

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

Meeting Date: Tuesday, April 12, 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	Absent
Chad Coolidge	Present
Zack Dolyk	Present
Pam Reese	Present
Sarah Ross	Present
Marie Warden	Present

Employees: C. Springer, J. Walk, A. Folley

Visitors: Angel Lambert

Certification of Notification:

Walk certified that a notice of the meeting had been published in the April 7, 2022 edition of the *Vermilion Photojournal*. In addition, it was posted to the Ritter Public Library social media outlets and Library Website.

Approval of Minutes:

Ross noted that she was absent during last month’s meeting, but Springer had accidentally included her name in the resolution vote. Springer amended the minutes. Reese moved that the March 2022 Regular Board Meeting minutes be approved as amended, and Coolidge seconded. The motion passed unanimously.

Topics for Discussion:

Exit Interviews: Walk explained that the Board had said previously in her evaluation in December of 2021, that the Personnel Committee should be doing the exit interviews when an employee leaves the library. Walk stated that she would like the Board to decide who should hold the Exit Interviews in the future. Arnold clarified that the employees are allowed to ask for an extra “witness” during the interview. Walk stated that was correct.

Coolidge stated he is fine with Walk continuing and allowing them to ask for a Board representative if they choose. He also felt that it may be intimidating for the staff. Arnold feels that Walk should continue conducting the interviews and that she has done a good job. Warden feels that Walk should continue and if additional representation is requested, that is fine. Reese stated that while Walk has done a great job in the past, she wonders if it might behoove the Personnel Committee to have one person come to the interviews. Ross stated to have Walk continue and have the Personnel Committee review on a regular

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

Meeting Date: Tuesday, April 12, 2022

basis, in case something needs to be escalated, however, she feels that if a member of the Personnel Committee is able to be there, it would be helpful. Dolyk asked if there was a regular list of questions. Walk stated she does have a regular list of questions. Dolyk stated that he would like a member of the Personnel Committee present, if possible. Copies of the Interviews should go to the Personnel Committee afterwards.

DORA: Warden asked Ross to explain DORA to the Board. Ross stated that she is also on Main Street Vermilion (MSV). An initiative of the Board of MSV is to attempt to institute DORA in Vermilion. She explained the legalities involved. People within certain boundaries, within certain timeframes can go into licensed liquor sales establishments, get a drink in a DORA cup, and go into the community and walk around with their drinks. Ross outlined the committee. They will be submitting their application on May 2nd. Ross stated that the boundary extends from the library, to Huggy's. She explained that there are 69 other DORA communities in Ohio and as far as their research has found, it has not been a problem for the other communities.

While the library is within the boundary, the actual library property is not within the boundary. Main Street will create and distribute signage. Warden asked, if approved, would the library put up a sticker on the doors. Ross stated that it would likely be best to do so. City Council does have the ability to suspend DORA at any time. Arnold asked about disposal and schedules. Ross stated that there will be a schedule for disposal and clean up. Main Street will be using compostable cups. Once it goes to City Council, there will be a 45 day public comment time, then it will be up to the council. Ross stated it would go into effect 7 days a week, 11AM to 11PM. Ross stated that the Police Chief stated that he felt very comfortable that the Vermilion Police Department could make sure all community policing needs would be met.

Walk asked how Ross would recommend that the library enforce "no drinks" on our outdoor patios and seating area. Ross stated that the lines of responsibility do not change. It would be up to the library staff to enforce that. Arnold stated that we would have to post the "red" stickers by the patios and outdoor seating areas. Ross stated that they are asking all businesses and establishments to give as much feedback as possible.

Arnold asked if something needed to be changed, it would have to go through the entire city council process again. Ross stated that she would have to check to be sure, but she believes that within the application, that states that Vermilion would reserve the right to suspend and restrict in any way. Ross stated that MSV has a lot of research and details they are working out. Ross stated that rules will be posted, posted on the cup, and posted in the establishments. Coolidge asked how it was enforced. Ross stated it would be up to the local police. Coolidge asked how the police will enforce. Ross stated that it will likely depend on the situation. Coolidge asked if the police will patrol within the first couple of weeks. Ross stated that has not been discussed.

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

Meeting Date: Tuesday, April 12, 2022

Arnold stated that there are concerns about people throwing their trash in yards on their way to the beaches. Ross stated that at this point, MSV is working with the parks departments to establish sanitation schedules. MSV is also putting together a report from other beachfront communities. Arnold asked if it would be up to the homeowners to clean up any trash. Ross stated that MSV would absolutely reevaluate the boundaries and other details throughout, because if something like that happened, they would have to make some changes. Ross stated that she does not feel like it is that big of a risk, as this has been tested for 7 years in other communities.

Candy Fischer arrived at 7:15PM.

Correspondence:

None

Public Comment:

Warden welcomed the public attendees.

Director's Report:

Walk reviewed the Director's report (attached).

Walk distributed the quarterly update on the Strategic Plan (attached).

Facility Report:

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

Walk reviewed the details of the HVAC issues the library has been having. Discussed future planning with issues with the HVAC. Some expressed concerns that we continue to have issues, particularly with this company. If the unit is replaced in the old building, we will have to upgrade a lot of the pieces and parts throughout the building. The Board has asked Walk to start researching estimates for replacing the older units, comparisons, etc. Walk said she will do some research and then they can meet in a Building and Grounds committee.

Coolidge left the meeting at 7:45PM.

Financial Report:

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

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

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

Meeting Date: Tuesday, April 12, 2022

Committee Reports:

Friends: Reese presented the Friend’s Report (attached).

Warden thanked the Friends and Foundation for sponsoring the “Friends Present” concerts.

Policy Committee: Arnold suggested that the Board members view the Trustees webinar, as it was very helpful regarding Intellectual Freedom.

Old Business:

Marie commended the staff for the significant increase in circulation numbers last month.

Arnold presented the proposed changes to the By-Laws. The public was notified as of last month. Changes are attached.

Arnold moved that the By-Laws be changed as posted, and Dolyk seconded. The motion passed unanimously.

Going forward, we will have a sign-in sheet at the Board meetings and the website for public speaking.

New Business:

Warden moved the adoption of the following resolution (4-2022):

Be it resolved by the Board of Library Trustees of the Ritter Public Library to increase appropriation #1000-760-750-0000 Furniture and Equipment by \$7,320.60 to reflect and track a donation made by the Ritter Public Library Endowment Fund Board. These funds will be used to purchase furniture needed for the Interior Renovation Project.

Arnold seconded the resolution and the roll called upon its adoption. The vote resulted as follows:

Lois Arnold – Aye; Eileen Bulan – Absent; Chad Coolidge – Absent; Zack Dolyk – Aye; Pam Reese – Aye; Sarah Ross – Aye; Marie Warden – Aye

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

Meeting Date: Tuesday, April 12, 2022

Move to Adjourn: Reese moved to adjourn the Regular meeting, and Ross seconded. The motion passed unanimously. The meeting was adjourned at 8:01PM.

The meeting was adjourned until Tuesday, May 10, 2022 at 7:00 PM at the Ritter Public Library.

Caroline Springer
Fiscal Officer

Marie Warden
President – Board of Trustees