

MINUTES
CARDINGTON-LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
 January 12, 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, Lorelei Heineman, Ed Wahl, Jeff Youngs, and Katie Porteus. None were absent. Also attending: Lisa Murray, Director, and Cieria Burgett, Fiscal Officer.

PUBLIC PRESENTATIONS – None

CORRESPONDENCE – Lisa M reminded the Board of several items delivered via email: Trustee Roster, Board Terms, Staff Phone List, and Updated Circulation Policy.

APPROVAL OF MINUTES

Jeff Youngs moved to approve the December 08, 2020 regular Meeting Minutes as written. Second by Kathy Schelb. Motion carried unanimously.

TREASURER’S REPORT

Mrs. Burgett gave the financial report for December 2020.

Account	Nov 30, 2020 Balances	December Receipts	December Disbursements	Dec 31, 2020 Balances
Checking - FC	\$34,941.16	\$23,884.60	\$36,519.85	\$22,305.91
Prime Money - FC	\$112,508.07	\$10.51	\$0.00	\$112,518.58
24-mo. CD - FF	\$13,578.32	\$13.69	\$0.00	\$13,592.01
49-mo. CD - FC	\$52,823.39	\$0.00	\$0.00	\$52,823.39
Cash Drawer	\$147.78	\$198.87	\$211.98	\$134.67
Totals	\$213,998.72	\$24,107.67	\$36,731.83	\$201,374.56

Fund	Nov 30, 2020 Balances	December Receipts	December Disbursements	Dec 31, 2020 Balances
General Fund	\$179,709.23	\$24,107.67	\$32,442.34	\$171,374.56
Capital Projects	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Special Revenue	\$4,289.49	\$0.00	\$4,289.49	\$0.00
Totals	\$213,998.72	\$24,107.67	\$36,731.83	\$201,374.56

Library cash assets totaled \$201,374.56 on December 31, 2020. Total income in December was \$23,895.69. Receipts included Public Library Fund monies totaling \$22,308.74 and a BWC employer dividend in the amount of \$863.88. Net Income in December was a loss of \$8,971.21.

The significant expenses in December were 10 cases for hotspots, SonicWall firewall, remaining balance on new training laptops, and several COVID-19 expenses.

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

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

Nay: None

DIRECTOR'S REPORT

Programs/Services

3rd Thursday Craft Society: No program in December.

21st 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 December 10 and 15. Angela taught Growth Mindset sessions to grades 1 and 2, covering kindness and overcoming fear/obstacles. Kelsey taught technology sessions to grades 3 and 4, covering online privacy and understanding phishing. Participation included 45 students and teachers.

21st CCLC S.A.I.L.: Lisa M worked with Tonya Bonnette to adjust the library's participation. Rather than one day each week, Angela will now deliver her life skills program on Mondays and Kelsey will deliver her technology program on Wednesdays. Library skills was the topic of Angela's two sessions on December 14, attended by 42 students and teachers. Kelsey held two sessions each day on December 2, 9, and 16, teaching Library 101, Library Website, and Holiday Pixel Art to a total of 96 students and teachers.

2021 Reading Challenge: Andy, Angela, Kelsey, and Lisa E were charged with planning and implementing a reading challenge designed to encourage reading and increase circulation in 2021. Kelsey took the lead to coordinate the details. The program will be promoted in early January.

Book Talk: No program in December.

Christmas in Cardington: All of the library staff pitched in to decorate the library as extensively as always despite the cancellation of the community event. Guys in the Village of Cardington Street Department were most helpful in hanging the library's outdoor Christmas lights.

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 nine students in three separate ASPIRE classes covering the following topics: ohiojobs.com profiles, Backpack, online safety and basic searching, and typing skills. She also spent a little over an hour responding to troubleshooting questions from 20 patrons/staff. Seven one-on-one sessions were held, assisting seven patrons/staff with specific technology needs. Kelsey updated the tracking spreadsheet with formulas to calculate totals automatically and worked on writing an ALA/ARSL grant. Kelsey participated in other library activities, as well. She collaborated on Wi-Fi hotspot policy creation, updated the library fines and fees signs throughout the library, posted Christmas week library hours, collaborated with Andy on the display case, and began planning the 2021 Reading Challenge.

Read Between the Wines 2021: As planning discussions continue, this program has a possible start date in February.

Story Time: Two sessions were held in December with an average of 4.5 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. She created a fun “musical chairs” game that teaches colors, shapes, and numbers in a single activity. December themes related to Christmas. Parents/caregivers are happy with the progress the children are making, especially with the re-telling of stories and letter, number, and color recognition.

Summer Reading Program: Angela created a plan for the 2021 Summer Reading Program (SRP). Lisa E provided council on the Adult SRP. The theme is “Tales with Tails”. Angela feels better prepared this year for how to handle the program during the pandemic. Outdoor entertainment is planned, with four of the five entertainers booked. The schedule of events includes crafts, educational entertainment, teacher readings, a scavenger hunt, and an escape room. December planning activities are critical to writing the grants that will fund the program. The first application deadline is in early February. Angela will also be expanding the fundraising beyond area businesses by offering sponsorship opportunities to the general public.

Displays: Angela decorated the archway and Youth Services with “Merry Grinchmas”. She and Andy set up a “Winter Creatures” display in the large case just in time for it to be featured in the Friends of Cardington’s Facebook live video during the 12 days of Christmas in Cardington. Many people commented on Ciara Giamarco’s terrific chalk panels. Andy and Kelsey collaborated to place snow themed books in the small case. Kelsey’s handmade paper snowflakes were impressive.

Facebook: Andy, Kelsey and Lisa E created 24 Facebook posts in December: nine promoted the library’s books and services; six promoted events and programs; and nine were of a general nature. There were no Facebook Live events in December. The top three posts: 12/15/20 Cardington United Methodist Church giving tree in the library reached 1,232 people, received 67 likes, comments and shares and 35 post clicks; 12/17/20 Last Story Time of the year reached 497 people and received 53 likes, comments and shares and 64 post clicks; 12/10/20 2020 Christmas in Cardington ornaments for sale in library reached 463 people and received 25 likes, comments and shares and 69 post clicks. The library has 1,109 followers on Facebook.

Personnel

Time Off: Andy, Kelly, Kelsey, and Lisa M each took a couple days off in December. Cieria assisted with coverage by working the Circulation desk on December 1, 8, and 14.

Volunteers: Volunteers Mary Lou Dowalter, Patty McAvoy, and Debra Moore logged hours in December working the circulation desk and covering books.

Staff Development: Webinars attended: Kelsey and Lisa M attended “Virtual Programming 2.0: Creating High-Quality Video Production for Libraries” on December 8 and “Burnout and Stress (Updated): Strategies in case 2021 is as bad as 2020” on December 10. Lisa M also attended an OhioNET webinar on a product offering called ROAM.

Open Circulation Library Aide: Three reference checks were completed on the three applications received. No interviews were scheduled.

Staff Christmas: In lieu of a Christmas party/dinner, staff received a small gift every day the library was open in December. A white elephant gift exchange was held on December 21.

Technology

COOL: The COOL Executive Committee (directors) did not meet in December. The 2021 meeting schedule was set via email. Meetings will be held on ZOOM at least through May. Equinox will implement a retention policy on January 1 for reports, purging output after 180 days, in order to save on space. Reports can be re-run from the reports folder, if needed.

Circulation Policy: Kelsey created new signage for library fines and fees. Lisa M adjusted the LibData interface to allow patron computer access if fines exist. Previously, these patrons would have been blocked. Copy rates on LibData were also updated. These activities conclude the Revamp Circulation Policy project.

Tech Issues: Kelsey identified a pop-up issue on the patron computers that was interfering with the patrons' ability to print. It was reported on December 31 and fixed on January 4.

Hardware/Software Upgrades: On December 4, Dynamic Networks replaced the library's firewall, installed new training laptops, and repurposed the old training laptops for circulation. They were also able to repair the display on one of the old laptops, making it useable again. Lisa M provided assistance.

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 162 new and donated youth and adult materials. Lisa E modified the auto-send program for large print books, switching categories. An automatic purchase program for audiobooks to replace the program formally provided by TEI has not been established yet. Lisa M secured a Human Genetics Film Kit through the Network of the National Library of Medicine. The free materials for programming and/or the collection come with no obligation on the part of the library.

Weeding/Collection Maintenance: Cieria repaired 2 items in December. 66 items were removed from Evergreen and moved through the weeding process in preparation for the lobby book sale.

Hotspot Lending Service: Lisa E and Lisa M completed tasks to implement the hotspot lending service. Final implementation decisions were made. Modifications to the circulation policy were identified. Following Board approval, the policy document was updated. An Evergreen requirements document was written for OhioNET who made changes to the system. The hotspot MARC record and the hotspot copy template are nearly complete. The procedure document and the device instruction booklet went through multiple reviews/updates and both will be complete after one more update each. Cieria, Lisa E, and Lisa M were set up as the administrators on the T-Mobile government portal. We are currently unable to link a device on the portal to the actual physical device. Also, the first monthly invoice did not have the library discount applied. Both issues are still outstanding.

Ohio Digital Library: Lisa M completed and submitted the Memorandum of Understanding for another year of participation in the Ohio Digital Library consortium, providing patron access to electronic resources (ebooks, emedia, and emagazines).

Youth Services Shelving Location Project: Angela wrote new definitions for assigning Youth Services materials to shelving locations. The definitions were reviewed and approved. Lisa E shared with Angela her ongoing attempt to make the adult nonfiction shelves more browsable.

Notices: The recorded cost to mail 9 overdue notices in December was \$4.95. One was a 30-day notice.

Financial

CARES Act – Coronavirus Relief Funds - Public Libraries: The touchless drinking fountain was installed on December 2 at half the cost expected, leaving additional funds to expend by December 31. Lisa M purchased two touchless soap dispensers with soap and another case of sanitizing wipes. Follow up on the book sanitizer order found the machine was sitting in port awaiting customs. It was released on December 31.

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. One staff member was in quarantine December 1 through 8, another December 21 through 29.

Salary Schedule: Lisa M updated the salary schedule and pay ranges and recommended pay increases to the Board.

Prioritization Exercise: Lisa M compiled individual responses from the prioritization exercise and analyzed the results. The summary report was drafted on December 31.

Other Management: The Cardington Economic Development meeting was not held in December. Cieria was not available to attend the monthly employer update webinar presented by BWC.

Facilities

Concrete Estimate: No update.

Access Lift Door: The door is on the schedule for replacement on January 5.

FRIENDS OF THE CARDINGTON LIBRARY REPORT

Soledad asked the Board for support of the Facebook page. She also reminded everyone that the levy is planned for the same time as the Governor's race and said that she would begin working on a detailed timeline.

Ms. Murray also spoke about a \$3,000 grant from ALA that Kelsey is working on. It would entail asking the community about the possibility of a levy. After some discussion, the Board agreed to the grant plan. Soledad will be signing a support letter for the grant at a later time.

OLD BUSINESS

Update on Hotspot Lending Program

The issue for the online portal and the billing discount issue have both been resolved. Lisa E has been hard at working processing the hotspots and cases. Training for staff and procedure updates will be happening soon, and the hotspots should be circulating before the end of the month.

Discuss Results of 2021 Prioritization Exercise

Lisa M sent out the 2021 Prioritization results via email prior to the meeting. Results were gathered from the staff, Board, and Director. The top five projects were space planning, improvements at the front of the building, notary service, sidewalk repairs, and creating a furniture plan. The top projects will be included in the Operating Plan and the budget.

NEW BUSINESS

Review 2021 Operating Plan

Ms. Murray also sent out the Operating Plan to the Board in advance. As many items as possible from the Prioritization Exercise were incorporated into the plan, while also considering cost, relationships between projects, and pandemic limitations. Fifteen of the top twenty projects are in the plan. A few extra projects were also included because they were already started or are related to a top item. These extra projects include the Annual Reading Challenge, which is easy to implement even during a pandemic, and the record retention being related to library clean-up. The Operating Plan has an ambitious number of projects, so every item may not get completed in 2021. This was done to provide options depending on the direction of the pandemic. The next step will be incorporating the plan into the budget.

Review Pirate's Cove Lease

The Pirate's Cove lease is set to expire on February 28, 2022, so the Board must decide whether or not to extend the lease for one more year.

21 - 12

Jeff Youngs moved that the Pirate's Cove lease be extended for one year. Second by Kathie Schelb. Mrs. Burgett took a roll call vote:

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

Nay: None

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, 2021, the rent will increase from \$500 to \$550. After some discussion about the current rates for rental properties, the Board decided to raise the rent again beginning March 1, 2022 to bring it closer market value.

21 - 13

Jeff Youngs moved to raise Pirate's Cove's rent from \$550 to \$600, beginning on March 1, 2022. Second by Lorelei Heineman. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Soledad Baker, Kathy Schelb, Lorelei Heineman, Katie Porteus,
Ed Wahl, Jeff Youngs
Nay: None

Coronavirus Vaccines

Ms. Murray asked the Board if they would like any policy updates regarding COVID-19 vaccines. The Board agreed that staff should be encouraged to get the vaccine if they are able, but no policy changes need to be made.

ADJOURNMENT

With no further business to come before the Board, Jeff Youngs moved to adjourn the meeting. Soledad Baker seconded. The meeting was adjourned at 6:38 p.m.

Soledad Baker, President

Lorelei Heineman, Secretary

Submitted by: Cieria Burgett

