

MINUTES
CARDINGTON-LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
 January 14, 2020

Soledad Baker called the meeting to order at 5:57 p.m. in meeting room 128 in the library with the following present: Ed Wahl, Soledad Baker, Kathy Schelb, Jeff Youngs, Lorelei Heineman, and Katie Porteus. Monty Maceyko arrived late. Also attending: Lisa Murray, Director, and Cieria Burgett, Fiscal Officer.

PUBLIC PRESENTATIONS – None

CORRESPONDENCE – None

APPROVAL OF MINUTES

Lorelei Heineman moved to approve the December 10, 2019 regular Meeting Minutes as written. Second by Jeff Youngs. Motion carried unanimously.

TREASURER'S REPORT

Mrs. Burgett gave the financial report for December 2019.

Account	Nov 30, 2019 Balances	December Receipts	December Disbursements	Dec 31, 2019 Balances
Checking - FC	\$47,200.09	\$22,658.73	\$32,155.85	\$37,702.97
Prime Money - FC	\$112,260.35	\$37.40	\$0.00	\$112,297.75
24-mo. CD - FF	\$13,524.00	\$13.63	\$0.00	\$13,537.63
49-mo. CD - FC	\$51,777.18	\$0.00	\$0.00	\$51,777.18
Cash Drawer	\$123.65	\$456.40	\$429.08	\$150.97
Totals	\$224,885.27	\$23,166.16	\$32,584.93	\$215,466.50

Library cash assets totaled \$215,466.50 on December 31, 2019. Total income in December was \$22,587.10. Receipts included Public Library Fund monies totaling \$21,529.67. Net Income in December was a loss of \$7,079.54.

The significant expenses for December were the Christmas in Cardington program, the staff Christmas party/gifts, and the OhioNET contract for 2020 support services.

Lorelei Heineman moved that the December Treasurer's Report be approved. Second by Kathy Schelb. Mrs. Burgett took a roll call vote:

Aye: Ed Wahl, Soledad Baker, Kathy Schelb, Jeff Youngs, Lorelei Heineman, and Katie Porteus

Nay: None

Quest for COOL Libraries: The quest continued through December. A few patrons are participating. The local prize basket will be awarded on January 13.

2020 Summer Reading Program (SRP): Ian added due dates to his project plan. He researched entertainment options and two grant options. Angela will be joining Ian in planning and implementing the SRP.

One Book, Many Communities: The culminating author event will be held April 22. The library will be a ZOOM location for the event. Program descriptions are due to organizers by January 11 but the library has not yet completed any planning for a program. The library will be billed for \$100 to cover the cost of the author event and approximately \$220 for the cost of the eBooks.

Displays: Angie, Ian, and Lisa E contributed to the displays throughout the library in December. All were related to the tropical Christmas theme. Lisa E created a library promotional bulletin board ahead of Christmas in Cardington titled "Do People Use Libraries Anymore? Our Community Does!"

Facebook: During December, 11 posts were created on Facebook: no posts promoted library books and services; nine posts promoted events and programs; and two posts were of a general nature. The top three posts: 12/09/19 Get to know local authors at Christmas in Cardington reached 1,770 people, received 90 likes, comments and shares and 259 post clicks; 12/04/19 Musician Scott Sopata at Christmas in Cardington reached 963 people and received 35 likes, comments and shares and 93 post clicks; 12/11/19 Christmas in Cardington Tropical and Snow decor reached 875 people and received 36 likes, comments and shares and 88 post clicks. The library has 1,017 followers on Facebook.

Personnel

Time Off: Kelly was off December 10 and sick December 16 and 17. Lisa M. was on bereavement leave December 16 to 19 and on vacation December 24 and 26. Lisa E was on vacation the week of December 23. Andy was on vacation the week of December 30. Lisa E filled in during Lisa M's absence the week of December 16 and provided a written account of events: two people called in sick multiple days, follow up on multiple projects, patron issue multiple days, new employee training, security alarm issue; the usual stuff!

Staffing Updates: Angela Curren started her circulation desk training on December 16. The January schedule includes additional hours for circulation library aides. Lisa M created a questionnaire for Andy, Angela, and Kelly to gather information for the schedule and areas of work interest. Nicole Osborne was off the month of December.

Volunteers: Volunteers Mary Lou Dowalter, Linda Harvey, Patty McAvoy, and Debra Moore logged hours in December working the circulation desk, cleaning, and covering books. Bob and Hazel Miller were out of town on the Saturday they normally volunteer.

Staff Development: Cieria attended the E-rate Category 2 update webinar on December 11.

Staff Christmas Party: The staff Christmas party was held December 5 at the winery. There was food, desert, wine/grape juice, presents, crafts, and Jingle Bell Pong.

Management

Trustee Opening: Monty Maceyko will start a second term as a library trustee eliminating the need to search for a new board member. Cieria pulled the ad and took down the flyers.

Closings: The library closed at 2:00 pm on Tuesday, December 24 for Christmas and reopened on Thursday, December 26.

Other Management: Lisa M was not available to attend the Chamber Luncheon on December 17. The Cardington Economic Development Task Force meeting was not held in December. Cieria attended the monthly webinar presented by BWC.

Facilities

Security Alarm: Multiple calls to Lisa M (out of town at the time) from the security monitoring company began at midnight on December 13. The alarm was triggered by the courtyard door entry. Mary Lou met the police at the library to confirm there was no break-in. The warped door allows air to cause movement of the door which sets off the alarm. Lisa M worked with Paladin technicians to determine how to bypass the courtyard entry and still set the alarm but it is a cumbersome process. Replacement of the door was scheduled months ago with David Brown Construction. Follow up is needed.

Lighting: The LED light fixture at the rear entrance burned out and popped a soldered wire in the fixture, requiring replacement. This light fixture was installed in 2003. The repair was scheduled twice with the company that installed the other LED light fixtures. As of December 31, it still was not fixed.

Access Lift: Follow up is required to find out what is holding up the quote for a new door. The lift was used during Christmas in Cardington but was not working after the event. The staff was able to adjust the exterior door lock and return the lift to working order after 30 minutes of effort.

Furniture: Three new task chairs were purchased for the back office and Youth Services. Cieria and Ian assembled the chairs. Woot-woot!

Power Outage: High winds on December 30 wreaked havoc in Cardington, bringing down trees and power poles. The power was out in the library from approximately 5:00 am until 11:00 am. The library did not open until 11:15 am. Related or unrelated, the Internet went down at 5:15 pm and was back up at 5:35 pm, then down again at 6:15 pm. It was a Spectrum issue that may have been related to repairs from the downed power lines.

OLD BUSINESS

Strategic Plan Update

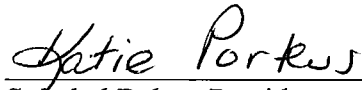
The Strategic Plan is active. Currently, objectives and activities are being narrowed down.

Friends of the Library

Mrs. Baker shared that the first meeting for the Friends of the Cardington Library group will be on Thursday January 23 in meeting room 126, and invited everyone to attend. She designed flyers for the event, which Lisa posted around the library and will be shared on the library's

ADJOURNMENT

With no further business to come before the Board, Katie Porteus moved to adjourn the meeting. Soledad Baker seconded. The meeting was adjourned at 7:15 p.m.



Soledad Baker, President



Lorelei Heineman, Secretary

Submitted by: Cieria Burgett