

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

Meeting Date: Tuesday, June 8, 2021

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: C. Springer, J. Walk, F. Ostrander, A. Folley

Visitors:

Certification of Notification:

Walk certified that a notice of the meeting was published in the June 3, 2021 edition of the *Vermilion Photojournal*. In addition, to the Ritter Public Library social media outlets and Library Website.

Approval of Minutes:

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

Correspondence:

Warden read a letter from the Board of Trustees to Ostrander thanking him for his years of service (attached).

Public Comment:

None

Facility Report:

Ostrander reviewed the Facilities Report (attached).

Ostrander reviewed a maintenance log of previous years.

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Director's Report:

Walk reviewed the Director's report (attached).

Stated that our shelver, A. Trendle, has resigned. That position has been posted.

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 Meetings:

Strategic Planning:

Ross reported on the Strategic Plan meeting. Introduced the timeline for changes (attached). Requested that the members of the Board complete their surveys. Also discussed public survey responses.

Building & Grounds:

Dolyk reported on the Building & Grounds meeting. A neighbor has asked that we cover the dumpster on the front, as there is currently only a chain link gate. The committee recommends appropriating a maximum of \$2500.00. Dolyk moved to authorize the bid for the dumpster doors for \$2500.00 to be paid from the Building Fund, and Arnold seconded. The motion passed unanimously.

Reported that the metal frames on the fire doors to the outdoor maintenance equipment room are rusted and need to be replaced. Has received a proposal for metal or stainless steel. Dolyk moved to authorize the bid from Cleveland Vicon for \$918 for parts and installation, to be paid from the Building Fund, and Reese seconded. The motion passed unanimously.

Reported that we received multiple bids to fix cracks that are occurring in the sidewalks on the East side of the building. The Board reviewed the quotes and suggested work (attached). Warden moved to appropriate up to \$3400.00 from the Building Fund to repair cracks and settling in the concrete sidewalk for completing the work, pending adjustments to the terms of the contract, and Arnold seconded. The motion passed unanimously. Ostrander will decide on a company depending on some follow-up questions regarding the contracts and caulking and what will / will not be necessary.

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New Business:

Walk stated that the Erie County library directors would like to continue the PLF formula for the next two years. Walk asked that the Board vote to approve a two-year extension. Warden moved to approve the current PLF formula for Erie County for the next two years, and Bulan seconded. The motion passed unanimously.

Walk introduced a proposal regarding the Facilities Manager position. Walk explained that she has done research regarding what surrounding libraries do regarding Facilities. All libraries reported that Administration manages the contracts. Walk proposed a maintenance rate increase to our current cleaning and maintenance crew of \$14,000 annually. Ozzie would take over some of the day to day maintenance of the building. Walk proposed a \$1,000 increase to Paul Lima, making him the “on-call” person for alarms and call issues off hours. Walk proposed an \$8,000 increase to her salary to cover managing the maintenance contracts. These amounts would be prorated for the remainder of 2021. Arnold asked how we would handle situations like the roof leaking or other unexpected issues. Walk stated that we would have to make those arrangements with our contractors. Dolyk asked what the maintenance company would do. Walk stated that they would do the day-to-day maintenance. Discussed the skill sets that go along with checking on the maintenances. Walk stated that learning to fix random issues come with the job, as it did for Ostrander. Ostrander he stated that he learned from being here. Arnold expressed concern that Ostrander does more for the building and there will be a void, which would cause us to have to hire that work out. Arnold stated that she would be more comfortable with voting for this change to the end of the year to see how it works. Discussed issues in prior years. Discussed concerns regarding “expertise” of person who may fill this position. Ross stated that she would feel comfortable to vote on this change until the end of the year. Several board members agreed.

Warden moved that the Board of Trustees of the Ritter Public Library accept Walk’s Facilities proposal (attached), to last for the remainder of 2021, and Bulan seconded. The motion passed unanimously.

Old Business:

Walk presented her proposal for the physical changes to the building to the Board. Presented a drawing from CBLH (attached). Changes include removing the computer lab and making the room a community space, lowering the circulation desk to allow for increased ability to assist customers, and straightening the current diagonal shelving in Fiction. Also discussed a new computer space and a new “creative” space. Discussed the timing of the project in relation to other events happening this year. Walk asked that the preliminary plans be voted on today, then specifics would follow, including a timeline.

Arnold moved to approve the preliminary physical plans for the Strategic Plan, and Reese seconded. The motion passed unanimously.

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Move to Adjourn: Bulan moved to adjourn the meeting at 8:45PM, and Reese seconded. The motion passed unanimously.

The meeting was adjourned at 8:45PM until Tuesday, July 13, 2021 at 7:00 PM at the Ritter Public Library.

Caroline Springer
Fiscal Officer

Marie Warden
President – Board of Trustees