

MINUTES
CARDINGTON-LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
 December 08, 2020

Soledad Baker called the meeting to order at 6:00 p.m. via teleconference with the following present: Monty Maceyko, Soledad Baker, Kathy Schelb, Lorelei Heineman, and Katie Porteus. Ed Wahl and Jeff Youngs were absent. Also attending: Lisa Murray, Director, and Cieria Burgett, Fiscal Officer.

PUBLIC PRESENTATIONS – None

CORRESPONDENCE – Lisa M shared that she has a new staff contact list that will be sent by email.

APPROVAL OF MINUTES

Monty Maceyko moved to approve the November 10, 2020 regular Meeting Minutes as written. Second by Katie Porteus. Motion carried unanimously.

TREASURER'S REPORT

Mrs. Burgett gave the financial report for November 2020.

Account	Oct 31, 2020 Balances	November Receipts	November Disbursements	Nov 30, 2020 Balances
Checking - FC	\$43,370.29	\$23,727.95	\$32,157.08	\$34,941.16
Prime Money - FC	\$112,497.56	\$10.51	\$0.00	\$112,508.07
24-mo. CD - FF	\$13,578.32	\$0.00	\$0.00	\$13,578.32
49-mo. CD - FC	\$52,823.39	\$0.00	\$0.00	\$52,823.39
Cash Drawer	\$154.39	\$237.88	\$244.49	\$147.78
Totals	\$222,423.95	\$23,976.34	\$32,401.57	\$213,998.72

Fund	Oct 31, 2020 Balances	November Receipts	November Disbursements	Nov 30, 2020 Balances
General Fund	\$182,520.06	\$23,976.34	\$26,787.17	\$179,709.23
Capital Projects	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Special Revenue	\$9,903.89	\$0.00	\$5,614.40	\$4,289.49
Totals	\$222,423.95	\$23,976.34	\$32,401.57	\$213,998.72

Library cash assets totaled \$213,998.72 on November 30, 2020. Total income in November was \$23,731.85. Receipts included Public Library Fund monies totaling \$21,789.52 and a 2019-2020 E-rate reimbursement totaling \$882.00 Net Income in November was a loss of \$9,459.92.

The significant expenses in November were labor & parts to replace draft inducer, fire extinguisher annual service, preparation of severance agreement, 50% down payment on new laptops, as well as COVID-19 expenses including disposable face shields, book sanitizer, and separation screens for 4 work stations.

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

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

DIRECTOR'S REPORT

Programs/Services

3rd Thursday Craft Society: The November make-it-and-take-it craft program was offered in-person and provided participants with the supplies and instruction needed to create a book page topiary from discarded book pages, a Styrofoam ball, and a glass candlestick. The class was limited to nine people to comply with the 10-person gathering limit. Six registered and paid the \$5 fee. Three attended and three cancelled due to COVID issues in their workplaces. Lisa E was the organizer and instructor. Refer to the program report for more details.

21st CCLC L.I.F.T.: Due to a hybrid platform, the library participates in the L.I.F.T. program every week, alternating from Tuesday one week to Thursday the next week. Sessions began November 3. ZOOM is not being used as originally planned. Angela taught Growth Mindset sessions to grades 1 and 2 on November 3, 12, and 17. Kelsey provided an introduction and a keyboarding assessment to grades 3 and 4 on November 12 and 17.

21st CCLC S.A.I.L.: The program did not begin on November 18, as planned due to the middle school moving to a virtual plan following a COVID-19 outbreak.

Book Talk: Nine people participated in the November 9 program where individuals shared a range of biographies and memoirs. The group took advantage of the warmth and sunshine and met outside in the parking lot. The first two titles for 2021 were chosen. Lisa E created the flier for the January program, created a Facebook post, and placed an order for the selected titles.

Christmas in Cardington: The Friends of Cardington cancelled the community event, which made the library early closing on December 10 a non-issue. The group requested that residents and businesses bump up the exterior decorations a notch. The library responded by purchasing an outdoor Grinch who will be set up to steal the Christmas lights.

Fall Harvest Day: Angela was a guest presenter at the elementary school's Fall Harvest Day on November 6. She read two Thanksgiving-themed books to a total of nine separate classes. All of the children seemed to really enjoy both books. Refer to the program report for more details.

Guiding Ohio Online (GOO) program: Digital Literacy Trainer (DLT), Kelsey Wicker, began in her new position on November 2. Lisa M processed the new hire paperwork, made significant updates to orientation documents, and provided DLT orientation. Kelsey has quickly become a contributing member of the team and is helping in multiple areas of library service. She spent almost 3 hours responding to troubleshooting questions from 33 patrons/staff. Kelsey also met with ASPIRE director, Kathy Rice, and taught her first class on November 24. Also, in November, Kelsey was involved in L.I.F.T. and S.A.I.L., began drafting an ALA grant, created two Facebook posts, and helped draft the WiFi hotspot lending policy. She also replaced the keyboards and mice at all the patron and circulation computer stations with washable equipment.

Read Between the Wines 2021: Lisa E discussed options with the owners of Bunker Mill Winery.

Story Time: Three sessions were held in November with an average of 5.67 children attending each session, appropriately social distanced. In each class, Angela focused on one letter, one number, and a theme. She discusses the plot, setting, characters, and the moral of the story after every book was read. The themes centered around Thanksgiving.

Displays: Angela decorated the archway and Youth Services for Thanksgiving and set up an airplane-theme exhibit in the large display case. Lisa E arranged for Ciara Giamarco to create two beautiful chalk panels. Lisa used Angie's excellent photos to create a Facebook post about the panels. Andy created an exhibit in the small display case celebrating World Kindness Day.

Facebook: Andy, Kelsey and Lisa E created 22 Facebook posts in November: 15 promoted libraries, books and services; five promoted events and programs; and two were of a general nature. There were no Facebook Live events in November. The top three posts: 11/12/20 pictures of Ciara Giamarco and her chalk panels reached 740 people, received 104 likes, comments and shares and 92 post clicks; 11/19/20 Story Time kids showing off their Thanksgiving placemats reached 413 people and received 55 likes, comments and shares and 33 post clicks; 11/10/20 "Oh the humanities" post reached 413 people and received 12 likes, comments and shares and 4 post clicks. The library has 1,104 followers on Facebook.

Personnel

Time Off: Andy and Kelsey worked the election polls on November 3.

Volunteers: Volunteers Mary Lou Dowalter, Patty McAvoy, and Debra Moore logged hours in November working the circulation desk and covering books. Ciara Giamarco volunteered her time and talent to create the chalk panels.

Staff Development: Andy, Kelsey, and Lisa M attended a webinar, "Webkit What-Nots: Clean up your Images" on November 10. Andy, Kelsey, Lisa E and Lisa M attended a webinar, "The Art and Science of Marketing Communications for Libraries" on November 19. Lisa M also attended two other webinars in November: OLC's Post-election webinar and Library Journal's Space Planning conference. Angela was not available to report the webinars she attended in November.

Open Circulation Library Aide: Three applications for the open Circulation Library Aide position were received in November. No interviews were scheduled.

Staff Christmas: Given the pandemic, the staff determined not to hold a Christmas party/dinner at the winery. Lisa M diverted the budgeted funds to the purchase of small gifts given during the 18-days of Christmas. The staff secret Santa gift giving event will be a white elephant game on December 21.

Technology

COOL: The COOL Executive Committee (directors) met on November 18 via ZOOM to review and approve the 2021 budget. Lisa M reviewed, signed, and returned the Library's 2021 contract with OhioNET on November 20. The support fee is \$390 lower than the amount paid in 2019 and \$535 lower than budget.

Circulation Policy: A few tasks remain to consider the project completed: new signage for library fines and fees; adjustments to the LibData interface; and a review of the changes to the website.

Tech Issues: Dynamic Networks worked to resolve a pop-up message issue on the catalog computer on November 9. It was not fully resolved.

Hardware/Software Upgrades: Dynamic Networks will replace the library firewall on December 4. A proposal was signed on November 5 to replace the training laptops. They are on order and will be installed in December.

Collection Development/Processing

Acquisitions/Processing: Angela, Lisa E, and Lisa M reviewed bestsellers, reviews, trend reports, patron requests, and the missing/damaged/lost report to make material purchases. Lisa E and Ciera processed 131 new and donated youth and adult materials. Lisa E initiated contact with Midwest Tape to explore an automatic purchase program for audiobooks to replace the program formally provided by TEI, a company that became a casualty of the pandemic.

Weeding/Collection Maintenance: Ciera repaired 26 items in November. 97 items were removed from Evergreen and moved through the weeding process in preparation for the lobby book sale.

Hotspot Lending Service: Lisa M finalized the order with T-Mobile for 10 Franklin T-9 WiFi hotspots. She researched and ordered cases to use to circulate the equipment. Lisa E created the MARC records based on Community Library and started a Copy Template which is pending final decisions. Lisa E and Kelsey reviewed sample hotspot circulation policies from other libraries and created a proposal for final approval. Lisa E activated one hotspot and tested it in the library and at home. She tried all the features in the manufacturer's instruction book and was impressed with the results.

Ohio Digital Library: Lisa E and Lisa M completed and submitted an application to the State Library to become an Ohio Digital Library Advantage member. Digital materials ordered through the Advantage account will be made available to Cardington patrons before patrons of other libraries in the Ohio Digital Library consortium.

Youth Services Shelving Location Project: Assisted by Lisa M, Angela completed her project planning document. Lisa E and Lisa M reviewed and commented on Angela's new definitions for assigning new books to each shelving location. Lisa E created an Evergreen report to use to overview the Junior Series shelves. Lisa E also discussed with Angela considerations when using the information. Angela received approval to proceed.

Notices: The recorded cost to mail 12 overdue notices in November was \$6.60. Three were 30-day notices. The low numbers are beginning to creep back up as we come to the end of the initial auto-renewal periods.

Financial

CARES Act – Coronavirus Relief Funds - Public Libraries: Lisa M updated the Relief Fund Expenditure Plan and reported the status to the board. Purchases were made to expend the remaining funds. The items purchased were six HEPA air purifiers, waterproof keyboards and mice, wireless headsets with mics, a computer camera, and floor decals. All purchases were received, opened, and put into service in November. Replacements for two damaged acrylic panels were received and installed. The touchless drinking fountain arrived and Greenside Plumbing was scheduled to install it in early December.

Management

Pandemic: Meeting rooms are available for use by groups of fewer than ten people. With the addition of acrylic panels, all but one patron computer is available for use. Returned materials continue to be placed in quarantine for three days before check-in. Pandemic cleaning procedures remain in place. Window service is available as an alternative to entering the building. With COVID-19 cases rising rapidly, Governor DeWine announced a new order on November 11 which prompted tasks to review the written order, communicate changes to the staff, and update signs at each entrance. One staff member reported contracting COVID-19. Symptoms started November 29. Assuming conditions are met, the return to work date is December 9.

Prioritization Exercise: Lisa M updated the project document for a 2021 prioritization exercise for the staff and board. As of the end of November, four responses were needed before summarizing the results.

Other Management: Lisa M attended the local directors meeting on December 4 via ZOOM. Ideas noted: Have your blueprints digitized. One library has started a “movie” discussion group. Lisa M also attend the Cardington Economic Development meeting on November 24. Cieria attended the monthly employer update webinar presented by BWC on November 10.

Facilities

Concrete Estimate: Carl George Masonry was hired in September to complete the concrete block repair around the ramp area and to replace the entry steps at the rear entrance. He was to revisit the library to look at the rear entrance steps but has not done so yet. A follow up call on November 5 provided another confirmation that he would do the work but he still has not revisited the library.

Parking Lot Seal and Stripe: A call to reschedule Williams Sealcoating to seal and stripe the parking lot after a no-show appointment was not returned. This project will have to wait until June 2021.

Access Lift Door: Lisa M signed proposals from A.R. Mellinger Company and Steven’s Construction to replace the access lift door. She composed a letter to notify the Ohio Department of Commerce of the pending repair in response to an elevator violation notice.

Electric Issues: On November 6, Lisa M arranged to have the bulb replaced in the light on the pole in the parking lot. On November 19, the new LED lighting began flickering at a bothersome rate. The electric company responded and checked the library meters for surges in power. The flickering slowed but did not stop. The power was out for two hours on Sunday, November 22. Paladin had to be called in on Monday to reset the security/fire sensors. By Wednesday, November 25, the flickering was extreme. The electric crew found a loose connection on the transformer. Tightening it resolved the flickering light issue.

OLD BUSINESS

Coronavirus Relief Fund Spending Status

Ms. Murray supplied a spreadsheet with all of the COVID-19 spending so far. A few of the planned items came in under estimates, so there is still about \$200 left to spend from the grant. Lisa M researched adding a Wi-Fi access point, but the project was well over \$200. If we still want to get the access point to expand our Wi-Fi, it could be added to the 2021 budget.

Review Status of 2021 Prioritization Exercise

There are no updates on this item yet. Four responses are still needed before the data can be summarized.

NEW BUSINESS

Open/Close Decisions for 12/21, 12/24, and 12/26

Lisa M requested that the library close early on December 21 for the staff gift exchange (with COVID-19 precautions). She also shared that some other libraries have given their employees “wellness days”. In the spirit of this, Ms. Murray requests that the library close on December 24 and 26, since Christmas falls on a day that the library is not normally open.

20 - 35

Kathy Schelb moved to close the library at 6pm on December 21 and close for the full day on December 24 and 26. Second by Katie Porteus. Mrs. Burgett took a roll call vote:

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

Approve Updates to the Circulation Policy to Support Hotspots

Ms. Murray presented six items to be added to the Circulation Policy regarding hotspots. One item that needed discussion was if we should allow only patrons whose home library is Cardington to checkout the hotspots, or allow any patrons from the Consortium. The Board favored allowing all patrons from the Consortium to check out the hotspots (hotspots would still need to be checked out at and returned to the Cardington location).

20 - 36

Monty Maceyko moved to approve the Circulation Policy updates for hotspots. Second by Soledad Baker. Mrs. Burgett took a roll call vote:

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

Review/Update Salary Schedule

Ohio’s minimum wage will be increasing again in 2021 to adjust for cost of living, from \$8.70 to \$8.80. To stay ahead of such changes, Ms. Murray proposed increasing the pay scale for Circulation Aides and Technical Services by \$0.25. She also suggested adding a new pay range of \$12-16 for non-MLIS librarians and updating the pay range for MLIS librarians to \$15-20.

20 - 37

Monty Maceyko moved to approve a \$0.25 increase in the pay scale and updates to librarian pay ranges. Second by Soledad Baker. Mrs. Burgett took a roll call vote:

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

Lisa M also presented employees that she thinks deserve merit-based pay raises throughout 2021.

20 - 38

Soledad Baker moved to approve merit-based pay increases for 5 employees. Second by Katie Porteus. Mrs. Burgett took a roll call vote:

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

Approve Temporary Appropriations

20 - 39

Soledad Baker moved to approve Temporary Appropriations for 2021. Second by Katie Porteus. Mrs. Burgett took a roll call vote:

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

REORGANIZATIONAL ITEMS:

Election of Officers

21 - 01

Katie Porteus moved to nominate Soledad Baker for Board of Trustees President in 2021. Second by Kathy Schelb. Mrs. Burgett took a roll call vote:

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

21 - 02

Soledad Baker moved to nominate Monty Maceyko for Board of Trustees Vice-President in 2021. Second by Katie Porteus. Mrs. Burgett took a roll call vote:

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

21 - 03

Katie Porteus moved to nominate Jeff Youngs for Board of Trustees Secretary in 2021. Second by Monty Maceyko. Mrs. Burgett took a roll call vote:

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

21 - 04

Soledad Baker moved to appoint Cieria Burgett to serve as the Fiscal Officer in 2021. Second by Kathy Schelb. Mrs. Burgett took a roll call vote:

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

Other Reorganizational Items

21 - 05

Soledad Baker 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 Katie Porteus. Mrs. Burgett took a roll call vote:

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

21 - 06

Monty Maceyko moved to approve depositories of funds at FC Bank, First Federal Savings and Loan, FC Bank, Star Ohio, or other instruments allowable by Ohio Revised Code 135. Second by Soledad Baker. Mrs. Burgett took a roll call vote:

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

21 - 07

Kathy Schelb moved to set the regular meeting of the Board of Trustees for the Cardington-Lincoln Public Library as the second Tuesday of each month at 6:00 p.m. Second by Katie Porteus. Mrs. Burgett took a roll call vote:

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

21 - 08

Soledad Baker moved to continue the Cash Drawer Fund established for the purpose of making change for patrons and for small emergency purchases. Second by Monty Maceyko. Mrs. Burgett took a roll call vote:

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

21 - 09

Soledad Baker moved to not transfer any of the Unencumbered Balance to the Capital Projects Fund at year's end. Second by Monty Maceyko. Mrs. Burgett took a roll call vote:

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

21 - 10

Soledad Baker moved to set Library hours as 10:30 a.m. to 7:00 p.m. Monday through Thursday and 10:30 a.m. to 2:00 p.m. Saturday. Second by Lorelei Heineman. Mrs. Burgett took a roll call vote:

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

21 - 11

Soledad Baker moved to close the Library for the following holidays: Memorial Day (05/31/2021), Day after Independence Day (07/05/2021), Labor Day (09/06/2021), Thanksgiving Day (11/25/2021), Christmas Eve (12/24/2021), Christmas Day, (12/25/2021), New Year's Day (01/01/2022). Second by Monty Maceyko. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Soledad Baker, Kathy Schelb, Lorelei Heineman, 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, Monty Maceyko moved to adjourn the meeting. Soledad Baker seconded. The meeting was adjourned at 7:00 p.m.

Soledad Baker, President

Lorelei Heineman, Secretary

Submitted by: Cieria Burgett

