

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

Meeting Date: Tuesday, January 9, 2024

The Board of Trustees of Ritter Public Library convened in regular session at 7:00 PM in the Ritter Public Library Community Room. Coolidge 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	Absent

Employees: C. Springer, S. Licks, A. Folley, E. Gall

Visitors: Susan Anderson, Chris Griffith

Coolidge moved the Board into Executive Session to consider the discipline of a public employee. Coolidge stated that no action will be taken as a result of the Executive Session, but another Executive Session will be held immediately after. The roll call vote resulted as follows: Arnold – Aye; Bulan – Aye; Coolidge – Aye; Dolyk – Aye; Reese – Aye; Ross – Aye; Warden – Absent;

*The Board moved into Executive Session at 7:01PM
The Board moved out of Executive Session at 7:25PM*

Coolidge moved the Board into Executive Session to consider the discipline of a public employee and for the quasi-judicial consideration of a grievance challenging the discipline of a public employee. Coolidge 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 – Absent;

*The Board moved into Executive Session at 7:25PM
The Board moved out of Executive Session at 8:03PM*

Regular Session resumed at 8:03PM.

Coolidge moved to reject the grievance filed on November 16, 2023, and Arnold seconded. The motion passed unanimously.

Certification of Notification:

Springer certified that a notice of the meeting had been published in the January 4, 2024 edition of the *Vermilion Photojournal*. In addition, to the Ritter Public Library social media outlets and Library Website.

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Approval of Minutes:

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

Correspondence:

Licks presented a letter from the BOE, approving the renewal appointment of Sarah Ross from January 1, 2024 - December 31, 2030

Springer administered the oath of office to Ross.

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?

Ross – “I do.”

Director’s Report:

Licks reviewed the Director’s report (attached).

Arnold congratulated the department heads on the increase of programming numbers and great new programming.

Facility Report:

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

The Board stated that the painters did a really great job.

Discussed issues with the Freedger - Steve has moved the camera angle to see who comes in and out of the room – it will not video the inside of the Freedger room.

Financial Report:

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

Arnold stated that we could consider getting a time clock to avoid timesheet issues. Springer will investigate different options.

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

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Committee Reports:

Personnel

The last two meetings have been cancelled due to sickness. Sandra suggested some dates for the committee to meet. Reese, Bulan, and Coolidge can meet at 2:30pm on Wednesday, January 24, 2024.

Strategic Planning

Ross reported that the committee is meeting on January 18, 2024, with NEO-RLS to create the community survey. The committee will include one board member, Sarah Ross, some managers and potentially one staff member.

The next meeting will be a staff brain-storming session – 2 hours on Feb. 9. Management will cover the operations.

A stakeholder focus group will also be scheduled in the future.

Board Retreat will likely meet mid-March.

Foundation

Dolyk stated that the Foundation voted to fund the Youth Initiative for \$20,000. A high-profile author will come to speak with the children, among other purchases. Licks thanked the Foundation and stepping in and helping the library reach its early literacy goals.

Arnold discussed the potential of a Foundation member and a staff member attending a programming or literacy workshop.

Friends

Reese reported for the Friends (attached).

New Business:

Coolidge moved the adoption of the following resolution:

Be it resolved by the Board of Library Trustees of the Ritter Public Library to increase the following appropriations:

- *1000-110-419-0102 Other Library Materials & Information (Foundation Literacy) to \$20,000 to track a grant awarded by the Ritter Public Library Foundation. These funds will be used to promote early literacy.*

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- *1000-110-410-0042 Library Materials & Information (Early Learning Center) by \$7,500.00 to track grant money received from the Elyria Charities, INC. to purchase new items for the Early Learning Center*

- *2005-110-590-0606 Other (Dave Arnold Project Fund) by \$10,650.00 to purchase items for the Freedge in 2024.*

Reese 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; Ross – Aye; Warden – Absent.

RESOLUTION FOR ACH and ELECTRONIC TRANSACTIONS

WHEREAS, Ritter Public Library Board of Trustees deems that is in the best interest of the library to make certain financial transactions by using electronic transactions, including receipt of funds from the Lorain County Auditor;

NOW, THEREFORE, BE IT RESOLVED, that the following policy shall govern the use of electronic signatures:

- (a) *The Fiscal Officer, Caroline Springer, shall be responsible for establishing all ACH arrangements for the library;*

- (b) *The Fiscal Officer, Caroline Springer, is authorized to share the library’s banking information with the Auditor and to make any changes to the bank account where funds will be settled on behalf of Ritter Public Library;*

- (c) *The Fiscal Officer, Caroline Springer, shall be responsible for accounting, reporting, and generally overseeing compliance.*

Resolution was passed by the following vote:

Ayes: Lois Arnold
Eileen Bulan
Chad Coolidge
Zack Dolyk
Pam Reese
Sarah Ross

Abstentions: Marie Warden

I, Caroline Springer, Fiscal Officer of the Ritter Public Library, do hereby certify that the foregoing resolution was duly adopted by the Board of Library Trustees for the Ritter Public Library at the regular meeting thereof duly called and held on January 9, 2024, a quorum being present.

WITNESS my hand at Vermilion, OH, this 9th day of January, 2024.

Caroline Springer, Fiscal Officer, Ritter Public Library

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CLOSURE FOR ECLIPSE APRIL 8, 2024 – discussed the influx of the public that will be flocking to the area for the eclipse. Proposed closing the building on April 8, 2024, and paying the employees for the day.

Coolidge moved to close the library for the eclipse for April 8, 2024, and make it a paid holiday for employees, and Reese seconded. The motion passed unanimously.

*Coolidge moved the Board into Executive Session to discuss the compensation benefits of a public employee. Coolidge 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 – Absent;
The Board moved into Executive Session at 8:33PM
The Board moved out of Executive Session at 8:38PM*

Regular Session resumed at 8:38PM.

Coolidge moved to keep Facility Manager, Steve Williamson, at 20hrs per week, and accruing the corresponding employee benefits. This will include a retroactive calculation of vacation and sick time. Williamson will be paid out for 12 hours of vacation and will receive 40 hours of vacation as of January 1, 2024. Sick time will also be calculated and begin accruing regularly. Dolyk seconded. The motion passed unanimously.

Public Comment:

None

Old Business:

*Coolidge moved the Board into Executive Session to discuss the job performance of public employees. Coolidge stated that no action will be taken as a result of the Executive Session, but the Board will move into the Organizational Meeting afterwards. The roll call vote resulted as follows: Arnold – Aye; Bulan – Aye; Coolidge – Aye; Dolyk – Aye; Reese – Aye; Ross – Aye; Warden – Absent;
The Board moved into Executive Session at 8:41PM
The Board moved out of Executive Session at 8:51PM*

Adjourn Sine Die: 8:52PM

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Call to Order:

Coolidge called the organizational meeting to order at pm.

Members Present: Arnold, Bulan, Coolidge, Dolyk, Reese, Ross

Approval of Minutes of Previous Annual Meeting:

Arnold moved that the January 2023 minutes of the annual meeting be approved, and Bulan seconded. The motion passed unanimously.

Report from Nominating Committee:

Reese reported for the committee – Present the slate of officers for 2024 of Ritter Public Library Trustees. President – Marie Warden, Vice President – Chad Coolidge, Corresponding Secretary – Lois Arnold. Reese asked three times if there were no other nominations.

Election of Officers:

Bulan moved the election of Warden for President 2024, Coolidge for Vice President 2024, and Arnold for Corresponding Secretary 2024. Coolidge seconded. The motion passed unanimously. Board nominations for 2024 are now closed.

Springer administered the Oath of Office to the Board of Trustees:

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?

The “I do” was unanimous.

Committee Appointments: Committee appointments will stay as they are. Springer will distribute new lists unless changes are made during the February 2024 regular meeting.

Approval of the Annual Board Meeting Calendar:

The Board will meet the 2nd Tuesday of each month at 7:00PM. The Board will not meet in August 2024. Coolidge moved to accept the calendar, and Arnold seconded. The motion passed unanimously.

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New Business:

Arnold moved the Board hire Sandra Licks as Library Director beginning in January of 2024. Coolidge seconded the motion. Motion passed unanimously.

Arnold moved to hire Caroline Springer as Fiscal Officer beginning January of 2024. Coolidge seconded the motion. Motion passed unanimously.

Arnold moved to hire Ruby Dalton as Deputy Fiscal Officer beginning January of 2024. Bulan seconded the motion. Motion passed unanimously.

Coolidge moved to authorize the Director as the purchasing agent for the Ritter Public Library in 2024, and Ross seconded. The motion passed unanimously.

Coolidge 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.

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 – Absent.

The resolution passed unanimously.

Approval of Bonds for Fiscal Officer and Deputy Fiscal Officer:

Coolidge moved to approve bonds for the Fiscal Officer and Deputy Fiscal Officer for \$50,000.00 and \$25,000.00, respectively, from January 14, 2024, to January 14, 2025, Bulan seconded the motion. The motion passed unanimously.

Move to Adjourn: Ross moved to adjourn at 8:58PM, and Coolidge seconded. The motion passed unanimously.

The meeting was adjourned until February 13, 2024, at 7:00 PM at Ritter Public Library.

Caroline Springer
Fiscal Officer

Marie Warden
President – Board of Trustees

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