

MINUTES
CARDINGTON-LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
August 11, 2020

Soledad Baker called the meeting to order at 6:02 p.m. in meeting room 126 in the library with the following present: Kathy Schelb, Katie Porteus, Lorelei Heineman, Monty Maceyko and Soledad Baker. Jeff Youngs and Ed Wahl were absent. Also attending: Lisa Murray, Director, and Cieria Burgett, Fiscal Officer. Soledad attended the meeting via conference phone due to illness, but all others attended in-person.

PUBLIC PRESENTATIONS – Lisa introduced the library’s new Digital Literacy Trainer, Jerrica Fryman, to the Board. Her current focus is to build community relations and provide technology assistance to patrons.

CORRESPONDENCE –

- 1- Ms. Murray gave each Board member an updated staff contact list.
- 2- Lisa also reminded the Board of an email she sent regarding a \$25,000 grant opportunity for libraries, funded by the CARES Act.

APPROVAL OF MINUTES

Lorelei Heineman moved to approve the July 14, 2020 regular Meeting Minutes as written. Second by Kathy Schelb. Motion carried unanimously.

TREASURER’S REPORT

Mrs. Burgett gave the financial report for July 2020.

Account	Jun 30, 2020 Balances	July Receipts	July Disbursements	Jul 31, 2020 Balances
Checking - FC	\$27,241.36	\$27,225.06	\$31,855.14	\$22,611.28
Prime Money - FC	\$112,445.73	\$16.30	\$0.00	\$112,462.03
24-mo. CD - FF	\$13,564.64	\$0.00	\$0.00	\$13,564.64
49-mo. CD - FC	\$52,297.67	\$260.77	\$0.00	\$52,558.44
Cash Drawer	\$125.79	\$338.73	\$261.74	\$202.78
Totals	\$205,675.19	\$27,840.86	\$32,116.88	\$201,399.17

Fund	Jun 30, 2020 Balances	July Receipts	July Disbursements	Jul 31, 2020 Balances
General Fund	\$175,675.19	\$27,840.86	\$32,116.88	\$171,399.17
Capital Projects	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Totals	\$205,675.19	\$27,840.86	\$32,116.88	\$201,399.17

Library cash assets totaled \$201,399.17 on July 31, 2020. Total income in July was \$27,582.10. Receipts included Public Library Fund monies totaling \$23,766.30. Net Income in July was a loss of \$3,114.65.

The significant expenses in July were two plexiglass shields for the circulation desk, security system maintenance, and property and liability insurance.

Lorelei Heineman moved that the July Treasurer's Report be approved. Second by Katie Porteus. Mrs. Burgett took a roll call vote:

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

DIRECTOR'S REPORT

Programs/Services

Book Talk: To prepare for the July 13 Book Talk, Lisa E created discussion questions, prepped a laptop to access This Tender Land playlist, and emailed the group. Eight attended (one via ZOOM) to discuss "This Tender Land" by William Krueger. The group also chose the September title and plan to meet at the village shelter house. Lisa E created and posted the September flyer and Facebook posts.

2020 Adult Summer Reading Program (SRP): Adult patrons were invited to earn a raffle ticket for every adult book, magazine, or audio book checked out from the Cardington-Lincoln Public Library between June 8 and July 18. The program ended on July 18. Twenty-five adult patrons returned 165 tickets. The winner, Janet Helman, was thrilled with the tote and was surprised by the number of items included in the prize.

2020 Youth Summer Reading Program (SRP): The last three weeks of summer reading fell in the first three weeks of July and ended with a pool party for finishers on July 23. Children continued to turn in reading logs and earn weekly reading incentives during July, including a paper "brick" used to "build" a castle behind the front desk. Kids loved finding their own names and the names of their friends on the castle wall. Ian and Angela held the week 4 and week 5 craft tutorial on ZOOM. Prepackaged crafts were handed out ahead of time for children to take home. Three Facebook Live Fairy Tale readings were held in July. Guest readers were John Brehm, Dawn Ruehrmund, and Morgan Gompf. Three entertainment programs were held: Didgeridoo Down Under on Facebook Live; Mr. Puppet in-person at the park; the 4th grade egg drop at the park. Ian and Angela created a Harry Potter themed scavenger hunt with clever clues held July 6 to 13. The library received a lot of compliments on this program and got to hear many fun stories about the adventures the children had while searching for the golden snitches. Ian and Angela even made the weekly prize drawings fun by holding them on Facebook Live using a virtual spinning wheel and preceding each with a skit performed by Ian and Andy.

3rd Thursday Craft Society: The July program was offered in-person and provided participants with the supplies and instruction needed to create a cork and river rock trivet. The class was limited to nine participants to comply with health orders. Eight registered and paid. Seven attended. Lisa E was the organizer and instructor.

2019-20 Guiding Ohio Online (GOO) program: Following interviews with candidates in early July, the open position for a Digital Literacy Trainer (DLT) was filled by Jerrica Fryman. Her first day was July 20. She spent 20 hours with Lisa M in orientation, researched suggested

technology resources, created a process guide: "How to Schedule with your Outlook Calendar", completed a GOO "Getting to Know Your Library" lesson, and prepped for a meeting with MTC program director Kathy Rice. Jerrica also spent 3.25 hours in one-on-one sessions with 7 staff/patrons and 2.75 hours assisting 5 patrons as they were working on the library's public access computers. Lisa M created the third quarter narrative report. Cieria created the third quarter financial report. Both Lisa M and Cieria created a budget transfer request on July 15 after meeting with representatives from the State Library. Lisa M wrote a partnership letter for MTC.

One Book Many Communities (OBMC): The April author event with Jess Montgomery was cancelled due to the COVID-19 pandemic. Later, it was determined that OBMC would address the national discussion on race by hosting a Facebook Live event on July 28. The new event was announced to member libraries via email on July 8. Due to the very short turn-around time and brief availability of circulation, Lisa E encouraged patrons to watch the live stream and then read the book. While 73 viewed the event on Facebook, none of them were Cardington patrons.

The Big Read: Lisa E reviewed the ebook book club by Overdrive. "The Darwin Affair" is the title featured beginning August 3. The State Library of Ohio will provide the e-resources. Lisa E made a flier for the bulletin board and Andy drafted a Facebook post.

Alumni Directories: The library began selling Alumni Directories in July for the school association.

Displays: All displays created in June remained in place during July.

Facebook: A new library record was set when the staff created 53 Facebook posts in July: nine promoted libraries, books and services; 29 promoted events and programs; four were of a general nature; and eleven were Facebook Live events. The top three posts: 07/09/20 Dawn Ruehrmund's Facebook Live reading of Little Red Riding Hood reached 2,264 people, received 217 likes, comments and shares and 518 post clicks; 07/15/20 Promo of Jack and the Beanstalk reading by Morgan Gompf reached 1,857 people and received 171 likes, comments and shares and 227 post clicks; 07/16/20 Morgan Gompf's reading reached 1,370 people and received 130 likes, comments and shares and 398 post clicks. Six library posts reached 1,000 or more people. The library has 1,098 followers on Facebook, an increase of 12 in the month of July.

Personnel

Time Off: Cieria was quarantined from July 20 through 27 and worked from home during that time. Lisa M took vacation time July 22 through 24 and July 29 through 31. Andy, Angela, and Kelly took sick time in July.

Volunteers: Volunteers Mary Lou Dowalter, Patty McAvoy, and Debra Moore logged hours in July working the circulation desk and covering books. SRP volunteers in July were John Brehm, Morgan Gompf, Kayla Hughes, and Dawn Ruehrmund.

Staff Development: Andy and Lisa M attended OPLIN's Webkit What-Nots webinars on July 14 and 28. Jerrica also viewed the July 28 Webkit webinar. Lisa M also attended a complimentary webinar sponsored by Vorys on July 29: Independent Contractor and Employee Classification.

Technology

COOL: The COOL Executive Committee (directors) met on July 15 at OhioNET in Columbus to review and discuss updates related to recruiting, production, projects, and cataloging. It was

reported that the Hold policy in Evergreen has reverted to the original COOL custom policy now that statewide delivery service has resumed. All Germantown records were successfully removed from the catalog on July 1. Michael Dziabiak explained how the new curbside pickup feature works in Evergreen. Chauncey explained a simple method of setting up a self-check-out machine.

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 81 new and donated youth and adult materials.

Weeding/Collection Maintenance: Cieria repaired six items. No items were removed from Evergreen in July. Lisa E removed 18 volumes of Archeological and Historical Society Publications to the workroom and corrected the MARC record and item details for each. These items will be relocated to the Reference shelves.

Notices: The recorded cost to mail 40 overdue notices in July was \$22.00. Three were 30-day notices.

Financial

2018-2019 Financial Audit: Lisa M. responded to the auditor's request for personnel files and assisted Cieria with written responses to questions.

Lobby Book Sale: Lobby book sales totaled \$9.25 in July.

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

Management

Pandemic: Meeting rooms remained closed. Returned materials continue to be placed in quarantine for three days before check-in. Cleaning procedures remain in place. Ian wrote social distancing rules for the SRP entertainment in the park. SRP activity has contributed to attendance but library business is still down. Lisa M and Cieria continued to monitor Governor DeWine's press conferences as time permitted. Masks are now required for patrons. Window service was reopened for patrons who do not want to wear a mask and for those who are still fearful of entering the building.

Strategic Plan: Final updates were made to the Strategic Plan. The board approved it in the July Regular Board Meeting.

Circulation Policy: Lisa M. wrote a new circulation policy for the library. While circulation rules were documented, a policy has never existed. Updates were made following a review by the staff. The board adopted the policy in the July Regular Board Meeting.

Other Management: Cieria attended the monthly employer update webinar presented by BWC on July 14.

Facilities

Concrete Estimate: No update.

Library Clean-Up: No update.

OLD BUSINESS

None

NEW BUSINESS

New Public Records Request Policy

20 - 24

After some discussion Monty Maceyko moved that the Public Records Request Policy be approved. Second by Katie Porteus. Mrs. Burgett took a roll call vote:

Aye: Kathy Schelb, Katie Porteus, Lorelei Heineman, Monty Maceyko
Nay: None

New Phone System Quote Review

Lisa reported she evaluated vendors for the new telephone system and selected Garber Connect for the installation. She shared their quote which also included an estimate for a surveillance system. The telephone proposal included three options that could be eliminated to reduce the cost from \$5,888 (a number higher than budgeted). After discussion, the board deferred the surveillance system to 2021 and voted on the new telephone system as presented.

20 - 25

Katie Porteus moved that the quoted amount be allocated for the new phone system. Second by Monty Maceyko. Mrs. Burgett took a roll call vote:

Aye: Kathy Schelb, Katie Porteus, Lorelei Heineman, Monty Maceyko
Nay: None

Hot Spot Lending Program Update

Ms. Murray shared a quote she received for 10 Wi-Fi hotspots. The offer is from T-Mobile and is designed for library lending. The hardware would be free and the monthly cost would be \$317. Grants from the State Library funded by the CARES Act could potentially be used to cover these costs as well.


20 - 26

Kathy Schelb moved to approve the use of T-Mobile as the library's hotspot provider. Second by Lorelei Heineman. Mrs. Burgett took a roll call vote:

Aye: Kathy Schelb, Katie Porteus, Lorelei Heineman, Monty Maceyko
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 6:37 p.m.



Soledad Baker, President

Lorelei Heineman, Secretary

Submitted by: Cieria Burgett