were installed at Ida Rupp Public Library. After a brief learning curve, employees seem to have mastered the system.
- The applications for open positions will be received through October 11th. Interviews will be held after Ms. Faust returns from her vacation which is the 15th through the 24th.
- Kristen Stewart's program with Outback Ray had phenomenal response. Official count was 147 attendees.
- Laura Vollmer presented the Manhattan Short film series over several showings at Ida Rupp Public Library.
- Alana Magrum's teen programs are going well. Ms. Magrum scheduled a second henna art event after the success of the first. Also, she relayed that a teen told her he appreciates the programs as they are "a great way to pass the time" between school and practice.
- Terri Winke participated in the Bataan Tailgate Night and read a story to students who attended.
- All three locations had a Halloween Costume Exchange. Erie Islands was the first to come up with the idea and Marblehead and Ida Rupp Public Library followed. There was some participation but not much. The idea may be modified for next year, such as moving it closer to Halloween.
- Sue Foster is the Interim Branch Manager at Marblehead Peninsula Branch Library and working at Ida Rupp Public Library the remainder of the week.
- The last walking tour in Marblehead was held in September. They remain popular and will likely be brought back next spring.
- Marblehead Peninsula Branch Library started a new program, In Stitches, similar to Ida Rupp Public Library's Yarn & Needles. Participants can bring projects to work on while sharing fellowship.
- Nolan Johnson will be having a dedication ceremony on either the 19th or 26th of October for the newly installed flagpole at the branch.
- Erie Island Library's September Story Time was a huge success. 19 children and 6 adults attended.

Advocacy

This month's article was a case study of Everson Library in Everson, Washington. The library collected input from the community to identify new uses of their existing space. While there wasn't a clear mandate from their patrons as to what to do, it was apparent that it should have something to do with the community's pride in its history and heritage. When plans were finalized, they were broadcast to the community through Facebook, in-library signage and informational flyers. A key take away for Ida Rupp

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes

October 10, 2019

Public Library is that they library took stock of what they had, what patrons were looking for, and created a plan which was flexible, more efficient, and stocked with mobile furnishings.

This is similar to what Ms. Faust is looking to do by completing the Space Use Study with the State Library of Ohio. Even without the study, Ms. Faust already has identified that the Tech Lab needs to be a flexible space as it is severely underutilized.

Committee Reports:

Wage and Finance

Met at 12:30 and covered a lot of ground.

- The third quarter financials were reviewed and are in good shape.
 - Revenue is higher primarily because of better than expected income from the Public Library Fund, increased interest receipts because of the transfer of monies to StarPlus, as well as the local levy. The local levy is not because of the 2018 replacement levy as those monies will not be seen until 2020.
 - Cost savings through better processes and procedures implemented by Ms. Faust and Ms. Beck are being realized.
- The 10-year forecast is looking better with improved forecasts for income from both the PLF and the replacement levy. Formulas were also fixed which had a positive impact.
- Wage comparisons to other local employers were reviewed. At the entry level, the wages at Ida Rupp Public Library are competitive. When adding in the 14% OPERS contribution, vacation and sick time, as well as working conditions, it makes IRPL an attractive employer. However, at the degreed librarian level, IRPL is behind other libraries in Ohio.

Policy and Personnel

No report

Audit

No report

Building and Grounds

No report

Items for Discussion:

- Courtney McGrath has applied to Valdosta University to pursue her MLIS degree. She has submitted a request for tuition reimbursement for 2020 in the amount of \$6,153. The university is ALA accredited and is an online-only program.

Jane Held moved to approve Ms. McGrath's request for tuition reimbursement as outlined in the Personnel Policy. Kevin Francis seconded. Motion carried by voice vote.

- Erie Islands Library submitted a quote to replace the countertop in the library totaling \$4,250. At the August Board meeting held at Erie Islands, this was the item Karen Wilhelm identified as needing attention as the existing counter is deteriorating. Ms. Faust has a

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
October 10, 2019

pending question with the Friends of the Ida Rupp Public Library for them to fund \$3,250 of the total cost. The library would pay the remaining \$1,000. If the Friends refuse the request, the library will be responsible for the total \$4,250. Monies would need to be moved to accommodate this. Resolution 2019-007 has two components – 1) approval of the countertop expenditure, and 2) the moving of funds. If the Friends accept the request, this second portion will not be necessary.

Larry Hattan moved to approve Resolution 2019-007 to replace the countertop and move funding if necessary. Margy VanLerberghe seconded. Roll Call vote:

Jim Widmer – yes
Maryanne Laubner – yes
Kevin Francis – yes

Larry Hattan – yes
Jane Held – yes
Kevin Kast – yes

- Executive session

A motion was made by Margy VanLerberghe to move to executive session. Kevin Francis seconded.

Roll Call vote:

Jim Widmer – yes
Maryanne Laubner – yes
Kevin Francis – yes

Larry Hattan – yes
Jane Held – yes
Kevin Kast – yes

Time into Executive session: 6:29
Time leave Executive session: 7:14

- **Kevin Francis moved to adopt the Salary Scale for 2020 as presented. Larry Hattan seconded. Motion carried by voice vote.**
- **Larry Hattan moved to approve 3% raises across the board for 2020. Maryanne Laubner seconded. Motion carried by voice vote.**

There being no further business to come before the Board the meeting adjourned at 7:16 pm on a motion by Jane Held and a second by Maryanne Laubner. Motion carried by voice vote.

Dr. Margy VanLerberghe, Secretary

James G. Widmer, President

Janice Beck, Fiscal Officer