

**MINUTES**  
**CARDINGTON-LINCOLN PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
 April 14, 2020

Soledad Baker called the meeting to order at 6:00 p.m. via teleconference with the following present: Ed Wahl, Kathy Schelb, Katie Porteus, Monty Maceyko, Soledad Baker, and Lorelei Heineman. Jeff Youngs was absent. Also attending: Lisa Murray, Director, and Cieria Burgett, Fiscal Officer. The phone number and security pin to attend the meeting was made available to the public via the library website and a post on the board meeting sign at the front entrance to the library.

**PUBLIC PRESENTATIONS – None**

**CORRESPONDENCE –**

- 1- Ms. Murray reminded all of the Trustees that their OLC membership cards were mailed to them with their copy of the Agenda Packet.

**APPROVAL OF MINUTES**

Lorelei Heineman moved to approve the March 10, 2020 regular Meeting Minutes as written. Second by Monty Maceyko. Motion carried unanimously.

**TREASURER'S REPORT**

Mrs. Burgett gave the financial report for March 2020.

Account	Feb 29, 2020 Balances	March Receipts	March Disbursements	Mar 31, 2020 Balances
Checking - FC	\$45,301.49	\$19,502.77	\$18,988.32	\$45,815.94
Prime Money - FC	\$112,366.74	\$25.74	\$0.00	\$112,392.48
24-mo. CD - FF	\$13,537.63	\$13.50	\$0.00	\$13,551.13
49-mo. CD - FC	\$52,038.19	\$0.00	\$0.00	\$52,038.19
Cash Drawer	\$156.70	\$473.33	\$450.89	\$179.14
<b>Totals</b>	<b>\$223,400.75</b>	<b>\$20,015.34</b>	<b>\$19,439.21</b>	<b>\$223,976.88</b>

Fund	Feb 29, 2020 Balances	March Receipts	March Disbursements	Mar 31, 2020 Balances
General Fund	\$193,400.75	\$20,015.34	\$19,439.21	\$193,976.88
Capital Projects	\$30,000.00	\$0.00	\$0.00	\$30,000.00
<b>Totals</b>	<b>\$223,400.75</b>	<b>\$20,015.34</b>	<b>\$19,439.21</b>	<b>\$223,976.88</b>

Library cash assets totaled \$223,976.88 on March 31, 2020. Total income in March was \$19,567.61. Receipts included Public Library Fund monies totaling \$17,985.04. Net Income in January was \$341.95.

There were no significant expenses to report in March.

Kathy Schelb moved that the March Treasurer's Report be approved. Second by Katie Porteus. Mrs. Burgett took a roll call vote:

Aye: Ed Wahl, Kathy Schelb, Katie Porteus, Monty Maceyko, Soledad Baker, and Lorelei Heineman  
Nay: None

## DIRECTOR'S REPORT

Due to the Coronavirus Disease 2019 pandemic, the library was closed March 19 through 31.

### Programs/Services

*2019-20 STEPS Story Time:* This program had no attendance in March. The program was cancelled for the school year beginning March 17.

*Book Talk:* Book Talk on March 9 featured "The Widows". Current participants were notified that this would be a special event and were encouraged to bring a friend. A table was decorated with vintage items and participants enjoyed "moonshine", cornbread bites and buttermilk pie. Nine women received and wore a dark red bandanna and sheriff's badge. Each participant also received butterscotch candy, flower seeds and licorice "dynamite" bundles. Door prizes were hardcover copies of "The Hollows" by Jess Montgomery and "Hill Women" by Cassie Chambers, an Ohio book page garland, an Ohio ornament, and a jar of apple scrap jelly. This program was planned and conducted by Lisa E.

*2019-20 Guiding Ohio Online (GOO) program:* Five classes were offered in March. Marc worked seven days in March and did not provide a report.

*2020-21 Guiding Ohio Online (GOO) program:* Lisa M attended a GOO Application Information workshop on March 12 to learn about changes to the grant program and new tips for completing the application. The application deadline is May 15.

*L.I.F.T. After School Program:* Ian participated in L.I.F.T. on March 5 and 12. He discussed the growth mindset topics of courage and work ethic with a total of 60 first and second grade students and teachers. Marc did not provide a report.

*S.A.I.L. After School Program:* Ian participated in S.A.I.L. on March 4. He discussed the basics of nutrition with a total of 16 sixth grade students and teachers. Marc did not provide a report.

*Ohio Reads:* Ian read with his third-grade student on March 3 and 10.

*3<sup>rd</sup> Thursday:* Supplies were gathered and prepared for the March program which was to be a primitive art flag from buttons, fabric and felt. The program was cancelled due to the COVID-19 library closure. Participants were given the option to get a refund, wait for the next program, or make a donation of the registration fee.

*2020 Summer Reading Program (SRP):* Ian and Angela spent the first half of the month tracking incoming donations and planning the décor and teen events. After the library closing, Ian and Angela began adjusting plans for the SRP to incorporate the activities and resources needed to move the program online.

*One Book, Many Communities:* Lisa E drafted a Facebook post for the April author event that was later cancelled due to the COVID-19 library closures.

*2020 Census:* Lisa E attended a webinar on March 4. The focus of this program shifted to Facebook and the library website after the COVID-19 library closure.

*A Gleaner Sponsored Program:* On March 2, Lisa M met with Linda Ruehrmund, a representative of the Gleaners Life Insurance Society, to finalize the details of a program they want to sponsor during the SRP.

*Electronics Recycling:* Designed and ordered a new outdoor banner to promote the program. The “recycled banner” fell apart after two years.

*Displays:* Angie, Ian, and Lisa E contributed to the displays throughout the library in March. Angie created a Woman’s History Month exhibit featuring influential female authors in the large display case. She also redecorated a bulletin board in Youth Services and cleaned the chalk walls. Materials used to promote the One Book, Many Communities program continue to occupy the small display case.

*Facebook:* During March, 27 posts were created (most by Andy and Lisa E) on Facebook: twenty promoted libraries, books and services; four promoted events and programs; and three were of a general nature. The top three posts: 03/01/20 Promotion of March 9 *Book Talk* program reached 788 people, received 19 likes, comments and shares and 60 post clicks; 03/14/20 List of what the library was doing to prevent the spread of COVID-19 reached 767 people and received 22 likes, comments and shares and 71 post clicks; 03/28/20 A Library Laugh by Conan the Librarian reached 669 people and received 29 likes, comments and shares and 4 post clicks. The library has 1,025 followers on Facebook.

### Personnel

*Time Off:* There were no scheduled vacations or time off for illness March 1 through 18.

*Volunteers:* Volunteers Mary Lou Dowalter, Linda Harvey, Patty McAvoy, and Debra Moore logged hours in March working the circulation desk, cleaning, and covering books. In preparation for our annual volunteer appreciation event, gift ideas were researched, ordered, and received. The event has been cancelled and the gifts will be mailed to the volunteers.

### Technology

*Evergreen:* To prevent fines from accruing, Lisa M adjusted closed date settings and processed changes to due dates after closing the library for COVID-19. OhioNET supported the library closing by stopping all holds and transits and by posting a closing note in the OPAC (online catalog).

*COOL:* The COOL Executive Committee (directors) did not meet in March. OhioNET provided a Technology Support Report to the directors.

*Work from Home:* Lisa M provided laptops and coordinated with Dynamic Networks to establish VPN connections for Cieria, Ian, Marc, and Angela. They are able to connect to their workstation at the library from home, giving them access to Microsoft Office and documents on the library server.

*Video/Teleconference:* Late in March, Lisa M research free video and teleconference solutions for use to conduct the April board meeting. Lisa, Cieria, and Soledad met in a test teleconference on April 2 using FreeConferenceCall.com.

*Other:* The AWE Early Literacy Workstation was used only one time for a total of 31 minutes in March.

### Collection Development/Processing

*Acquisitions/Processing:* Ian, Lisa E., and Lisa M. reviewed bestsellers, reviews, trend reports, patron requests, and the missing/damaged/lost report to make material purchases. Cieria and Lisa E processed 168 new and donated youth and adult materials. Lisa E defined the parameters for a custom cart option in OverDrive.

*Weeding/Collection Maintenance:* 22 items were removed from Evergreen in March and moved through the weeding process in preparation for the lobby book sale. Cieria repaired six items. Lisa E filled a request for yearbooks from the library duplicate stash. They were provided to the high school.

*Notices:* The recorded cost to mail 15 overdue notices in March was \$8.25. Five were 30-day notices.

### Financial

*Lobby Book Sale:* In March, green dot items were free and blue dot items were priced at 25 cents. All other colored dot items were \$1.00 each. Monthly sales totaled \$20.50.

*Friends of the Cardington Library:* Friends did not meet in March due to COVID-19.

*Erate:* Lisa M monitored and filed the bids arriving following the submission of Form 470 in late February. At the completion of the bidding process, Lisa M trained Cieria to create the bid matrix. A second Form 470 was filed by Cieria on March 31 (before the April 1 deadline) in case the FCC moved hotspots to the eligible list due to COVID-19. They did not, but the bids will be helpful to us.

*Audit:* The audit has started. Lisa M worked with Cieria to understand and produce the initial information requested. The effort to upgrade to an online version of QuickBooks was investigated to make access easier for the Auditor. Producing a report and emailing it was much faster.

### Management

*Pandemic:* A vast amount of the two Lisa's time in March was spent responding to the Coronavirus Disease 2019 Pandemic. Information about COVID-19 was posted in the library, on the library website, and on Facebook. CDC recommendations were implemented in the library. A cleaning procedure was written and supplies were purchased. A Pandemic Policy was drafted and shared with the board. Lisa M participated in numerous list-serve conversations with other libraries and the board. She also spoke to the Morrow County Health Department, listened to daily press conferences, and completed other research on COVID-19. Lisa M followed the passage of various laws to understand the impact on the library, attended several webinars, and complied with the Families First Act and the Stay at Home Order. Lisa E, Lisa M, and Kelly developed a procedure for safely providing window service and access to one computer. Lisa M

wrote two memorandums to the staff: one when the library closed and another the following week. Work from home assignments were created and communicated. Laptops and supplies were provided to the at-home workers. The Governor extended the school closing and the Stay at Home Order until May 1.

*Prioritization Exercise:* Lisa M distributed the summarized results on March 4. The results were discussed in the March board meeting.

*Strategic Plan:* Lisa M. wrote the first draft of a final Strategic Plan and distributed it to the board on March 10 for review.

*New Library Hours:* Library magnets reflecting the new library hours were ordered and received. A new banner promoting the new Friday hours was designed and ordered.

*Other Management:* Lisa M prepared for a radio interview taped March 12 with the other Morrow County library directors. The program aired at 8:00 am on Sunday, March 15 on 95.1 WVXG. The Chamber Luncheon and the Cardington Economic Development Task Force meeting were cancelled in March. Cieria attended the monthly webinar presented by BWC.

### Facilities

*Flooding:* A patron bathing in the men's restroom flooded it badly, then complained there was no hot water. The 6-gallon electric hot water tank is no longer working. A plumber has been contacted.

*Library Décor:* Kelly put away Valentine's Day décor and decorated the library for Easter.

## **OLD BUSINESS**

### Strategic Plan Feedback

At the last meeting, Ms. Murray presented a first draft for the Strategic Plan. She had planned to have another draft ready for this meeting, but due to COVID-19, the next draft is not ready yet. Lisa M asked the Board if they had any further comments on the first draft. The Board had no further comments and look forward to the next draft.

### Pandemic Policy Resolution

A Pandemic Policy for the library was created last month. The policy was sent out to the Board for review. There were no requests for changes from the Trustees.

### Resolution to Close the Library

20 - 18

Katie Porteus moved to accept the "Pandemic Response and Emergency Suspension of Policy" Resolution. Monty Maceyko seconded. Mrs. Burgett took a roll call vote:

Aye: Ed Wahl, Kathy Schelb, Monty Maceyko, Soledad Baker, Lorelei Heineman, and Katie Porteus

Nay: None

## **NEW BUSINESS**

### Discussion About Providing Window Service Later in Shutdown

Lisa M, Lisa E, and Kelly have worked to create a procedure to safely provide limited service via a sidewalk-facing window. Nearby businesses, such as Pirates Cove Pizza and Bunker's Mill Winery, have already started a similar method of service. The limited service would also include access to one computer and bathrooms via the courtyard entrance. This limited service would begin when the COVID-19 curve is moving downward, or a soft opening on May 1 when the stay-at-home order is lifted. This will depend on several factors, and is subject to change as new information is received. There was also some discussion about the use of masks and gloves, and limiting the number of people allowed inside the library. Board members agreed that limited service in the near future would be a good idea.

### Modifications to Circulation Policies

When the library closed to the public for COVID-19, Lisa M had to change due dates in the Evergreen system so that patrons would not be charged overdue fines during the closure.

Earlier this year, Ms. Murray brought up the idea to go fine free and Mount Gilead made plans to do so as well. This was also an item on the Prioritization Exercise that got highly ranked. Other changes to the Circulation Policy are planned, but not finished yet. Lisa M would like to make the fine free policy change before the library reopens.

*20-19*

Katie Porteus moved to approve the circulation policy change to eliminate overdue fines. Kathy Schelb seconded. Mrs. Burgett took a roll call vote:

Aye: Ed Wahl, Kathy Schelb, Monty Maceyko, Soledad Baker, Lorelei Heineman, and  
Katie Porteus

Nay: None

## **ADJOURNMENT**

With no further business to come before the Board, Katie Porteus moved to adjourn the meeting. Monty Maceyko seconded. The meeting was adjourned at 6:33 p.m.

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Soledad Baker, President

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Lorelei Heineman, Secretary

APPROVED, SIGNATURES PENDING

Submitted by: Cieria Burgett