

MINUTES
CARDINGTON-LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
June 9, 2020

Soledad Baker called the meeting to order at 5:58 p.m. via teleconference with the following present: Kathy Schelb, Katie Porteus, Monty Maceyko, Ed Wahl, and Soledad Baker. Jeff Youngs and Lorelei Heineman were absent. Also attending: Lisa Murray, Director, and Cieria Burgett, Fiscal Officer. The phone number and security pin to attend the meeting was made available to the public via the library website and a post on the board meeting sign at the front entrance to the library.

PUBLIC PRESENTATIONS – None

CORRESPONDENCE – Lisa M shared that the June PLF Distribution was 14% below estimates, bringing the distributions to 9.65% below estimates for the year.

APPROVAL OF MINUTES

Kathy Schelb moved to approve the May 12, 2020 regular Meeting Minutes as written. Second by Ed Wahl. Motion carried unanimously.

TREASURER'S REPORT

Mrs. Burgett gave the financial report for May 2020.

Account	Apr 30, 2020 Balances	May Receipts	May Disbursements	May 31, 2020 Balances
Checking - FC	\$41,357.29	\$17,950.71	\$20,701.33	\$38,606.67
Prime Money - FC	\$112,410.03	\$16.97	\$0.00	\$112,427.00
24-mo. CD - FF	\$13,551.13	\$0.00	\$0.00	\$13,551.13
49-mo. CD - FC	\$52,297.67	\$0.00	\$0.00	\$52,297.67
Cash Drawer	\$129.70	\$25.85	\$28.85	\$126.70
Totals	\$219,745.82	\$17,993.53	\$20,730.18	\$217,009.17

Fund	Apr 30, 2020 Balances	May Receipts	May Disbursements	May 31, 2020 Balances
General Fund	\$189,745.82	\$17,993.53	\$20,730.18	\$187,009.17
Capital Projects	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Totals	\$219,745.82	\$17,993.53	\$20,730.18	\$217,009.17

Library cash assets totaled \$217,009.17 on May 31, 2020. Total income in May was \$17,966.48. Receipts included Public Library Fund monies totaling \$16,873.66. Net Income in May was a loss of \$2,958.59.

The significant expenses in May were volunteer gifts, billing for State audit services, and COVID-19 related expenses.

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

Aye: Kathy Schelb, Katie Porteus, Monty Maceyko, Ed Wahl, and Soledad Baker

Nay: None

DIRECTOR'S REPORT

Due to the Coronavirus Disease 2019 pandemic, the library building was closed to the public during the month of May. Limited service was provided through a front window. One computer was available.

Programs/Services

2019-20 STEPS Story Time: Ian held Story Time on Facebook Live on Tuesdays at 10:45 a.m., May 5, May 12, and May 19. Peak live views were 7, 6, and 4, respectively.

Book Talk: Seven participated in the May Book Talk on May 11. Participants shared titles they recently enjoyed. Katie kept a list and emailed it to the group later. Book Talk was held via ZOOM. Prior to the event, Lisa E provided tech support to the first-time ZOOM users.

2019-20 Guiding Ohio Online (GOO) program: The contract with Digital Literacy Trainer, Marc Wells, was terminated on May 13. The position will be posted.

2020-21 Guiding Ohio Online (GOO) program: The grant application was written and submitted on the deadline date of May 15.

3rd Thursday Craft Society: The May program was a ZOOM event to make a primitive art flag from buttons, fabric and felt. Pre-registration was required and a \$5.00 fee was required. Participants picked up supply bags at the service window. Nine adults and one teen tuned in online to follow Lisa E's instructions. Lisa E made the event even more interesting by sharing crafting books available in the library. She also asked crafting trivia questions throughout the meeting.

2020 Summer Reading Program (SRP): The library was awarded a LSTA Summer Learning Grant for \$1,500. Notice was received on May 1. The contract and other paperwork was signed on May 26. Moving the registration and tracking process online using BookPoints was abandoned. Participant access, the cost, and the learning curve were the factors leading to the decision. The entertainment schedule was finalized and includes three ZOOM events, one live performance, and the fourth-grade egg drop. The pool party for finishers was also booked. Supplies needed for the craft programs were identified and ordered. ZOOM will be used to host craft days. The following flyers and forms were created: program flyer (distributed to the elementary and middle school); egg drop flyer (sent home with every fourth grader); registration forms; calendar of events and reading logs for the registration bags. Organized and identified books needed for week four prizes. Purchased the remaining books. Volunteers were recruited to help pre-assemble craft bags and draw on chalk boards. Chose the REMIND app as a way of communicating ZOOM codes. Angela created a plan for the décor. Lisa M ordered yard signs.

2020 Census: Other than a Facebook reminder, no other activity occurred in May.

A Gleaner Sponsored Program: The Gleaners cancelled plans to sponsor an additional entertainer during the SRP. It is expected they will plan another event later in the year.

Displays: Not applicable since the library building was closed to patrons.

Facebook: Andy (and others) created 26 Facebook posts during May: seven promoted libraries, books and services; ten promoted events and programs; and nine were of a general nature. The top three posts: 05/29/20 Reopening on June 1 reached 2,959 people, received 156 likes, comments and shares and 85 post clicks; 05/23/20 Summer Reading Program flyer reached 2,427 people and received 79 likes, comments and shares and 163 post clicks; 05/15/20 3rd Thursday Craft Society meeting on ZOOM reached 753 people and received 44 likes, comments and shares and 38 post clicks. The library has 1,050 followers on Facebook.

Personnel

Time Off: Andy was off April 5 through 16. Angela and Kelly also had time off in April. The library was closed on May 25 for Memorial Day.

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

Staff Development: On May 1, all staff attended mandatory training for the library reopening. On May 19, Lisa M and Andy attended an OPLIN webinar on website accessibility. Lisa E updated her knowledge of Office365.

Technology

COOL: The COOL Executive Committee (directors) met on May 20 via ZOOM to review and discuss updates related to recruiting, production, projects, and cataloging. OhioNET reported problems with the emergency closing date editor, all considered bugs in Evergreen. Cardington was not affected by any of the reported problems even though the editor was used for the emergency closing. An upgrade to Evergreen 3.5 is scheduled for September. Hold policies have been adjusted to fill home library holds first since libraries are starting to open but no cargo service is available. Ameer, Meme, Chris and Joe volunteered to transport materials on May 27. This will continue every other week through June, then be re-evaluated. All libraries that have opened reported low door/window counts. All libraries have altered their summer reading programs, some canceled SRP.

Work from Home: Cieria worked from home in May. All other staff returned to the library.

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

Issues with Network Printer: Lisa M was unable to print banners for the reopening. Ian had difficulty printing envelopes. Andy was unable to scan to email for a patron. These are all features that used to work and inexplicably stopped. A MT service technician fixed the issues, as well as a broken bypass tray, on May 20.

Evergreen Reports: Lisa M spent a day running historical circulation and transit reports to permanently capture data before Germantown items were removed from the catalog.

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 135 new and donated youth and adult materials. Lisa E reorganized the new adult fiction and nonfiction shelves to create more space for the new fiction which arrived during the library closure.

Weeding/Collection Maintenance: Cieria repaired three items. 81 items were removed from Evergreen in May and moved through the weeding process in preparation for the lobby book sale. Lisa E continued to make corrections and updates to the titles in the adult Dewey 900 section. She is making the area more browsable and attractive, updating her Dewey map for consistency going forward, correcting odd records dating to the 1980's, weeding items, and adding subjects to MARC where there are none.

Notices: The first overdue notices generated a week after reopening were converted to letters letting patrons know the library was open and materials could be returned. The recorded cost to mail 51 overdue notices in May was \$28.05. There were no 30-day notices.

Financial

Friday Hours: Budget opportunities in light of the impact COVID-19 has had on the PLF were reviewed in the May library board meeting. The implementation of Friday hours was deferred.

Insurance: Lisa M completed the property and liability insurance application for the period July 1, 2020 to June 30, 2021.

COVID-19 Grant Money: On May 19, Lisa M applied for a PLA/Microsoft Public WiFi Micro Grant that will provide funds for an outdoor access point to boost public WiFi access in the parking lot, if approved.

Lobby Book Sale: With the library closed to the public, there were no book sales in May.

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

Management

Pandemic: Lisa M spent most of her time in May managing the library reopening process and preparing to welcome the public into the building on June 1. Several staff monitored Governor DeWine's press conferences and a mountain of emails to stay up-to-date on the pandemic reopening information. Cieria attended the *CARES Act Grants for Museums and Libraries* webinar presented by IMLS on May 18. On May 26, Lisa M attended a PPE purchasing webinar organized by OLC. Lisa M wrote weekly memos/emails to the staff, created signs and banners for the reopening, hung shower curtains, cleaned up computer workstations, updated the website, and ordered additional supplies for the reopening. She also wrote the detailed plan for phase 2 and updated other procedural documents created for phase 1. The library provided window service all month. The patron count was very low, ranging from one to ten each day. One computer was available beginning May 19. It also had low usage.

Annual Report to the State Library: Lisa M spent 20 hours over a three-day period on the Annual Report to the State Library, due on May 31.

Drug Use: The drug use continued in the courtyard and ramp area of the library. Kelly called the police on May 16 about a guy trying to get into the rear entrance during window service hours. He was very high. On May 20, Lisa M researched and ordered a missing cover for an electrical disconnect box and ordered locks for all the outdoor electric boxes. Water was also shut off to the outdoor spicket. After finding used needles and blankets in the ramp area on May 28, Lisa M filed a police report banning three individuals from the library property.

Other Management: The Chamber Luncheon and the Cardington Economic Development Task Force meeting were canceled in May. Cieria attended the monthly employer update webinar presented by BWC on May 28.

Facilities

Repairs: On May 18, David Brown Construction repaired the courtyard door, repaired the railing at the courtyard entrance, and added insulation strips to two doors. On May 19, Garber Electric fixed the light at the rear entrance, fixed the 3-way switch in the stairwell to meeting room 126, adjusted sensors on two outdoor lights, and checked two outlets. Lisa M met with a second concrete contractor on May 22.

OLD BUSINESS

Reopening Update

The library opened doors to patrons on June 1. Masks and daily temperature checks are required for all staff. Masks are recommended for patrons as well, and 250 have been made available for patrons through donations. The number of patrons allowed in the library at one time is 15, and visits are limited to one hour. Summer Reading Program registration has started and is being kept separate from the circulation desk. Half of all patron computers are open at this time, but Lisa M says that all but two of the computers will be available soon. A tutor has begun using the back table to help students two days per week. Ms. Murray anticipates opening the meeting rooms for groups of ten or less on July 1. It may take a while to fully move on from phase 2 to phase 3 of reopening.

Budget Discussion

Cieria presented a document outlining cuts to the budget that could be made to offset the impact of COVID-19. After some discussion, the Board decided to only defer Friday hours. Although Friday hours are not being implemented now, the Board would still like to see them later in the year. Another document was also sent out via email to outline the expenses encumbered due to COVID-19 so far. Ms. Murray shared that she received some estimates on concrete jobs, but that they vary wildly. A weight-bearing concrete block over the ramp and the back-entrance steps are the highest priority projects to be completed.

NEW BUSINESS

Personnel Item

Ms. Murray proposed giving Angela Curren a temporary pay raise through mid-July since she has been covering many of the Youth Services Summer Reading Program responsibilities, in addition to her circulation duties. The new hourly wage would be \$12 per hour. The same temporary pay raise was given to Marty Barnett under similar circumstances last summer.

20 - 20

Kathy Schelb moved that the temporary pay raise for Angela Curren be approved. Second by Katie Porteus. Mrs. Burgett took a roll call vote:

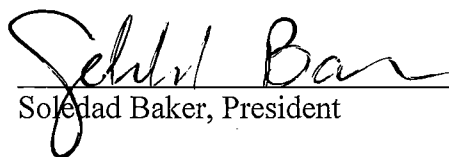
Aye: Kathy Schelb, Katie Porteus, Monty Maceyko, Ed Wahl, and Soledad Baker
Nay: None

Movie Filming Location

A small filming group approached Lisa M with the request of using the library as a filming location for a horror movie they are creating. The Board discussed what the insurance situation would be, and when it would take place. Ms. Murray believes that the filming company would need to have their own liability insurance, similar to contractors who work inside the library. The filming would take place next spring for one full weekend. They would pay the library \$100 per day to use the space. The Board agreed that allowing a movie to be filmed in the library would be a fun opportunity and asked Lisa M to keep them updated. The filmmakers are also searching for people to fill roles and be extras in the movie.

ADJOURNMENT

With no further business to come before the Board, Monty Maceyko moved to adjourn the meeting. Kathy Schelb seconded. The meeting was adjourned at 6:35 p.m.



Soledad Baker, President



Lorelei Heineman, Secretary

Submitted by: Cieria Burgett