

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

Meeting Date:           Tuesday, October 11, 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	Present
Marie Warden	Present

**Employees:** C. Springer; A. Folley

**Visitors:** Candy Fischer

**Certification of Notification:**

Springer certified that a notice of the meeting had been published in the October 6, 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 September 2022 Regular Board Meeting minutes be approved as presented, and Bulan seconded. The motion passed unanimously.

**Correspondence:**

None

**Public Comment:**

Warden thanked the visitors for attending.

**Director's Report:**

Warden reviewed the Director's report (attached).

**Facility Report:**

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

**Financial Report:**

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

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

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**Committee Reports:**

**Building & Grounds**

Dolyk reviewed the bids presented to us from IAP. IAP's recommendation is to accept Westland's bid and authorize both alternates to remove and reinstall the Bipolar Ionization and combine all HVAC controls. Total bid from Westland with IAP service fees is \$102,749.50. The recommendation of the committee is that we accept this bid and authorize IAP and Westland to move forward. Lead-time is approximately 20-30 weeks for the equipment. Total time to complete the project is approximately 1 week, with HVAC being affected for only 1-2 days. Westland is already familiar with the building and its equipment. We will have a 1-year manufacturer warranty and a 1-year service warranty on the units. Would like to consider purchasing extended warranty if available.

Dolyk motioned to authorize entering into a contract with Westland to complete base and both alternatives for \$102,749.50 to come from the Building Fund and Arnold seconded. The motion passed unanimously.

**Director Search Committee**

Warden reviewed the information from the Director Search Committee. Candidate summaries and interview notes were provided (attached). We will meet with the candidates on Saturday, October 15 from 9am to approximately 1:30pm. Discussed specifics of question (attached).

Ross stated that the work of Springer during this time has been significant in assisting the Board with searching for, and hiring, a new Director, in addition to the added duties while we have a part-time Acting Director. Ross motioned to compensate Springer as a thank you from the Board. Compensation will include 2 additional days of vacation time, or a paid out bonus. Reese seconded. The motion passed unanimously.

Springer thanked the Board for their recognition.

**Friends**

Reese reviewed the Friends meeting information (attached).

**Foundation**

Dolyk reviewed the Foundation meeting. Moving forward with a solicitation letter. Amending By-Laws to add 4 new members of the board. Meeting to discuss what areas they would like to fulfill. Discussed the golf event – have not reached a final decision. The Foundation authorized the purchase of cell phone charging lockers. In addition, they have decided to purchase two "PlayTouch Tables." One will be going in the Children's Dept and one will go into the Community Engagement Room. Will make sure that the installation and debut will be used for Press Releases.

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**Old Business:**

None

**New Business:**

None

**Move to Adjourn:** Reese moved to adjourn at 7:33pm, and Bulan seconded. The motion passed unanimously.

The meeting was adjourned until Tuesday, November 8, 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