IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
February 9, 2017

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, February 9, 2017, at 6:00 pm in the Board Room of the Library.

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

Public Comments/Correspondence

None

Minutes from the January 12, 2017 Organizational meeting and January 12, 2017 Regular meeting were presented.

Barbara Wenzinger moved that the minutes of the both meetings be approved as submitted. Margy VanLerberghe seconded the motion. Motion carried by voice vote.

Staff Recognition

- Staff employees with anniversaries this month
  - Sue Andrews, 12 years
  - Courtney McGrath, 1 year

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

Revenue: $ 99,779.39
Expenditures: $ 107,001.37

Salaries	48,094.07
Employee Fringe Benefits	10,378.59
Supplies	2,691.94
Purchased/Contract Services	13,530.89
Library Materials	26,911.50
Capital Outlay	2,249.38
Other Objects	3,145.00
Contingency	0.00

Mrs. Lemmon informed the Board that the first property tax bill for the Marblehead property had been received. It was higher than anticipated. She will discuss needed appropriations revisions with the Wage & Finance Committee when they meet in April.

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

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Donations

List of donations accepted by the Library received by the Board which includes a $40,000.00 donation from the Marblehead Peninsula Library Committee (MPLC) towards the renovations of the Marblehead Peninsula Branch Library (MPBL).

Director's Report

Mr. Hagen reviewed several items that are ongoing at the library:

- Marblehead Peninsula Branch Library (MPBL) updates – renovations are going smoothly and progressing as scheduled. Larry Hattan commented that there are pending change orders to accommodate the necessary sewer tie-in.
- Capira – Amber Cupp, Sue Foster and Mr. Hagen have been working with developers on a new mobile app for the library; expect updates in March.
- Ariel Gresh – Ms. Gresh has returned from college and will be working at IRPL Thurs/Fri and weekends through August when she plans to return to I-School at Syracuse University to work towards her MLIS. In addition to working the circulation desk, she is sorting through old photos/files recently donated by the Port Clinton News Herald. Those with local history interest will be digitized and then the library will offer these files to other local resources including the Ottawa County Museum.
- Ohio Obituary Index – The library has recently become a member at Hayes Presidential Library. Mr. Hagen has met with their librarian, Beck Hill, to begin the process of indexing our Port Clinton News Herald obituaries in this online resource. Volunteers will be used for the bulk of this project.
- Winter Reading Program – Margaret Warren organized this program again this winter. Over 400 packets have been issued to date and the first drawings have been held. Additional drawings will be held in March and April.
- AARP TaxAides – This service will offered again at ITPL although it has been delayed this year due to tax software issues. The first appointments will be on 2/10/17.
- Staff Training Day – plans are being finalized for an all-day training event for staff on Friday, February 24, 2017. The management team has arranged for 4 speakers; Detectives Carpenter, Timmons, & Chief Hickman, P.C. Police Department, Kathy Munger, NorWeld, Amanda Fensch, Penguin Publishing, and the Red Cross. The library will remain open with staff alternating between training and the circulation desk.
- Part-time position – Mrs. McGrath has posted for a part-time substitute position at IRPL. This position will be primarily on an as needed basis and scheduled in the weekend rotation. It is hoped that the position will be filled by the end of March.

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Committee Reports:

Wage and Finance

No Report

Policy and Personnel

No Report

Building and Grounds

Maryanne Laubner reports that the committee met prior to this evening's regular meeting to discuss items needing repair at IRPL:

- The 3rd Street Hallway restoration will take place the week of February 13th; plans have been made to allow access to the restrooms during the time that the hallway will be closed to the public. Entrance accommodations through the meeting rooms will be made as well. Cleaner & Dryer will complete the restoration work.
- Locust Trees at Madison Street are not as robust as other trees on the street; Mrs. Lemmon will look into having an arborist or the City Tree Commission look at them this spring.
- IRPL parking lot needs to be repaired; this will be a late summer or fall project.
- Roof Parapet appears to need some repair. Masonry Construction will be consulted.
- Edwards Pest Control will be contacted in the spring for annual treatment.
- Plans are being made to possibly move the public copier to the circulation desk and use it for all printing, copies and faxing rather than the three machines currently used.
- Pending budget status, upgrading the hand dryers in the restrooms will be readdressed in the fall.
- Furniture fixtures that are used for the public computers are looking worn. Refinishing them will be explored.
- Property line issue with Oberle property still pending.

Audit

No Report

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Items for Discussion:

- MPBL Updates – Mr. Hagen reports that Spieker Company holds a construction meeting every 2 weeks to keep us informed. Progress is steady but there are a few pending change orders for the sewer tie-in, parking lot (removal of unused building pad and leveling), and security gates/moveable wall which were requested by the MPLC as part of their donation towards the renovations. Electrical, plumbing, and conduits have been roughed in, insulation is being added. After inspection, drywall will be installed. New windows and doors are also framed in.
- Marblehead Peninsula Library Committee resolution – Mr. Widmer would like to present the committee with a formal acknowledgement/thank you of their support via the donation. Expect more on this at the March meeting.
- Erie Island Library Operating Hours – Karen Wilhelm confirmed the expansion of EIL operating hours. Expanded winter hours began last fall and the new summer hours will soon go into effect.
- Ohio Library Council Events – Trustees should let Mr. Hagen Know if they would like to be registered for any of these events.
    - Saturday, March 25 – Trustee Workshop
    - Wednesday, March 29 – Legislative Day
    - Thursday, May 11 – Trustee Dinner, Bowling Green – coincides with a Board meeting tentatively to be held at MPBL.
- Advocacy article – Mr. Hagen discussed this month's selection, *Losing a library: a community that gives up on its library gives up on itself,* an editorial by Rebecca T. Miller.

There being no further business to come before the Board the meeting adjourned at 6:50 pm on a motion by Maryanne Laubner and a second by Margy VanLerberghe. Motion carried by voice vote.

Dr. Margy VanLerberghe, Secretary

James G. Widmer, President

Lauren S. Lemmon, Fiscal Officer