

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

Meeting Date: Tuesday, January 14, 2025

The Board of Trustees of Ritter Public Library convened in regular session at 7:00 PM in the Ritter Public Library Community Room. Coolidge called the meeting to order with the following members and visitors present:

Lois Arnold	Present
Eileen Bulan	Present
Chad Coolidge	Present
Pam Reese	Present
Sarah Ross	Present
Marie Warden	Present

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

Visitors:

Certification of Notification:

Springer certified that a notice of the meeting had been published in the January 9, 2025 edition of the *Vermilion Photojournal* in addition, to the Ritter Public Library social media outlets and Library Website.

Approval of Minutes:

Reese moved that the December 2024 Regular Board Meeting minutes be approved as presented, and Bulan seconded. The motion passed unanimously.

Correspondence:

None

Director's Report:

Grizzell reviewed the Director's report (attached).

Highlighted some changes happening in the Children's Department. Highlighted the different departments' accomplishments. Spoke about the Little Free Freedge. It is a very nice way to show that the library is a safe and welcoming space that exists to serve the public that supports it. Arnold spoke about people she has spoken to about the Freedge and Pet Food Pantry and people are just very taken aback by all the support. Kiwanis have a closet for younger children as well. The Pet Food Pantry has received 58lbs of kibble, 46 cans of food, 80lbs of litter, and 80lbs of dog chow.

Financial Report:

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

Finance Committee will meet at 6:30pm before the February 11, 2025 Board meeting.

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

Committee Reports:

Friends

Reese reported for the Friends who met on January 13, 2025 (attached).

Public Comment:

None

Old Business:

New Business :

- **Warden read the Acknowledgement of Service for Sarah Ross (attached).**

Ross stated that her family is moving to Huron, as they are buying her family's home. When she started on the Board here 5 years ago and her children were ½ and they had no friends or playmates. During these 5 years, the library has meant so much for her personally and professionally.

Would like to discuss the turnovers of directors. Joy got us through COVID. She helped reiterate the importance of reporting structure and chain of command. She helped us work towards righting our salaries and wage options. Sandra helped refocus us after COVID and helped us bring back some of our professionalism. Sarah really wishes she could see what Cheryl will be doing for us. What it has taught her is that we are a learning organization, and we are open to that. We are open to learning from the people, the staff, and the administration.

It's been awesome.

Next regular meeting – February 11, 2025.

Adjourn Sine Die: Reese moved to adjourn sine die, and Arnold seconded. The motion was unanimous.

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2025 ORGANIZATIONAL MEETING

Call to Order:

Warden called the organizational meeting to order at 7:24pm.

Members Present: Arnold, Bulan, Coolidge, Reese, Warden

Approval of Minutes of Previous Annual Meeting:

Reese moved that the January 2024 minutes of the annual meeting be approved, and Bulan seconded. The motion passed unanimously.

Report from Nominating Committee:

Reese reported for the committee – Present the slate of officers for 2025 of Ritter Public Library Trustees. President – Marie Warden, Vice President – Chad Coolidge, Corresponding Secretary – Lois Arnold. Reese asked three times if there were no other nominations.

Election of Officers:

Reese moved the election of Warden for President 2025, for Vice President 2025, and Arnold for Corresponding Secretary 2025. Bulan seconded. The motion passed unanimously. Board nominations for 2025 are now closed.

Springer administered the Oath of Office to the Board of Trustees:

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?

The “I do” was unanimous.

Committee Appointments: Committee appointments will stay as they are until the new Trustee candidates are sworn in. Arnold moved to postpone the assignment of committees until the new Trustees are sworn in, and Reese seconded. The motion was approved unanimously.

Approval of the Annual Board Meeting Calendar:

The Board will meet the 2nd Tuesday of each month at 7:00PM. The Board will not meet in August 2025. Warden moved to accept the calendar, and Bulan seconded. The motion passed unanimously.

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New Business:

Warden moved the Board hire Cheryl Grizzell as Library Director beginning in January of 2025. Arnold seconded the motion. Motion passed unanimously.

Warden moved to hire Caroline Springer as Fiscal Officer beginning January of 2025. Reese seconded the motion. Motion passed unanimously.

Warden moved to hire Ruby Dalton as Deputy Fiscal Officer beginning January of 2025. Bulan seconded the motion. Motion passed unanimously.

Reese moved to authorize the Director as the purchasing agent for the Ritter Public Library in 2025, and Arnold seconded. The motion passed unanimously.

*Warden moved the adoption of the following resolution:
Be it resolved that the Fiscal Officer may encumber and disburse funds during the ensuing year as long as disbursements fall within the annual appropriation resolutions adopted by the Board of Trustees, and may the Fiscal Officer be authorized to invest library monies in accordance with the Ohio Revised Code, current depository contracts, and the Fiscal Policies section of the Policy Handbook as adopted by the Ritter Public Library Board of Trustees.*

Reese seconded the resolution, and the roll called upon its adoption. The vote resulted as follows:

Lois Arnold – Aye; Eileen Bulan – Aye; Chad Coolidge – Aye; Pam Reese – Aye; Marie Warden – Aye.

The resolution passed unanimously.

Approval of Bonds for Fiscal Officer and Deputy Fiscal Officer:

Warden moved to approve bonds for the Fiscal Officer and Deputy Fiscal Officer for \$50,000.00 and \$25,000.00, respectively, from January 14, 2025, to January 14, 2026, Reese seconded the motion. The motion passed unanimously.

Move to Adjourn: Reese moved to adjourn at 7:34PM, and Bulan seconded. The motion passed unanimously.

The meeting was adjourned until February 11, 2025, at 7:00 PM at Ritter Public Library.

Caroline Springer
Fiscal Officer

Marie Warden
President – Board of Trustees