

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

Meeting Date: Tuesday, June 11, 2024

The Board of Trustees of Ritter Public Library convened in regular session at 7:00 PM in the Ritter Public Library Meeting Rooms A&B. 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:**

**Certification of Notification:**

Springer certified that a notice of the meeting had been published in the June 6, 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 May 2024 Regular Board Meeting minutes be approved as presented, and Bulan seconded. The motion passed unanimously.

**Correspondence:**

None

**Public Comment:**

Folley detailed the donations for the Pet Food Pantry and how much has been given away. The following has been made in distributions between March 2024 and June 11, 2024:

- 392 pounds of dry dog/cat food
- Just under 100 pounds of cat litter
- 50 pounds of rabbit food and hay
- A large quantity of canned pet food and miscellaneous items

In June alone, 183 pounds of dry dog/cat food, 10 cans of wet food, and 80 pounds of cat litter have been donated.

The Board is very happy that there is so much use and that we are helping to fulfill an obvious need.

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**Director's Report:**

Licks reviewed the Director's report (attached).

Licks reported that she sent another letter to neighbors to let them know we have rescheduled our fence installation for June 19<sup>th</sup>. We have not received any correspondence in response.

Licks reviewed the Department reports (attached).

The Board enjoyed the specifics included in the department reports.

Licks discussed Browne's proposal to the Endowment Fund Board to fund and purchase 12 laptops that she can use in a classroom setting. These laptops would allow for in-library use of laptops as well for meetings, classes, webinars, etc. At this point we are not considering checking them out to people to leave the building.

The Endowment Fund Board has \$12,000 to distribute this year and our re-quote of the laptops is \$13,000, so we may need to search for other funding sources. The EFB has also stated that they would only like to distribute \$10,000.00 this year.

Dolyk suggested Licks speak to the Foundation as well for extra funding.

Discussed the issue with the Jamex coin-boxes.

The Board complimented the newsletter.

**Facility Report:**

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

We are still waiting for concrete quotes. We have contacted four companies. ADT is the only company that has given us a quote. Another company came out, but they have not sent us a quote yet. We would like more than one quote before moving forward.

Warden asked after the Safe Harbor camera quote. The current quote is almost \$7,000.00 however, Paul is asking for a new quote, as there are some other specs he needs. Addition cameras are as follows: there would be another camera in the children's dept, a new camera in the staff hallway in the back, and an additional camera on the second floor on a previously uncovered area.

The HVAC is not fixed yet. It has been very frustrating. The current problem is not likely a leak any longer. It appears to be an issue with the system communicating with itself. Westland will be back to investigate further.

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**Financial Report:**

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

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

**Committee Reports:**

**Policy**

Arnold presented on the Policy Committee meeting (attached). Discussed loan periods and making items more uniform in their loan times.

Arnold moved to approve the new circulation loan periods and Reese seconded. The motion passed unanimously.

**Strategic Planning**

Licks stated that there were some tweaks to the Mission, Vision and Values but that they still follow the Board's direction.

Warden complimented the SP process.

Licks stated if approved by the Board tonight, the next steps will be for the managers and staff to create Action Items and then use tracking software to keep the Board updated on progress.

Licks asked for ideas on how to publicize the Strategic Plan – what specifics we want to share with the community, and how. Update the Mission and Vision statements wherever they are listed. Potential info-graphic display inside the library.

Warden moved to approve the Strategic Plan for 2024-2027 and Bulan seconded. The motion passed unanimously.

**Director Search**

Warden reported on the progress of the Director Search. Organizational Architecture (OA) has created a pamphlet "selling" our library and community. It is posted to OLC, NEO, ALA, and Indeed. They also have a pool of applicants that they will be checking with as well. They are aware that Licks will be leaving on August 2<sup>nd</sup>. We will likely have more to report at the July meeting.

**Friends**

Reese reported on the Friends meeting (attached). Reese filed the By-Laws with Springer.

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**Topics for Discussion:**

Coolidge highlighted the library Summer Reading billboard. It looks great!

House Bills 556 and 662

-Licks discussed the bills briefly. Neither bill has a co-sponsor. 556 is in the Criminal Justice Committee. 662 is not in committee.

Reviewed the legality of filming children in the library related to First Amendment Audits. Discussed if security footage is public record. OLC advised libraries to talk to their specific county prosecutor.

Discussed the specifics of First Amendment Audits – people are going to public buildings to film or take photographs to see if they are prohibited from doing so. Our policy is very concise and specifies where and who can be photographed and filmed. Several libraries have had good experiences by just being very nice, offering tours, etc. We will need to intercede if they film other patrons or children.

**Old Business:**

Arnold moved to include the new Mission in the Board of Trustee By-Laws and Reese seconded. The motion passed unanimously.

**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 2025 Initial Tax Budget, as presented, be adopted and forwarded to the proper agencies.*

*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 consider Collective Bargaining strategy. The Board will be voting as a result of Executive Session. Bulan seconded the motion. The roll call 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 8:17PM.*

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Regular Session resumed at 8:17PM.

Arnold moved that the Board of Trustees of the Ritter Public Library authorize the President of the Board to instruct our attorney to negotiate an extension of the contract for one year with a negotiated salary increase only, and Reese seconded. The motion passed unanimously.

**Move to Adjourn:** Reese moved to adjourn, and Bulan seconded. The motion passed unanimously. The meeting adjourned at 8:20PM.

The meeting was adjourned until Tuesday, July 9, 2024, at 7:00 PM at the Ritter Public Library.

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Caroline Springer  
Fiscal Officer

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Marie Warden  
President – Board of Trustees