

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

Meeting Date: Tuesday, April 9, 2024

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   | Absent  |
| Eileen Bulan  | Absent  |
| Chad Coolidge | Present |
| Zack Dolyk    | Present |
| Pam Reese     | Present |
| Sarah Ross    | Present |
| Marie Warden  | Present |

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

**Visitors:** None

**Certification of Notification:**

Springer certified that a notice of the meeting had been published to the Ritter Public Library social media outlets and Library Website.

**Approval of Minutes:**

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

**Correspondence:**

None

**Public Comment:**

Warden welcomed Folley to the meeting.

**Director's Report:**

Licks reviewed the Director's report and Department reports (attached).

Discussed the PLA Conference and highlighted an interesting speaker (attached).

Discussed highlights in the department reports. Board members happy to see that the circulation staff can now register people for programs.

**Facility Report:**

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

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Dolyk stated that the fence on the west side is looking awful. Stated that if we must wait until September to replace it, we should at least take that part down first. Licks will pass that information to Williamson.

Dolyk suggested we investigate concrete repairs on the west side of the building. Licks will follow up with Williamson.

**Financial Report:**

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

Reese stated that Lauren Cieslak reported that the library should get the Tiny Art Gallery in just a couple of weeks!

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

**Committee Reports:**

**Strategic Planning**

Licks presented a draft from NEO-RLS that resulted from the Board Retreat (attached). This draft will go to the managers for the Manager's Retreat for our next step.

Reese and Warden stated that they really liked what we've gotten so far.

**Personnel**

Licks discussed the hard copy draft of the policy/procedure manual. Received some feedback from the Board members, including corrections and more substantive questions. Licks went through all questions, did some research, then sent that information to the Personnel Committee. At this time, nothing needs to be done. Will likely have a final, amended handbook soon to send out to the full Board. Will include the highlighted pieces to show what had been changed.

Coolidge discussed having Lima place documentation on Outlook for the Board to access in one "cloud" type space.

**Friends**

Reese reported for the Friends (attached).

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**Topics for Discussion:**

**Notary Service**

Discussed current status of Notary Service. We currently only have 2 staff members willing to have a notary. We do have a couple of options for moving forward. We can continue on as we are with only 2 people having their notary.

If the Board decides to mandate, there are 5 other managers available, but do not want to. We could offer a stipend and include it on our E&O Insurance.

Discussed how frequently people utilize Notary Service, how often employees are doing them, how much time it takes during each time, etc.

Board asked questions about how to get employees to agree to it. Licks stated that she does not believe a stipend will help, but that liability insurance may help with supporting employees.

Springer will get the ball rolling on the E&O Liability insurance. The Board is not interested in offering a stipend at this time.

We will revisit the issue at a later date.

**Old Business:**

*Warden moved the adoption of the following resolution:*

*Be it resolved by the Board of Trustees of the Ritter Public Library to approve the Then and Now Purchase Order #137-2024 in the amount of \$3,689.70 from the Building Fund to Just Call John Handyman Services, LLC. This was for a previously approved project of installing beadboard and a chair rail in the Storytime Room.*

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

**KONE:** Reviewed the information presented by Williamson in his report regarding Kone elevator. Williamson discovered that at least 5 years of Fire Service Elevator check documentation was missing from the Elevator Room. After reviewing footage of when the Kone technician had last visited, Williamson witnessed the technician throwing our logs into the trash. Discussion as to how to move forward. Is this retaliation for our complaints? Springer will see if Paul will cut the video down to a size that can be emailed.

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Dolyk suggested contacting the board for the state of Ohio. Dolyk stated that he will look into further how we move forward legally.

Can Steve find out when the tech entered the building to see what he was carrying? How do we now trust them to do anything correctly? We will be escalating the information to the higher ups at the elevator company.

Steve can look into the particular laws/regulations of what we have to have in there by law. This is a violation of trust.

Springer will forward the email threads.

**New Business:**

**Health Insurance Renewal (attached)** – Springer presented the options for insurance renewal.

Warden moved to accept the Anthem renewal at a 3.16% increase and Reese seconded. The motion passed unanimously.

**Fine-Free**

Springer presented information on the last three years of fine collection versus coin operated machine & services collected (attached). Discussion regarding the specifics of charging fines, how it would work, etc.

Warden moved to go “fine-free” effective as of May 4<sup>th</sup> – “May the 4<sup>th</sup> be Fine Free” – Reese seconded. The motion passed unanimously.

**Move to Adjourn:** Reese moved to adjourn, and Ross seconded. The motion passed unanimously.

The meeting was adjourned at 8:20PM until Tuesday, May 14, 2024 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