

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

Meeting Date: Tuesday, July 9, 2024

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: S. Licks, C. Springer, Angie Folley

Visitors: Patricia Farley, Doug Brown

Certification of Notification:

Springer certified that a notice of the meeting had been published in the July 4, 2024, edition of the *Vermilion Photojournal*, in addition to the Ritter Public Library social media outlets and Library Website.

Approval of Minutes:

Arnold moved that the June 2024 Regular Board Meeting minutes be approved as amended, and Reese seconded. The motion passed unanimously.

Correspondence:

None

Public Comment:

Warden welcomed our visitors to the meeting. No comment.

Director's Report:

Licks reviewed the Director's report (attached).

Licks reviewed the department reports (attached).

Highlighted Summer Reading events and the popularity of the prize wheel.

Warden commented that Browne is grateful to the Endowment Fund Board for the donation to purchase laptops.

The Board is pleased with the number of authors that will be at our Author Fair.

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

Meeting Date: Tuesday, July 9, 2024

Several businesses and other organizations are using our Roland a lot this summer.

Facility Report:

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

Discussed the new fence. Board members agree that it looks very nice.

There is a new leak over the skylight in the Children's Dept. We know where it is coming from but are not sure if it is fixed yet.

We have three concrete quotes, but they are not apples to apples, and more specs need to be requested. Discussed including a better handicap ramp access to the sidewalk.

Several Board members remarked that Williamson is doing a very good job.

Financial Report:

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

Dolyk and the board advised to begin investing in longer life CDs and Notes. Springer will move beyond the previously requested 1 year maximum.

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

Committee Reports:

Finance

Springer reviewed the Finance Committee meeting (attached).

Endowment Fund: revised bylaws

Pat Farley reported on the Endowment Fund Board meeting (documents, bylaws, and donation sheet attached). The current goal of the EFB is to increase their membership and make changes to their bylaws.

Discussed the history of the Endowment Fund Board and specifics for disbursements.

Most recently, the Endowment Fund Board donated \$12,000.00 to the library to purchase laptops for technology classes and for public use within the library building.

Discussed active fundraising they've done in the past.

The EFB has requested that the Board review and approve new bylaws provided this evening.

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

Meeting Date: Tuesday, July 9, 2024

Farley expressed her upset that the Board did not allow the EFB to fundraise recently.

Discussed potential changes to the bylaws. Arnold stated that some of the revisions appear that the Endowment Fund Board is attempting to remove authority from the Library Board of Trustees. Farley stated that this is true, but they always communicate with the Board. Arnold stated that this is concerning, as regardless of Library Board decisions the EFB could decide how to move forward without Board influence. Currently, the Board does have final say whether to receive the funds or not.

Discussed the specifics of what the changes to the bylaws will mean.

Warden stated that at this point, the Endowment Fund Board would like an “up or down” vote with no discussion about changes.

Some trustees voiced their concerns about the changes. There are concerns that there are too many fundraising initiatives which may “dry the well.” Farley said it has never been their intent to stop fundraising of any other groups. Farley feels that there are people who would like to donate to an endowment in perpetuity.

Dolyk stated that the Foundation was formed, as we were concerned about continuing to put money into something that we are no longer able to access that money. Only the interest that is allowed to be disbursed each year. The Foundation has an endowment because they must. The Foundation also has an account that they put their funds into, which can be taken at any time in any denomination. Dolyk fears that both groups actively fundraising without the Board involvement could become very confusing for the public.

Ross clarified that the Endowment Fund Board is not a separate entity. They are under the auspices of the Library Board of Trustees.

Warden stated that what she is hearing is that there is some discomfort with the removal of Board approval from the bylaws. She asked that since the EFB is under the auspices of the Ritter Public Library Trustees, removing Board approval could put us in a position of liability.

Arnold expressed her concerns that removing Board approval could open us up to a bad situation moving forward.

Warden stated she appreciates all the work that has been done on the bylaws, particularly with the potential upcoming changes to the EFB membership. Warden would like to table the changes and allow for the Endowment Fund Board to “tighten” up the language before it is voted on.

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

Meeting Date: Tuesday, July 9, 2024

Warden stated that the next Board meeting will be held in September. Warden asked the rest of the Board if they would like to table the vote at this time. Farley stated the Board will have to do an “up or down” vote in September 2024.

Dolyk stated that the bottom line is that the library is liable for anything that the Endowment Fund Board does.

The Endowment Fund Board will meet on September 5 and the Board meets on September 10. The matter will be tabled at this time for the Endowment Fund Board to make changes to the bylaws to re-include Library Board of Trustees final approval.

Foundation

Dolyk reported about the Foundation’s Oktoberfest event. Mr. Betcher has spearheaded this idea. The plans and prizes are going to be “unbelievable.” Tickets will be \$35, which includes meals and beverages. The event will be held on Saturday, October 5, 2024. The Foundation hopes that this event will kick off a great tradition of Oktoberfests and will make it a signature event. The subcommittee will meet again Wednesday, July 17, 2024, at 4pm.

Friends

Reese presented for the Friends (attached).

Topics of Discussion:

Licks presented and discussed some proposed ideas for improving the use and layout of Adult Services. Stressed that this is not imminent, but something that is being worked on slowly.

The next step would be to invite an architect company to come in to see if the ideas are feasible. Warden stated that some of these are difficult decisions to make, so some discussions will occur throughout the processes. We may need a cost-benefit analysis to see which options will give us the most “bang for our buck.” We also need to wait to move forward after a new Director is placed.

Old Business:

None

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

Meeting Date: Tuesday, July 9, 2024

New Business:

Warden moved the adoption of the following resolution:

Be it resolved by the Board of Library Trustees of the Ritter Public Library that the following appropriation lines be increased to document and track grants received by the Ritter Public Library:

- 1000-110-390-0030, Purchased and Contracted Services (Adult) to increase by \$500. The grant received is for the Friends with Pens program.*
- Other Library Materials and Information (DG GRANT) to increase by \$3,000. The grant received from Dollar General is for Youth Services Summer Reading.*
- 1000-230-750-0201, Furniture & Equipment (Technology) to increase by \$13,000. A \$12,000 grant was received by the Endowment Fund Board. \$1,000 will come from the General Fund. These funds are for the purpose of purchasing laptops for technology classes and public use within the library.*

Bulan seconded the resolution and the roll called upon its adoption. The voted resulted as follows:

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

Warden moved the Board into Executive Session to discuss the discipline of a public employee. Warden stated that no action will be taken as a result of the Executive Session. The roll call vote resulted as follows: Arnold – Aye; Bulan – Aye; Coolidge – Aye; Dolyk – Aye; Reese – Aye; Ross – Aye; Warden – Aye;

*The Board moved into Executive Session at 8:10PM
The Board moved out of Executive Session at 8:45PM*

Warden moved the Board into Executive Session to discuss the compensation of a public employee. Warden stated that action will be taken as a result of the Executive Session. The roll call vote resulted as follows: Arnold – Aye; Bulan – Aye; Coolidge – Aye; Dolyk – Aye; Reese – Aye; Ross – Aye; Warden – Aye;

*The Board moved into Executive Session at 8:46PM
The Board moved out of Executive Session at 9:13PM*

Warden moved to restore Amy Cobb to full-time hours (35/wk) and increase Amy Cobb and Angela Folley's hourly wage by 5% per the union contract, temporarily, while Tech Services works to fill Ann's duties on their own. Reese seconded. The motion passed unanimously.

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

Meeting Date: Tuesday, July 9, 2024

Move to Adjourn: Reese moved to adjourn at 9:14PM and Arnold seconded. The motion passed unanimously.

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

Caroline Springer
Fiscal Officer

Marie Warden
President – Board of Trustees