

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

Meeting Date: Tuesday, March 8, 2022

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	Present
Sarah Ross	Absent
Marie Warden	Present

Employees: C. Springer, J. Walk

Visitors: Candy Fisher

Certification of Notification:

Walk certified that a notice of the meeting had been published in the March 3, 2022 edition of the *Vermilion Photojournal*. In addition, to the Ritter Public Library social media outlets and Library Website.

Approval of Minutes:

Warden moved that the February 2022 Regular Board Meeting minutes be approved as presented, and Bulan seconded. The motion passed unanimously.

Correspondence:

None

Public Comment:

Warden welcomed Candy to the meeting.

Director's Report:

Walk reviewed the Director's report (attached).

Reviewed Staff Day schedule.

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Facility Report:

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

Walk discussed the leak that had occurred over the Community Bulletin Board. Damschroder came in, found and fixed the leak. Walk spoke with Damschroder about a maintenance plan and presented some options to the Board.

Discussed two maintenance plans. One for \$1500, which includes once a year 45-point inspection and 2 hours of maintenance. The other is \$2,000, which includes two inspections a year and 4 hours of maintenance.

Discussed whether to hire for maintenance. Warden asked if the Board would like to vote or meet with Building and Grounds first. Board members agree to sign up for the Gold Plan for Damschroder for \$2,000.

Warden moved that Walk sign the agreement with Damschroder for their "Gold" Maintenance plan of 2 inspections a year and 4 hours of maintenance for \$2000, and Reese seconded. The motion passed unanimously.

Financial Report:

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

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

Committee Reports:

Policy Committee

Arnold presented for the Policy Committee. Met to discuss and make some changes to the Collection Development Policy. Changes that were discussed last month are in the new document (attached). Arnold proposed that the Board accept the Collection Development Policy as amended (signature date and typo), and Reese seconded. The motion passed unanimously.

Arnold presented some changes that need to be made to the By-Laws. These changes need to be posted to the public before the Board will vote next month. Arnold discussed the changes and additions (attached). Arnold requested that the Board agree to post the By-Laws for the public. They will be posted at the East Entrance and on the website. All members agree.

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Art Committee

Reese presented for the Art Committee. They met on March 3. Reese visited other Libraries and met with artists. There are two points (attached reports).

The Art Committee requests that the Board agree to move forward with the policy as it stands. Reese moves that the Art Committee will not pursue this type of project, given the intricacies it entails and involves, and Warden seconded. The motion passed unanimously.

Finance Committee

Springer presented the Health Insurance renewal with a 10.33% increase recommended by SEBO (attached). Warden moved to approve the insurance renewal with a date of 5/1/2022, and Bulan seconded. Unanimous.

Springer reviewed the proposed Permanent Appropriations and assumptions (attached).

Foundation

Dolyk presented on the Foundation meeting. They met on Zoom. Discussed working in junction with the Friends, particularly at the booksale, to decide how to work with them on fundraising. The Foundation is also participating in the upcoming Friends concerts. Candy Fischer and Debbie Zanglin have been working on publicity. They have been consulting with a fundraising expert. Less than fundraising, The Foundation would like to also bring more people into the library. Looking forward to being able to do some activities this year.

Candy Fischer met with the owner of Burning River Boutique and spoke with her about her newsletter. She does put some of the library events in her newsletter via email. She also includes links to organizations fundraising websites in that email.

Candy stated that the Geauga County Library Foundation had a fundraiser wherein they did some things that the Ritter Foundation had discussed doing with the Friends. She will look into how they went about it.

Friends

Reese presented on the Friends meeting on March 2. The first newsletter was released, which Reese passed around to the Trustees. Discussed new forms of payment; paypal, square, QR codes, and credit card processing. Discussed staff appreciation – how they can reach out to the staff in some way. Discussed snacks for the staff. Cindy Brown, a member, stated that she could make a paper craft to hold a candy or a snack. Discussed Friends Present, the harpist is coming on

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Sunday, March 20, 2022. Discussed the Book Sale. Reese stated that Vermilion Dominos is going to have on Wednesday, March 23 and April 12, a promotion where 10% of their sales will be donated to the Friends.

New Business:

*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, 2022, the follow 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; Coolidge – Aye; Dolyk – Aye; Reese – Aye;
Ross – Aye; Warden – Aye*

Old Business:

None

Move to Adjourn: Reese moved to adjourn, and Bulan seconded. The motion passed unanimously. The meeting adjourned at 7:58PM.

The meeting was adjourned until Tuesday, April 12, 2022 at 7:00 PM at the Ritter Public Library.

Caroline Springer
Fiscal Officer

Marie Warden
President – Board of Trustees