

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

Meeting Date: Tuesday, November 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 | Absent                      |
| Zack Dolyk    | Present                     |
| Pam Reese     | Present                     |
| Sarah Ross    | Present – Arrived at 7:04pm |
| Marie Warden  | Present                     |

**Employees:** C. Springer, Jessica Dufner

**Visitors:** Candy Fischer

**Certification of Notification:**

Springer certified that a notice of the meeting had been published in the November 3, 2022 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 October 2022 Regular Board Meeting and October 2022 Special Meeting minutes be approved as presented, and Bulan seconded. The motion passed unanimously.

**Correspondence:**

None

**Public Comment:**

None

**Director's Report:**

Springer reviewed the Director's report (attached).

All Board members enjoyed getting to read the department reports. Suggest to restart Management Meetings. This will be discussed with Sandra when she arrives.

**Facility Report:**

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

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**Financial Report:**

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

Warden stated that she felt the Board should participate in a Board retreat in early 2023 after Sandra arrives.

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

**Committee Reports:**

**Finance:** Springer discussed the minimum wage increase that will exceed our Shelver Step 0 gridline. Springer presented grids and budget options that included only increasing the Shelver gridline, and an option that included increasing all gridlines by the same percentage. Bulan stated that the Finance Committee recommends increasing all gridlines by the additional 4.4%.

Warden moved to increase all gridlines by the 4.4% minimum wage increase to begin on January 1, 2023, and Reese seconded. The motion passed unanimously.

Springer will bring this to the union and ask legal counsel to create an MOU for the 2023 and 2024 grids.

The Board requested Springer calculate the option of also increasing management and administrative salaries by the same percentage. Springer will bring those numbers to the December Board Meeting.

**Friends:** Reese reported on the Friends meeting (attached).

**New Business:**

*Warden moved the adoption of the following resolution: 8-2022*

*Be it resolved by the Board of Trustees of the Ritter Public Library to increase appropriation #4000-760-740-0000, Building Improvements, by \$52,749.50 to cover the bid cost of the HVAC Replacement Project.*

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

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*Warden moved the adoption of the following resolution: 9-2022*

*Be it resolved by the Board of Library Trustees of the Ritter Public Library to increase appropriation #1000-760-750-0000, Furniture & Equipment by \$15,625.00 to reflect and track a donation received from the Ritter Public Library Foundation.*

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

*Warden moved the adoption of the following resolution: 10-2022*

*Be it resolved by the Board of Library Trustees of the Ritter Public Library to appropriate funds in the amount of \$3,000.00 in the Dave Arnold Fund. These funds will be used to purchase Ritter Public Library branded shirts or sweaters for staff.*

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

**Old Business:**

Dolyk spoke with Ford regarding the furniture in the basement. Ford is going to have the furniture appraised again, so the Board can make a decision about what to do with those pieces.

**Move to Adjourn:** Reese moved to adjourn, and Bulan seconded. The motion passed unanimously and the Board adjourned at 7:39PM.

The meeting was adjourned until Tuesday, December 13, 2022 at 7:00 PM at the Ritter Public Library.

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Caroline Springer  
Fiscal Officer

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Marie Warden  
President – Board of Trustees