

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

Meeting Date: Tuesday, March 14, 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	Present
Zack Dolyk	Present
Pam Reese	Absent
Sarah Ross	Absent
Marie Warden	Present

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

Visitors:

Certification of Notification:

Springer certified that a notice of the meeting had been published in the March 9, 2023 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 February 2023 Regular Board Meeting minutes be approved as presented, and Arnold seconded. The motion passed unanimously.

Correspondence:

None

Public Comment:

Warden welcomed Folley to the meeting and thanked her for coming.

Director's Report:

Licks reviewed the Director's report (attached).

Discussed meeting with the Clevnet Director and staff. They visited the library to orient Sandra to everything that Clevnet provides to the library.

Reviewed the information included in the staff in-service training. Arnold stated she was approached by a couple of staff members who felt it was very helpful. Wanted to bring to the surface, areas with which the staff would like to be more comfortable.

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Reviewed the department updates. Discussed the changes to the Teen Space. Aimee is very interested in trying to bring a theme into the Teen Space. Received a new TV for the Teen Space, which will be installed soon.

We had a circulation desk staff member resign today.

Licks asked about the Notary requirements. Is it a requirement for certain staff members to become a Notary? The Board stated that no, there is no such requirement, but we do encourage staff to obtain their Notary. Folley asked if that might be something we no longer want to offer here. Stated that people come in and ask for things notarized that we are not permitted to do, per policy, and they become upset when we cannot fulfill their request. Arnold suggested we track how many we do to see if it is impacting the community.

Facility Report:

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

Financial Report:

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

Discussed HB 1. Arnold suggested we encourage our connected organizations to contact our legislators.

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

Committee Reports:

Foundation

Dolyk reported that the Foundation had a very productive meeting, and thanked Sandra and Marie for coming. The Foundation will be meeting with the Superintendent of Vermilion Schools more frequently to assist with early literacy. They are expecting to fund more projects for the library. They will meet again on May 3, 2023 at 4PM.

Friends

Warden reported on the Friends (attached).

Policy

Licks provided the Board with new copies of the revised policy handbook. Incorporates the changes voted on in the last meeting. Separated the Endowment Fund By-Laws from the policy handbook. Arnold moved to remove the Endowment Fund By –Laws, and allow stand on their own and not be part of the policy manual, and Dolyk seconded. The motion passed unanimously. Licks thanked Chloe, as she put the entire manual on the website with particulars highlighted.

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Strategic Planning

Warden reviewed the minutes from the meeting (attached). Two Goals: Board Self-Reflection – 360 review 2 ways – improve communication; how can the Director help the Board; how can the Board help the Director. Discussed updating our future goals and priorities for a 2-year period.

Reviewed consultants:

Ivy Consulting – we have not gotten figures back yet.

NEO-RLS – two tracks (info attached).

Organizational Architecture (info attached).

Warden stated that Ross in the process of getting more bids for the work. Ross is expecting a proposal from Ivy Consulting soon.

Once we have all the information, Ross will report back to the Board at the April Board Meeting.

At this time, Warden feels some hesitancy about having this in the Fall. We may consider pushing it until next Spring. We need to have better focus and goals before we start the process. Arnold stated that postponing would be a good idea, as Licks could use more time to get comfortable with the library. She also suggested creating Value Statements, which speak more fully to what the library is doing. We will discuss it further in April. Coolidge suggested encouraging people to complete a survey by getting local businesses involved. Arnold suggested we ask other libraries how / if they put out surveys and how was the response.

Topics for Discussion

Arnold asked where the idea came from to offer free women’s menstrual products. It was a Lorain County push. She asked if they will continue to provide the supplies or if they will quit after a year or so. Licks will look into the information.

Dolyk stated that he would really like to see local authors come to the library and present. Have we done any work on that? Dufner stated that she has something in the works for a large summer program. Dufner stated that she recently had a conversation with Licks regarding a local author program we had that had very low attendance. Warden stated that people in Vermilion really like to see presenters that are involved or somehow linked to Vermilion. Discussed potential presenters.

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Old Business:

None

New Business:

Warden moved the adoption of the following resolution:

Be it resolved by the Board of Library Trustees of the Ritter Public Library to approve the creation of a Then and Now Purchase Order totaling \$3,990.00 to pay for landscaping services that were billed after the close of the 2022 calendar year.

Arnold seconded the resolution and the roll called upon its adoption. The vote resulted as follows: Arnold – Aye; Bulan – Aye; Coolidge – Aye; Dolyk – Aye; Warden – Aye; Reese – Absent; Ross – Absent.

Warden moved the adoption of the following resolution:

Be it resolved by the Board of Library Trustees of the Ritter Public Library to approve the disposal of the antique chairs and rugs that were previously in the Ritter Room. The pieces have been appraised by a local antiques expert and were deemed unusable and are no longer of significant value. The pieces will be sold in private sale.

Coolidge seconded the resolution and the roll called upon its adoption. The vote resulted as follows: Arnold – Aye; Bulan – Aye; Coolidge – Aye; Dolyk – Aye; Warden – Aye; Reese – Absent; Ross – Absent.

Move to Adjourn: Arnold moved to adjourn and Bulan seconded. The motion passed unanimously and the meeting was adjourned at 8:02PM

The meeting was adjourned until Tuesday, April 11, 2023 at 7:00 PM at the Ritter Public Library.

Caroline Springer
Fiscal Officer

Marie Warden
President – Board of Trustees