

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

Soledad Baker called the meeting to order at 6:00 p.m. in meeting room 126 in the library with the following present: Kathy Schelb, Katie Porteus, Jeff Youngs, Lorelei Heineman, Ed Wahl, and Soledad Baker. Monty Maceyko was absent. Also attending: Lisa Murray, Director, and Cieria Burgett, Fiscal Officer.

**PUBLIC PRESENTATIONS – None**

**CORRESPONDENCE –**

- 1- Ms. Murray shared some relevant legislation moving through both the State and Federal levels. In the state of Ohio, HB 606 would grant civil immunity for injury, death, or loss to a person or property caused by the transmission of COVID-19 in certain cases. At the federal level, bills have been introduced for the Library Stabilization Fund Act, which would establish a \$2 billion fund, administered by the Institute of Museum and Library Services, to address financial losses and bolster library services, with priority to the hardest-hit communities. Our hotspot project would qualify for this funding.
  
- 2- Lisa also shared an update from Attorney General Yost about the temporary change to the Open Meetings Act that permits public bodies to have virtual meetings, with members attending virtually. This option stays in effect until December 1, or until the declared State of Emergency is lifted.

**APPROVAL OF MINUTES**

Katie Porteus moved to approve the June 9, 2020 regular Meeting Minutes as written. Second by Jeff Youngs. Motion carried unanimously.

**TREASURER'S REPORT**

Mrs. Burgett gave the financial report for June 2020.

Account	May 31, 2020 Balances	June Receipts	June Disbursements	Jun 30, 2020 Balances
Checking - FC	\$38,606.67	\$22,061.24	\$33,426.55	\$27,241.36
Prime Money - FC	\$112,427.00	\$18.73	\$0.00	\$112,445.73
24-mo. CD - FF	\$13,551.13	\$13.51	\$0.00	\$13,564.64
49-mo. CD - FC	\$52,297.67	\$0.00	\$0.00	\$52,297.67
Cash Drawer	\$126.70	\$68.98	\$69.89	\$125.79
<b>Totals</b>	<b>\$217,009.17</b>	<b>\$22,162.46</b>	<b>\$33,496.44</b>	<b>\$205,675.19</b>

Fund	May 31, 2020 Balances	June Receipts	June Disbursements	Jun 30, 2020 Balances
General Fund	\$187,009.17	\$22,162.46	\$33,496.44	\$175,675.19
Capital Projects	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Totals	\$217,009.17	\$22,162.46	\$33,496.44	\$205,675.19

Library cash assets totaled \$205,675.19 on June 30, 2020. Total income in June was \$22,092.57. Receipts included Public Library Fund monies totaling \$19,391.35. Net Income in June was a loss of \$12,515.42.

The significant expenses in June were for 500 travel-size hand sanitizers with library logo, repairs to 2 entry doors, electrical repairs, the annual site license for LibData, and the annual fee for statewide delivery service.

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

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

Nay: None

## DIRECTOR'S REPORT

### Programs/Services

*Book Talk:* The group asked for a June meeting. Two people joined Lisa E on Monday, June 8 via Zoom. A third person later reported that she could not log in to the discussion. The group shared titles they had read recently.

*2020 Adult Summer Reading Program (SRP):* Lisa E. created an adult SRP to run concurrently with the youth SRP. Adult patrons were invited to earn a raffle ticket for every physical book, magazine, or audio book checked out in the library between June 8 and July 18. Patrons have a chance to win a big, bright library tote filled with goodies valued at more than \$100. This is encouraging circulation and library visits.

*2020 Youth Summer Reading Program (SRP):* June was a very busy month preparing for and conducting the youth SRP. Ian and Angela are running a creative, fun and engaging program for the 165 registered participants. Angela decorated the library and arranged for Morgan Gompf to chalk designs on the walls. An article was published in the Sentinel. Promotional posters were hung. Reading bags were readied. Reading logs were finalized. Lisa M reviewed and approved all SRP materials prior to publication. Registration began June 8 and the SRP began June 15. The team used the REMIND app and Facebook for communicating event information. The last of the incentive and weekly prizes were gathered. Drawings were held every Monday on Facebook Live. As children read, they earned bricks that were added to the castle wall. They are helping to "build a castle through reading". 432 pre-packaged craft bags containing supplies for the Tuesday programs were handed out in June. Three craft programs were held via Zoom. Arrangements with entertainers were finalized and two programs were held in June, one on Google Meets and one on Zoom. Attendance for online programs was low. Angela arranged for a guest reader to come in on Thursdays to read a fairy tale on Facebook Live. All of the guest readers have been teachers from Cardington Schools. Ian, Angela, and Marlo Young created 22 book lists in 11 interest areas to guide young readers in finding books they like to read and

navigate the library. A scavenger hunt is planned for July. Registration is half the normal year's participation due to COVID-19 but the program itself is top-notch.

*3<sup>rd</sup> Thursday Craft Society:* The June 18 program was a Zoom event to make a DIY chalk paint recipe from talc and acrylic paint. The paint was used to transform glassware and recycled cans. The program was provided free of charge and participants obtained their own supplies. Six registered and four attended; one was not able to log in. Future programs will be held in the library meeting room.

*2019-20 Guiding Ohio Online (GOO) program:* The open position for a Digital Literacy Trainer was posted on June 24.

*2020-21 Guiding Ohio Online (GOO) program:* The library received notification on June 29 that the LSTA Review Committee was recommending to the State Library Board the Guiding Ohio Online grant application be funded at the requested amount of \$17,542.

*2020 Census:* Lisa E created a mini banner for the adult computers and scheduled Facebook posts.

*Displays:* Angie, with help from her family, decorated the library for SRP. Andy, with help from Ashlyn, created a display on race highlighting library materials. Lisa E revamped the bulletin board to feature adult programming fliers and general library services.

*Facebook:* Andy (and others) were busy on Facebook in June, creating 34 posts: six promoted libraries, books and services; 26 promoted events and programs; and two were of a general nature. The top three posts: 06/08/20 SRP Promo with pics of volunteers reached 1,828 people, received 81 likes, comments and shares and 402 post clicks; 06/24/20 Promo of Three Little Pigs reading by Mrs. S. reached 1,637 people and received 113 likes, comments and shares and 119 post clicks; 06/09/20 SRP craft promo reached 1,550 people and received 77 likes, comments and shares and 133 post clicks. The library has 1,087 followers on Facebook, an increase of 37 in the month of June.

### Personnel

*Time Off:* Cieria was off work June 22 through 24, due to illness in the family.

*Threat:* Lisa M handled a threat situation on June 15 to aid in the protection of a staff member verbally threatened by former Digital Literacy Trainer, Marc Wells.

*Volunteers:* Volunteers Mary Lou Dowalter, Patty McAvoy, and Debra Moore logged hours in June working the circulation desk and covering books. Ashlyn Stanton-Henry helped to create the display in the small exhibit case. Ian and Angela were very fortunate to have help in June from many SRP volunteers – Justin Curren, October Curren, Morgan Gompf, Brandon Hughes, Kayla Hughes, Lane Hughes, Alexis Reyron, Katie Scohy, Janet Sedlacek, Oriana Wilson, and Marlo Young.

*Staff Recognition:* Representatives from the Chester Arbor Gleaner Life Insurance Society visited the library on June 22 to recognize the hard work and contributions library workers make to the community. Each staff member was given a thank you note, a "Libraries Impact Lives" paper weight, and "Hugs" candy.

*Staff Development:* Andy and Lisa M attended OPLIN's Webkit What-Nots webinars on June 9, 16, and 30. Lisa M attended the Library 2.0 Conference via Zoom on June 17 and the Vory's Discrimination and Unconscious Bias webinar on June 30.

### Technology

*COOL:* The COOL Executive Committee (directors) met on June 17 at OhioNET in Columbus to review and discuss updates related to recruiting, production, projects, and cataloging. Director's confirmed for OhioNET that all renewals, regular and automatic, should follow the rules of the circulating library not the owning library. Hold policies will revert to the original rules set for the consortium now that all the libraries have reopened. The debate continued as to whether the digital book plates should be visible in the public catalog. Cardington uses the copy tags in three ways, all of which do not need to be in the public catalog, however, private copy tags are not currently visible to staff due to a bug in Evergreen. The COOL Libraries mobile app was updated on June 25 and is now available in the Google Play Store and App Store.

*Inter-Library Loans (ILL):* In the absence of cargo service, the COOL directors coordinated the transfer of ILL materials on June 10, 17, and 25. Cargo service resumed on June 29.

*Evergreen Conference:* Lisa M attended the 2020 International Evergreen Conference June 9 to 11. Normally a fee-based destination conference, the organizers moved it online and did not charge for attendance on Zoom. The conference was held five hours each day and offered quality programming.

*Video/Teleconference:* FreeConferenceCall.com was used to conduct the May board meeting. There were no issues.

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

*Weeding/Collection Maintenance:* Cieria repaired six items. 222 items were removed from Evergreen in June and moved through the weeding process in preparation for the lobby book sale. Lisa E continued to weed, reorganize and correct MARC records on the items in the adult Dewey 900 section. She also used Evergreen reports to weed and shift McLauren through Patterson to reduce crowding.

*Notices:* The recorded cost to mail 23 overdue notices in June was \$12.65. Six were 30-day notices.

### Financial

*SAM Registration:* On June 10, Lisa M trained Cieria to renew an annual registration on the Federal System for Award management. This is a requirement to receive federal money.

*Erate Application:* Lisa M assisted Cieria to respond to a PIA inquiry resulting from the 2020-21 Erate Application for funding. PIA is a quality control step in the process.

*Lobby Book Sale:* Lobby book sales totaled \$4.00 in June.

*Friends of the Cardington Library:* Friends did not meet in June due to COVID-19.

### Management

*Pandemic:* Based on the slowing spread of COVID-19, the library building was reopened to the public on June 1 with limited access to computers and seating. Meeting rooms remained closed. Returned materials were placed in quarantine for three days before check-in. COVID library procedures were updated and communicated to staff members. Library business picked up slowly throughout the month. SRP activity has contributed to attendance. Lisa M and Cieria continued to monitor Governor DeWine's press conferences as time permitted. New desk shields were purchased and assembled to provide protection for staff and patrons using the study tables.

*Strategic Plan:* Lisa M updated and produced a review copy of the strategic plan. It was delivered to staff members and board members on June 29.

*Drug Use:* Lisa M. called the police on June 1 to report drug activity witnessed by bank personnel. The police found personal items being stored between Pirates Cove Pizza and the Library. Those banned from the library property due to drug use in the ramp area still hang out periodically. No drug paraphernalia has been found.

*Movie Filming:* Lisa M discussed the possibility of the library being a film location in 2021 with a partner in a startup company. There were no objections expressed by the library board in the June regular meeting. The movie group scouted the library on June 20 to identify how the script would need to be updated to accommodate the location.

*Other Management:* Cieria attended the monthly employer update webinar presented by BWC on June 9.

### Facilities

*Maintenance:* Lisa M installed a new cover on the air conditioning disconnect box and put a lock on seven electric boxes to prevent tampering. On June 9, Alum Creek Heating & Cooling performed the Spring Checkup on each HVAC unit.

*Concrete Estimate:* Lisa M met with a third concrete contractor on June 10. An estimate has not been received yet. Follow up is required.

*Security System:* Lisa M began receiving calls from Paladin Protective Services reporting missing battery and fire trouble. On June 29, a technician replaced the batteries and a door contact.

*Library Clean-Up:* As time permitted, Lisa M spent several hours going through boxes previously stored in her office.

## **OLD BUSINESS**

### Reopening Update

Lisa shared that the library is still in Phase 2 of the reopening plan. There have not been many patrons since reopening, so there has been no need to closely monitor the 15-patron limit. We have also allowed gaming after seeing low demand for the computers. Tutoring is permitted

with the reopening, but one tutor decided to not use the library after being asked to comply with COVID-19 safety measures. The meeting rooms will remain closed until Phase 3.

### Review and Approve the Strategic Plan

The Board reviewed the Strategic Plan that Ms. Murray presented. Input was again gathered from staff for this latest revision. Formatting will be the final step in the process. Lisa suggested that new assistant librarian positions could be helpful to have enough staff to implement everything in the plan, but that discussion would be held at a later time if needed.

20 - 21

Lorelei Heineman moved that the Strategic Plan be approved. Second by Jeff Youngs. Mrs. Burgett took a roll call vote:

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

Nay: None

### Concrete Estimates

Obtaining quotes for the concrete repair jobs around the library has taken longer than expected. Ms. Murray did contact three choices. Carl George Masonry estimated that the back-entrance steps project would cost \$6,534. This company did concrete work for Bunkers Mill Winery and their method is very long-lasting. Guaranteed Performance Concrete Services estimates came in at \$1,500. The new precast steps would last approximately 15 years. Jeremy Stafford did not give an estimate yet, but it will likely be less than \$1,500 and be the shortest lasting solution. The Board discussed if the library would be staying in the same building long-term. The estimate in the middle price range that would last 15 years was popular.

Lisa also brought to the attention of the Board that she discovered the front entrance is not ADA compliant. There is a growing crack in the ramp currently, and it cannot be repaired without being made compliant. There is also not enough room to make it compliant without blocking space on the sidewalk or the exterior wall of the library. The Board wanted to contact the Village for some guidance on how to handle the matter.

## **NEW BUSINESS**

### Review and Approve Tax Budget

20 - 22

After some discussion Lorelei Heineman moved that the 2021 Tax Budget be approved. Second by Katie Porteus. Mrs. Burgett took a roll call vote:

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

Nay: None

Discuss a New Circulation Policy

Ms. Murray presented the new Circulation Policy to the Board. Some significant updates to current procedure were removing the minimum age to apply for a library card, eliminating overdue fines, raising the threshold of fines owed for lost materials before restricting borrowing privileges, extending loan times for most items, and lowering the fees for faxing services.

20 - 23

Kathy Schelb moved that the Circulation Policy be approved. Second by Lorelei Heineman. Mrs. Burgett took a roll call vote:

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

Nay: None

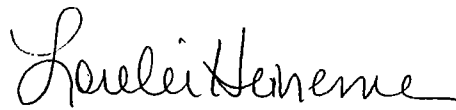
Personnel Item

Lisa asked the Board if there were any objections to her going on vacation July 23, 24, 29, 30, 31, August 3, and one full week at the end of August or September. There were no objections.

**ADJOURNMENT**

With no further business to come before the Board, Jeff Youngs moved to adjourn the meeting. Katie Porteus seconded. The meeting was adjourned at 7:00 p.m.

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Soledad Baker, President

  
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Lorelei Heineman, Secretary

Submitted by: Cieria Burgett

