

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

Meeting Date:           Tuesday, May 9, 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	Present
Sarah Ross	Present
Marie Warden	Present

**Employees:** S. Licks, C. Springer

**Visitors:**

**Certification of Notification:**

Springer certified that a notice of the meeting has been published to the Ritter Public Library social media outlets and Library Website.

**Approval of Minutes:**

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

**Correspondence:**

None

**Public Comment:**

None

**Director's Report:**

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

**Facility Report:**

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

**Financial Report:**

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

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

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

Meeting Date:     Tuesday, May 9, 2023    

**Committee Reports:**

**Foundation**

Dolyk discussed their May 3<sup>rd</sup> meeting. The new members are very active and dedicated. Dolyk stated that the Foundation purchased books to give out to the fourth graders. Director Licks presented a request for the youth areas, which they are looking into. Currently working on a large fundraiser wherein 3 winners (6 people) will win a trip in a private jet to an Ohio State football game. Licks presented a couple of the Early Literacy Kits created by Youth Services after the Foundation provided funding. The next meeting will be June 7<sup>th</sup> at 3pm.

**Friends**

Reese & Licks presented the Friends report (attached). The Coronation Tea went very well. People were very impressed and had a great time. Friends will try to do a tea annually based on a current event at the time. They gave away door prizes and party favors. It really just went perfectly.

**Building & Grounds**

Dolyk provided an update on the painting project with Mike Millis. Mike will be taking much of the wallpaper down in the Teen area and A/V area. Licks stated that he has also given us a new quote to include the swoosh wall and the soffit wall by the Central Desk. Would like the Board to approve to increase the cost threshold to \$4,100.

Dolyk moved to authorize an additional \$1,100 to Mike Millis to include the Teen swoosh wall and soffit wall wallpaper & paint to come from the Building Fund, and Warden seconded. The motion passed unanimously.

Licks stated that the Painting Subcommittee will meet next week to go over the phases of the project and making decisions on color options that will be presented to staff. Sarah Stark won the drawing to join the subcommittee.

**Topics for Discussion:**

**OLC Legislative Day**

Ross presented on OLC Legislative Day. It was great to have Adult Services Associate, Melissa, join us that day. We were disappointed that we did not get to speak face to face with our representatives. Key topics: permanent law for libraries to be at 1.7%; property tax changes and tax cuts could potentially be a problem financially; met with Majority and Minority leaders from the House and the Senate; raising public bid levels from

\$50,000 to \$75,000, with an incremental increase on an annual basis; “holding libraries harmless” refers to subsidizing libraries for any lost income; OLC is “worth every penny” as they are down there fighting for us every day. A few libraries from around the state set

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

Meeting Date: Tuesday, May 9, 2023

up expo tables to show off what they are doing and highlighting. Discussed our current representatives in our area.

**Department Orientation Sessions for Trustees**

Arnold discussed her experience going department to department to get “briefed” by each department about how they function. Arnold stated that while she has been a library patron and involved with Ritter for years and years, she never knew how much work each department actually does. She was very pleased with the Youth Services department and the updates that have been done to the department. The Adult Services department was also very impressive with everything they are doing and all the technology with which they work.

Warden would like to know if any other Board members are interested in doing any of these department orientations. If so, we could pick evenings when the department managers are at work. Licks will send a schedule to Warden. Discussed scheduling possibilities. Licks will reach out to discuss further. Members discussed how it will likely be very helpful to get a better idea of the day to day goings on of the library.

**Old Business:**

Briefly discussed the Freedged and different options for volunteering. Arnold and Reese would like to volunteer. The hard launch for the Freedged will be June 1<sup>st</sup>.

**New Business:**

**Division of Liquor Control**

Licks presented an application for the transfer of a liquor license for the new Route 6 owners. No changes to the license.

Arnold moved that the Board make no objections to the transfer of the liquor license, and Bulan seconded. The motion passed unanimously.

**Director’s Review**

Licks passed out information to the Board members regarding her goals, performance, progress so that the Board may create her 6 month evaluation. Warden asked that all members review Licks’ provided information, make comments, and make suggestions for moving forward. Warden asked that these be completed by May 23<sup>rd</sup>.

**2023 Tax Budget**

Springer reviewed the 2024 Initial Tax Budget and assumptions (attached).

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

Meeting Date: Tuesday, May 9, 2023

*Warden moved the adoption of the following resolution:*

*Be it resolved by the Board of Library Trustees of the Ritter Public Library that the 2024 Initial Tax Budget, as presented, be adopted and forwarded to the proper agencies.*

*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.*

**Insurance HRA Program**

Springer re-summarized the issue with the HRA Reimbursements that included some of the staff not having been told about that particular benefit upon their hiring. Springer presented the Board with a request to reimburse employees who document out-of-pocket medical expenses that were paid in 2021 and 2022 calendar years. The final resolution is as follows:

*Warden moved the adoption of the following resolution:*

*Be it resolved by the Board of Library Trustees of the Ritter Public Library to increase appropriation #1000-110-228-0000 Health Care Reimbursement by \$13,500.00 to retroactively reimburse employees who document out-of-pocket medical expenses that were paid in 2021 and 2022 calendar years, in accordance with our policy. These employees were not previously told about the Library's Health Care Reimbursement Program.*

*Ross 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*

**Move to Adjourn:** Bulan motioned to adjourn, and Reese seconded. The motion passed unanimously. The meeting was adjourned at 8:37pm.

The next meeting is scheduled for Tuesday, June 13, 2023 at 7:00 PM at the Ritter Public Library.

---

Caroline Springer  
Fiscal Officer

---

Marie Warden  
President – Board of Trustees