

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

Meeting Date: Tuesday, May 10, 2022

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	Absent
Sarah Ross	Present – Ross arrived at 7:04PM
Marie Warden	Present

Employees: C. Springer, J. Walk

Visitors: Angie Folley, Candy Fischer

Certification of Notification:

Walk certified that a notice of the meeting had been published in the May 5, 2022 edition of the *Vermilion Photojournal*. In addition, it was posted to the Ritter Public Library social media outlets and Library Website.

Approval of Minutes:

Warden moved that the April 2022 Regular Board Meeting minutes be approved as presented, and Arnold seconded. The motion passed unanimously.

Topics of Discussion:

Lorain County PLF: Walk outlined the discussions regarding the Lorain County PLF. Grafton has asked that their prison population be counted at this negotiation. Ritter will go down in percentage slightly to 1.57% without the prison population counted. If the prison population is counted, our percentage will go to 1.55%. The Boards from all Lorain County libraries will have to vote in June. At this time, discussions are amicable.

Walk stated that she is working with someone with the State for Erie County, and she is currently collecting numbers and preparing for next year.

Correspondence:

None

Public Comment:

Warden welcomed the members of the public.

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Director's Report:

Walk reviewed the Director's report (attached).

Savanna Schoolcraft has resigned today.

We have a new Adult Services Manager starting on Monday, May 16th.

Facility Report:

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

Financial Report:

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

Dolyk suggested we change our outlook for CDs from 6 months to a year to only 6 months. Springer will communicate this to UBS.

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

Committee Reports:

Foundation

Dolyk stated the Foundation will be meeting soon. They have some fundraising ideas and will be partnering with the Friends. Dolyk asked Candy Fischer to speak about some of those events. Candy stated that the Friends and Foundation will be checking on dates to look into their fundraising event calendar. They have discussed a mini-golf event that would be both sponsored by the Friends and the Foundation. The Friends and the Foundation are very happy to be working together. More information will be forthcoming. This will also help to bring people into the library and bring new members to the Friends and Foundation. Profits will be divided equally amongst both organizations. The first evening will be an "adult" night, which will include the library getting a liquor license for the evening. The next day (Saturday) will be a family day.

Building & Grounds

Dolyk presented regarding the B&G meeting. Options for the Air Conditioning unit were discussed and we were left with Westland to complete. Dolyk went over the estimates of \$7,450.00 to find the leaks, repair them, evacuate the system, and refill with refrigerant; and coil replacement for \$4,250.00. We will also need to start looking to replace the failing HVAC systems on the roof. IAP will assist and the work will be bid out to the lowest responsible bidder. The work will be extensive and expensive. Westland has been somewhat incommunicative and has made it difficult to keep up with these issues and potential repairs.

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Dolyk stated that the Building & Grounds committee would recommend that the Board vote to pay Westland for the air conditioning repairs from the Building Fund. Dolyk moved that the Board approve payment for these two repairs from the Building Fund, and Bulan seconded. Dolyk also moved that Walk draft a letter to Westland from the Board, requesting documentation and mapping of our systems and Bulan seconded. These motions passed unanimously.

Friends

Warden reviewed the Friends report (attached).

Old Business:

None

New Business:

Walk discussed a situation we recently had with a patron. He was stealing from the library and being aggressive with the staff. Walk met with the VPD and detectives, she told them the situation, provided them with video footage of his theft. He has been issued a notice by the police department that he is no longer allowed on library property. The police will intervene if he attempts to come back on the property.

Move to Adjourn: Bulan moved to adjourn at 7:56PM, and Dolyk seconded. The motion passed unanimously.

The meeting was adjourned until Tuesday, June 14, 2022 at 7:00 PM at the Ritter Public Library.

Caroline Springer
Fiscal Officer

Marie Warden
President – Board of Trustees