

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

Lorelei Heineman called the meeting to order at 6:00 p.m. in meeting room 128 in the library with the following present: Ed Wahl, Kathy Schelb, Jeff Youngs, and Lorelei Heineman. Katie Porteus and Monty Maceyko arrived late. Soledad Baker was absent. Also attending: Lisa Murray, Director, and Cieria Burgett, Fiscal Officer.

**PUBLIC PRESENTATIONS – None**

**CORRESPONDENCE –**

- 1- Ms. Murray gave the Board copies of the lease renewal letter sent to Pirates Cove Pizza.
- 2- Lisa also passed out an updated staff contact list to the Trustees.

**APPROVAL OF MINUTES**

Jeff Youngs moved to approve the January 14, 2020 regular Meeting Minutes as written. Second by Kathy Schelb. Motion carried unanimously.

**TREASURER'S REPORT**

Mrs. Burgett gave the financial report for January 2020.

Account	Dec 31, 2019 Balances	January Receipts	January Disbursements	Jan 31, 2020 Balances
Checking - FC	\$37,702.97	\$26,030.52	\$24,496.68	\$39,236.81
Prime Money - FC	\$112,297.75	\$36.24	\$0.00	\$112,333.99
24-mo. CD - FF	\$13,537.63	\$0.00	\$0.00	\$13,537.63
49-mo. CD - FC	\$51,777.18	\$261.01	\$0.00	\$52,038.19
Cash Drawer	\$150.97	\$273.77	\$275.10	\$149.64
<b>Totals</b>	<b>\$215,466.50</b>	<b>\$26,601.54</b>	<b>\$24,771.78</b>	<b>\$217,296.26</b>

Fund	Dec 31, 2019 Balances	January Receipts	January Disbursements	Jan 31, 2020 Balances
General Fund	\$215,466.50	\$26,601.94	\$54,771.78	\$187,296.26
Capital Projects	\$0.00	\$30,000.00	\$0.00	\$30,000.00
<b>Totals</b>	<b>\$215,466.50</b>	<b>\$56,601.94</b>	<b>\$54,771.78</b>	<b>\$217,296.26</b>

Library cash assets totaled \$217,296.26 on January 31, 2020. Total income in January was \$26,334.90. Receipts included Public Library Fund monies totaling \$20,397.88. Net Income in January was a loss of \$144.99.

The significant expenses for January were the annual commercial service contract with Alum Creek Heating & Cooling, OLC annual membership, and property taxes.

Ed Wahl moved that the January Treasurer's Report be approved. Second by Katie Porteus. Mrs. Burgett took a roll call vote:

Aye: Ed Wahl, Kathy Schelb, Monty Maceyko, Jeff Youngs, Lorelei Heineman, and  
Katie Porteus

Nay: None

## **DIRECTOR'S REPORT**

### Programs/Services

*2019-20 STEPS Story Time:* Attendance averaged only 0.75 children over four program weeks in January. The letters covered were O, P, and Q. The themes were the winter, food, and bugs. Lisa M and Ian created a flyer for distribution to the parents of kindergarteners. The flyer publicized Story Time to families who may have preschoolers at home.

*2019-20 Guiding Ohio Online (GOO) program:* Four classes were offered in January. The library continues to have no attendance at scheduled classroom training. Marc prepared lesson plans for a girl scout troop wanting to learn coding topics. Six attended the Hour of Code class. Marc spent 10.75 hours providing one-on-one assistance to 11 patrons (10 scheduled; 1 drop-in) and a total of 3 hours providing troubleshooting assistance to 16 patrons. No training was delivered to students in the Aspire program at MTC in January. A total of 15 lesson plans were created for MTC, S.A.I.L. and the girl scouts. Marc also moderated the Film Club two Mondays in January and attended the ALA Online Banking Webinar. Lisa M and Marc wrote the first quarter narrative report to the State Library for the LSTA grant.

*L.I.F.T. After School Program:* Marc and Ian participated in L.I.F.T. on January 9, 23, and 30. Two dates were cancelled, one because of winter break and one due to student testing. Ian discussed the growth mindset topics of teamwork, fairness, and responsibility with a total of 83 first and second grade students and teachers. Marc taught robotics to 65 third and fourth grade students and teachers. Lesson plans were created in advance for each session.

*S.A.I.L. After School Program:* Marc and Ian participated in S.A.I.L. on January 8, 15, 22, and 29. Ian discussed financial literacy topics with a total of 117 fifth grade students and teachers. Marc taught robotics to 85 seventh and eighth grade students and teachers. Lesson plans were created in advance for each session.

*Film Club:* Teens met with Marc on January 6 and 13. A total of five participated in January. The club worked on planned segments for their video podcast, writing interview questions for Mindy McGinnis and working on the weather segment.

*Ohio Reads:* Ian read with his third-grade student on January 7, 21, and 28. Two dates were cancelled, one because of winter break and one due to student testing.

*Book Talk:* Lisa E created Book Talk discussion questions and pulled new titles to share with the group. Eight attended the January Book Talk to discuss "The Summer of '69" by Elin Hilderbrand. The group chose titles for the March and May meetings.

*3<sup>rd</sup> Thursday:* The January program gave participants the supplies and instruction needed to create a 12-inch wreath from a metal frame, 10-15 yards of wired burlap ribbon and pipe cleaners. The craft was more challenging to do and teach than expected. Originally, there was to

be a guest teacher. Pre-registration and a non-refundable \$5 registration fee were required. Ten attended. This was the first month a fee was assessed. With no means for people to pay online made registration difficult.

*Quest for COOL Libraries:* The quest continued through January 10. A count of the remaining passports and the contest entries indicated only about 8 to 14 participated. Nancy Alspach was the winner of the local prize basket. The COOL Quest challenged patrons to visit other libraries in our twelve-library consortium and check out items in order to be entered in the contest. It highlighted the many benefits of our collaboration.

*2020 Summer Reading Program (SRP):* Ian, Angela and Lisa M met for a detailed walk through of the SRP project plan on January 20. Ian's focus for the month was two grant applications and the Upstart supply order. Angie focused on scheduling the entertainment, defining the craft activities, and creating the craft supply list. Angela, Lisa E, and Lisa M completed the grant review and edits for the LSTA Summer Learning Project grant. Ian determined the library is not eligible to apply for the Dollar General Literacy Foundation grant due to a new disqualifying rule affecting those who received funds in the past two years. Since 2011, the library has received \$7,000 through this foundation.

*One Book, Many Communities:* Lisa E caught up on all the program communications and provided the organizers with program descriptions for the two events planned. Organizers will add the events to a promotional booklet. The chosen book is scheduled to be read by the book club, Book Talk, and discussed in the March meeting. The library will also be a ZOOM location for the author event on April 22.

*2020 Census:* Lisa E listened to the webinar "Preparing Your Library for the 2020 Census". The library is behind in the arrangements for this service, but working to catch up.

*Displays:* Angie, Ian, and Lisa E contributed to the displays throughout the library in January. Angie created a snow/writing-themed exhibit in the large display case. Jane Edgell donated an old typewriter for the theme. Angie also took advantage of the small display case design to create two separate book exhibits, one for Martin Luther King, Jr. and the other for very thick books to devour during a long winter. Angie also hung a mitten chain over the entrance to Youth Services and decorated the non-fiction endcaps with bears. Lisa E's chalkboard mittens were a big hit. Lisa E is working with the school to find volunteers to take over the chalkboard walls for future artwork.

*Facebook:* During January, 18 posts were created (most by Andy) on Facebook: eight promoted library books and services; seven promoted events and programs; and three were of a general nature. The top three posts: 01/16/20 Promo for Friends of the Cardington Library meeting reached 767 people, received 15 likes, comments and shares and 7 post clicks; 01/27/20 Winter décor in the library reached 396 people and received 34 likes, comments and shares and 42 post clicks; 01/21/20 Nancy Alspach wins COOL Quest drawing reached 348 people and received 38 likes, comments and shares and 36 post clicks. The library has 1,018 followers on Facebook.

### Personnel

*Time Off:* Andy and Marc were on vacation a couple days at the beginning of the year. There were no other absences in January.

*Staffing Updates:* Nicole Osborne began cleaning again on Wednesday nights in January.

*Volunteers:* Volunteers Mary Lou Dowalter, Linda Harvey, Patty McAvoy, and Debra Moore logged hours in January working the circulation desk, cleaning, and covering books. Bob and Hazel Miller shelve and straighten books on the fourth Saturday each month.

### Technology

*Deep Freeze Issue:* On December 31, six patron computers appeared stuck in a “thawed” mode for Windows updates. Dynamic Networks technicians had to resolve the issue with the help of Faronics technicians. After two weeks it was thought the issue was resolved, but the symptoms of the problem continued through the month and into February. The desktops would get stuck on restart and never fully restart, making them unavailable to patrons. At any given time throughout January, three to six computers would be out of commission. The problems were caused by the Deep Freeze maintenance window being set too short when the computers were first installed. On December 31, Windows updates kicked off before Deep Freeze updates completed and took down the computers. Lisa M provided eight hours of support to this problem.

*COOL:* The COOL Executive Committee (directors) met on January 15 to review and discuss updates related to recruiting, production, projects, and cataloging. The board was introduced to Michael Dziabiak, the new support contact. The Wilmington Public Library migration was reported to be ready for the January 16 “go live” date. Adjustments were made to the autorenewal notices for those libraries using the feature. The board approved changes to the mobile app and agreed to create separate icons to distinguish a CD audiobook from a book with CD. New cataloging guidelines will be published in March. Catalogers are asked to sign up for a launchpad account in order to “add heat” to bugs. The heat helps boost priority.

*WiFi:* The two laptops being used to track Wi-Fi usage in the library were replaced by two tablets. The laptops had an unsupported version of Windows on them. The tablets were free, provided through the company that owns the tracking software and contracts with State Library.

*Other:* The AWE Early Literacy Workstation was used only 9 times for a total of 300 minutes in January.

### 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 155 new and donated youth and adult materials.

*Weeding/Collection Maintenance:* No items were removed from Evergreen in January. Cieria repaired five items.

*Notices:* The recorded cost to mail 33 overdue notices in January was \$18.15. Two were 30-day notices. Overdue notices were generated but not processed January 17 to 21 due to a stopped service in Evergreen. Corrected on January 21. Lisa M trained Kelly to take over the review of returned email and SMS notices.

### Financial

*Lobby Book Sale:* In January, yellow dot items were free and red dot items were priced at 25 cents. All other colored dot items were \$1.00 each. Monthly sales totaled \$12.75.

*Friends of the Cardington Library:* Printed and hung flyers for the first friends meeting. Andy created a Facebook post.

*Budget:* Lisa M. updated the Salary budget to reflect the new staffing schedule.

*Pirates Cove Pizza:* On January 22, Lisa M communicated the lease extension and rate increase by letter to the owner of Pirates Cove Pizza.

### Management

*Closings:* The library was closed on January 1, New Year's Day.

*Other Management:* Lisa M attended the Chamber Breakfast on January 21, the Friends of the Cardington Library meeting on January 23, and the Cardington Economic Development Task Force meeting on January 28. Cieria attended the monthly webinar presented by BWC.

### Facilities

*Security Alarm:* A technician from Paladin serviced the security contact on the courtyard door. The contact had gone bad. The security system is back in use. David Brown Construction inspected the door and determined it could be repaired without replacing. They will also redo the weather-stripping on the meeting room 126 exterior door to help warm up the stairwell.

*Lighting:* Sellars Electric was hired to replace the light fixture at the rear entrance. The new fixture did not work, indicating the LED lighting project was probably the culprit leading to the light not working. Troubleshooting will be time-consuming and will not be completed until February. A temporary solution is not working well due to the cold.

*Library Décor:* Christmas decorations were taken down and put away.

*Shredder:* The paper shredder had a difficult jam that took a couple hours to clear.

## **OLD BUSINESS**

### Friends of the Library

Soledad sent an update to Lisa via email. The first meeting in January went well. At the meeting, it was agreed that all subsequent meetings would be held on the first Thursday of every month. The February meeting was cancelled due to weather. The Friends group has a Facebook page, and Trustees were encouraged to like and follow the page if they have not done so already.

## **NEW BUSINESS**

### Review 2019 Variance Analysis

Cieria presented the 2019 Variance Analysis to the Board. Significant income items included the Public Library Fund, donations from the Summer Reading Program, Direct/Memorial donations and the loan from FC Bank used for the LED lighting project. Significant expense items included not cleaning the carpets, not performing building repairs, hiring two entertainers for Christmas in Cardington, underspending on Contracted Services due to Digital Literacy Trainer

illnesses, underspending on DVD purchases, overspending on new staff computers due to an extra computer being purchased for the Digital Literacy Trainer and unplanned upgrades for all staff computers, and not purchasing a new telephone system.

#### Review 2020 Operating Plan

Ms. Murray presented the 2020 Operating Plan to the Board. Programs to be budgeted for in 2020 included 3<sup>rd</sup> Thursday Craft Society, 21<sup>st</sup> Century Community Learning Center, Gift Giving Tree, Book Signings, Book Talk, Cardington Street Fair, Christmas in Cardington, Community Yard Sale, COOL Quest, Electronics Recycling, Food for Fines, Guiding Ohio Online, Memorial Day parade, Morrow County Fair, National Library Week, One Book Many Communities, Ohio Reads, Read Between the Wines, Story Time, Summer Reading for children and adults, and Trick-or-Treat.

New service projects include expanding library hours, expanding the bicycle lending program with an LSTA grant, hot spot lending, and notary service. There are also plans for revamping circulation policies by implementing autorenewals, longer lending periods, and eliminating late fines. There are also plans to increase the library's web presence with Facebook, the website, and a new Instagram account. Facility plans also include door repairs, repairs and maintenance on the lift, carpet cleaning, and concrete repairs.

#### Approve 2020 Permanent Appropriation

20 - 15


Monty Mceyko moved to approve the 2020 Permanent Appropriation. Katie Porteus seconded. Mrs. Burgett took a roll call vote:

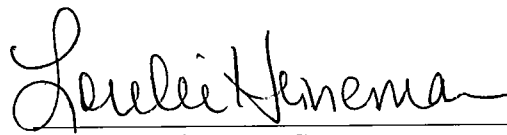
Aye: Ed Wahl, Kathy Schelb, Monty Maceyko, Jeff Youngs, Lorelei Heineman, and Katie Porteus

Nay: None

#### **ADJOURNMENT**

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

  
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Soledad Baker, President

  
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Lorelei Heineman, Secretary

Submitted by: Cieria Burgett