

MINUTES
CARDINGTON-LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
 December 14, 2021

Monty Maceyko called the meeting to order at 6:00 p.m. in meeting room 128 with the following present: Monty Maceyko, Kathy Schelb, Ed Wahl, Jeff Youngs, Dawn Ruehrmund Eleanor Roberts, and Nate Mosher. 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 9, 2021 regular Meeting Minutes as written. Second by Ed Wahl. Motion carried unanimously.

TREASURER'S REPORT

Mrs. Burgett gave the financial report for November 2021.

Account	Oct 31, 2021 Balances	November Receipts	November Disbursements	Nov 30, 2021 Balances
Checking - FC	\$30,867.41	\$83,882.75	\$36,223.82	\$78,526.34
Prime Money - FC	\$112,604.25	\$6.91	\$0.00	\$112,611.16
24-mo. CD - FF	\$13,632.72	\$0.00	\$0.00	\$13,632.72
49-mo. CD - FC	\$53,887.81	\$0.00	\$0.00	\$53,887.81
Cash Drawer	\$137.68	\$323.99	\$292.18	\$169.49
Totals	\$211,129.87	\$84,213.65	\$36,516.00	\$258,827.52

Fund	Oct 31, 2021 Balances	November Receipts	November Disbursements	Nov 30, 2021 Balances
General Fund	\$181,129.87	\$84,213.65	\$36,516.00	\$228,827.52
Capital Projects	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Totals	\$211,129.87	\$84,213.65	\$36,516.00	\$258,827.52

Library cash assets totaled \$258,827.52 on November 30, 2021. Total income in November was \$83,924.22. Receipts included Public Library Fund monies totaling \$23,467.32, and a federal ARPA outreach grant in the amount of 59,576.00. Net Income in November was \$46,645.89.

The significant expenses in November included pressure washing the building, repainting handrails, large book order from Penworthy, replanting of flower beds, down payment for new camera surveillance system, and a new back entrance awning.

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

Aye: Monty Maceyko, Kathy Schelb, Ed Wahl, Jeff Youngs, Dawn Ruehrmund, Eleanor Roberts

Nay: None

DIRECTOR'S REPORT FOR OCTOBER

Programs/Services

3rd Thursday Craft Society: The November make-it-and-take-it craft program featured a bandana and burlap ribbon wreath. Originally planned for the canceled October session, the craft was reimagined for November. Eight registered and paid. Seven attended. Refer to the program report for more details.

21st CCLC L.I.F.T.: Kelsey held four technology lessons on November 16 and 30, attended by 64 students and teachers. First and second grade students improved their confidence, typing skills, and comfort level with a keyboard in Keyboards 101. Third and fourth grade students learned the internet safety concepts of protecting personal information and the danger present in phishing activities. Kaya presented two Growth Mindset lessons in six sessions on November 11 and 18 to 83 first through fourth grade students and teachers. Children learned to be present through mindfulness activities and practiced showing gratitude by writing a Thank You postcard.

21st CCLC S.A.I.L.: Kelsey held six technology lessons on November 3, 10 and 17, attended by 123 students and teachers in grades five through eight. Students learned basic internet terminology, and the internet safety concepts of protecting personal information and the danger present in phishing activities. Kaya presented five Life Skills lessons in ten sessions on November 1, 8, 15, 22, and 29 to 172 fifth through eighth grade students and teachers. Kaya completed a two-week unit on money management. The students played an adaptation of "Pay Day" in which they tracked their income and spending. The next three weeks, the students worked in the kitchen, baking muffins, cookies, and bagel pizzas. The focus was on oven safety, with additional instruction on nutrition and measuring tools in cooking.

2021 Reading Challenge (priority #22): Three patrons reported completing the reading challenge in November. The count is understated since not all participants report by the end of the month. Kelsey is managing the program and creates the Facebook posts. She also displayed books that fit the November challenge categories: book has over 400 pages, holiday book, book about a pressing social issue.

Book Talk: Lisa E created discussion questions for the November 8 Book Talk. Six people attended to discuss Sundays at Tiffany's by James Patterson. Lisa also displayed new fiction titles and promoted November and December library events. The group chose tentative titles for the 2022 Book Talk.

Christmas in Cardington: Many hours were devoted to Christmas in Cardington in November. Kelsey managed the planning document and sent organizational emails to keep the staff informed. She also created Facebook posts and promoted the event on the library website. Kelsey scheduled authors for the book signing and a book seller to sell books by Ohio authors, including Mindy McGinnis. Kaya created a flyer to promote the events being held at the library. Kelly researched refreshment options and ordered from 8 Sisters. Lynn cut book pages for the craft. Brittany, Lynn, and Kelsey created decorating plans around the "Christmas Story" theme and

began creating, gathering the necessary materials. Susie Sexton confirmed the Tomorrow Center's cheerleaders will organize the cookie decorating. Lisa M and Kelsey confirmed a balloon twister dressed as an elf for the event. Lisa M made necessary purchases for décor and kept Friends of Cardington posted on library events.

Circulation: Circulation of physical materials in November was 1,210. Hotspots circulated 54 times. Three hotspots are now lost, one is confirmed unrecoverable.

COVID-19 Test Kits: In November, the library distributed 244 COVID-19 test kits free of charge. Kelsey continues to stock the test kits and report the number distributed to a state website. There has been a delay in the implementation of the over-the-counter test kits while the State builds a sufficient inventory to support demand. The issue rests with the supplier.

Gift Giving Tree: Staff and patrons removed ornaments from the Giving Tree throughout the month of November and purchased gifts for our adopted children and elderly man. On November 27, Lisa M removed the unclaimed ornaments and purchased the remaining gifts. Lisa M and Brittany organized and wrapped gifts on November 29. The children's gifts were delivered to Children's Services on November 30. The gifts for the elderly man will be delivered in December.

Guiding Ohio Online (GOO) program: Kelsey spent 2.75 hours responding to troubleshooting questions from 35 patrons and staff. She spent 4.7 hours in one-on-one sessions (4 scheduled; 3 unscheduled), assisting 7 patrons and staff with specific technology needs. Four technology classes were offered in November. Two were attended: Microsoft Office/365 101 (6 attended) and Intro to Adobe Photoshop (3 attended). Kelsey also managed the library website (updated events, pages, and main page images) and created 33 Facebook posts. Kelsey also attended #ally Module Training and added the module to the website. This free software will highlight accessibility issues so they can be corrected.

Libraries Transforming Communities (LTC): A small amount of funds remains on this grant and will be spent in December. The final report is due December 31.

Story Time: The morning Story Time met five times in November with an average weekly attendance of 11 and a season high of 14 (November 16). The Remind app has gained two new followers this month, and two new children joined weekly with consistent attendance. Feedback from parents and caregivers is consistently positive. So far, Kaya has been very pleased with the educational value of the program; children that regularly attend have shown marked improvement in singing the alphabet and counting during calendar time. The afternoon Story Time is having trouble taking off. Although Kaya had a few families claim interest in the program, attendance has returned to zero.

Summer Reading Program (SRP): No activity in November.

Inter-library Loan Service: Courier service has returned to normal with the exception of the delivery days being changed from the contracted days of Monday and Wednesday to Tuesday and Thursday.

Displays: Brittany created an exhibit honoring veteran heroes in the large display case. Halloween remained the theme on the chalk panels until the end of the month when volunteer Ciera Giamarco replaced them with chalk drawings depicting scenes from "A Christmas Story". The "Pirates' Fall Sports: piling up the memories" exhibit remained unchanged in the small

display case. The donated wooden villages hand crafted by the late Dave Rausch of Jefferson City, Tennessee remained on display in the Adult Reference area.

Facebook: Kelsey created 33 Facebook posts in November. 7 related to library services, 17 related to library events, 6 related to community services/events, and 3 were library-themed comics. The top three posts: 11/12/21 Looking for props for the library photo booth reached 1,760 people, received 10 reactions, comments and shares, and 63 post clicks; 11/20/21 Authors to Visit during Christmas in Cardington reached 336 people, received 14 reactions, comments and shares, and 13 post clicks; and 11/03/21 Giving Tree promotion reached 301 people, received 11 reactions, comments and shares, and 1 post click. The library has 1,153 followers on Facebook.

Personnel

Time Off: Lisa M was on vacation November 12 through 21, 24 and 26. Lisa E was on call during Lisa M's vacation. All went smoothly. Lynn was on vacation November 22 through 29. Kelly was on vacation November 26 through 29. Two staff members took sick time in November.

Volunteers: Volunteers Mary Lou Dowalter, Patty McAvoy, and Debra Moore logged hours in November working the circulation desk and covering books. Ciera Giamarco donated her time on the chalk drawings.

Staff Development: Kelsey attended the following webinars in November: Everything You Wanted to Know about How Statewide Databases Work, Supporting Formerly Incarcerated Individuals with a Fresh Start @ Your Library, and How to Train Your Community on Libby. Lisa M attended the following webinars in November: Ryan Dowd's How to Talk About Body Odor; #a11y Module Training; and NorthStar Digital Learning Site Administrator training.

Open Positions: An offer was extended to an individual interviewed in October. She declined the offer for personal reasons. The library has one new application to evaluate.

Technology

COOL: The COOL Executive Committee (directors) met via ZOOM on November 17 to review and discuss updates related to recruiting, production, projects, and cataloging. The board nominated officers for the coming biennium and agreed on the 2022 meeting schedule. Chauncey reported that STAT Courier placed the COOL-owned bins into circulation outside the consortium and there is no way to recover them. The libraries agreed to zip tie any small blue bins they receive in order to keep them within the COOL consortium. The Book Page subscription will be renewed in January. New COOL email mailing lists were implemented November 2. The status of development projects follows.

Evergreen Development: Issues with the new staff catalog have been uncovered since upgrading to release 3.7 in October. Most important is the removal of the series link in the search results display and the removal of the Additional Content (Syndetics) and Awards, Review, & Suggested Read (Novelist) sections of the record display. This is an issue because the additional content is funded by member libraries. The content is available to patrons and staff in the OPAC and, as a work around, in the traditional staff catalog. The library needs to make changes to the Library User Application and other processes to adjust for new features added over multiple upgrades. This would be a new project of medium to large effort. The final set of revised icons

for the catalog, previously approved for production, remain on the training server while final development is completed.

Smart Library Program: Lisa E processed five new mobile hotspots and placed them into circulation. She edited the user instructions to reflect policy changes. Evergreen changes are pending. Lisa E completed the MARC record for the eight new tablets and submitted it to COOL for review. She then processed all the new tablets for circulation. Lisa M tested the user instructions for the tablets in a real-life vacation scenario and recommended changes. Additional edits were made to the suspension/reactivation of the hotspots and tablets. The high learning curve and limited staff hours continues to slow the ability to get the SmartBooks™ into circulation as quickly as desired.

Outdoor Access Point: The outdoor access point ordered from Dynamic Networks in September still has not been installed. Follow up is required.

Civil War Monument Project: Kelsey added more names to the website; currently up to Purvis. OPLIN's update to separate the names from the general information is not working as expected and requires follow up.

Collection Development/Processing

Acquisitions/Processing: Kaya, 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 Cieria processed 243 new and donated youth and adult materials. Lisa E requested new county maps from the Morrow County Engineer's office. She also fulfilled the 2021 Ohio Digital Library spending requirement with an OverDrive order. On November 17, Kaya met with Randy Sharrock from Penworthy to preview new books for the youth section, purchasing 127 new books.

Weeding/Collection Maintenance: Cieria repaired 52 items. She removed 119 items from Evergreen and moved them through the weeding process in preparation for the lobby book sale or recycling. Lisa E reviewed, weeded, shifted, and made MARC corrections in the range of 300 – 398.41. Brittany and Lynn, under the direction of Kaya, created new dividers for the J Holiday shelving location and reorganized divisions into alphabetical order.

Notices: The recorded cost to mail 20 overdue notices in November was \$11.60. Five were 30-day notices.

Financial

American Rescue Plan Act (ARPA): No activity in November. Waiting for delivery of the transit van.

Management

Closings and Cancellations: None.

Patron Complaint Policy: The Board approved the Patron Complaint Policy and Procedure in the November library board meeting.

Space Planning (priority #1): The project remains on hold. Activities will restart as soon as possible.

Other Management: Lisa M attended the Local Directors Meeting in Belville on November 3 and the Cardington Economic Development Task Force meeting on November 30. Kelsey attended the Chamber Luncheon on November 16. Cieria attended the monthly BWC webinar.

Facilities

Décor: Brittany, Kaya, and Lynn decorated the library for Thanksgiving.

Front Entrance Improvements (priority #2): Lisa M will be meeting with the owner of Spyder Signs on December 7 to review design options for the signage project.

Concrete (priority #4): Guaranteed Performance Concrete Services has not addressed the few remaining issues nor sent an invoice. Follow up is required in order to ensure at least a partial payment is made in 2021.

Gutters: No new status to report on this order. The company did say it would take some time to get us on the schedule. Follow up is required.

Surveillance Cameras: On November 11, 22, and 29, Garber Connect installed a new outdoor camera surveillance system to keep an eye on all the new improvements at the rear of the building and to deter drug use.

Door Handles: The anticipated quote for pull handles for both main entrance doors has not arrived. Follow up is required.

OLD BUSINESS

Third Reading and Discussion of New By-Laws

Ms. Murray reminded the Board of an email sent before the meeting regarding consent agendas. The Board wanted to incorporate this into the new by-laws. No other changes were suggested. A vote on the by-laws is expected at the next meeting.

Update on Signage Project

Lisa M had a meeting scheduled to discuss design options, but the owner of the company needed to reschedule. The meeting is now scheduled for two days from now.

NEW BUSINESS

Approve 2022 Temporary Appropriation

21 - 32

Jeff Youngs moved to approve Temporary Appropriation for 2022. Second by Eleanor Roberts. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Ed Wahl, Jeff Youngs, Dawn Ruehrmund, Eleanor Roberts

Nay: None

Approve 2022 Salary Schedule

Ms. Murray presented new job classifications and pay ranges to the Board. Her intention is to give pay raises to everyone at the beginning of the year based on the rise in cost of living. Another merit-based raise would be possible at the anniversary of hire if it is within their range. The ranges would also allow Lisa M to hire new staff at a higher pay based on experience.

21 - 33

Monty Maceyko moved to approve the new job classifications and pay ranges. Second by Kathy Schelb. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Ed Wahl, Jeff Youngs, Dawn Ruehrmund, Eleanor Roberts

Nay: None

Staff Christmas Party/Early Closing

Lisa M requested that the library close early on December 20 for the staff Christmas party.

21 - 34

Eleanor Roberts moved to close the library at 6pm on December 20. Second by Dawn Ruehrmund. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Ed Wahl, Jeff Youngs, Dawn Ruehrmund, Eleanor Roberts

Nay: None

Lisa M reminded the Board that the staff is given a Christmas gift each year. In the past, it has been attire with the library logo or checks in the amount of \$25. Lisa would like to do checks this year, but believes the amount should be raised since \$25 has been the amount since she started at the library almost two decades ago.

21 - 35

Monty Maceyko moved to give the staff \$50 each as a Christmas gift. Second by Jeff Youngs. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Ed Wahl, Jeff Youngs, Dawn Ruehrmund, Eleanor Roberts

Nay: None

Review Pirates Cove Pizza Lease/Rent

The Pirates Cove Pizza lease is set to expire on February 28, 2023, so the Board must decide whether or not to extend the lease for one more year. The Board was also presented with the decision of whether or not to raise the rent for Pirate's Cove Pizza. Beginning on March 1, 2022, the rent will increase from \$550 to \$600. The Board decided to raise the rent again beginning March 1, 2023 to bring it closer market value.

21 - 36

Kathy Schelb moved to extend the Pirates Cove Pizza lease for one year and raise the rent from \$600 to \$650, beginning on March 1, 2023. Second by Jeff Youngs. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Ed Wahl, Jeff Youngs, Dawn Ruehrmund, Eleanor Roberts

Nay: None

NorthStar Digital Learning Service

Ms. Murray shared a handout explaining the NorthStar Digital Learning Service. The program is offered by OPLIN. The program allows users access to digital literacy assessments and self-guided online or in-person learning of an array of computer skills. After completion of the lessons, patrons would be able to take a proctored exam on the material. The certificate earned from the exam would be able to be used on resumes and job applications. Our current Digital Literacy Trainer, Kelsey, has looked over the details of the program and believes it would be a valuable resource for the community. The Board had no objections with taking advantage of this new service opportunity.

Discuss Options for Where to Park the New Transit Van

The library was recently awarded an outreach grant in the amount of \$59,576 to purchase a new transit van to better reach our extended community. This van will need to be parked in a safe location. The options are for a fully enclosed garage, one with only a roof, or to park on the street for the best visibility of library advertising printed on the van. The Board wished to see cost estimates of these options before making a decision.

ANNUAL RECORDS COMMISSION MEETING

Cieria gave an update on the status of our Records Retention. As of now, the next step is to create an RC-2 form listing every category of file we own (paper and electronic) and send it to the Ohio Historical Society for approval. After the approval, the library may start weeding our outdated files. This process has been on hold for a while because of the staff time needed, which has been being used for items higher on the priority list.

REORGANIZATIONAL ITEMS:

Election of Officers

21 - 37

Eleanor Roberts moved to nominate Monty Maceyko for Board of Trustees President in 2022. Second by Jeff Youngs. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Ed Wahl, Jeff Youngs, Dawn Ruehrmund, Eleanor Roberts

Nay: None

21 - 38

Jeff Youngs moved to nominate himself for Board of Trustees Vice-President in 2022. Second by Monty Maceyko. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Ed Wahl, Jeff Youngs, Dawn Ruehrmund, Eleanor Roberts

Nay: None

21 - 39

Jeff Youngs moved to nominate Kathy Schelb for Board of Trustees Secretary in 2022. Second by Monty Maceyko. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Ed Wahl, Jeff Youngs, Dawn Ruehrmund, Eleanor Roberts

Nay: None

21 - 40

Eleanor Roberts moved to appoint Cieria Burgett to serve as the Fiscal Officer in 2022. Second by Kathy Schelb. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Ed Wahl, Jeff Youngs, Dawn Ruehrmund, Eleanor Roberts

Nay: None

Other Reorganizational Items

21 - 41

Jeff Youngs 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: Monty Maceyko, Kathy Schelb, Ed Wahl, Jeff Youngs, Dawn Ruehrmund, Eleanor Roberts

Nay: None

21 - 42

Eleanor Roberts 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 Ed Wahl. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Ed Wahl, Jeff Youngs, Dawn Ruehrmund, Eleanor Roberts

Nay: None

21 - 43

Jeff Youngs 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 Kathy Schelb. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Ed Wahl, Jeff Youngs, Dawn Ruehrmund, Eleanor Roberts

Nay: None

21 - 44

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

Aye: Monty Maceyko, Kathy Schelb, Ed Wahl, Jeff Youngs, Dawn Ruehrmund, Eleanor Roberts

Nay: None

21 - 45

Jeff Youngs 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 Dawn Ruehrmund. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Ed Wahl, Jeff Youngs, Dawn Ruehrmund, Eleanor Roberts

Nay: None

21 - 46

Eleanor Roberts moved to close the Library for the following holidays: Memorial Day (05/31/2022), Independence Day (07/04/2022), Labor Day (09/05/2022), Thanksgiving Day (11/24/2022), Christmas Eve (12/24/2022), Day After Christmas, (12/26/2022), Day After New Year's (01/02/2023). Second by Jeff Youngs. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Ed Wahl, Jeff Youngs, Dawn Ruehrmund, Eleanor Roberts

Nay: None

Committee Assignments

- Personnel: Monty Maceyko and Kathy Schelb
- Long-Range Planning: All Board Members
- Finance: Jeff Youngs and Dawn Ruehrmund
- Grounds: Monty Maceyko and Kathy Schelb
- Records Review: All Board Members

EXECUTIVE SESSION

21 – 47

Jeff Youngs moved to begin an Executive Session to discuss a personnel item. Second by Monty Maceyko. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Ed Wahl, Jeff Youngs, Dawn Ruehrmund, Eleanor Roberts

Nay: None

21 – 48

Jeff Youngs moved to end the Executive Session. Second by Monty Maceyko. Ms. Murray took a roll call vote:

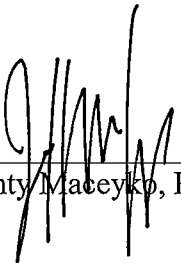
Aye: Monty Maceyko, Kathy Schelb, Ed Wahl, Jeff Youngs, Dawn Ruehrmund, Eleanor Roberts

Nay: None

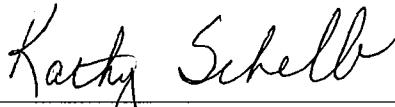
No action was taken as a result of the Executive Session.

ADJOURNMENT

With no further business to come before the Board, Jeff Youngs moved to adjourn the meeting. Eleanor Roberts seconded. The meeting was adjourned at 7:44 p.m.



Monty Maceyko, President



Kathy Schelb, Secretary

Submitted by: Cieria Burgett