

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

Meeting Date: Tuesday, February 13, 2024

The Board of Trustees of Ritter Public Library convened in regular session at 7:00 PM in the Ritter Public Library Community Engagement 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: S. Licks, C. Springer, Angie Folley

Visitors:

Oath of Office:

Springer administered the oath of office to Warden.

Do you solemnly swear that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member of the Board of Trustees of the Ritter Public Library, Erie County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

Warden – “I do.”

Certification of Notification:

Springer certified that notice of the meeting had been published to the Ritter Public Library social media outlets and Library Website.

Approval of Minutes:

Bulan moved that the January 2024 Regular Board Meeting minutes be approved as presented and Reese seconded. The motion passed unanimously.

Correspondence:

None

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Public Comment:

Folley updated the Board on the community Pet Pantry project. It started out small scale doing monthly events. A shelf of pet supplies has been added to the Freedge room and has done two more monthly events. 340lbs of dry food, 250 cans of wet food, 66 bags of treats, 145 lbs of cat litter, and 10lbs rabbit food have been donated thus far. Supplies are on order with Chewy and a meeting is scheduled this coming week for another donation. Liberty Ag & Feed have been donating rabbit food as well. The Board thanked Angie for all that she is doing, stating that it adds to the luster of the library.

Director's Report:

Licks reviewed the Director's report and Department Reports (attached).

Personnel committee will be determining what is more operational and under the Director purview and what is under Board purview. They will be working towards that moving forward.

Warden commented on the pen pal project and was very happy about that.

Arnold suggested Adult Services get volunteers here to train and run the tax appointments in the future.

Arnold stated she had a friend who brought her children to the Noon Years Party and had a wonderful time.

Facility Report:

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

Discussed the leaks on the roof.

Reviewed three estimates we have received for the fence replacement. All estimates are for vinyl fences (attached). Warden states in terms of longevity, we would like to pick the best product and service. The Building & Grounds committee would like to meet and evaluate samples, if possible. The Board would prefer a tan or brown color. Not white. Will be referred to Building & Grounds for evaluation and recommendation.

Financial Report:

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

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

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Committee Appointments:

Warden asked if anyone would like to switch committee appointments or give up their Chair seat. No one spoke up to switch appointments.

There will be a new committee created. It will be called the Non-Union Compensation Committee, and will consist of Warden, Ross, and Bulan. Warden will Chair.

All other committee appointments will stand. Springer will send out an updated committee and contact list.

Committee Reports:

Finance

Springer explained assumptions for permanent appropriations (attached).

Strategic Planning

The survey has launched. The planning team has started. Ross stated that the experience they brought has been great. The survey will close on March 8th and results will be discussed during the Board participation portion of the planning session. Licks stated the Stakeholder Focus group will be on February 27th from 5:30pm – 7pm. Thirty community members have been invited. The hope is that 10-15 people will attend. Those invited were people suggested by the NEO team, the staff. Licks has invited a wide variety of Vermilion constituents.

Licks has 3 dates to propose at the end of March for the Board session. Discussed availability. Wednesday, March 27th from 3pm – 7pm. will work for everyone.

Personnel

- **Proposed changes to Employee Handbook & Procedures**
 - Licks presented her proposed changes to the Employee Handbook and Procedures (attached).
 - 6.4 – requests immediate termination board approval be removed. Additional change is that an employee can choose the supervisor to conduct the exit interview.
 - Discussed that Board members would like Sandra to be involved in all exit interviews unless it is specifically requested that the Director not be present.
 - Bulan moved to approve changes to 6.4 and Reese seconded. Unanimous.

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- 9.4 Tuition Reimbursement (attached).
 - Discussed “purpose” which is to attract qualified candidates, retain employees, improve quality of service and knowledge held by our institution. Current option is modeled after Avon Lake and Grafton’s policies. Approval from Board for offering each year based on financial position of the organization during permanent appropriations. Arnold does not believe this will help with retention, as we are a small organization. Ross stated that investing in an employee creates a dedication. Reese stated that while she can appreciate opposing opinions, she recognizes that this is a good incentive.
 - Dolyk suggested some amendments, which will be included and attached.
 - Ross moved to approve changes to 9.4 and Reese seconded. 6 ayes, 1 nay.

- 10.1 Vacation Leave (attached). Ross suggested changing it to after successful completion of probationary period.
 - Springer will investigate the legality of having Prior Public Service in the vacation policy.
 - Amended a paragraph for clarity. Reese moved to approve changes to 10.1 and Bulan seconded. The motion was approved unanimously

- 11.1 Dress Code (attached). Dolyk suggested amendment for Director to determine “obscenity.”
 - Warden moved to approve changes to 11.1 and Reese seconded. The motion passed unanimously.

- 13.2 Time Sheets (attached).
 - Warden moved to approve changes to 13.2 and Ross seconded. The motion passed unanimously.

- Licks will distribute a new copy to all employees and board members after the handbooks have been completely corrected and amended. The Personnel Committee will meet again to make further changes. They will meet Thursday, March 7th at 2:30pm.

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Foundation

Dolyk reported for the foundation. Met recently about fundraising. Approved funding OWL Labs mic and speaker for the Community Engagement Room for Zoom meetings for up to \$1,200.00.

Friends

Reese reported for the Friends (attached).

Topics for Discussion:

OLC Trustee Workshop on March 9

Warden informed the Board about the OLC trustee workshop and asked if there was any interest. Reese stated it was really a great experience. Let Springer know by March 2nd if interested.

Arnold attended an OLC webinar about library boards dealing with Book Challenges. Felt that it was very worthwhile and full of very good information. After attending, Arnold feels we are in a good place, policy-wise.

Public Art Vermilion Tiny Art Gallery

Springer presented the Tiny Art Gallery proposal (attached).

Warden moved to pursue further information about having a Tiny Art Gallery in Ritter and Reese seconded. The motion passed unanimously. The Art Committee will meet to discuss it further.

Old Business:

Letter to elevator company

Board members reviewed letter to Kone putting them on notice of termination of contract. Warden moved that the letter to Kone be sent as soon as possible, and Reese seconded. The motion passed unanimously.

New Business:

Fundraising request from the Endowment Board

The Endowment Board would like to fundraise through a program with Community Foundation of Lorain County. Arnold, Bulan, and Reese are hesitant to approve a request to fundraise if we do not know the specifics of what they will do for the fundraiser. Bulan stated that she thought that the Endowment Fund does not fundraise anymore. Ross stated that it is a one-day media campaign. Dolyk and Arnold stated that the Foundation was created because the Endowment stated they no longer wanted to fundraise, so this is a little confusing. The Board feels that it may lead to employees doing the work of the

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media push. Arnold does not feel that we should support the fundraiser. Warden stated that the Board and the Endowment Board agreed that the Endowment Board would no longer actively fundraise. Warden also worries that this will be confusing to the public and may “burn people out” on fundraising.

Ross moved to deny the Endowment Fund Board’s request to fundraise with this campaign, as they are no longer actively fundraising. Reese seconded. The motion passed unanimously.

Warden moved the Board into Executive Session to discuss the compensation benefits of public employees. Warden stated that action will be taken as a result of the Executive Session. The roll call vote resulted as follows: Arnold – Aye; Bulan – Aye; Coolidge – Aye; Dolyk – Aye; Reese – Aye; Ross – Aye; Warden – Aye;

The Board moved into Executive Session at 8:53PM

The Board moved out of Executive Session at 8:56PM

Springer presented the Board with annual salary increase information and listed the proposed new management salaries for 2024:

Aimee Adams	\$54,600.00
Chloe Browne	\$42,892.50
Jessica Dufner	\$49,665.00
Paul Lima	\$56,231.27
Dianne Rupert	\$58,469.72
Steve Williamson	\$30,576.00
Sandra Licks	\$89,250.00
Caroline Springer	\$63,008.40

Warden moved to approve proposed management salaries as listed above, to be paid retroactive to January 1, 2024. Reese seconded. The motion passed unanimously.

Springer then presented the Board with the Permanent Appropriations corresponding to the salary increases.

Warden moved the adoption of the following resolution for Permanent Appropriations: Be it resolved by the Board of Library 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, 2024 the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year (attached). Bulan Seconded. The roll call vote resulted as follows: Arnold – Aye; Bulan – Aye; Coolidge – Aye; Dolyk – Aye; Reese – Aye; Ross – Aye; Warden – Aye.

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Move to Adjourn: Reese moved to adjourn, and Arnold seconded. The motion passed unanimously. The meeting adjourned at 8:58PM.

The meeting was adjourned until Tuesday, March 12, 2024 at 7:00 PM at the Ritter Public Library.

Caroline Springer
Fiscal Officer

Marie Warden
President – Board of Trustees