

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

Meeting Date: Tuesday, June 13, 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	Present
Zack Dolyk	Present
Pam Reese	Absent
Sarah Ross	Present
Marie Warden	Present

Employees: S. Licks, C. Springer, J. Dufner, A. Adams

Visitors: Joan Cohoe

Certification of Notification:

Springer certified that a notice of the meeting had been published in the June 8, 2023 edition of the *Vermilion Photojournal*. In addition, to the Ritter Public Library social media outlets and Library Website.

Approval of Minutes:

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

Correspondence:

None

Public Comment:

Warden welcomed visitors to the meeting.

Director's Report:

Licks reviewed the Director's report (attached).

Licks spoke about the Vermilion Schools "Lights Out for Literacy" event in September at the schools. The proposed evening is a Board meeting night. The Board will consider the possibility of changing their meeting date.

Paint colors were chosen by the Paint Committee and that project will begin soon.

Warden stated that she and Ross will be attending a Department Orientation through the different library departments this week.

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

Meeting Date: Tuesday, June 13, 2023

Department Reports:

Warden introduced Aimee Adams, the new Youth Services Librarian. Adams reviewed the Youth Services report.

Adams talked about Summer Reading, the school visits, and the class in-library visits. Saw about 920 children in anticipation of summer reading. 2022 Summer Reading Program saw 321 registrations. This year we are at over 300 sign-ups at this time and there is still time left!

Talked about the checkouts of the Early Literacy Kits, which is increasing.

The Non-Fiction replacement project is underway. Approximately 1300 books have been ordered and are still coming in. Now that we are getting replacement items, Adams can switch them out so our shelves will not be empty while we replace.

Arnold asked if she would be adding more Early Literacy Kits. Adams said at this point, she would like to focus a little more on the STEAM kits – which seem to help with supplemental learning.

The Board thanked Adams for coming to the meeting and presenting her updates.

Dufner reviewed the Adult Services report (attached). The Board complemented Dufner on programming numbers and the surprise bags. Dufner reviewed the new Tech Appointments they have been doing. Patrons can book 1-hour appointments to learn more about how to use their phones, tablets, and other apps.

Ross commented on Browne's program wherein she would take a senior's graduating picture and put it in a poster.

The Board congratulated Dufner on her 1-year anniversary at Ritter Public Library!

Facility Report:

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

Licks reviewed the current needs to convert our fluorescent lights to LED. We received a quote from Butchko Electric for \$15,980. We received a quote from Sattelight, which was approximately \$20,000.

Dolyk requested that we look into partnering with First Energy. Dolyk will put us in touch with the man that was able to coordinate that partnership. His name is Terry Freeman.

Licks presented the quote for new roller shades (15 quantity), as the current ones are beginning to break down. Gotcha Covered, in Avon, provided us with a quote for \$5,138.00.

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

Meeting Date: Tuesday, June 13, 2023

Warden moved to approve the bid for 15 roller shades at \$5,138.00 from Gotcha Covered. The funds will come from the Building Fund. Ross seconded. The motion passed unanimously.

Financial Report:

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

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

Committee Reports:

Endowment

Licks stated that the Endowment Board met last month, but they are still looking to add a couple of Board members. Anyone interested in participating in the Endowment Board can contact Licks or Pat Farley directly. Endowment Board approved \$10,000 toward the Teen Department renovation. There is no second meeting date set at this time. They will hold any additional funds to see if any other projects came up.

Foundation

The Foundation met recently. The main discussion topic was the fundraiser for the private jet ride to the Ohio State game. Includes 2 tickets to the game, lunch, transportation, and a jet ride to and from Columbus. The tickets are \$200 apiece. The Foundation also purchased books for the school children that came to visit the library with their classes. Creating a committee from the Foundation members and Director to discuss potential funding ideas. Will meet again in August.

Friends

Licks reviewed the Friends report. The Friends approved to help purchase patio furniture and a retractable awning for the library. The awning will have a sensor to detect high winds or rain, so it will retract itself. It will also have a wall switch on the inside. This will be on the rooftop patio. The Friends have a full slate of programming coming up. They do not have a chair person at this time for The Chocolate Festival. If they are unable to find a chair in the next couple months, they will likely not be able to have it in 2024. The Friends requested to change the August Book Sale to the lower Community Room, but there is something in that meeting room that was booked months ago, so it will go in the upstairs Community Engagement Room. They will request the lower room earlier in advance for the next sale.

Policy

Arnold stated that the Policy Committee met before the meeting. There has been need to review and address our policies. At this time, the Policy Committee would like to retitle the "Challenged Material" policy as "Request for Reconsideration." Arnold presented the suggested changes (attached) to the policy and the form.

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

Meeting Date: Tuesday, June 13, 2023

The Policy committee would like to recommend that the Board approve those changes tonight. Future changes will include a policy for programming and displays.

Arnold moved that the Board approve the changes recommended by the Policy Committee included in the attached form, and Coolidge seconded. The motion passed unanimously.

Old Business:

None

New Business:

Warden 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:

- *1000-760-750-0050 Furniture and Equipment by \$8,000 to reflect and track a donation made by the Ritter Public Library Foundation to assist in renovating the Teen Department.*
- *1000-760-750-0050 Furniture and Equipment by another \$10,000 to reflect and track a donation made by the Ritter Public Library Endowment Board also to assist in renovating the Teen Department*
- *1000-230-750-0000 Furniture and Equipment by \$14,000 to reflect and track a donation made by the Friends of the Ritter Public Library to purchase Furniture and a retractable awning for the 2nd floor patio.*

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

Ross stated that she would be in favor of moving the Board meeting for September. The Board will discuss this further and make a formal decision at the July 2023 meeting.

At 7:56, Arnold moved the Board into Executive Session to discuss the evaluation of a public employee. Warden seconded. A decision will be announced in Regular Session as a result. To roll call vote resulted as follows:

Arnold – Aye; Bulan – Aye; Coolidge – Aye; Dolyk – Aye; Ross – Aye; Warden – Aye; Reese – Absent.

*The Board moved into executive session at 7:56pm.
The Board moved out of executive session at 8:22pm.*

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

Meeting Date: Tuesday, June 13, 2023

Returned to Regular session at 8:22pm.

Warden move that due to completing a successful 6-month evaluation, the Board vote to award an additional 48 hours of vacation time to Director Sandra Licks for calendar year 2023, as promised in the Ritter Public Library Board of Trustees offer of employment letter dated October 28, 2022. Arnold seconded the motion. The motion passed unanimously.

Move to Adjourn: Arnold moved to adjourn, and Ross seconded. The motion passed unanimously. The meeting was adjourned at 8:24PM

The meeting was adjourned until Tuesday, July 11, 2023 at 7:00 PM at the Ritter Public Library.

Caroline Springer
Fiscal Officer

Marie Warden
President – Board of Trustees