

IDA RUPP PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting Minutes
September 12, 2019

The regular meeting of the Board of Trustees of the Ida Rupp Public Library was held on Thursday, September 12, 2019, at 6:00 pm in the Board Room of the Ida Rupp Public Library.

The following Trustees were present: James Widmer, Margy VanLerberghe, Jane Held, Kevin Kast, Maryanne Laubner. Also present were Lindsay Faust, Director; and Janice Beck, Fiscal Officer/Marketing Manager, and Sue Foster, Compliance Officer.

Public Comments/Correspondence

A thank you note was received from the staff at the Erie Islands Branch Library thanking the board for visiting in August. They loved sharing their unique one-room library with the board and sincerely enjoyed and appreciated the fellowship at dinner.

Report from Credit Compliance Officer

Sue Foster, the Credit Compliance Officer, reported that she had performed an audit on the US Bank Visa statements for January through June 2019. She verified that all purchases had valid Purchase Orders and were for library purposes only. On random purchase orders she verified that the purchase order was in place before the item was purchased. No issues were found. Ms. Foster also verified that no individual card holder had exceeded their credit limit at any time during the audit period.

Approval of the Minutes

Minutes from the August 8, 2019 regular meeting were presented.

Margy VanLerberghe moved that the minutes of the August 2019 meeting be approved as submitted. Maryann Laubner seconded the motion. Motion carried by voice vote.

Staff Recognition

- Staff employees with anniversaries this month
 - Stasia Chrapkiewicz, 19 years
 - Laura Vollmer, 7 years
 - Margaret Warren, 7 years
 - Susan Dress, 5 years
 - Jolene Lochotzki, 1 year

Review, Discussion, and Approval of Financial Report

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

Revenue: \$ 455,579.27
Expenditures: \$ 116,700.35

Salaries	\$55,431.70
Employee Fringe Benefits	\$12,196.80

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Supplies	\$2,433.44
Purchased/Contract Services	\$23,150.90
Library Materials	\$20,898.51
Capital Outlay	\$0.00
Other Objects	\$2,589.00
Contingency	\$0.00
	\$116,700.35

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

Donations to Library

Donations totaling \$191 were received in August. \$55 for StoryWalk from Susan Jergensen and Joan French, and \$136 in honor of Rosemary Zelms' 90th birthday from Joy Ceraldi.

Director's Report

Ms. Faust highlighted several items from her written report:

- Ms. Faust attended the last of the four new director's conferences through Ohio Library Council. She reported that she learned a number of things even though she had been on the job for 8 months before the conferences began. While it would have been even better to have been earlier, she still found value in attending.
- Ms. Faust reported that a patron expressed their gratitude for the one-on-one tech training provided by Sue Foster and Mary Breymaier. The strategic plan has an initiative to expand this training to the branches. The Board suggested writing an article for the Beacon to spread the word about this service.
- Resignations were received from both Ariel Gresh, Adult Librarian/Facilities Coordinator and Jennifer Buch, Youth Services Supervisor/Branch Manager, Marblehead Peninsula Branch Library. Ms. Gresh's last day was Sept 9. Ms. Buch's last day at Ida Rupp is Sept 20th, her last day at Marblehead is Sept 23rd, and she will be attending the Ohio Library Council's conference Sept 24 through 27. She is taking her last day, Sept 30th, as a vacation day.
- Terri Winke presented at the Ohio Library Council's Outreach and Special Services Retreat on August 9th in Columbus. She presented "Telling Stories in Nature" which concerned the logistics of the outdoor, nature themed, story times that she presents during the summer. She also spoke in another session about "The Magic Bag and Other Storytelling Tricks".
- Since school has begun, Alana Magrum, Teen Librarian, has seen an increase in the attendance of teen programs. Several of these students are first-time attendees.
- The Rocky Point Winery trivia nights were successful for the Marblehead branch. They are finished for the summer but will consider bringing them back next year.
- With the start of school Erie Islands Library has resumed their classroom visits. While a public library, the facility also serves as the school library for Put-in-Bay Schools. There are 40 students in PreK through 6th grade that visit the library.

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- The Put-in-Bay School Environmental Club sponsored the current book at the StoryWalk®. The club chose *Miss Maple's Seeds* by Eliza Wheeler.
- Karen Wilhelm is starting monthly staff meetings to help keep the island staff aware of happenings and also for training purposes.

Advocacy

The article this month concerns the recent changes for Lynda.com since the company was bought by Microsoft-owned LinkedIn. The service is now called LinkedIn Learning and will require users to have a LinkedIn profile. Ida Rupp Public Library uses this service through its association with OPLIN who signed a three-year contract with Lynda.com just a few months before the company was purchased by LinkedIn. With the new requirement to have a LinkedIn profile, OPLIN would have liked to exit the contract but is unable to pull out.

The state of Ohio has indicated that the requirement is not illegal but many libraries feel that Microsoft/LinkedIn will mine the profiles for data that can be used to market to the users. This is against the procedures and policies of the public libraries who work hard to protect the privacy of their patrons. By requiring their library card number, it links the number to a large amount of information in a database controlled by a third party.

For now, Ida Rupp Public Library will continue to offer the service but will leave it up to patrons to decide for themselves. If the patron would like to set up a "John Doe" profile in LinkedIn, library staff will assist the patron with completing the registration.

Committee Reports:

Wage and Finance

No report

Policy and Personnel

Ms. Faust presented the revised job descriptions for Adult Librarian, Branch Manager – Marblehead Peninsula Branch Library, and Youth Services Supervisor. The Policy and Personnel committee recommends approval by the Board.

Margy VanLerberghe moved to accept the revised job descriptions as written. Maryann Laubner seconded. Motion carried by voice vote.

The following additions and updates were also recommended for approval by the Board:

- 1) Public Services Policy for patron use of the Ellison Die Cut machine
- 2) Public Services Policy for patron use of personal cell phones while in the library
- 3) Adding a retention period for security video to the existing library Retention Policy

Maryann Laubner moved to accept the three additions and updates as written. Jane Held seconded. Motion carried by voice vote.

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Audit

No report

Building and Grounds

No report

Items for Discussion:

- Change Allstate servicing agent
Ms. Faust reported that the library has been receiving substandard service from its current Allstate agent based out of Youngstown. As an example, Ms. Faust reported that she has been trying to sign up for the program since she started one year ago. She has provided applications on multiple occasions to the servicing agent and still has not been enrolled. The agent does not return phone calls or attend scheduled meetings.

Recently, a local Allstate agent has contacted the library about providing accident insurance to employees. Ms. Faust explained the situation and asked if he could move the policies over and grandfather the plan in. The plan that is available to employees pays \$100 per doctor visit and that plan is no longer available.

The agent looked into it and found he could take over the account and grandfather the plan at the same time. He requested a letter from the Board stating that they were requesting this change on behalf of their employees.

Kevin Kast moved to request the change of agents with the provision that the employee plan be grandfathered. Margy VanLerberghe seconded. Motion carried by voice vote.

- Jim Widmer expiration of term
Mr. Widmer's term on the Board of Trustees will expire at the end of 2019. He asked the board to be reappointed.

Margy VanLerberghe moved to authorize a request be sent to the Port Clinton School Board to reappoint Jim Widmer for another seven-year term. Jane Held seconded. Motion carried by voice vote.

- Food for fines program
Ms. Faust asked the Board to approve the Food for Fines program to be conducted in November. Due to publicity deadlines, the approval is being requested early.

Jane Held moved to authorize that non-perishable food items can be collected in place of cash fines for the period specified. Maryann Laubner seconded. Motion carried by voice vote.

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Jim Widmer expanded on his request for reappointment by stating that he wished to step down as president at the end of the year. The nominating committee for 2020 Board officers will be Larry Hattan and Kevin Francis.

Margy VanLerberghe gave board members two evaluation forms to be completed by September 26th. These evaluations are the annual performance evaluations for Lindsay Faust and Janice Beck. Larry Hattan's copies will be placed in a Board of Trustees mailbox in the staff workroom for him to pick up. Dr. VanLerberghe gave Kevin Francis' copies to Ms. Beck to give to Dr. Francis at the next Rotary meeting (Tuesday Sept 17th). The process is as follows:

- Board members are to complete the evaluations, fold them, place them in the accompanying envelope, seal the envelope and return it to the Circulation Desk of the library.
- Library staff will then place the envelopes in the Board of Trustees mailbox for Dr. VanLerberghe to pick up.
- Dr. VanLerberghe will compile one evaluation for each employee which combines all the trustees' ratings and comments.
- In the October board meeting, the trustees will go into Executive Session to review and finalize the evaluations.
- The Policy and Personnel committee will meet with Ms. Faust and Ms. Beck separately to complete the evaluations.

There being no further business to come before the Board the meeting adjourned at 6:46 pm on a motion by Maryann Laubner and a second by Margie VanLerberghe. Motion carried by voice vote.

Dr. Margy VanLerberghe, Secretary

James G. Widmer, President

Janice Beck, Fiscal Officer