

**RECORD OF PROCEEDINGS  
RITTER PUBLIC LIBRARY BOARD OF TRUSTEES  
REGULAR SESSION**

Meeting Date:           Tuesday, December 13, 2022          

The Board of Trustees of Ritter Public Library convened in regular session at 7:00 PM in the Ritter Public Library Community Room. Warden called the meeting to order with the following members and visitors present:

Lois Arnold	Present
Eileen Bulan	Present
Chad Coolidge	Present
Zack Dolyk	Present
Pam Reese	Present
Sarah Ross	Absent
Marie Warden	Present

**Employees:** C. Springer, S. Licks

**Visitors:** Candy Fischer

**Certification of Notification:**

Springer certified that a notice of the meeting had been published in the December 8, 2022 edition of the *Vermilion Photojournal*. In addition, to the Ritter Public Library social media outlets and Library Website.

**Approval of Minutes:**

Bulan moved that the October 2022 Regular Board Meeting minutes be approved as presented, and Reese seconded. The motion passed unanimously.

**Topics for Discussion:**

Ritter Furniture – Licks received an email from an auction house stating they were not interested in the furniture and that Victorian furniture was not selling at this time. Discussed possible options for sale or appraisal. Arnold suggested asking the Chairmaker, a local antiques dealer, if they are worth saving or what we might be able to do with the pieces. Discussed the potential for a silent auction. Reese will speak with the Chairmaker.

Discussed changing the title of “Pet Policy” to “Service Animal Policy.” The Policy Committee will follow up and explore needed changes. Arnold stated the committee will be reviewing the policies overall in 2023. Requested that the Board members review the policy and see if there are other changes that may be needed.

**Correspondence:**

None

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**Public Comment:**

Warden welcomed Candy Fischer to the meeting.

**Director's Report:**

Licks reviewed the Director's report (attached).

Discussed the Youth Services Manager position and ways to draw in a larger pool of qualified candidates. Springer and Licks have discussed the salary and will increase the maximum salary range amount. Arnold also suggested a sign-on bonus for those individuals that have an MLIS.

Licks thanked the Board for choosing her as the new Director. She has been busy getting to know people and the library's day-to-day. She feels very impressed so far.

Licks added that we will have two openings in the circulation dept. in the near future.

**Facility Report:**

Warden reviewed the Facility Manager's report (attached). The Board commented that Steve has been doing a very good job and they enjoy reviewing his reports.

**Financial Report:**

Springer reviewed the Fiscal Officer's report (attached).

Warden moved to accept the financials as presented, and Reese seconded. The motion passed unanimously.

**Committee Reports:**

**Finance**

Bulan stated that the Finance committee met and have recommendations for the Board. Springer presented 2 options for appropriations and the Finance Committee would like to recommend the option that included a 5% salary increase for Management. Springer reviewed the 2023 Temporary Appropriation assumptions (attached).

Bulan moved to increase management salaries for 2023 by 5% as listed below, and Warden seconded. The motion passed unanimously. The management salaries are as listed:

Chloe Browne	\$39,900.00
Jessica Dufner	\$46,200.00
Sandra Licks	\$85,000.00
Paul Lima	\$53,553.59
Dianne Rupert	\$55,685.45
Steve Williamson	\$28.00 per hour

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Springer reviewed a letter to the Board requesting a salary increase as the Fiscal Officer and Acquisitions Specialist (attached).

Warden moved to grant Springer’s salary increase to \$60,008.00 for 2023, and Reese seconded. The motion passed unanimously.

**Friends**

Reese reported on the annual Friends meeting (attached).

**Old Business:**

Discussed changes to the Policies and potential changes for the weapons policy. The policy committee will meet and discuss options.

**New Business:**

*Warden moved the adoption of the following resolution:*

*Be it resolve by the Board of Trustees of the Ritter Public Library to increase appropriation #1000-230-100-0112, Professional Salaries by \$8,000.00 to cover salary requirements for the Director and Facility Manager for 2022.*

*Bulan seconded the motion and the roll called upon its adoption. The vote resulted as follows: Arnold – Aye; Bulan – Aye; Coolidge – Aye; Dolyk – Aye; Reese – Aye; Warden – Aye; Ross – Absent.*

*Warden moved the adoption of the following resolution for Temporary Appropriations:*

*Be it resolved by the Board of Trustees of the Ritter Public Library, Erie County, Ohio that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the year ending in December 31, 2023, the following sums be and the same are hereby set aside and temporarily appropriated for the several purposes for which expenditures are to be made for and during said fiscal year (see attached).*

*Bulan seconded the resolution and the roll called upon its adoption. The vote resulted as follows: Arnold – Aye; Bulan - Aye; Coolidge – Aye; Dolyk – Aye; Reese – Aye; Warden – Aye; Ross – Absent.*

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**Candidates for the Foundation Board:**

Dolyk reported that the Foundation wanted to increase their Board members. They have chosen 4 new people that they will recommend the Board of Trustees vote to approve. Dolyk reviewed the specific candidates. They will serve 2 year terms, if approved.

Discussed the donor letter that was recently sent out. Dolyk thanked Candy Fischer and Debbie Zanglin for putting the letter together and getting it out.

Warden moved to approve all four candidates for the Foundation Board (listed), and Reese seconded. The motion passed unanimously.

- Jo Ann Howley
- Doug Brown
- Annette Bartlome
- Jim Duke

Arnold suggested we should have a reception for our new Director. Consider doing it during the unveiling of the Interactive Tables.

Chloe wrote a very nice press release for the Christmas Concert and Sandra's welcome. The Board has been very impressed by her work.

Springer thanked the Board for their consideration and approval of the salary increase request.

**Move to Adjourn:** Reese moved to adjourn, and Bulan seconded. The motion passed unanimously. The meeting adjourned at 7:49PM.

The meeting was adjourned until Tuesday, January 10, 2023 at 7:00 PM at the Ritter Public Library.

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Caroline Springer  
Fiscal Officer

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Marie Warden  
President – Board of Trustees