

RECORD OF PROCEEDINGS
RITTER PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR SESSION

Meeting Date: Tuesday, September 9, 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
Joe Weeks	Present

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

Visitors:

Certification of Notification:

Springer certified that a notice of the meeting had been published in the September 4, 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 July 2025 Regular Board Meeting minutes be approved as presented, and Bulan seconded. The motion passed unanimously.

Reese moved that the August 2025 Special Board Meeting minutes be approved as amended (adding Susan Anderson as visitor), and Bulan seconded. The motion passed unanimously.

Correspondence:

Grizzell presented a card received from a patron that included compliments to the staff, particularly complimenting Emily Uterhark, a Public Services Associate.

Director's Report:

Grizzell reviewed the Director's report (attached).

Highlighted the Summer Meal Distribution program. C. Browne will be looking into an after-school snack program.

Discussed the new job postings. We have received a few great resumes so far.

RECORD OF PROCEEDINGS
RITTER PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR SESSION

Meeting Date: Tuesday, September 9, 2025

Will be closing Thursday, November 20, 2025, so that all staff can attend a full day of the OLC Conference in Cleveland.

Financial Report:

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

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

Committee Reports:

Foundation

The Foundation will be meeting tomorrow. Grizzell will have some more "fleshed" out proposals for Outreach funding. Discussed a traveling art show that has been proposed to us. We will need more information before we can commit to something.

The Foundation has approved the purchase of a PR Kit, with a tent, banner, and other accessories; The e-pop-up collections that will be posted around the town; memory kits for the senior centers.

The Foundation is considering funding the renovation of the Ritter Room.

Friends

Reese discussed the Friends meeting (minutes attached).

Building & Grounds

Brown reviewed the minutes of the 7/28/2025 Building & Grounds meeting (attached).

Building Consultant: we have had initial conversations with a building consultant. We will create and put out a Request for Qualifications. Will follow-up soon.

Arnold stated that while we cannot redo the parking lot immediately, we should hire someone to put in filler while we wait.

Public Comment:

Folley stated that she met with the local Brown's Backer group, and they brought a carload of pet food supplies for the Pet Food Pantry. Over 100 lbs of kibble, 46 cans of food, and 9 bags of treats.

RECORD OF PROCEEDINGS
RITTER PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR SESSION

Meeting Date: Tuesday, September 9, 2025

Old Business:

Warden moved the adoption of the following resolution:

Be it resolved by the Board of Trustees of the Ritter public Library to increase the following appropriations:

- *1000-110-300-0040 – Purchased and Contracted Services (Children) by \$1,500.00 to account for and track a grant from the Erie County Foundation Hindmarsh Grant to fund Family Programming.*
- *1000-760-750-0000, Furniture and Equipment, by \$10,000.00 to account for and track a donation received from the Ritter Public Library Endowment Fund Board. These funds will be used to purchase furniture for The Creative Space.*
- *1000-110-410-2024, Library Materials and Information (LSTA Grant) by \$2,967.00 to account for and track a grant from LSTA. These funds are part of, and will be used for, an ILEAD Community Engagement program.*

Reese 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.

New Business:

Endowment Fund Website Request

Grizzell stated that the EF Board has requested that they have a page on the Ritter website and a “button” for donation. We cannot be responsible for their donations, so we will not create their pay account. If they create their own pay account, we can allow it on the site.

They have asked us to add information about the EF Board on the library website. The Board agrees to have information about the EF Board on the website if the information is clear about the differences between the fundraising organizations. They will be added to the website and the dropdown menu.

There are some new members on the EF Board that seem to be motivated for fundraising.

RECORD OF PROCEEDINGS
RITTER PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR SESSION

Meeting Date: Tuesday, September 9, 2025

Move to Adjourn: Reese moved to adjourn and Bulan seconded. The motion passed unanimously.

The meeting was adjourned at 7:46pm until Tuesday, October 14, 2025, at 7:00pm at the Ritter Public Library.

Caroline Springer
Fiscal Officer

Marie Warden
President – Board of Trustees