

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

Meeting Date: Tuesday, October 12, 2021

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: C. Springer, J. Walk

Visitors: Angie Folley

Certification of Notification:

Walk certified that a notice of the meeting had been published in the October 7, 2021 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 September 2021 Regular Board Meeting minutes be approved as presented, and Reese seconded. The motion passed unanimously.

Correspondence:

Walk stated that circulation assistant, Megan McDougal, turned in a letter of resignation yesterday, effective immediately.

Public Comment:

Warden greeted Angela Folley and thanked her for coming.

Facility Report:

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

Director's Report:

Walk reviewed the Director's report (attached).

Discussed the disruptions in the delivery services.

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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:

Foundation Committee:

Dolyk stated that the Foundation met. They had a speaker at their meeting, who was a professional fundraiser. She gave them some interesting ideas for future fundraising. They decided to wait to send out their annual letter until January. Walk is putting together a Wish List.

Friends Committee:

Barb Bradey organized a Meet the Candidates night, so the Friends deferred, as they had been planning to hold one as well. Brewed Awakenings has requested a Little Free Library. Molly Royster and another Friend volunteered to help with that. Regarding the Booksale, February 1st will be the setup date. February 2nd will be the start date. The Booksale will run through the 4th of February. Clean up will be on February 5th. Reese is working on finding volunteers and someone to pick up the leftover books. They have been looking for someone to do publicity as well. Robin Felice mentioned putting a request on Facebook and their old membership list. Walk reported to the Friends about construction, which may push the setup for the Christmas Concert into the Children's Department. For refreshments, treats were discussed in sealed bags. The Friends would like to purchase some carts and a bookcase. Next meeting is Monday, November 1st at 2PM. This coming week is National Friends Week.

Personnel Committee:

Coolidge stated that the Personnel Committee met and recommend the Community Engagement Library position be created and posted. An MLIS will be required. Post date of October 13th, once approved. Salary range will be from \$35,798.40 to \$38,298.40, depending on experience and qualifications.

Coolidge requested a vote. Warden moved to create the position of Community Engagement Librarian, with a salary range of \$35,798.40 - \$38,298.40 to a require a Masters in Library and Information Sciences, and Bulan seconded. (job description attached)

Coolidge also reported about the Facilities Manager position. 3 options were discussed. 1. Hire a company. 2. Hire a skilled professional. 3. Maintain the current arrangement.

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Walk requested that the Board vote on Chain of Command when the final decision is made. That the Facilities Manager will report to the Director, then the Director will report to the Board.

The Personnel Committee does not wish to hire an outside company. Would like to discuss the other two options. Walk has expressed that she is ready and willing to do whatever the Board decides.

Warden asked Coolidge if the Board would like to vote. Coolidge stated that the committee would just like the Board to consider it further for a later vote.

Discussed option 2, of hiring a more skilled individual. Arnold is concerned about Walk potentially “burning out.” Coolidge said that he did speak with her about that. Walk stated that regardless of what we choose, having consistency with the contracts is paramount. Coolidge stressed the importance of the chain of command. Dolyk stated he does have concerns with contractors taking advantage of public entities. Dolyk stated that the smaller jobs, like mowing and things like that should be taken care of by an outside company.

Warden reviewed what they voted on earlier in the year.

Dolyk asked if the Board has had enough time to make a reasoned decision. Coolidge feels that tonight is too early to make a firm decision. Dolyk asked if the Board has enough time by the end of the year. Reese stated that something they discussed was Walk’s pay scale as well.

Warden stated that if we want to post it, the vote should be done by the December meeting. Dolyk asked how we find out if she will continue to have enough time to devote to both positions. Arnold stated that it may be a good idea for Walk to do a Time Study for the Board and write a summary of how it has affected her job. Coolidge suggested that the Personnel Committee meet again with Walk to discuss these questions. Ross stated that while Walk may not “burn out,” but wonders if we’ll “lose” something down the road.

Arnold suggested another tour for the Board of the building would be beneficial. The Board agreed that the Personnel Committee will meet again with Walk and then the full Board can discuss this further. All members agree that “option 1” is off the table.

Dolyk stated that Walk’s focus should be future vision. Coolidge stated that currently she is able to handle these things with plenty effectiveness.

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Strategic Planning:

Coolidge reported on the Strategic Planning Committee meeting that they had this evening before the regular meeting. Coolidge presented the future planning framework that Walk created for the future of the library (attached). We want staff and the community to see us moving forward, but also allow them to add to it. This is a living document, Coolidge stated. Ross suggested that if we see something that is not working or the staff sees that something is not working, we are able to rework it. Part of the focus will be finding out from the community how we best reach out to them.

Warden asked that the Board vote to approve the new framework as part of the Strategic Plan. Bulan moved to accept the new framework as part of the current Strategic Plan, and Arnold seconded. The motion passed unanimously.

“Ritter Public Library is a community center for the Vermilion area providing free space, information, and entertainment.” Reese moved to approve this new mission statement, and Coolidge seconded. The motion passed unanimously.

New Business:

None.

Old Business:

None.

Move to Adjourn: Reese moved to adjourn, and Bulan seconded. The motion passed unanimously. The meeting was adjourned at 7:52PM.

The meeting was adjourned until Tuesday, November 9th, 2021 at 7:00 PM at the Ritter Public Library.

Caroline Springer
Fiscal Officer

Marie Warden
President – Board of Trustees