

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

Meeting Date: Tuesday, January 12, 2021

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

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

**Employees:** C. Springer, J. Walk, F. Ostrander

**Visitors:**

**Certification of Notification:**

Walk certified that a notice of the meeting was published in the January 7, 2021 edition of the *Vermilion Photojournal*. In addition, *Ritter Public Library social media and Library website*.

**Approval of Minutes:**

Reese moved that the December 2020 Board of Trustee Meeting minutes be approved as presented, and Arnold seconded. The motion passed unanimously.

Warden moved that the December 2020 Special Board of Trustees Meeting minutes be approved as presented, and Reese seconded. The motion passed unanimously.

**Correspondence:**

None

**Public Comment:**

None

**Director's Report:**

Walk reviewed the Director's report (attached).

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**Financial Report:**

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

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

**Facility Report:**

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

**Committee Reports:**

**Levy :** Walk stated that the Levy Planning Committee met. The committee discussed when / how to place the Levy on the ballot. Decided to stay with a renewal of the .625 millage. The committee wants to focus on solidifying the library's brand and emphasizing community resources. The committee would like to look into creating yard signs and postcards. They also discussed forming the Levy Committee. Read Wakefield has already volunteered to be the treasurer. He also suggested the committee consider hiring the same firm that helped the Vermilion Schools with their most recent levy. Walk asked that any suggestions for committee members be sent to her.

**Strategic Planning:** Coolidge stated that the committee met recently and discussed moving forward with the Strategic Plan. Stated that they are considering a 2 year window to accomplish the goals. The creation and execution of the plan will be a large group effort, mostly from within the organization. Coolidge stated that there is some homework for the Board to complete. Discussed what can be accomplished within the library without bringing in outside counsel. Discussed "Playing to Win." Where will we play and how will we win? Will we look toward a regional or local playing field? What do we want to be known for?

**Foundation:** Dolyk stated that the Foundation sent out their annual solicitation letter and they have been receiving checks in response. No totals have been calculated as of yet. Dolyk stated that the treasurer of the Foundation Board is stepping down. He requested that if there are any suggestions for a replacement, those be sent to him.

**Old Business:**

None

**New Business:**

None

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**Adjourn Sine Die: 7:39PM**

**Call to Order:**

Warden called the organizational meeting to order at 7:39PM

Member Present: Arnold, Coolidge, Dolyk, Reese, Ross, Warden

Oath of Office was administered by C. Springer to the members in attendance.

**Election of Officers:**

*Dolyk moved the election of Warden for President 2021, Reese nominated Coolidge for Vice President 2021, Warden nominated Arnold for Secretary 2021 and Reese seconded. The motion passed unanimously.*

**Committee Appointments:** Provided by Warden (attached).

Dolyk will continue to report to the board for the Foundation, so the Foundation committee will be removed from the committee list.

No other changes were made.

**Approval of the Annual Board Meeting Calendar:**

The Board will meet the 2<sup>nd</sup> Tuesday of each month at 7:00PM. The Board will not meet in August.

**New Business:**

*Warden moved the Board hire Joy Walk as Library Director beginning January 1, 2021. Reese seconded the motion. The motion passed unanimously.*

*Warden moved the Board hire Caroline Springer as Fiscal Officer beginning January 1, 2021. Reese seconded the motion. The motion passed unanimously.*

*Salaries were voted on, and approved, in December 2020.*

**Approval of Bonds for Fiscal Officer:**

Arnold moved to approve the bond for the Fiscal Officer for \$50,000.00 from January 12, 2021 to January 11, 2022. Coolidge seconded the motion. The motion passed unanimously.

**Designation of Inactive Funds:**

Warden moved that \$500,000.00 from the General Fund be designated as Inactive Funds. Arnold seconded the motion. The motion passed unanimously.

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*Warden moved the Board into executive session to discuss the discipline, compensation, and employment of public employees, which may result in a vote after the session. Reese seconded the motion. The roll call vote resulted as follows:*

*Arnold – Aye; Bulan – Absent; Coolidge – Aye; Dolyk – Aye; Reese – Aye; Ross – Aye; Warden – Aye*

*Board moved into executive session at 7:52PM.*

*Board moved out of executive session at 9:14PM.*

Regular session resumed at 9:14PM.

*Warden moved the adoption of the following resolution:*

*Be it resolved by the Board of Trustees of the Ritter Public Library to appropriate for a one-time Appreciation Payment to the management and administrative staff employed at Ritter Public Library as of February 1, 2021 in gratitude for their dedication and sacrifice during the unprecedented circumstances caused by COVID-19. This Appreciation Payment will be paid on Friday, February 5, 2021. The payment will be \$2,075 per salaried employee.*

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

**Move to Adjourn:** Arnold moved to adjourn regular session at 9:16PM, and Reese seconded. The motion passed unanimously.

The meeting was adjourned until Tuesday, February 9, 2021 at 7:00 PM on Zoom.

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Caroline Springer  
Fiscal Officer

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Marie Warden  
President – Board of Trustees