

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

Meeting Date: Tuesday, February 9, 2021

The Board of Trustees of Ritter Public Library convened in regular session at 7:00 PM via Zoom. 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: C. Springer, J. Walk, F. Ostrander

Visitors:

Certification of Notification:

Walk certified that a notice of the meeting had been published in the February 4, 2021 edition of the *Vermilion Photojournal*. In addition, *Ritter Public Library Facebook and Library Website*.

Approval of Minutes:

Warden moved that the January 2021 Regular Board Meeting minutes be approved as presented, and Reese seconded. The motion passed unanimously.

Correspondence:

Walk reported that she received a public records request from the Freedom Foundation regarding our bargaining unit employees. Walk researched the information requested and found that it was a legal request. Walk responded with the information requested in the electronic format requested. Walk also reported that she spoke with all employees whose information was shared.

Public Comment:

None

Director's Report:

Walk reviewed the Director's report (attached).

Discussed changes in physical circulation and the increase in digital circulation.

Financial Report:

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

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

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Facility Report:

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

Committee Reports:

Policy Committee: Arnold stated that it was previously decided that the Policy Committee would review the policy handbook every other year. Stated that though there does not seem to be a need to do so at this time, would ask that all members review policies and let the Policy Committee know if there is a need for revision.

Old Business:

None

New Business:

Walk discussed opening back up for browsing. Different options were discussed regarding sanitization practices. It was decided that Ritter Public Library would reopen for browsing as of Wednesday, February 10, 2021.

Warden moved the Board into executive session to discuss the compensation and employment of a public employee. No decisions will be made as a result of executive session. Bulan seconded the motion. The roll call vote resulted as follows:

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

*Board moved into executive session at 7:41PM.
Board moved out of executive session at 7:48PM.*

Regular session resumed at 7:48PM.

Move to Adjourn: Reese moved to adjourn regular session at 7:48PM, and Dolyk seconded. The motion passed unanimously.

The meeting was adjourned until Tuesday, March 9, 2021 at 7:00 PM on Zoom.

Caroline Springer
Fiscal Officer

Marie Warden
President – Board of Trustees