

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

Meeting Date: Tuesday, January 11, 2022

The Board of Trustees of Ritter Public Library convened in regular session at 7:00 PM in the Children’s Storytime Room of Ritter Public Library. 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 – Arrived at 7:02PM
Marie Warden	Present

Employees: C. Springer, J. Walk

Visitors:

Certification of Notification:

Walk certified that a notice of the meeting had been posted in the January 6, 2022 edition of the Vermilion Photojournal, as well as on the Ritter Public Library website and social media sites.

Approval of Minutes:

Bulan moved that the December 2022 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 stated that we have hired a new Youth Services Manager, Catherine Luca. She will start on February 1, 2022.

Walk stated that she spoke with the schools regarding the potential Parent Center in the library. This plan will be worked out, as the schools funding is less than they expected.

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Facilities Report:

Walk reviewed the Facilities report (attached).

Discussed progress on the Interior Renovation Project.

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:

Building and Grounds:

Dolyk discussed the B&G meeting. Discussed the automatic doors at the East Entrance. There were some electrical issues that resulted. This problem was fixed by Action Automatics.

Discussed Ohio Basement Systems, who were scheduled to fix our East Entrance concrete. The weather has been prohibiting them from completion. B&G Committee recommends that we stick with Ohio Basement Systems to complete the work in the Spring.

Art Committee:

Reese reported on the Art Committee meeting. Discussed a way to recognize the Adele Kovanic donation. Discussed many different options. Walk had presented an idea for a donor piece that can be added onto based on donors. Walk discussed an idea for recognition for various donors. The piece would be a bronze sun, the rays being engraved to recognize donor names. Bill Warden made a sketch of broad ideas. Discussed a "tier system" for what level of donor would be put on the "sun." Discussed option for engraving.

Reese asked the board if the committee should continue the research on this particular project. The Board agreed and the Art Committee will meet to discuss further. Also will look for local artists.

Friends:

Reese reported on the Friends meetings. The Friends met on January 3rd with the new board. They are currently working on doing a quarterly newsletter.

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The Friends Board also discussed the book sale. The Friends have decided to postpone the book sale until the 13th of June. This decision was made due to the surge in COVID cases currently.

The 2022 Friends Board Officers are as follows:

Lambert – President

Rak – Vice

Felice – Treasurer

Reese – Board Liason

The Friends meet the first Monday of every month at 2PM.

Walk stated that the Friends agreed to fund Summer Reading, the Subscription Boxes, and a cybersecurity online safety classes for adults. \$3600.00 will be donated, in total.

Old Business:

The Board discussed planning for COVID changes. Walk asked the Board for direction in the next steps. The problem we are currently facing is coverage when key members of the staff are falling ill. Walk stated that the Erie County Health Dept did have a lot of concern. They advised us to have meetings with no more than 10 people, which did result in the cancelation of some meetings and programming. Discussed what some surrounding libraries are currently doing.

Arnold asked for Walk's recommendation. Walk stated that currently she would recommend closing our meeting rooms. The second step would include limiting hours open, to not include evenings. So as to have one shift. The third step would include going to curbside and potential layoffs.

The Board discussed the first step of closing the meeting rooms and cancelling programming. Arnold stated that that decision makes a lot of sense. Will revisit at the end of the month. Walk will keep the Board apprised of any changes or further staffing issues due to illness. In-house programming will be changed to digital, if possible.

The Board agrees with closing the meeting rooms and cancelling programming at this time. They ask that Walk keep them abreast of the situation and give her the authority to decide whether to go to a "one shift" schedule. The staff will contact those necessary.

New Business:

Arnold stated she looked into the First Amendment audits. Arnold asked about our computer security, as she has heard about other libraries being hacked. Walk stated that Clevnet does our cybersecurity, who have policies and continuing education requirements, and they are very secure. Walk will provide the Board with further information.

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Adjourn Sine Die: Warden moved to adjourn sine die, and Reese seconded. **7:39PM**

Call to Order:

Warden called the organizational meeting to order at

Springer called the roll:

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

Oath of office was administered by C. Springer to the members in attendance.

Approval of Previous Annual Meeting Minutes:

Bulan moved to approve the minutes of the previous annual meeting as presented, and Reese seconded. The motion passed unanimously.

Election of Officers:

Reese presented the nomination of Marie Warden for President 2022, Sarah Ross for Vice President 2022, Lois Arnold for Secretary 2022. Bulan moved to accept these election nominations, and Dolyk seconded. The motion passed unanimously.

Committee Appointments:

Provided by Warden (attached).

Approval of the Annual Board Meeting Calendar:

The Board will meet the 2nd Tuesday of each month at 7:00PM, with the exception of August. Warden moved, Reese seconded. The motion passed unanimously.

New Business:

Arnold moved the Board hire Joy Walk as Library Director beginning in January of 2022. Bulan seconded the motion. Motion passed unanimously.

Arnold moved to hire Caroline Springer as Fiscal Officer beginning January of 2022. Bulan seconded the motion. Motion passed unanimously.

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Salaries were voted on, and approved, in December 2021.

Warden moved that we add Deputy Fiscal Officer to Ruby Dalton's current job description and moved her up 3 steps on the wage scale and Reese seconded. The motion passed unanimously.

Ross moved to authorize Director as the purchasing agent for the Ritter Public Library in 2022, and Bulan seconded. The motion passed unanimously.

Warden moved the adoption of the following resolution:

Be it resolved that the Fiscal Officer may encumber and disburse funds during the ensuing year as long as disbursements fall within the annual appropriation resolutions adopted by the Board of Trustees and may the Fiscal Officer be authorized to invest library monies in accordance with the Ohio Revised Code, current depository contracts, and the Fiscal Policies section of the Policy Handbook as adopted by the Ritter Public Library Board of Trustees.

Arnold 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

The Resolution passed unanimously.

Approval of Bonds for Fiscal Officer and Deputy Fiscal Officer:

Reese moved to approve bonds for the Fiscal Officer and Deputy Fiscal Officer for \$50,000.00 and \$25,000.00, respectively, from January 14, 2022 to January 14, 2023, and Coolidge seconded the motion. The motion passed unanimously.

Move to Adjourn: Reese moved to adjourn at 7:55PM and Bulan seconded. The motion passed unanimously.

The meeting was adjourned until February 8, 2022 at 7:00 PM at Ritter Public Library.

Caroline Springer
Fiscal Officer

Marie Warden
President – Board of Trustees