

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

Meeting Date:       Tuesday, February 8, 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	Present
Marie Warden	Present

**Employees:** C. Springer, J. Walk

**Visitors:**

None

**Certification of Notification:**

Walk certified that a notice of the meeting has been published in the February 3, 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 January 2022 Regular Board Meeting minutes be approved as presented, and Reese seconded. The motion passed unanimously.

**Correspondence:**

None

**Public Comment:**

None

**Director's Report:**

Walk reviewed the Director's report (attached).

Walk announced that we have hired a new Community Engagement Librarian. Chloe Browne will start February 28, 2022.

Walk is continuing to train Catherine in the Youth Services Department.

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**Facility Report:**

Walk reviewed the Facility Manager’s report (attached).

Will be meeting with CBLH and Williams Brothers to do a punch list to complete the project. They will also then finish the lights in the stairwell when the material has been received.

**Financial Report:**

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

Springer added that the year-end has been closed and submitted to the Auditor of State. Once confirmation is received, then Springer will publish notice in the Vermilion Photojournal.

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

**Committee Reports:**

**Art Committee:** Reese reported on the Art Committee meeting. Discussed how to move ahead with a way to honor our donors. Reese stated we are not planning on a wall installation and will not have tiers of donors. Considering a plaque, a statue, etc. For the Kovanic donation, they are considering doing programs to which she would have been committed. They will continue to meet and will likely have a plan to move forward until March.

Arnold suggested a donor database program or installation like the Rock & Roll Hall of Fame. The committee will consider that further.

Dolyk stated that the Foundation would be open to considering in helping with the Kovanic programming. Dolyk said to consider St. Mary’s and the School, as that is where she had played for years.

**Policy Committee:**

Arnold discussed the Policy Committee meeting. She presented some changes to the policy to the Board. A policy discussed was a First Amendment Audit policy. Provided the Board with links to some YouTube videos regarding the First Amendment Audits.

“Library Law Spotlight: Smile! First Amendment Audits and Public Libraries”

“Keep Your Mouth Shut! Mt Vernon Library – First Amendment Audit”

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Discussed changes to the policies that were made (attached):

- Code of Conduct
- Photography
- General Policy Regarding Permission
- Exterior Photography
- Media Requests
- Library Programming

Arnold stated that the Policy Committee would recommend that the Board vote to make the attached policy changes.

Discussed the Photography Policy further regarding specifics about what is a public space and not a public space. Signage will be posted. Taping during programming will not be restricted unless specifically announced before the program.

Warden asked if a patron could come in and just film the stacks. Walk stated that it would be more if they were filming other people. If they would like to photograph the books in our stacks, then that does not violate our policy.

The committee will be working more on the Collection Development policy in the future.

Discussed the Internet Policy. Deleting the mission statement.

Discussed the Board By-Laws. The Board cannot vote on the By-Laws tonight, as that needs to be announced to the public before doing so. Discussed amending the mission statement, as that has since been changed. Article 9 states that the public can speak in meetings and need to be provided with reasonable time to do so. Arnold stated that it may be good to be proactive to limit the time allotted to the public; limiting them to 3 minutes per person; they must sign up ahead of time and relay their topic. Bulan suggested people may be upset and may feel they are not allowed to talk if they are not able to sign up ahead of time. Arnold stated that they are considering that.

Article 14, 15, 16, & 17 are the ALA Library Bill of Rights, the Intellectual Freedom Policy Statement, the Freedom to View Policy Statement, and the Freedom to Read Policy Statement. Arnold stated that it may be a prudent time to confirm those policies again, as they have not done so since 2006. Arnold stated that since the Articles are not being changed, the Board may vote on confirming them again tonight.

Discussed the recent law proposed in Iowa attempting to outlaw “obscene” material in public libraries.

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Discussed the need to reaffirm. Dolyk stated that our current policies, if not being changed, are still our policies, which means that is how we still operate. Arnold just stated that she felt it would be prudent to reaffirm our belief in these particular articles.

Discussed the timeline for the policy changes.

Arnold moved that we accept the changes to the Code of Conduct, Photography, General Policy Regarding Permission, Exterior Photography, Media Requests, and Library Programming policies as presented, and Reese seconded. The motion passed unanimously.

**Old Business:**

None

**New Business:**

**Resolution #2-2022**

*Warden moved the adoption of the following resolution:*

*Be it resolved by the Board of Library Trustees of the Ritter Public Library to increase appropriation #1000-110-414-0000 Computer Services and Information by \$3,011.80 to reflect and track a donation received from the Ritter Public Library Foundation. These funds will be used to pay for Beanstack digital programming and the monthly hot spot charges for the year of 2022.*

*Reese seconded the resolution and the roll called upon its adoption.*

*The vote resulted as follows:*

*Lois Arnold – Aye; Eileen Bulan – Aye; Chad Coolidge – Aye; Zack Dolyk – Aye; Pam Reese – Aye;  
Sarah Ross – Aye; Marie Warden – Aye*

**Resolution #3-2022**

*Warden moved the adoption of the following resolution:*

*Be it resolved by the Board of Library Trustees of the Ritter Public Library to increase appropriation #1000-230-750-0000, Furniture and Equipment, by \$10,229.00 to reflect and track a donation received from the Ritter Public Library Foundation. This appropriation was originally increased in December 2021, but the funds were not encumbered by the end of the year. The funds were for the purchase and installation of a projector and screen for the new Community Room.*

*Bulan seconded the resolution and the roll called upon its adoption.*

*The vote resulted as follows:*

*Lois Arnold – Aye; Eileen Bulan – Aye; Chad Coolidge – Aye; Zack Dolyk – Aye; Pam Reese – Aye;  
Sarah Ross – Aye; Marie Warden – Aye*

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Walk then discussed the recent monthly Clevnet meeting. Clevnet is changing their policy. For security purposes, they would like all board members to have Clevnet email addresses with which to discuss library business. Paul Lima, IT Manager, will have group or one-on-one training sessions for the Board members. This is vitally important, as this has become a larger issue in public records requests and personal emails. Walk will send out an email later in the week to find out what the Board members would like to do regarding training.

**Move to Adjourn:** Reese moved to adjourn the meeting, and Bulan seconded. The motion passed unanimously. The meeting was adjourned at 7:48PM.

The meeting was adjourned until Tuesday, March 8, 2022 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