

**MINUTES**  
**CARDINGTON-LINCOLN PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
February 9, 2021

Soledad Baker called the meeting to order at 6:00 p.m. via teleconference with the following present: Monty Maceyko, Soledad Baker, Kathy Schelb, Jeff Youngs, and Katie Porteus. Ed Wahl and Lorelei Heineman were 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 January 12, 2021 regular Meeting Minutes as written. Second by Kathy Schelb. Motion carried unanimously.

**TREASURER'S REPORT**

Mrs. Burgett gave the financial report for January 2021.

Account	Dec 31, 2021 Balances	January Receipts	January Disbursements	Jan 31, 2021 Balances
Checking - FC	\$22,305.91	\$22,778.95	\$35,974.05	\$9,110.81
Prime Money - FC	\$112,518.58	\$9.83	\$0.00	\$112,528.41
24-mo. CD - FF	\$13,592.01	\$0.00	\$0.00	\$13,592.01
49-mo. CD - FC	\$52,823.39	\$266.29	\$0.00	\$53,089.68
Cash Drawer	\$134.67	\$236.46	\$210.72	\$160.41
<b>Totals</b>	<b>\$201,374.56</b>	<b>\$23,291.53</b>	<b>\$36,184.77</b>	<b>\$188,481.32</b>

Fund	Dec 31, 2021 Balances	January Receipts	January Disbursements	Jan 31, 2021 Balances
General Fund	\$171,374.56	\$23,291.53	\$36,184.77	\$158,481.32
Capital Projects	\$30,000.00	\$0.00	\$0.00	\$30,000.00
<b>Totals</b>	<b>\$201,374.56</b>	<b>\$23,291.53</b>	<b>\$36,184.77</b>	<b>\$188,481.32</b>

Library cash assets totaled \$188,481.32 on January 31, 2021. Total income in January was \$22,779.84. Receipts included Public Library Fund monies totaling \$21,617.26. Net Income in January was a loss of \$15,030.99.

The significant expenses in January were Fire/Security monitoring, heating/cooling contract, replacement of access lift mid-landing door, annual COOL support services, OLC membership, and property taxes.

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

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

## **DIRECTOR'S REPORT**

### Programs/Services

*3<sup>rd</sup> Thursday Craft Society:* The January make-it-and-take-it craft program was offered in-person and provided participants with the supplies and instruction needed to create a Valentine plate for decorative purposes. The class was limited to nine people to comply with the 10-person gathering limit. Four registered and attended. Lisa E was the organizer and instructor. Refer to the program report for more details.

*21<sup>st</sup> CCLC L.I.F.T.:* The library participates in the L.I.F.T. program every week, alternating from Tuesday one week to Thursday the next week. Sessions were held on January 5, 14, 19, and 28. Angela taught four Growth Mindset sessions to grades 1 and 2, covering empathy, patience, responsibility, and taking ownership for our actions. Participation totaled 57 students and teachers. Kelsey taught four technology sessions to grades 3 and 4, covering internet safety, kindness on the internet, online bullying, and typing. Participation totaled 25 students and teachers.

*21<sup>st</sup> CCLC S.A.I.L.:* Angela held two sessions each day on January 4, 11, and 25, attended by a total of 100 students and teachers. She taught one lesson on library skills and two lessons on money management. Kelsey held two sessions each day on January 6, 13, 20, and 27, attended by a total of 128 students and teachers. She taught Internet 101, Keyboarding 101, Using Google Drive, and Digital Presentations.

*2021 Reading Challenge:* Kelsey created a logo, finalized the monthly categories and the participation guidelines, and created an online submission form. She also promoted the program using Facebook posts, bookmarks, flyers, a display, and the library website. Angela, Lisa E, and Lisa M were involved in reviewing the implementation decisions.

*Book Talk:* Six attended the January 11 program. Three were via ZOOM and three were in person. They discussed "The Wednesday Sisters" by Meg Waite Clayton. Lisa E organized the event, promoted it, and prepared the discussion questions.

*Guiding Ohio Online (GOO) program:* Digital Literacy Trainer (DLT), Kelsey Wicker, was involved in L.I.F.T. and S.A.I.L. as described above. She also taught a total of 24 students in four ASPIRE classes covering the following topics: OMJ Backpack, job searching, and resumes. She also spent a little over two hours responding to troubleshooting questions from 20 patrons/staff. She spent 1.5 hours in one-on-one sessions assisted four patrons/staff with specific technology needs. Kelsey set up the 2021 tracking spreadsheet for GOO reporting, continued her work to write the LTC grant, and collaborated with Lisa M and IT support to fix issues with the training laptops. She also updated various aspects of the website and contributed Facebook posts. Kelsey, Lisa M and Cieria created the first quarter Narrative Report, Budget Transfer Request, and Financial Report for the State Library. Reports were transmitted January 8.

*Story Time:* Four sessions were held in January with an average of 10 children attending each session, appropriately social distanced. In each class, Angela focused on one letter, one number,

and a theme. She discussed the plot, setting, characters, and the moral of the story after every book was read. January themes were winter animals, space, imagination, and descriptive words. Letters learned were M through P. Parents/caregivers and the children are sharing positive feedback. Angela continues to see growth in the children's knowledge of plot, setting, and character understanding showing increased ability to re-tell the story and make predictions. Class size has doubled with the addition of a daycare provider. The larger class size required format adjustments to stay within time limits and accommodate abilities.

*Summer Reading Program:* The core structural decisions have been made and the SRP is coming together nicely. Angela and Lisa M wrote and submitted the LSTA SLP grant application with helpful edits from Andy, Kelsey, and Lisa E. Angela booked the last of the five educational presenters. Following the animal theme of Tales with Tails, Angela is also planning some local events. She is working with the Morrow County Dog Warden to host two adoption events and has booked a presenter to provide two sessions on dog care and basic obedience. Some type of farm visit/horseback riding event is also being investigated. The Upstart order was placed to ensure timely delivery of SRP-themed promotional materials and incentive prizes. Angela has her fundraising work cut out for her in order to cover her larger-than-normal spending plan.

*Displays:* "Winter Creatures" and "Snow" remained the themes in the two display cases. The chalk panels remained unchanged. The staff collaborated to select books for the Reading Challenge display. Janet Sedlacek donated wooden villages to the library. They were hand crafted by the late Dave Rausch of Jefferson City, Tennessee. These are on display in the Adult Reference area.

*Facebook:* Andy, Kelsey and Lisa E created 15 Facebook posts in January: Six promoted the library's books and services; seven promoted events and programs; and two were of a general nature. The top three posts: 01/01/21 New Years Day "Cheers!" post reached 463 people, received 11 likes, comments and shares, and 18 post clicks; 01/20/21 Story Time promotion reached 315 people, received 18 likes, comments and shares, and 7 post clicks; 01/26/21 Bernie in his mittens on the cover of "The Mittens" reached 308 people, received 25 likes, comments and shares, and 5 post clicks. The library has 1,111 followers on Facebook.

### Personnel

*Time Off:* There was no scheduled time off in January. Three people missed days on January 12 and January 25-27 with non-COVID illnesses. Cieria provided circulation desk coverage on two days.

*Volunteers:* Volunteers Mary Lou Dowalter, Patty McAvoy, and Debra Moore logged hours in January working the circulation desk and covering books. Troy Ruehrmund shoveled the library sidewalk on January 29.

*Staff Development:* Kelsey attended the following webinars: OhioNET's Online Database Overview of the Small Business Reference Center, The LTC grant pre-application webinar, and "Podcasting: A Quick Start Guide". Angela attended a Summer Reading Program Workshop via ZOOM on January 21. Lisa M attended Ryan Dowd's webinar, Resolving Liberal vs. Conservative Conflict in the Workplace: Lessons from the Rwandan Genocide with special guest Carl Wilkens. She also attended "Podcasting: A Quick Start Guide" and the IRS sponsored EITC Awareness Day webinar.

*Open Circulation Library Aide:* A resume reflecting great credentials was received in the mail. The applicant withdrew her application prior to the interview. An interview is set for early February with another applicant.

### Technology

*COOL:* The COOL Executive Committee (directors) met via ZOOM on January 20 to review and discuss updates related to recruiting, production, projects, and cataloging. The group agreed to participate with OhioNET and Equinox in a partnership to improve Evergreen's reporter interface and usability. The group also agreed to remove the "Questions" link in the OPAC since it does not connect to anything useful. Chauncey will obtain estimates from the developer for upgrades to the mobile application. Contingency funds will be used for the enhancements.

*Tech Issues:* Lisa M reported multiple training laptop issues to Dynamic Networks on January 21 and assisted with the fixes on January 22. Dynamic Networks was on-site to attempt a repair on the Patron-1 computer that was hung up in a restart loop due to the DeepFreeze lockdown software. The fix required a reinstallation of a mirror copy from the Patron-5 computer. A new version of QuickBooks was installed on January 29. An issue with the QuickBooks database server manager was resolved on February 1.

### 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 Cieria processed 161 new and donated youth and adult materials.

*Weeding/Collection Maintenance:* Cieria repaired 2 items in January. 22 items were removed from Evergreen and moved through the weeding process in preparation for the lobby book sale. Lisa E modified the procedure for lost (not returned) items to hide them from patron view in the OPAC. They are still viewable by the staff for the purpose of collecting fines and viewing replacement decisions.

*Hotspot Lending Service:* Lisa E created the final drafts of the Hotspot Copy Template, patron instructions, and the case diagram. She requested updates to the T-Mobile government portal to be able to match phone numbers to hotspots. She also activated the remaining hotspots and labeled each device and case for circulation. Lisa M completed the final draft of the staff procedure for circulating hotspots and encouraged staff to check one out for their own use as a way of becoming comfortable with helping patrons. Lisa E demonstrated the hotspot check in process to the circ staff. The hotspots officially went into circulation on January 20. One task remains to create an Evergreen report to track overdues.

*Ohio Digital Library:* Lisa M followed up on the application for an Advantage Account that appeared to have been overlooked at the State Library. The account was activated shortly thereafter. Cardington patrons will have priority for holds on digital resources ordered using this account.

*Youth Services Shelving Location Project:* Lisa M updated the Call Number and Shelving Location Standards document to reflect the changes stemming from this project. Angela has moved into the implementation phase.

*Notices:* The recorded cost to mail 7 overdue notices in January was \$3.85. Two were 30-day notices.

## Financial

*CARES Act – Coronavirus Relief Funds - Public Libraries:* The book sanitizer was delivered and set up on January 5. The sanitizer was the last item purchased with relief funds to be delivered. Lisa M filed the final activity report with the Ohio Grants Partnership on December 31 and received notice on February 2 it had been reviewed. With the date extended, it is unclear if more reports will be required even though the money is spent.

*QuickBooks:* Notice of payment due for QuickBooks Payroll Service indicated the charge would be attempted on the wrong credit card. In order to get the payment information updated, Lisa M spent three hours sorting through the various QB accounts for the library, identified which products are tied to which accounts, and what credentials access each account. The three QB accounts cannot be merged, so they were fully documented to avoid an access issue moving forward.

*Erate:* In preparation for the 2021-2022 Funding Year, Lisa M attended the e-Rate 471 Workshop, held virtually.

*Budget:* Lisa M finalized the salary budget and created the program budget. Angela and Lisa E reviewed their respective programs. The program budget was completed February 2.

*Miscellaneous:* The library won a \$25 Amazon gift card for completing a survey for IAP Government Services Group (a turnkey construction company).

## 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. With the purchase of a book sterilizer, returned items are no longer going through a quarantine process. Pandemic cleaning procedures remain in place. Window service is available as an alternative to entering the building, although no one used it in January. There were no staff quarantines or COVID illnesses.

*Prioritization Exercise/2021 Operating Plan:* The final draft of the prioritization summary report was updated and distributed on January 5. Lisa M created the 2021 Operating Plan. It includes 15 of the top 20 priorities and a few others. Both were reviewed by the Board in the January meeting.

*Other Management:* Lisa M attended an OLC Update webinar on January 8 covering the PLF, the Federal Relief Package, and COVID vaccines. She also attended a Statewide Director's meeting on January 13, via ZOOM. Cieria attended the monthly BWC webinar on January 12. She also listened to the governor's press conferences. The Cardington Economic Development meeting was not attended in January.

## Facilities

*Access Lift Door:* The door was scheduled for replacement on January 5. The replacement was halted when it was determined the wrong door frame was delivered. Replacement was rescheduled for January 11. The installation was a little sloppy. Lisa M called the company back to adjust locking mechanisms and to complete some finish work. The door cannot be painted until temperatures warm up outside. The library paid the lift company for the door and their labor

but has not been invoiced by the construction company yet. Staff was retrained on how to operate the lift and reminded to unlock/lock it daily.

*HVAC:* The heat was out intermittently in Youth Services and meeting room 126 on January 25 to 31. A replacement part had to be ordered and was installed February 1.

*Décor:* Christmas decorations were taken down and put away. The library was decorated for Valentine's Day.

## **FRIENDS OF THE CARDINGTON LIBRARY REPORT**

Soledad had two updates for the Friends group. First, a new name for the PAC: Book It to the Cardington Library. Secondly, she has scheduled a meeting with the Mayor to discuss the possibility of a levy for the library.

## **OLD BUSINESS**

### Friday Hours

Last year, the Board approved a motion to extend library service hours to include Fridays. This came as a response to many patron surveys requesting extended hours. The new hours were supposed to begin in March 2020, but COVID-19 delayed those plans. After some discussion, the Board agreed to begin the Friday hours in March 2021, subject to change at the discretion of the director.

## **NEW BUSINESS**

### Review 2020 Events and Accomplishments

Ms. Murray shared that she is working on an Annual Director's Report. The process is taking longer than planned to avoid reworking the same information that will be needed for the State Library Report. As the report comes together, Lisa M plans to send out a survey to the Board to gauge opinions on which events and accomplishments should be highlighted.

### Review 2020 FY Variance Analysis

Cieria presented the 2020 Full Year Variance Analysis to the Board. Significant income items included the PLF that came in at 98.84% of budget despite COVID-19, lowered Guiding Ohio Online grant, high Summer Reading Program donations, and the \$25,000 Coronavirus Relief Fund grant. Significant expense items included underspending on many programs, cancellation of several conferences, losing one custodian early in the year, carpet cleaning, scheduling access lift door replacement later than planned, not completing other minor and major building repairs, cancellation of many local events, audiobook vendor went out of business due to pandemic, receiving COOL annual support invoice late, having a no-show for the parking lot seal and stripe, and not buying any new furniture for the library.

### Review 2021 Budget and Approve 2021 Permanent Appropriation

A budget packet was created by Lisa M and Cieria and distributed to the Board via email. Mrs. Burgett presented the 2021 Appropriation and Budget Assumptions. Notable items in the Budget Assumptions were a higher PLF estimate than last year, higher expectation of Summer Reading Program donations, higher property maintenance supplies for COVID-19, moving all staff

development and workshops online, two payments each for fire/security monitoring and COOL services due to billing issues last year, tile refinishing, replacement of the access lift door, concrete repairs to back steps, space planning services (#1 from Prioritization Exercise), full circuit surge protector, replacement of server, and installing a Wifi access point in the courtyard. The last item in the budget packet was a list of deficit reduction options for the Board to review. The Trustees decided that all items on the list were necessary and should stay in the budget.

21 - 14

Jeff Youngs moved to approve the 2021 Permanent Appropriation. Soledad Baker seconded. Mrs. Burgett took a roll call vote:

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

#### Personnel Item

Lisa M has let her vacation time build up and made plans to use those hours during the weeks of February 22, March 15, April 26 (maybe), May 24 (maybe), and June 28. There were no objections from the Board.

#### **ADJOURNMENT**

With no further business to come before the Board, Soledad Baker moved to adjourn the meeting. Jeff Youngs seconded. The meeting was adjourned at 6:48 p.m.

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Soledad Baker, President

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Jeff Youngs, Secretary

Submitted by: Cieria Burgett

