

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

Meeting Date: Tuesday, July 11, 2023

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	Absent
Zack Dolyk	Present
Pam Reese	Present
Sarah Ross	Present
Marie Warden	Present

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

Visitors:

Certification of Notification:

Springer certified that a notice of the meeting had been published in the July 6, 2023 edition of the *Vermilion Photojournal*. In addition, to the Ritter Public Library social media outlets and Library Website.

Approval of Minutes:

Arnold stated that on page three, line one, the minutes should read “Warden moved to approve....” And the policy changes should read, “at this time, the Policy Committee would like to retitle the “Challenged Material” policy as “Request for Reconsideration.” Springer will make those changes.

Bulan moved that the June 2023 Regular Board Meeting minutes be approved as amended, and Reese seconded. The motion passed unanimously.

Correspondence:

None

Public Comment:

Folley stated “on behalf of the Technical Services Dept, we’d like to invite the Trustees to a party to celebrate 101 years of service from the Tech Services dept on August 25th.”

Director’s Report:

Licks reviewed the Director’s report (attached). Licks also reviewed the Department Updates (attached).

Discussed some of the structure involved in the evening schedule changes.

Facility Report:

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

Discussed the increase in the non-public area painting quote for the accent wall colors. The amount was increased by \$1,057.00. If we sign up with them by September, we will get a \$4,663.00 discount. This election would be contingent on them doing a satisfactory job on the non-public areas.

Discussed the quote from Corso's for the bio-swale for \$7,158.06. This is compared to the \$23,909.07 quote from Intrinsic Landscaping. All quotes are apples to apples. Dolyk stated we will need Terry Pena to come out and mark the system for the sprinkler, so it is not damaged.

Warden moved to approve the quote from Corso's to revitalize the bio-swale for \$7,158.06, with the funds coming from the Building Fund. Reese seconded. The motion passed unanimously.

Discussed the lighting incentive for the grant to convert the fluorescents to LED. Will likely only receive a couple hundred dollars, but we will move forward.

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.

Committee Reports:

Foundation

Dolyk reported for the Foundation. They held a special meeting in order to attempt to help sell more tickets for the private jet flight and Ohio State tickets. They have currently sold 24 tickets. Hope to sell 50 – 75 tickets. Working on publicizing it further and more publicly. Chloe Browne has been helping a lot with marketing. She is also assisting the Foundation with signing up with Event Brite, which will be a big help in people being able to buy tickets electronically.

Friends

Reese reviewed the information from the Friends meeting (attached).

Policy

Arnold reported for the Policy Committee. Arnold presented a "Programming and Displays Policy." This is a new policy that encompasses our request for reconsideration, but for displays and programming. The policy outlines the process for addressing patron concerns. The Policy Committee also created a "Statement of Concern About Library

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Programs/Displays” form, which will be filled out if a patron would like to express concern about a display or a program.

Arnold moved to approve the Programming and Displays Policy and the Statement of Concern About Library Programs / Displays form and include them in the Policy Manual. Dolyk seconded. The motion passed unanimously.

Old Business:

Interior painting price change:

Patton painting submitted a change proposal for the addition of accent wall colors. The increased amount is an extra \$1,057.00; bringing the total from \$14,718.00 to \$15,775.00. Licks requested that the Board approve the change order for the additional funds.

Ross moved that we approve the change order from Patton Painting, and Bulan seconded. The motion passed unanimously.

Licks asked that the Board make a motion to approve proposal for painting the public areas, provided that the non-public painting is approved.

Arnold moved that the Board approve the “public area” proposal from Patton Painting, pending a satisfactory job, determined by the Director, Facility Manager, and Board representative Lois Arnold, for \$26,940 to come from the Building Fund, and Reese seconded. The motion passed unanimously.

New Business:

Date of next meeting

Since the “Lights Out for Literacy” evening at the schools is scheduled for the evening of our regularly scheduled September Board meeting, the Board will meet on Tuesday, September 5, 2023 at 7:00PM.

Move to Adjourn: Reese moved to adjourn and Ross seconded. The motion pass unanimously and the meeting adjourned at 7:53PM.

The meeting was adjourned until Tuesday, September 5, 2023 at 7:00 PM at the Ritter Public Library.

Caroline Springer, Fiscal Officer

Marie Warden, President – Board of Trustees