

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

Meeting Date: Tuesday, May 14, 2024

The Board of Trustees of Ritter Public Library convened in regular session at 7:00 PM in the Ritter Public Library Meeting Rooms A&B. 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	Absent
Sarah Ross	Present
Marie Warden	Present

Employees: S. Licks, C. Springer, Angie Folley

Visitors: None

Certification of Notification:

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

Approval of Minutes:

Warden moved that the April 2024 Regular Board Meeting minutes be approved as presented, and Bulan 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 Department reports (attached).

The library will be closed on Friday, May 24th all day for a Staff Development Day.

We will have a new way to electronically request time off. All requests will be done through WhenToWork and sent directly to the employee's immediate supervisor.

All departments have been getting ready for Summer Reading.

Adult Storytimes are averaging about 50 people per program, which is wonderful.

Youth Services has decorated the department for Summer Reading and it looks great!

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Lima reported that he is looking into digital signage to put by the entrances to more easily show people what is going on and where it is happening.

A local church has asked Browne to come present about the Little Free Freedge during their weekly service.

Facility Report:

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

Discussed the neighbor's request to cede more of our property so that he can have more room for an antique fence. The Board does not wish to approve that request.

Damschroder came back and the ceiling has not leaked since.

Discussed the HVAC issue. Waiting on a part.

Financial Report:

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

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

Committee Reports:

Strategic Planning

Licks reported about SP meetings. Met with Management to go over the goals that the Board put together in their meeting. Will be meeting again tomorrow, then a final draft will be started.

Personnel

Licks stated that we previously spoke about having the handbook in a central, digital location that the Board can access via their emails. There is an option coming, called Sharepoint, but we do not have it yet. Licks gave all Trustees a copy of the revised handbook.

Endowment Fund

Warden reported on the Endowment Fund Board meeting. They met on May 2, 2024. They have a little over \$12,000 to disburse this year. Chloe Browne presented a proposal for a mobile technology lab for programming. They said that they liked the idea but would like to have more information first. The EF President questioned the function of the Endowment Board and asked what the Library Board would like them to do.

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The EF President stated the Endowment Fund Board would like to have a fundraising button and history on the website. Warden stated that the Library Board would like them to focus on what money is already there and manage the funds as they are. The EF President stated they will need to rewrite their by-laws and will not need as many members.

As of now, the Board of Trustees of the Ritter Public Library ask that the Endowment Fund Board be stewards of the money that is currently in the endowment with Lorain County Foundation and continue to not actively fundraise. Any changes to their By-laws will need to be approved by the Library Board of Trustees.

Dolyk expressed that we met several times with the Endowment Fund Board. They consistently stated that they were no longer interested in actively fundraising and they just want to disburse the money, so there is some confusion regarding the change of heart.

They will meet again on June 20th.

Foundation

Dolyk reported for the Foundation. They are currently working on their Oktoberfest fundraiser at German's Villa. They have a date set aside. They would like it to be an annual event. It is scheduled for October 5, 2024. They will have food, drinks, raffles, etc. The next Foundation meeting is June 12, 2024.

Friends

Springer reported for Reese for The Friends (attached).

Topics for Discussion:

Educator Card

Licks discussed Educator Cards. We would like to offer a one-time delivery of Educator Cards. We would like approval from the Board to waive the in-person appearance of the specific teacher, and simply deliver them to the schools. The teacher's identity and employment at local schools will be confirmed before this occurs.

The Board asked about our Firelands service area. At this time, we do not have the staff to conduct the outreach, but the teachers at Firelands are able to come in and request cards in person.

Warden moved to approve the waiver of in-person appearance for school year 2024-2025 and allow for delivery of educator cards and Arnold seconded. The motion passed unanimously.

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Old Business:

Kone Elevator Update

Dolyk spoke about our status with Kone. The company claims we do not need to retain our Elevator Service Logs after their technician threw them away during a service call. Our contact with the State says that we need to keep them for 5 years. It also violates our Records Retention policy.

Coolidge asked if we want to attempt to be out of the contract. Dolyk stated yes but stated that Kone will litigate. Is that something we want to do? Steve has requested that he is present at all times when any Kone technician is in the building. If he is not available, then staff will be asked to contact Licks or Springer to be present. We should document this and send that information to Kone.

Ross suggested that we contact the Better Business Bureau. We will create a letter for Kone and will copy the state that licenses them. Dolyk will draft a letter.

New Business:

Warden moved the adoption of the following resolution:

Be it resolved by the Board of Library Trustees of the Ritter Public Library to increase the following appropriations:

- *1000-230-379-0000, Professional Services, by \$30,000.00 from the General Fund to fund a new Director Search, Strategic Planning costs, and upcoming State Financial Audit costs.*
 - *Approve Then & Now purchase order 181-2024 for \$5,300.00 to Northeast Ohio Regional Library System to pay for Strategic Planning Services.*
- *1000-110-410-2024, Library Materials & Information, LSTA COBAA Grant by \$1,414.00 to reflect and track a Grant received by LSTA through the State Library of Ohio to help fund Early Literacy programming and materials.*
- *1000-110-410-8008, Library Materials & Information LSTA SRP, Grant by \$1,334.00 to reflect and track a grant received by LSTA through the State Library of Ohio to fund Youth Services Summer Reading activities & materials.*

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

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Director Search 2024

Warden proposed that the Board hire Organizational Architecture again to perform our Director Search. Dolyk would like to consider contacting the second candidate from a previous search before we hire Organizational Architecture. Warden stated that she would like to be assured that the Board do their due diligence and perform a full search.

Warden then moved to hire Organizational Architecture to conduct our new Director Search at the cost of 20% of hiring salary, and Bulan seconded. The motion passed unanimously.

Warden asked for committee members to be on the Director Search Committee. Ross would like to be on the committee again, as would Bulan, but will cede their place if anyone would like to be on it. The committee will be Warden (Chair), Bulan, Ross, and Springer.

Move to Adjourn: Arnold moved to adjourn, and Bulan seconded. The motion passed unanimously.

The meeting was adjourned at 8:11PM until Tuesday, June 11, 2024 at 7:00 PM at the Ritter Public Library.

Caroline Springer
Fiscal Officer

Marie Warden
President – Board of Trustees