

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

Meeting Date: Tuesday, February 11, 2025

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
Doug Brown	Present
Eileen Bulan	Present
Chad Coolidge	Present
Pam Reese	Absent
Marie Warden	Present

**Employees:** C. Grizzell, C. Springer, A. Folley

**Visitors:** Joseph Weeks (virtual)

Springer administered the Oath of Office to Doug Brown:

*Do you solemnly swear that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member of the Board of Trustees of the Ritter Public Library, Erie County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?*

*Brown – I will*

**Certification of Notification:**

Springer certified that a notice of the meeting had been published in the February 6, 2025, edition of the *Vermilion Photojournal*, in addition to the Ritter Public Library social media outlets and Library Website.

**Approval of Minutes:**

Arnold moved that the January 2025 Regular Board Meeting minutes be approved as presented, and Bulan seconded. The motion passed unanimously.

Bulan moved that the January 2025 Organizational Meeting minutes be approved as presented, and Arnold seconded. The motion passed unanimously.

Warden moved that the January 2025 Special Meeting minutes be approved as presented, and Coolidge seconded. The motion passed unanimously.

**Correspondence:** We have been contacted by someone who would like to donate \$10,000 to the Library Foundation. She would also love to have something to display at the library. Perhaps a stone or something along those lines. We can discuss that further at a later date.

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Arnold stated that if we do something like this, we will need to create a policy so that all donors will not want to have a separate commemorative display. Grizzell will research other library policies and donor recognition. We will discuss it further in March.

**Director's Report:**

Grizzell reviewed the Director's report (attached).

Currently doing a lot of foundational work of improving internal processes. Develop a more standardized on-boarding and training procedure, as we did not have one previously. We have one new hire on board and two to whom we are offering positions. We need to fill one more Youth Services position.

Grizzell stated that OLC held a virtual Director's meeting to deal with some of the potential political changes and how they will impact libraries. Many directors are concerned about ICE coming into libraries and our rolls in that situation. At this time, we have been advised that we can ask for identification, but nothing else. The messaging for now is to continue as we normally would.

**Financial Report:**

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

Warden moved to approve the contract with Integrity Energy, Brown seconded. The motion passed unanimously.

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

**Committee Reports:**

**Foundation**

Warden stated the foundation met on 2/5. Jennifer Alread, Eileen Bulan, and Melinda Ladonia were all approved as new Foundation Board members. Ford & Davis are working on an ask letter. They have requested a "not to exceed" quote for a library vehicle. They would also like a cost for the Story Trail at Sherod Park. March 26, the Mayor and United Way in Erie County will hold a luncheon and ask the community how they would like to see United Way involved in the community.

**Friends**

Grizzell reported that the Friends met last Monday for a regular meeting. The Chocolate Fest was a big success. They do not have a final number yet. They did have less turnout, but they made about the same as last year. Apollo's Fire is finalized for April 30<sup>th</sup> at the VOL Clubhouse at 6/6:30. The Library will be using this event as Outreach as well.

**RECORD OF PROCEEDINGS  
RITTER PUBLIC LIBRARY BOARD OF TRUSTEES  
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**Public Comment:**

Warden welcomed Folley to the meeting.

**Old Business:**

**Committee Discussion**

Marie asked members what boards they would like to serve on.

Grizzell did suggest that the full board be the strategic planning committee.

**New Business:**

**Committee Assignments** – Completed. Springer will send out updated committee assignments.

**Potential Outreach Vehicle Discussion**

Grizzell presented a summary of potential vehicle inputs, impacts, output, outcomes, etc. (attached).

Grizzell would like the Board to vote to approve to move forward in investigating the purchase of a vehicle. This will not be a final vote to approve a vehicle. Just approval of investigation.

Regarding a wrap for the vehicle, rather than postpone while we wait for a new logo, we could get something temporary until we finalize a logo, like a magnet, so we could get the vehicle out into the community as quickly as possible.

Additional to think about – union members may come to ask for increased wages due to the expectation of driving a vehicle.

Discussed a timeline. At this time, it seems that the quickest we could get this ready would be Fall.

Discussed communication with the Foundation.

Arnold moved to approve the Director continuing to research and investigate vehicle options, with the right of refusal in the future, if needed. Coolidge seconded. The motion passed unanimously.

**New Logo / Marketing Plan Discussion**

Grizzell discussed a potential new logo and marketing plan exploration. Chloe has gotten several quotes from professional designers. We would like a new color palate and a full design package.

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If the Board would like to move forward, Grizzell will bring quotes to the Board in the March meeting. Grizzell will then bring three options to the Board of design to choose from.

Costs are estimated to be around \$9,000.00.

Had discussed the possibility of opening it up to a community contest. That will be ultimately up to the Board, but we do want to make sure it is a professional logo. What if we had a mascot design contest?

We will consider many different options moving forward. Warden stated that whatever we come up with in the Strategic Plan, may move our marketing plan.

**Strategic Plan Discussion**

After the Board met previously for the Strategic Plan, some of the details they voted on were changed after the fact. Grizzell would like the Board to take another look at the raw data and information that was collected and take some time to fine tune the Strategic Plan before fully releasing it.

Arnold moved to re-evaluate the Strategic Plan data and solidify a Mission, a Vision, and new Goals. Coolidge seconded. The motion passed unanimously.

**Move to Adjourn:** Arnold moved to adjourn at 8:19pm and Coolidge seconded. The motion passed unanimously.

The meeting was adjourned at 8:19pm until Tuesday, March 11, 2025, 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