

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

Meeting Date: Tuesday, November 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	Present
Sarah Ross	Present
Marie Warden	Present

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

**Visitors:** Jean Anderson, Joan Cohoe

**Certification of Notification:**

Springer certified that a notice of the meeting had been published in the November 9, 2023 edition of the *Vermilion Photojournal*. In addition, to the Ritter Public Library social media outlets and Library Website.

**Approval of Minutes:**

Warden noted a misspelling on page 5.

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

**Correspondence:**

Licks presented a thank you note from one of our neighbors, Lynn Giglioti, thanking the library for following through with the cleanup of the parking lot sewer drain and beginning the process of replacing the fence.

**Public Comment:**

Warden shared for the record “exclusion of materials” excerpt. First step is to make an appointment with the Director.

Reminder – there is a three minute time limit for each public speaker.

Warden thanked everyone for coming.

Jean Anderson: Appreciate knowing the policy. Jean stated she is in full agreement – does not like censorship – it is the parents responsibility. She stated that she is asking that there be an area where books could be placed that might be a book that maybe a parent would want to accompany

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their children in looking through or checking out because parents are not aware of what is on the shelf. Just trying to help them out. Stated that most of us here as parents or grandparents would like to know that those books are in the library and are aware of them. Jean thanked the Board for looking into the process.

Warden thanked Anderson and requested she make an appointment with the Director and fill out the form if she would like to move forward. She will speak with those others who may be concerned and follow up if needed.

**Director's Report:**

Licks reviewed the Director's report (attached).

Particularly appreciated a webinar Licks (and many staff members) watched regarding serving people who are experiencing homelessness. A large part is simply treating people with respect to keep things from escalating. Discussed some of the strategies learned in the webinar – body language, eye contact, introducing yourself.

**Department Reports:**

Licks reviewed some highlights in the Department reports (attached).

Arnold asked about a grant regarding the history of the US. Licks will look into this further.

Warden stated she is very happy we are focusing a lot on Early Literacy.

Arnold stated that she really likes that we do Adult Storytimes and it is a very kind program.

Warden and Arnold commented that they are very happy we are doing the winter village kits again this year.

Reese stated she has heard so many positive things about the Winter Photoshoot from several people in the community.

Ross appreciates the tweaks on the weekend hours that will help with staying open when we have call offs.

**Facility Report:**

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

Dolyk asked why we were asking for two quotes for the new fence - between wood and vinyl. Licks stated we are leaning toward vinyl, but asked for wood quotes in case the Historic Design and Review Board did not approve of a vinyl replacement fence. Williamson was able to speak with the HDRB and they do not have a problem with vinyl.

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Warden asked if Damschroder does caulking on a regular basis. Williamson contacted them, but they have not confirmed.

Discussed Election Day. It was busy and moving the election downstairs was very beneficial, as upstairs causes too much disruption to our day-to-day operations.

**Financial Report:**

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

Will plan to meet with Finance Committee before the December meeting at 6:30pm.

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

**Committee Reports:**

**Personnel**

Licks stated that after much discussion, the Personnel Committee will be meeting once again before asking for Board votes.

Removing the anti-bullying – tweaking the tuition reimbursement w/ a salary bump consideration – tweaking the dress code slightly. Will also do a general review of the handbook and may come back to the Board with a couple of other propositions in December. Globally replacing with Gender neutral language.

**Strategic Planning**

SP Comm met – current plan is expired – licks has been here a year and it's time for a new one. Checked with OA, NEO-RLS, & State library for Strategic Planning services. Recommending hiring NEO-RLS and using their Premium Track to begin working on our strategic plan.

Completed reference checks on NEO and are happy with the feedback received.

In summary, they like NEO for a few reasons: 1. Having a third party facilitator will keep it unbiased and structured. 2. Can facilitate community surveys and staff participation. 3. Can work with the Board in conjunction as well.

**Friends**

Reese presented a summary of the Friends meeting on November 6 (attached).

Chocolate Festival will go on in 2024 on Feb. 3. Friends will also purchase an ice sculpture for in front of the building.

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Encouraged members to go up and bid on the wreaths in the silent auction.

Main Street Vermilion will also be out at Friendship Park on December 1<sup>st</sup> for Light Up Vermilion and The Annual Christmas Concert.

The 2024 Booksale will be at the end of August, which will be in the upstairs and downstairs community rooms.

**Topics for Discussion:**

**Review of Director and Fiscal Officer**

Warden summarized the directions for the evaluations. Typed or handwritten is fine, just please try to be legible.

**Non-Union Compensation Committee**

Licks stated that the Managers and she have been meeting regarding evaluations and during which, a particular manager wanted to advocate for a raise. At this point, we do not have the time to do a study within a committee, but Licks and Springer will meet to discuss the particular request for this current year.

Warden has appointed Licks, Springer, Warden, Ross, and Bulan to be on the new committee.

**Old Business:**

**Elevator Contract**

Springer collected info – Dolyk appreciates the work.

Dolyk stated the contract is very one-sided to the vendor's benefit. Dolyk asked Williamson to check with the state for the maintenance logs, but they do not keep them. It is up to us to maintain them on site.

A few of the inspection logs are copies of inspection log, not the original that points to the inspections not being done correctly or on time.

This is a 5-year contract, so we are currently in contract until 2025. He is happy to write a letter stating our issue with the contract, but is not sure it will make a difference.

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Dolyk feels we have an argument to remove ourselves from the contract, but not sure how far we should take it. Warden stated that if we cannot get out, we need to make sure we cancel in the correct timeframe once the contract ends.

Dolyk asked how the Board would like to proceed. Arnold suggested we send a letter and express our displeasure with their service at this point and ask to remove ourselves from the contract.

A letter will be drafted and sent out certified mail. It will also be emailed to Zack Case, our account manager at Kone.

**Book Challenges:**

Dolyk does not feel our response to the public was appropriate. Arnold stated we are stigmatizing books. It is called “shadow banning.” Dolyk does not agree.

Discussion followed.

Dolyk stated we censor all the time. Feels the request was reasonable and we need to consider moving them. Arnold stated that these books are labeled children’s health books. They are clearly marked. Springer stated that the children’s section is a “supervised section” as there is a policy that children under 12 need to be supervised by an adult.

Dolyk stated that our process does not address their point and our policy does not. Warden stated by limiting access, we are in essence “banning” a book. Warden feels that putting a book in a different place is limiting access.

Warden states that our policy requires the public to do some work, read the book, and formulate what it is about the book they object to and what they want us to do. We should set a precedent and require that the current people must follow that process now and in the future.

Discussed that this is likely an issue that is not going to go away. Expressions like this are ramping up more now.

Coolidge asked Licks if she was okay with the policy process as it is, since much of the process lays on her shoulders. Licks stated that she does feel comfortable with the policy and the process as it stands. Arnold commented that she feels that Licks is very good at conflict resolution and will do a good job with this.

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**New Business:**

***Resolution 10-2023***

*Warden moved the adoption of the following resolution:*

*Be it resolved by the Board of Trustees for the Ritter Public Library to create and increase appropriation # 1000-110-750-0050 Furniture & Equipment (Teen) by \$12,500.00 to reflect and track a grant received by the Erie County Community Foundation to complete the Teen Department Renovation Project.*

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

***Resolution 11-2023***

*Warden moved the adoption of the following resolution:*

*Be it resolved by the Board of Library Trustees of the Ritter Public Library to increase appropriation # 2005-110-590-0606 (Other) from the Dave Arnold Project Fund by \$1,300.00 to fund the Seed Library Project.*

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

***Resolution 12-2023***

*Warden moved the adoption of the following resolution:*

*Be it resolved by the Board of Trustees for the Ritter Public Library to increase appropriation #1000-230-379-0000 by \$5,900.00. The amount will be taken from the General Fund in order to hire Northeast Ohio Regional Library System for strategic planning purposes.*

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

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**Move to Adjourn:** Arnold moved to adjourn and Reese seconded. The motion passed unanimously. The meeting was adjourned at 8:26PM.

The meeting was adjourned until Tuesday, December 12, 2023 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