

MINUTES
CARDINGTON-LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
December 10, 2019

Katie Porteus called the meeting to order at 6:00 p.m. in the reading room of the library with the following present: Ed Wahl, Soledad Baker, Kathy Schelb, Jeff Youngs, and Katie Porteus. Monty Maceyko arrived late. Lorelei Heineman was absent. Also attending: Lisa Murray, Director, and Cieria Burgett, Fiscal Officer.

PUBLIC PRESENTATIONS – None

CORRESPONDENCE – None

APPROVAL OF MINUTES

Jeff Youngs moved to approve the November 12, 2019 regular Meeting Minutes as written. Second by Katie Porteus. Motion carried unanimously.

TREASURER'S REPORT

Mrs. Burgett gave the financial report for November 2019.

Account	Oct 30, 2019 Balances	November Receipts	November Disbursements	Nov 30, 2019 Balances
Checking - FC	\$56,041.80	\$22,408.39	\$31,250.10	\$47,200.09
Prime Money - FC	\$112,226.47	\$33.88	\$0.00	\$112,260.35
24-mo. CD - FF	\$13,524.00	\$0.00	\$0.00	\$13,524.00
49-mo. CD - FC	\$51,777.18	\$0.00	\$0.00	\$51,777.18
Cash Drawer	\$132.22	\$470.83	\$479.40	\$123.65
Totals	\$233,701.67	\$22,913.10	\$31,729.50	\$224,885.27

Library cash assets totaled \$224,885.27 on November 30, 2019. Total income in November was \$22,433.70. Receipts included Public Library Fund monies totaling \$21,428.99. Net Income in November was a loss of \$9,266.19.

The significant expenses for November were registration fees for the Ballot Issues workshop, fire extinguisher and exit/emergency lighting annual service, two entertainers for Christmas in Cardington, final payments on the LED lighting project, and three mesh desk chairs for the back office and Youth Services.

Katie Porteus moved that the November Treasurer's Report be approved. Second by Soledad Baker. Mrs. Burgett took a roll call vote:

Aye: Ed Wahl, Soledad Baker, Kathy Schelb, Jeff Youngs, and Katie Porteus
Nay: None

and a musician. Angie made craft and decorating decisions. Lisa M purchased the initial supplies.

Gift Giving Tree: Wish Lists arrived from Children's Services for two local foster children. Lisa M. set up a spreadsheet to conceal the identity of the children. Angie set up the tree and created the ornaments. She publicized the event inside the library and created the tracking sheet and procedures. Andy created a Facebook post to get the word out.

Quest for COOL Libraries: Two COOL Library Directors created this program to promote the "borrow an item from one library, return the item to any COOL library" feature of the consortium and to incent library patrons to travel to libraries within the consortium. They created a travel passport, promotional materials, and a process for participating libraries and patrons to follow. Each participating library is providing a prize basket for the travelers to earn a chance to win and contributing an item to the grand prize basket. The program began November 1 and ends January 10, 2020. The program materials did not arrive until November 1. Lisa M hurriedly set up the program on November 1.

2020 Summer Reading Program (SRP): Ian continued to complete planning activities for the 2020 SRP. He scheduled and attended a one-on-one session with Marc to learn tips on how to use Excel. He reviewed a number of past program reports. He created the first draft of the project plan. He researched entertainment possibilities. Ian is considering "mythologies" as a focus of the overall "Imagine Your Story" theme.

One Book, Many Communities: The organizers held the title reveal media event on November 18 at the Champaign County Library. With over 800 votes, "The Widows" by Jess Montgomery is the One Book, Many Communities 2020 read. Lisa E will be managing the library activities for this project.

Displays: Halloween themed displays were taken down. Fall displays remained in place. Angie created the Deck the Palms display in the main display case to promote the library's upcoming Christmas in Cardington "tropical" themed event. She also changed the display in the small display case to a tropical theme featuring beach reads.

Facebook: During November, 12 posts were created on Facebook: five posts promoted library books and services; six posts promoted events and programs; and one post was of a general nature. The top three posts: 11/20/19 Christmas in Cardington Library Flyer reached 1,180 people, received 36 likes, comments and shares and 35 post clicks; 11/18/19 3rd Thursday Craft Society November program reached 1,091 people and received 19 likes, comments and shares and 34 post clicks; 11/25/19 The Giving Tree reached 700 people and received 18 likes, comments and shares and 21 post clicks. The library has 1,019 followers on Facebook.

Personnel

Time Off: Lisa M. took time off for calling hours/funeral out of town November 19 and 20 and the day before and the day after Thanksgiving. No other time off was taken by staff.

Staffing Updates: Angela Curren was hired to fill the open Circulation Library Aide position. Her first day of work was November 13. Her initial responsibility is to implement the library plan for Christmas in Cardington, which she is executing flawlessly. Her circulation responsibilities will begin after the December 12 event. The board approved an updated job description in the November meeting. Nicole Osborne only worked 8.5 hours of the 20 scheduled in November to provide additional cleaning services. She was sick one Wednesday and was a no-

Weeding/Collection Maintenance: 195 items were removed from Evergreen in November and moved through the weeding process in preparation for the lobby book sale. Cieria repaired 3 items.

Notices: The recorded cost to mail 34 overdue notices in November was \$18.70. Six were 30-day notices.

Financial

Library Levy: On November 21, Lisa M and Soledad attended the Library Ballot Issues workshop at OLC in Columbus.

Lobby Book Sale: In November, 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 \$7.50.

Management

Strategic Plan: Lisa M created the initial draft of possible activities that fit the goals and objectives of the plan. It needs to be finalized and given to the staff to prioritize and select the activities that will end up in the final plan.

Trustee Opening: Cieria placed a Sentinel ad for the Trustee vacancy to be run for five weeks from the first week of December. She also created and posted a flyer around the library.

Closings: The library was closed on Thursday, November 26 for Thanksgiving.

Other Management: Lisa M attended the Chamber Luncheon on November 19. The Cardington Economic Development Task Force meeting has been cancelled in November and December. Cieria attended the monthly webinar presented by BWC.

Facilities

Lighting: The installation began on November 4. Ballasts were removed from every fluorescent light fixture in the library and Pirates Cove Pizza. The exterior light fixtures were replaced. New LED bulbs were installed in every light fixture. The installation took 1.5 days plus a couple hours to handle punch list items and follow up. H.E.A.T. filed the paperwork to obtain a rebate from Ohio Edison. A check is expected in January. On November 25, Lisa M. reviewed the paperwork to extend the library's energy supplier contract for another 48 months.

Access Lift: Follow up is required to find out what is holding up the quote for a new door.

New Board Meeting Table: Jeff Youngs and Mid-Ohio Insurance Solutions donated a board meeting table to the library. It was placed in meeting room 128.

Snow Removal: Lisa M salted the sidewalks after a snowfall on November 12. The library does not have a designated person for this job when the snowfall is less than two inches.

REORGANIZATIONAL ITEMS:

Election of Officers

20 - 01

Katie Porteus moved to nominate Soledad Baker for Board of Trustees President in 2020. Second by Monty Maceyko. Mrs. Burgett took a roll call vote:

Aye: Ed Wahl, Monty Maceyko, Kathy Schelb, Jeff Youngs, and Katie Porteus
Nay: None
Abstain: Soledad Baker

20 - 02

Jeff Youngs moved to nominate Katie Porteus for Board of Trustees Vice-President in 2020. Second by Soledad Baker. Mrs. Burgett took a roll call vote:

Aye: Ed Wahl, Kathy Schelb, Monty Maceyko, Jeff Youngs, Soledad Baker
Nay: None
Abstain: Katie Porteus

20 - 03

Soledad Baker moved to nominate Lorelei Heineman for Board of Trustees Secretary in 2020. Second by Katie Porteus. Mrs. Burgett took a roll call vote:

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

20 - 04

Kathy Schelb moved to appoint Cieria Burgett to serve as the Fiscal Officer in 2020. Second by Katie Porteus. Mrs. Burgett took a roll call vote:

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

Other Reorganizational Items

20 - 05

Monty Maceyko moved to allow the use of an employee dishonesty and faithful performance of duty policy in place of surety bonds for the Director and Fiscal Officer. Second by Monty Maceyko. Mrs. Burgett took a roll call vote:

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

20 - 11

Katie Porteus moved to close the Library for the following holidays: Memorial Day (05/25/2020), Independence Day (07/04/2020), Labor Day (09/07/2020), Thanksgiving Day (11/26/2020), Christmas Eve (12/24/2020) from 2:00 p.m. to 7:00 p.m., Christmas Day, (12/25/2020), New Year's Day (01/01/2021). Second by Monty Maceyko. Mrs. Burgett took a roll call vote:

Aye: Ed Wahl, Kathy Schelb, Monty Maceyko, Jeff Youngs, Soledad Baker, and Katie Porteus

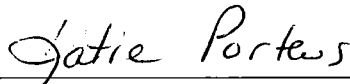
Nay: None

Committee Assignments

- Personnel: Monty Maceyko and Katie Porteus
- Long-Range Planning: All Board Members
- Finance: Jeff Youngs and Ed Wahl
- Grounds: Monty Maceyko and Kathy Schelb
- Records Review: All Board Members

ADJOURNMENT

With no further business to come before the Board Katie Porteus moved to adjourn the meeting. Jeff Youngs seconded. The meeting was adjourned at 7:21 p.m.



Katie Porteus, President



Lorelei Heineman, Secretary

Submitted by: Cieria Burgett