

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

Meeting Date: Tuesday, March 12, 2024

The Board of Trustees of Ritter Public Library convened in regular session at 7:00 PM in the Ritter Public Library Meeting Rooms A&B. Warden called the meeting to order with the following members and visitors present:

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

Employees: S. Licks, C. Springer, Angie Folley

Visitors:

Certification of Notification:

Springer certified that a notice of the meeting had been published in the March 7, 2024, edition of the *Vermilion Photojournal*, in addition to the Ritter Public Library social media outlets and Library Website.

Approval of Minutes:

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

Correspondence:

None

Public Comment:

Warden welcomed Folley to the meeting. She stated she was very happy with the Pet Pantry and all the donations we have received.

Director's Report:

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

Facility Report:

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

Financial Report:

Springer reviewed the Fiscal Officer's report (attached). Arnold suggested that Springer and Licks investigate the option of going fine free.

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

Committee Reports:

Building & Grounds

Dolyk presented from Building & Grounds. Received fencing samples from 3 different fence companies. B&G is recommending Superior Fencing – mocha blend vinyl fence – costing about \$18,000. Comes with a 30-year warranty. New fence will match footprint of the old fence that will be taken down. The adjoining property owners will be notified before we start the process. A surveyor has found our pins. We will also attend and get the “rubber stamp” of approval from the Historic Design and Review Board.

Dolyk moved to approve the Superior Fence estimate of \$18,512.95 in the mocha walnut to be paid for from the Building Fund and Bulan seconded. The motion passed unanimously.

Art

Reese reported for the Art Committee regarding the Tiny Art Galleries with Public Art Vermilion. The Art committee met on March 2 with Springer and Lauren Ceislak. Cieslak presented information about the Tiny Art Gallery and requested that the library allow a Tiny Art Gallery to be installed somewhere on the exterior of the property (summary attached). No cost to the library. No labor for the library, unless we decide to have Williamson install the post.

Reese motioned to approve the placement of the Tiny Art Gallery on library property to be placed in the green space near the sidewalk facing Liberty Ave to be installed by Steve Williamson, our Facility Manager and Ross seconded. The motion passed unanimously.

Strategic Planning

Ross reported for the SP committee. We have over 500 responses for the community survey. Stakeholder Focus Group was successful. The results of all these meetings will be collected and summarized for the Board to review before the March 27th Board Retreat. Warden stated that she is very happy with the process thus far. NEO-RLS has done a great job so far.

Personnel

Licks reported for the Personnel Committee. Licks provided copies of the revised handbook and asked for proofreading and feedback from the Board. Revised the sections voted on in the last meeting and added the section on Tuition Reimbursement. All gendered pronouns have been removed. Went through all sections to note Board vote sections, Director changes, and joint efforts. Reese stated they had a great meeting, and she is very happy with the results.

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Foundation

Dolyk reported for the Foundation. The Foundation purchased an OWL sound & video system for the Community Room and they are very pleased with it. Kicking around fundraising ideas. Primary idea is Octoberfest at German's Villa. Their next meeting is May 1 at 4PM.

Friends

Reese reported for The Friends (attached).

Topics for Discussion:

OLC Trustee dinner on May 2nd in Independence.

Please contact Springer to sign up if interested.

Old Business:

Kone replied to our letter of intent to cancel. They responded that they have not violated the contract and we would have to buy ourselves out of it. At this point, the Board would just like to stay the course with Kone until the contract runs out in December of 2025. Springer will send a letter 90-120 days before the cancellation date.

New Business:

Furniture Sale Day

Discussed the old furniture and other items we no longer use and no longer hold significant value. All Board members agree to move forward with a furniture sale to be scheduled at a later date.

Move to Adjourn: Reese moved to adjourn at 7:53PM and Bulan seconded. The motion passed unanimously.

The meeting was adjourned until Tuesday, April 9, 2024, at 7:00 PM at the Ritter Public Library.

Caroline Springer
Fiscal Officer

Marie Warden
President – Board of Trustees