

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

Meeting Date: Tuesday, January 10, 2023

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

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

**Employees:** C. Springer, S. Licks, A. Folley, J. Dufner

**Visitors:** Candy Fischer

**Certification of Notification:**

Springer certified that a notice of the meeting had been published in the January 5, 2023 edition of the *Vermilion Photojournal*. In addition, to the Ritter Public Library social media outlets and Library Website.

**Approval of Minutes:**

Bulan moved that the December 2022 Regular Board Meeting minutes be approved as presented, and Reese seconded. The motion passed unanimously.

**Correspondence:**

Licks reviewed an email received from someone interested in partnering with the library in regard to the green roof and permeable pavers. The Board suggested that she direct the person to Steve Williamson, our Facility Manager. Also suggested that Janet Ford be contacted as well.

**Public Comment:**

Warden welcomed Candy and Angela to the meeting and thanked them for coming.

**Director's Report:**

Licks reviewed the Director's report (attached).

She reported she is continuing to listen, learn, and get comfortable with the staff. Reached out to the schools regarding an Outreach "pause" with the lack of a Youth Services Manager. Will wait another week for the post to be out there, then will start scheduling interviews with the assistance of Jessica, the Adult Services Manager. We have filled one of the two open Circulation Assistant positions.

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**Facility Report:**

Licks reviewed the Facility Manager's report (attached). The Board stated that they are very pleased with Steve's work.

**Financial Report:**

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

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

**Committee Reports:**

**Foundation:** Dolyk reported on the Foundation meeting. Four new Board members were approved. All qualified and excited to join the Board. The Interactive Tables have been shipped, but they have not been received yet. Foundation discussed when to unveil them, as we do not know when they will get here. They are coming from France. Friends and Main Street Vermilion will be helping to get the word out.

The Foundation is actively looking for new ideas for fundraising. Their letter went out in November/December with very good response.

Oberlin Public Library has reached out for assistance in starting a Foundation for their library.

They will meet again on March 1, 2023.

**Friends:** Reese reviewed the most recent Friends meeting (attached).

Sandra stated she was approached by someone from the Friends who expressed that being charged by the library for copies was "hurtful." Springer stated that using taxpayer money and deciding who pays and who does not pay is not ethical. Springer stated the Friends are charged a 50% rate, just as our Foundation and Endowment Boards. The Board agrees that we should continue as we have been doing.

**Policy:** Arnold stated that she did not receive feedback regarding policy changes. Arnold motioned to have "pet" policy, changed to "service animal" policy and change the language in the same, and Dolyk seconded. The motion passed unanimously.

Arnold will meet with Licks to review the weapon policy.

Arnold stated she was asked by a patron about our meeting room policy and whether or not all meetings are public meetings. In our policy, meetings held at the library are public meetings and anyone is allowed to join.

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Arnold stated that all policies should be reviewed every other year to see if changes are needed.

**Topics for Discussion:**

**Board Retreat:** Warden stated that after speaking with Sandra regarding a Board retreat, in order to give Sandra some time to settle in and get to know the ins and outs, she felt it was appropriate to table scheduling the retreat until late Spring or early Summer. Arnold stated that she would like for us to be sure that the retreat will be worthwhile and purposeful. Warden would like to include long-range planning and have the rest of the Board consider what may be helpful. Ross suggested that the Strategic Planning Committee could be helpful in planning the retreat and make sure that the content is meaningful and purposeful.

**Reception for Director:** Warden stated that we previously spoke about introducing Sandra to the public. Discussed potential refreshment options. Would like to create a committee. Warden, Reese, and Bulan volunteered to be on the committee.

**Old Business:**

Reese has attempted to contact the Chairmaker regarding the appraisal or repair to the antique furniture in the basement. She found out that he is currently undergoing a large project and is not able to assist at this time. She has contacted Bill Mills regarding the furniture and has agreed to come in. He will call to schedule a time.

Warden thanked the staff for their departmental reports. The Board agreed that it was really nice to see these reports and hear what is happening day to day. Warden also stated that Chloe Browne did a wonderful job on the Ritter Public Library Connections Winter Newsletter. Sandra stated that she will be fine-tuning the departmental report system so that the Board will have those in their packets on a regular basis.

Folley stated that this Friday is her anniversary, which, counting the four employees in the department, will make 99 years for the Tech Services Department. Congratulations!

**New Business:**

*Warden moved the Board into Executive Session to discuss the employment and compensation of a public employee. Warden stated that no action will be taken as a result of the Executive Session, but the Board will move into the Organizational Meeting afterwards. The roll call vote resulted as follows: Arnold – Aye; Bulan – Aye; Coolidge – Aye; Dolyk – Aye; Reese – Aye; Ross – Aye; Warden – Aye;*

*The Board moved into Executive Session at 7:51pm  
The Board moved out of Executive Session at 8:00pm*

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Regular Session resumed at 8:00pm

**Adjourn Sine Die: 8:02PM**

**Call to Order:**

Warden called the organizational meeting to order at 8:02pm.

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

**Approval of Minutes of Previous Annual Meeting:**

Warden moved that the January 2022 minutes of the annual meeting be approved, and Reese seconded. The motion passed unanimously.

**Report from Nominating Committee:**

Reese reported for the committee – Present the slate of officers for 2023. President – Marie Warden, Vice President – Sarah Ross & Chad Coolidge, Corresponding Secretary – Lois Arnold. A blind vote was cast for Vice President. The vote resulted in four votes for Coolidge and three votes for Ross. Reese asked three times if there were no other nominations.

**Election of Officers:**

*Dolyk moved the election of Warden for President 2023, Coolidge for Vice President 2023, and Arnold for Corresponding Secretary 2023. Arnold seconded. The motion passed unanimously. Board nominations for 2023 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:** Provided by Warden (attached).

Warden asked if anyone would like to change committees. Warden listed the current committee assignments.

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Ross stated that she has really enjoyed being in the Director Search committee. She stated that the Strategic Planning Committee might potentially help with planning the Board Retreat. She also stated that she would be interested in joining the Personnel Committee if an opening becomes available.

Coolidge asked if Sarah would like to volunteer to Chair the Strategic Planning committee, and she agreed.

Springer will update committee assignments and addresses.

**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, 2023. Arnold moved to accept the calendar, and Bulan seconded. The motion passed unanimously.

**New Business:**

*Warden moved the Board hire Sandra Licks as Library Director beginning in January of 2023. Bulan seconded the motion. Motion passed unanimously.*

*Reese moved to hire Caroline Springer as Fiscal Officer beginning January of 2023. Bulan seconded the motion. Motion passed unanimously.*

*Warden moved to hire Ruby Dalton as Deputy Fiscal Officer beginning January of 2023. Reese seconded the motion. Motion passed unanimously.*

*Salaries were voted on, and approved, in December 2022.*

*Arnold moved to authorize the Director as the purchasing agent for the Ritter Public Library in 2023, and Bulan 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; Zack Dolyk – Aye; Pam Reese – Aye; Sarah Ross – Aye; Marie Warden – Aye.*

*The resolution passed unanimously.*

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**Approval of Bonds for Fiscal Officer and Deputy Fiscal Officer:**

Reese moved to approve bonds for the Fiscal Officer and Deputy Fiscal Officer for \$50,000.00 and \$25,000.00, respectively, from January 14, 2023 to January 14, 2024, Arnold seconded the motion. The motion passed unanimously.

**Move to Adjourn:** Reese moved to adjourn at 8:14PM, and Bulan seconded. The motion passed unanimously

The meeting was adjourned until February 14, 2023 at 7:00 PM at Ritter Public Library.

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Caroline Springer  
Fiscal Officer

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Marie Warden  
President – Board of Trustees