

**IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes**  
**November 14, 2019**

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, November 14, 2019, at 6:00 pm in the Board Room of the Ida Rupp Public Library.

The following Trustees were present:

Larry Hattan, Margy VanLerberghe, Kevin Kast, Marianne 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 October 10, 2019 regular meeting were presented.

**Margy VanLerberghe moved that the minutes of the October 2019 meeting be approved as submitted. Kevin Kast seconded the motion. Motion carried by voice vote.**

Staff Recognition

- Staff employees with anniversaries this month
  - Kristen Stewart, 3 years

Review, Discussion, and Approval of Financial Report

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

Revenue:       \$ 72,176.58  
 Expenditures: \$102,686.97

Salaries	\$51,604.90
Employee Fringe Benefits	\$11,015.55
Supplies	\$2,166.19
Purchased/Contract Services	\$12,852.61
Library Materials	\$22,175.67
Capital Outlay	\$2,152.25
Other Objects	\$719.80
Contingency	\$0.00
	\$102,686.97

**Kevin Kast moved to accept the financial report and approve expenditures. Margy VanLerberghe seconded. Motion carried by voice vote.**

Donations to Library

\$10 received from Elinor Zekany in memory of Helen Frye and \$40 received from anonymous visitor for the StoryWalk.

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Director's Report

- An observation study was completed between October 7 and October 20. Each hour a staff person made a mark on a floor plan that corresponds with where each patron was at that time. The floor plans have been sent off to the State Library of Ohio to be compiled into a report that will give us an idea of what spaces are most and least utilized in the building.
- The Port Clinton Board of Education approved Jim Widmer's appointment to a seven-year term beginning in January 2020 and expiring on December 31, 2027.
- Jan Beck has been working to revise our e-mail newsletters. Rather than one very lengthy email she has broken it down into several subscriptions that highlight different aspects of the library from programming to book and movie recommendations. She has also been working with our local newspapers and media outlets to issue weekly press releases that include library happenings for the week. BAS Broadcasting recently picked up Jan's press releases and have begun including them in their on air announcements
- We will be working with the Friends of the Library on our "giving tree" project this year. Rather than collect hats, gloves and scarves we will be collecting donations to "purchase" a book for a WSOS student.
- Throughout the month of October there were several Harry Potter themed programs. We had 93 patrons take the "Sorting Quiz" and put their name on the wall to represent their Hogwarts house. At trivia night there were several new faces we hadn't seen in the library before and 46 patrons of varying ages attempted our escape room. The overall feedback throughout the month was very positive with several requests for a repeat of the programming for next year.
- Alana Magrum has arranged for teen yoga sessions. The first session was very positively received by the teens in attendance. The teens expressed their gratitude for the new program and requested that Mrs. Magrum continue to hold sessions weekly.
- Erin Sandvick has been named Marblehead Peninsula Branch Manager. Erin has already stepped into the role. Sue Foster will continue to assist at Marblehead until a new clerk can be hired.
- Boy Scout Nolan Johnson has completed his Eagle Scout Project by constructing a flag pole at the branch. A dedication ceremony was held on October 19.
- HalloReads was held at the StoryWalk® on October 28. Attendees were able to pick out a book to take home. Fifty-seven individuals attended.
- Put-in-Bay School is in the process of installing cameras throughout the school to include the library

Advocacy

The article this month was *When it Comes to "Volunteer" Workers, No Good Deed Goes Unpunished*. Employers must carefully examine all the relevant circumstances (which will differ based on whether the employer is a for-profit or nonprofit entity) in considering a volunteer.

Nonprofit entities have an exception to the wage law where an individual undertakes the activity for his or her own "personal, civic, charitable, humanitarian, religious, or public service reasons." Such "ordinary volunteerism" is not compensable however there are other factors to consider:

- A. Nature of the entity receiving the services – is the volunteer directly involved in commerce?
- B. Nature of compensation of any sort such as money, room and board, perks etc.

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- C. Are others being paid as employees for the same type of work? If so, it is likely the Department of Labor will consider the volunteer to be an employee who is entitled to minimum wage.
- D. How much control does the company exert over the volunteers? If a volunteer is part-time and chooses their hours freely is a true volunteer.

Committee Reports:

Wage and Finance

No report

Policy and Personnel

No report

Audit

No report

Building and Grounds

- Reviewed the Space Use Study floor plan materials – as discussed in Director’s Report
- A quote has been requested concerning the replacement of flooring in the employee lounge and staff restroom. This was approved by the Board earlier in the year and is just now being started.
- A template has been made for replacing the countertop at Erie Islands Library. It is being fabricated and contractor is working to get this installed while ferries are still running.

Nominating Committee

- After contacting all Board members as to their interest in being Board President, Larry Hattan has volunteered to lead the Board for 2020.
  - President – Larry Hattan
  - Vice President – Jim Widmer
  - Secretary – Margy VanLerberghe
- Committee assignments for 2020 are:
  - Audit – Kevin Kast, Jim Widmer
  - Building and Grounds – Kevin Kast, Maryanne Laubner
  - Policy and Personnel – Jane Held, Margy VanLerberghe
  - Wage & Finance – Kevin Francis, Jim Widmer

Items for Discussion:

- December Dinner Reminder
- 2020 Temporary Budget Appropriations Resolution

**Margy VanLerberghe moved to approve Resolution 2019-008 as presented to establish the Temporary Appropriations Budget for the first quarter of 2020. Maryanne Laubner seconded.**  
**Roll Call vote:**

**Larry Hattan – Yes**  
**Kevin Kast – Yes**

**Maryanne Laubner – Yes**  
**Margy VanLerberghe – Yes**

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- Loeffler donation – The monies donated in memory of Joan Loeffler have not yet been spent as Ms. Faust is waiting for the Space Use Study to be completed. It is suggested that the money be placed in the library fund at Ottawa County Community Foundation. Larry Hattan recommended that Ms. Faust check with the family to see if that is acceptable to them.
- 2020 Calendar – Ms. Faust presented the 2020 library calendar including holidays and board meetings.

**Kevin Kast moved to approve the calendar as presented for 2020. Maryanne Laubner seconded. Motion carried by voice vote.**

**There being no further business to come before the Board the meeting adjourned at 7:15 pm on a motion by Kevin Kast and a second by Margie VanLerberghe. Motion carried by voice vote.**

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Dr. Margy VanLerberghe, Secretary

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James G. Widmer, President

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Janice Beck, Fiscal Officer