

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

Meeting Date: Tuesday, March 11, 2025

The Board of Trustees of Ritter Public Library convened in regular session at 7:00 PM in the Ritter Public Library Meeting Rooms A&B. 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	Present
Marie Warden	Present
Joseph Weeks	Present

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

Visitors:

Springer administered the Oath of Office to Joseph Weeks:

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?

“I swear”

Certification of Notification:

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

Approval of Minutes:

Spelling corrections – “rolls” to “roles”; Jennifer Alread corrected to Allread; Melinda Ladonia corrected to Laudonia.

Reese moved that the February 2025 Regular Board Meeting minutes be approved as amended, and Bulan seconded. The motion passed unanimously.

Correspondence:

None

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Director's Report:

Grizzell reviewed the Director's report (attached).

Grizzell reviewed a proposal for furniture for the administrative hallway (attached). This proposal will be paid for out of the Building Fund.

Grizzell stated that Chloe Browne was selected to be on the ILEAD Team, which is a big deal, and we are very proud of her. Browne spoke briefly about the project on which they are currently working.

Browne presented a 2025 rebranding proposal (attached). Trustee Brown asked how it relates to our strategic initiatives. Grizzell stated that while we are revising the Strategic Plan as it currently is, this will help drive some of our goals forward. Brown asked about the time investment in manipulating the logo. C. Browne feels currently the color scheme and logo are not very usable. If we had colors and a logo that we could use more effectively, we could show that continuity throughout the building. Arnold stated that when the library was redone, we used the blue for a reason. Arnold stated that she is unsure how the pink and green colors were finalized previously.

Brown questioned the necessity of the logo project. Grizzell stated that Ritter is an amazing library, and it should have a more professional logo. Warden stated that she feels it will be great for the library to have a marketing logo plan moving forward. Arnold asked what the process will look like. Chloe will have to rework marketing materials, letterhead, etc.

Brown stated that our State Budget is tenuous right now. Brown likes the logo we have and feels the price point is too high. C. Browne stated that if we get 10 years out of the logo, we will get our money's worth. Warden asked if we would get templates. C. Brown stated that those are things we create in-house.

Brown asked if the staff is asking if this is what we want to do. Grizzell stated that the feedback we received was from the community.

Financial Report:

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

Brown moved to accept the financials as presented, and Weeks seconded. The motion passed unanimously.

Committee Reports:

Finance – Discussed changes to appropriations (attached).

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Friends

Reese reported for the Friends (attached).

Public Comment:

A Folley stated we are having a Spring Fling party on Friday, March 21, 2025, at 5:30pm. The full Board is invited to attend.

So far this year, the community has donated 453lbs of kibble, 243 cans of wet pet food, 126 bags of treats, and several pounds of litter to the Pet Food Pantry. The Board recognized what wonderful services the Pet Food Pantry and the Freedge have become.

Old Business:

Committee Assignments

Warden stated that we would like to make sure that everyone was comfortable with their assignments. Springer sent digital copies of the committee assignments.

New Business:

Resolution 1-2025

Warden moved the adoption of the following resolution:

Be it resolved by the Board of Library Trustees of the Ritter Public Library to hire Slagle Design to create a new logo for the Ritter Public Library. Slagle Design will provide RPL with a Logo Evolution and Digital Artwork Kit. These costs should not exceed \$10,000.00. The Board will increase the following appropriation:

1000-230-325-0000 Advertising, by \$10,000.00 to pay the cost of this new logo project.

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

The motion passed with 6 Ayes and 1 Nay.

Resolution for Permanent Appropriations

Warden moved the adoption of the following resolution for Permanent Appropriations: Be it Resolved by the Board of Library Trustees of the Ritter Public Library, Erie County, Ohio, that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the year ending in December 31, 2025, the following sums be and the same are hereby set aside and permanently appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows: (attached)

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

Arnold – Aye; Brown – Aye; Bulan – Aye; Coolidge – Aye; Reese – Aye; Warden – Aye; Weeks – Aye.

The motion passed unanimously.

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Arnold stated that in the OLC newsletter, there is a program called SUN Meals To-Go – grab and go meal provisions. We have discussed a meal program for children. Grizzell will look further into this opportunity.

*Warden moved the Board into Executive Session to discuss the evaluation of a public employee. No decisions will be made as a result of Executive Session. seconded the motion. The roll call vote resulted as follows:
Arnold – Aye; Brown – Aye; Bulan – Aye; Coolidge – Aye; Reese – Aye; Warden – Aye;
Weeks – Aye.*

*Board moved into executive session at 7:42
Board moved out of executive session at 8:25*

Move to Adjourn: Reese moved to adjourn and Bulan seconded. The meeting was adjourned at 8:25PM.

The meeting was adjourned until Tuesday, April 15, 2025 at 7:00 PM at the Ritter Public Library.

Caroline Springer
Fiscal Officer

Marie Warden
President – Board of Trustees