

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

Meeting Date: Tuesday, September 5, 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	Absent
Chad Coolidge	Present
Zack Dolyk	Present
Pam Reese	Present
Sarah Ross	Present
Marie Warden	Present

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

**Visitors:**

**Certification of Notification:**

Springer certified that a notice of the meeting had been published in the August 31, 2023 edition of the *Vermilion Photojournal*. In addition, to the Ritter Public Library social media outlets and Library Website.

**Approval of Minutes:**

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

**Correspondence:**

None

**Public Comment:**

Warden welcomed Folley to the meeting.

**Director's Report:**

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

Three library staff members, including Licks, will be at the OLC Convention in Cincinnati at the end of September.

Mentioned that our Summer circulation and use numbers were increased. Licks stated we may see a dip in the meeting room numbers for a couple of months, but we are seeing quite a bit of use on a regular basis.

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

Meeting Date: Tuesday, September 5, 2023

**Facility Report:**

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

Warden asked about the additional cleaning services. There are areas in the Youth Services department that need attention. Licks wanted to prioritize the surfaces in that area. Added cleaning the tables in the meeting rooms and vacuuming the Director's office once a week.

Discussed some of the leaks that occurred during the storm. Dolyk stated that we spent extra money for special sealing for leaks when we had the skylights installed.

**Financial Report:**

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

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

**Committee Reports:**

**Foundation**

Dolyk reported that the Foundation had a fantastically successful "Jet to the Game" fundraiser. There was a bit of a slow start for selling tickets, but once they were able to create an electronic payment option, they sold all their tickets and received donations on top of ticket purchases.

A committee of the Foundation met with Licks to discuss ideas in conjunction with the schools to promote early literacy and to get the younger children into the library.

The next Foundation meeting will be October 4<sup>th</sup>, 2023 at 4:00pm.

Arnold asked if the schools are still doing a school paper. If so, we may consider putting an "ad" in their paper.

**Friends**

Licks reported on the Friends booksale. The event was very successful and generated a lot of very positive good will. The net revenue was about \$3,000.00. Took most of the leftover books to a Goodwill bookstore in Westlake. They will likely only plan one for next year. The next Friends meeting will be on September 11, 2023.

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

Meeting Date: Tuesday, September 5, 2023

**Topics for Discussion:**

Arnold stated that she hopes when we do our Strategic Plan, we include something supporting the idea of the First Amendment in libraries. Looking at Spring of 2024 to get started.

Warden asked if we have any furniture updates. We do not at this time. Reese will meet with Williamson to discuss other options.

**Old Business:**

*Warden moved the adoption of the following resolution:*

*Be it resolved by the Board of Trustees of the Ritter Public Library to approve the quote from Butchko Electric for \$16,620.00 to convert the remaining fluorescent / other lighting fixtures in the library to LED fixtures. The expense will come from the Building Fund. The Board will increase the following appropriation:*

*4000-210-331-0000 Maintenance & Repair on Facilities by \$16,620.00*

*Reese seconded the motion and the roll called upon its adoption.*

*The vote resulted as follows:*

*Arnold – Aye; Coolidge – Aye; Dolyk – Aye; Reese – Aye; Ross – Aye; Warden – Aye.*

*Bulan – Absent.*

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

Meeting Date: Tuesday, September 5, 2023

**New Business:**

Licks presented a bio about Jill Schaffer Treece (attached). Treece has volunteered to join the Endowment Fund Board and Licks asked that the Board vote to approve this new appointment.

Warden moved to approve Jill Schaffer Treece as a new Endowment Fund Board member, and Reese seconded. The motion passed unanimously.

Arnold pointed out that all members have been given a copy of the new policy that was voted in last month, including a new table of contents.

**Move to Adjourn:** Reese then moved to adjourn the meeting, and Coolidge seconded. The motion passed unanimously. The meeting was adjourned at 7:40 PM.

The meeting was adjourned until Tuesday, October 10, 2023 at 7:00 PM at the Ritter Public Library.

---

Caroline Springer  
Fiscal Officer

---

Marie Warden  
President – Board of Trustees