

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

Meeting Date: Tuesday, August 13, 2024

The Board of Trustees of Ritter Public Library convened in Special Session at 7:00 PM in the Ritter Public Library Ritter 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	Absent
Marie Warden	Present

Employees: C. Springer

Visitors: Cheryl Grizzell

Certification of Notification:

Springer certified that a notice of the meeting had been published in the August 8, 2024, 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 2024 Regular Board Meeting minutes be approved as presented, and Reese seconded. The motion passed unanimously.

Correspondence:

None

Public Comment:

Warden welcomed Cheryl to the meeting.

Administrative Report:

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

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

Topics of Discussion:

Springer reviewed the information regarding the increase of the minimum salary threshold for exempt employees. Warden moved to mandate that all compensatory time held by management as of August 13, 2024, be used by December 20, 2024. If not used, the time will be paid out at the rate at which it was earned. Reese seconded the motion. The motion passed unanimously.

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Springer presented the Board members with a proposed potential new job description for a current position that will combine all Technical Services Department positions (attached). This document is only for informational purposes at this time.

New Business:

Warden moved to hire Cheryl Grizzell as Ritter Public Library's new Director, according to the parameters detailed in the signed acceptance letter (attached). Salary will start at \$90,000.00 annually. Reese seconded. The motion passed unanimously.

Building & Grounds met for a walk-around the area of concrete that needs to be repaired. The committee added some items to the original quotes for concrete work and had them requested. The existing handicap ramp will be removed, as it may be a tripping hazard, and a new ramp will be added. After reviewing the quotes received, Building & Grounds is recommending the Board hire Affordable Renovations.

Dolyk moved to hire Affordable Renovations at \$18,700.00 for the concrete repair work and addition of a handicap ramp. These funds will come from the Building Fund. Bulan seconded. The motion passed unanimously.

Warden moved the adoption of the following resolution:

Be it resolved by the Board of Trustees of the Ritter Public Library to create and increase appropriation 2005-230-319-0000 Other – Dues, Fees, Travel & Meeting Expenses to \$500.00 to pay for expenses related to Staff Development Day on Friday, September 13, 2024.

Reese seconded the resolution, and the roll called upon its adoption.

The vote resulted as follows:

Arnold – Aye; Bulan – Aye; Coolidge – Aye; Dolyk – Aye; Reese – Aye; Warden – Aye; Ross – Absent.

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

The meeting was adjourned at 7:22 PM until Tuesday, September 10, 2024, at 7:00 PM at the Ritter Public Library.

Caroline Springer
Fiscal Officer

Marie Warden
President – Board of Trustees