

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

Meeting Date: Tuesday, February 14, 2023

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	Absent
Zack Dolyk	Absent
Pam Reese	Present
Sarah Ross	Present
Marie Warden	Present

Employees: S. Licks, C. Springer, Angie Folley

Visitors: C. Fischer

Certification of Notification:

Springer certified that a notice of the meeting had been published in the February 9, 2023 edition of the *Vermilion Photojournal*. In addition, to the Ritter Public Library social media outlets and Library Website.

Approval of Minutes:

Reese moved that the January 2023 Regular Board Meeting minutes be approved as presented, and Bulan seconded. The motion passed unanimously.

Correspondence:

None

Public Comment:

Warden welcomed Folley and Fischer to the meeting.

Director's Report:

Licks reviewed the Director's report (attached).

Licks met with the new school superintendent along with a few Foundation members and school staff members. Licks stated that the superintendent is currently very concerned with child/early literacy. Will be kicking off a community wide initiative and would like the library to collaborate with them. Ideas include storywalk, bookmobile, etc.

Warden asked if we could have a digital storytime that would be available from home to make it easier for the parents. Discussed the Imagination Library. This may kick off in the Fall of 2023 and it appears the Foundation is interested in being a part of it.

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The Interactive Table unveiling was a success! It seems that children and adults are very interested in playing with the tables. It was a great Saturday.

Sandra announced that we have hired a new Youth Services Manager and she is already doing very well.

Reported that she was able to resolve a potential union issue.

Licks asked for potential Board volunteers to assist Chloe with a website audit.

Discussed not renewing our Flipster account (digital magazines), as Overdrive has brought the option back recently.

Discussed the OLC Trustee Workshop. Arnold stated that it is a very worthwhile program. Ross requested that Springer sign her up for the workshop.

Listed the Interim Director list:

1. Dianne Rupert
2. Paul Lima
3. Caroline Springer

Dufner visited and reviewed the Adult Services report (attached).

Licks finished reviewing the department summaries (attached).

Facility Report:

Licks reviewed the Facility Manager's report (attached).

Reese reported that she asked Bill Mills to come look at the antique furniture. She introduced him to our Facility Manager, Steve. Bill concluded that the chairs are not worth much, but that we could take the rug and the marble table to someone to see if they were of value. He suggested that we keep the clock and display it somewhere.

Warden is in favor of keeping the clock, but selling the furniture on an auction website once the policy is voted on. Arnold stated it might be nice if someone knew any history behind the clock we could display along with it.

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.

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Committee Reports:

Foundation

Fischer reported that the Foundation approved setting up a different way to collect donations. They will be using a Clover application that people can access online. The next Foundation meeting is March 1, 2023. Fischer is of the opinion that the Foundation is managing the money responsibly and feels encouraged.

Friends

Reese reported for the Friends (attached).

Policy

Arnold reviewed the proposed policy changes (attached). The Policy Committee met to review all policies and see what needs to be updated.

Removing cell phone policy – inserting something within the Code of Conduct. Added the word “menacing” to the policy to ensure that people that carry knives or other “weapon” will not be able to brandish it menacingly.

Regarding the furniture policy, we have expanded what we can do. Added that we can auction or sell the furniture to the public. Changed that the funds collected will go to the library.

Broadened the definition of a weapon, with respect to the Ohio Revised Code.

Added the policy – Inclement Weather and Emergency Closings (attached).

Arnold stated that the Policy Committee recommends that the Board approve all policy changes.

Arnold moved that the Board vote to accept the policy additions and changes, and Reese seconded. The motion passed unanimously.

Arnold would also like to post the policies on the website. Feature important policies and include a link

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Reese moved to put the furniture chosen on an online auction website, and Bulan seconded. The motion passed unanimously. We will discuss finding an organization to assist us with this process.

Discussed political parties meeting at the library. Currently, political parties can meet at the library, but if they have a “meet the candidate” event, they are required to have all parties represented.

Old Business:

Board Retreat

Ross offered to look at topics for the Board Retreat with the Strategic Planning committee. Would like to meet in Spring / Summer. If we plan to work with Organizational Architecture, we will need to get a date and content in mind in order to get a quote.

We want to make sure that the content is specific to our library and not just generalized. Discussed planning long-range goals.

Warden asked that Ross contact OA and get more specifics regarding cost, content, and scheduling. Licks suggested Fall, 2023, as the Spring and Summer will be very busy. She will do so and schedule a Strategic Planning committee before the March meeting.

Reception for the Director

Warden stated that we could potentially “receive” the Director and the new Youth Services Manager on the same date.

The Committee will meet and make a plan.

New Business:

Division of Liquor Control

Licks presented an application from the Ohio Department of Commerce. The Old Prague Restaurant has requested their liquor license be extended to 2:30am. Reviewed the reasons we could contest the permit.

After discussion, it was stated that the hours changing would not impact the library. Arnold moved to not object to the permit request, and Ross seconded. The motion passed unanimously.

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Depository Agreement

Reviewed the Depository Agreement for Northwest Bank (attached). Bulan moved to accept the conditions of the agreement and Reese seconded. The motion passed unanimously.

Resolution for Permanent Appropriations

Reviewed changes in the Appropriations.

1. Increased funds for property insurance property
2. \$5,000 appropriated to the Dave Arnold Fund to purchase and stock a “freedge.”

Discussed planning for the Freedge, as right now we are in the planning stage. Chloe will be communicating with potential volunteers, donors, etc. Discussed connecting with the CSA organizations.

Warden moved the adoption of the following resolution for Permanent 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 permanently appropriated for the several purposes for which expenditures are to be made for and during said fiscal year (see attached).

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

Move to Adjourn: Reese moved to adjourn, and Bulan seconded. The motion passed unanimously. The meeting was adjourned at 8:26PM.

The meeting was adjourned until Tuesday, March 14, 2023 at 7:00 PM at the Ritter Public Library.

Caroline Springer
Fiscal Officer

Marie Warden
President – Board of Trustees