

**Rock Creek Public Library
Board of Trustees
Meeting Minutes
February 27, 2023**

**Time: 7:00 PM
Location: Rock Creek Library**

Call to Order and Roll Call at 7:02 pm

Roll Call:

Ken Brown	Sally Fell	Megan Krippel	Sean Ratican	Vicki Ritter
Present (P)	P	P	Absent (A)	P

Members of public attending - Craig Balogh, Tammy Hiltz, Jennifer Takacs, and Tom Bowen

Fiscal Officer Reports/Approvals:

January Financial Report.

Reporting by FO Ronni Charles—

- FO discussed online bill paying and out-of-balance January budget. \$10,000 discrepancies need reconciled. She will wait for clearing at the end of March and then do further investigation.
- FO needs verification of EIN and login for Ohio tax ID.
- January state withholding and deferred compensation have not been paid yet.
- -
- FO will streamline the monthly reports.

Approval of Minutes:

Board Meeting – January 23, 2024

Motion by Sally Fell to accept the January 23, 2024, board meeting minutes, seconded by Megan Krippel.

Roll Call:

Ken Brown	Sally Fell	Megan Krippel	Sean Ratican	Vicki Ritter
Yes (Y)	Y	Y	A	Y

Special Board Meeting – February 5, 2024

Motion by Sally Fell to accept the February 5, 2024, special board meeting minutes, seconded by Megan Krippel.

Roll Call:

Ken Brown	Sally Fell	Megan Krippel	Sean Ratican	Vicki Ritter
Y	Y	Y	A	Y

Public Comments:

Tom Bowen spoke for school alumni about storage/displaying archives in the library. Graduation pictures, trophy case and trophies, etc. This will be taken under advisement as plans for the new building take shape.

Director's Report:

Highlights of written report:

- The Ian Adams program had 22 total attendees. Many of them were first-time at a library program. In the feedback forms, we learned attendees heard about the program through varied means (Gazette, fb, word-of-mouth, posted flyers, one at Henderson library) and they were enthusiastic about the speaker and the possibility of more programs of this nature. One conscientious new attendee wrote a detailed list of desired programs—detailed feedback like this helps us learn how to serve patrons who have not yet been enticed to the library. We are in the process of amping up our offerings and marketing of them to pull in new folks to serve.
- RCES—The school project is now completed, and library services are now being offered 3 days a week in the school library. RCPL was included in a grant garnered by Ashtabula County's Board of Developmental Disabilities, and RCPL is slated to receive \$1,000 grant dollars for purchases supporting accessibility. Plans for a tabletop magnifying glass, increased LP purchases for the year, and an amp and microphone are soon to be in the works.

Director 2024 Goals

The director has proposed the following as goals for 2024. (See full report included in packet for details and metrics.)

Goal #1: Making Rock Creek Public Library a great place to work.

Goal #2: Raising the profile of the library in the community and increasing the reach of its programs and services both in-house and at partner sites.

Goal #3: Leadership Development

Goal #4: Building Project

Motion by Sally Fell, seconded by Ken Brown to accept the director's bulleted objectives for 2024 with the caveat that the timeline for new construction on the church building will be revisited and updated.

Roll Call:

Ken Brown	Sally Fell	Megan Krippel	Sean Ratican	Vicki Ritter
Y	Y	Y	A	Y

Old Business:

Approval of 2024 budget—There was discrepancy with the Salary line 110 110, FO will adjust and ready the resolution to send to the county.

Motion by Sally Fell to approve the 2024 budget with the modification of the salaries from \$180K to \$165K, seconded by Ken Brown.

Roll Call:

Ken Brown	Sally Fell	Megan Krippel	Sean Ratican	Vicki Ritter
Y	Y	Y	A	Y

The building funds transfer-out will happen annually with the library keeping the funds in interest earning accounts up until the end of the year payout.

2024 Board of Trustees Strategic Goals—Trustees reviewed 2023 Strategic Objectives and agreed to continue the same strategy and goals in 2024. The strategic goals are also incorporated into the director’s goals.

Levy—The levy team has begun its work. The levy fund has received several donations. The yard sign campaign has begun. Signs are available to disperse. Information about the levy will be mailed to Rock Creek and Morgan/Rome/Trumball/Lenox/New Lime residents. Roaming Shores will have an informational flyer in the Shores newspaper which is more cost effective than mailing.

Trustee Meetings—Next trustee meeting will be changed due to spring break and Easter week. President will contact trustees to determine best alternative date with a quorum.

Trustee Nominating Committee— The Nominating Committee recommended Don Baker due to experience with educational programming, successful levy passage and past leadership on a Board of Education.

Motion by Sally Fell nominating Don as trustee, seconded by Megan Krippel

Roll Call:

Ken Brown	Sally Fell	Megan Krippel	Sean Ratican	Vicki Ritter
N	Y	Y	A	N

Motion failed. Discussion of library strategic goals and trustee skill needs. Sally motioned again for Mr. Baker, Megan seconded, previous vote repeats. Motion failed. Due to ORC requirement to appoint a trustee within 45 days, the trustee selection information will be forwarded to the Jefferson Area Local School Board for choosing the next RCPL trustee.

Trustee Selection Guidelines Policy (attached)—The Trustee Nominating Committee created guidelines for future trustee selection to create a process that will be transparent and consistent.

Motion by Megan Krippel to accept the Trustee Selection Guidelines, seconded by Ken Brown.

Roll Call:

Ken Brown	Sally Fell	Megan Krippel	Sean Ratican	Vicki Ritter
Y	Y	Y	A	Abstain

New Business:

Swearing in of new trustee Alice McGinnis was postponed. She was absent due to COVID.

Policy Handbook going to be mailed gratis from the library's law firm. The Director and at least one trustee will review and consider their suggestions.

Building committee report—The president, vice president, and trustee Sean Ratican will comprise the building committee along with 3 or 4 area residents with directly related project skills.

The director will create a plan to get community input in town hall type meetings.

Adjournment:

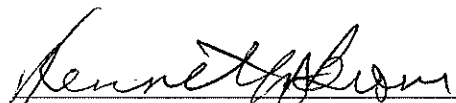
Motion by Vicki Ritter to adjourn the meeting at 8:18 pm, seconded by Ken Brown.

Roll Call:

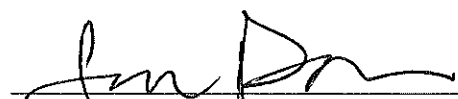
Ken Brown	Sally Fell	Megan Krippel	Sean Ratican	Vicki Ritter
Y	Y	(left at 8:10 pm)	A	Y

Next Scheduled Meeting:

To be determined after President Brown calls other members to confirm date and quorum.



Ken Brown, President



Jeanna Purses, minutes recorder