

**MINUTES**  
**CARDINGTON-LINCOLN PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
 June 8, 2021

Soledad Baker called the meeting to order at 6:17 p.m. in meeting room 126 with the following present: Monty Maceyko, Kathy Schelb, Soledad Baker and Katie Porteus. Lorelei Heineman, Jeff Youngs, and Ed Wahl were absent. Also attending: Lisa Murray, Director, and Cieria Burgett, Fiscal Officer. A teleconference option was also provided.

**PUBLIC PRESENTATIONS** – None

**CORRESPONDENCE** – None

**APPROVAL OF MINUTES**

Monty Maceyko moved to approve the May 11, 2021 regular Meeting Minutes as written. Second by Soledad Baker. Motion carried unanimously.

**TREASURER'S REPORT**

Mrs. Burgett gave the financial report for May 2021.

Account	Apr 30, 2021 Balances	May Receipts	May Disbursements	May 31, 2021 Balances
Checking - FC	\$24,973.83	\$29,435.12	\$22,330.83	\$32,078.12
Prime Money - FC	\$112,559.28	\$9.50	\$0.00	\$112,568.78
24-mo. CD - FF	\$13,605.42	\$0.00	\$0.00	\$13,605.42
49-mo. CD - FC	\$53,351.49	\$0.00	\$0.00	\$53,351.49
Cash Drawer	\$138.09	\$402.21	\$252.59	\$287.71
<b>Totals</b>	<b>\$204,628.11</b>	<b>\$29,846.83</b>	<b>\$22,583.42</b>	<b>\$211,891.52</b>

Fund	Apr 30, 2021 Balances	May Receipts	May Disbursements	May 31, 2021 Balances
General Fund	\$174,628.11	\$29,846.83	\$22,583.42	\$181,891.52
Capital Projects	\$30,000.00	\$0.00	\$0.00	\$30,000.00
<b>Totals</b>	<b>\$204,628.11</b>	<b>\$29,846.83</b>	<b>\$22,583.42</b>	<b>\$211,891.52</b>

Library cash assets totaled \$211,891.52 on May 31, 2021. Total income in May was \$29,528.59. Receipts included Public Library Fund monies totaling \$24,517.00, and a grant from Libraries Transforming Communities totaling \$3,000.00. Net Income in May was \$7,191.34.

The significant expenses in May included Intuit charge for 1000 checks, 1000 library pencils, laminator service agreement, and access lift door repair.

Soledad Baker moved that the May Treasurer's Report be approved. Second by Kathy Schelb. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Soledad Baker, Katie Porteus

Nay: None

## **DIRECTOR'S REPORT**

### Programs/Services

*3<sup>rd</sup> Thursday Craft Society:* The May make-it-and-take-it craft program was offered in-person and provided participants with the supplies and instruction needed to create coasters from two pair of flip flops. The class was limited to ten. Five attended, including instructor Lisa E. Free COVID tests and mobile hotspots were promoted during the class. Refer to the program report for more details.

*2021 Reading Challenge (priority #22):* Three patrons completed the reading challenge in May. Kelsey is managing the program and creates the Facebook posts. She also displayed books that fit the May challenge categories: Memoir; An author who uses initials; Book turned into a television show.

*Bicycle Lending Service:* Lisa M attended a Morrow County Mobility Management meeting on May 18 and gave an update on the library's bicycle lending service, considered a pilot program in the county. In preparation for the new season, the bikes were taken to Jeff's Bike Shop in Prospect for maintenance. There was no fee for this service. Paperwork updates and procedural changes are needed before the bikes can go into circulation in June.

*Book Talk:* Lisa E organized the book discussion held in May. Seven attended the in-person program facilitated by Lisa. To prepare, she created discussion questions for "One Tuesday Morning" by Karen Kingsbury, set up the room, and displayed other Christian Fiction titles. A flyer for the July session was created and posted.

*Cardington Community Sale:* The library participated in the community-wide yard sale on May 15. The earlier date was not anticipated and caused a strain. Books and other surplus property were set out on the sidewalk. The weather was beautiful. The sale continued indoors until the end of the month. Nothing was priced; any donation was accepted. The sale raised \$605.93 (\$476.29 on May 15 and \$129.64 May 17 to 29). Refer to the program report for more details.

*Circulation:* Circulation of library-owned physical materials in May was 863. Hotspots circulated 17 times.

*COVID-19 Test Kits:* In May, the library distributed nine COVID-19 test kits free of charge. Kelsey continues to stock the test kits and report the number distributed to a state website.

*Guiding Ohio Online (GOO) program:* Digital Literacy Trainer (DLT), Kelsey Wicker, taught a total of 22 students in four ASPIRE classes covering the following topics: Microsoft Word 101, Microsoft Excel 101, Khan Academy, and liveworksheets.com/typing. She spent 1.5 hours responding to troubleshooting questions from 33 patrons and staff. She spent 9.5 hours in one-on-one sessions (6 scheduled), assisting 16 patrons with specific technology needs. Kelsey also updated the wireless printing patron guide and the patron computer log in guides. To date, Kelsey has spent 55 hours creating summer reading program (SRP) content for the school, the library website and Facebook, including an online registration option.

*Libraries Transforming Communities (LTC):* Kelsey attended a Reporting and Evaluation webinar and completed the required eCourse on facilitation. She has a preliminary project plan which will be shared in June. The grant term is May 1 to October 31, 2021.

*Story Time:* The program year ended with three sessions in May. An average of 9 children attended each session, appropriately social distanced. In each class, Angela focused on one letter, one number, and a theme. May themes were Mother's Day, summer, and an end-of-year celebration. Angela, parents, and caregivers are all pleased with the progress the children have made since September. It could be seen in a binder of their work given to each child in the last session. A Summer Story Time program has been scheduled to run from June 10 to July 22. It is timed so the group can attend each of the SRP weekly teacher readings. Statistics for the 2020-2021 program year are attached.

*Adult Summer Reading Program (ASRP):* Lisa E created promotional flyers, collected prizes, and set up a prize display. She also coordinated promotional activities with Angela and Kelsey.

*Summer Reading Program (SRP):* Since March, Angela has raised \$4,935 to fund the SRP (\$3,435 in donations and a \$1,500 LSTA grant). Incentive prizes in the form of coupons have also been donated by four area restaurants and the swimming pool. We are amazed and thankful for all the support received from the community. It has fully funded a very impressive SRP. The generous support also offset the impact of not being awarded the Dollar General Foundation Grant for the K-5 reading tutoring program. In May, interviews were held with high school applicants for the tutoring positions. Five were hired to work six hours each week in two shifts per person. Lisa M and Angela provided orientation and training on May 25. Kelsey and Angela created a video that was played in each classroom in the elementary and middle schools. It seemed to have made an impact as Angela began receiving calls from parents the day after the video was played in the schools. Kelsey and Angela also created an instructional video for each of the 5 crafts. Take home craft bags were prepared for weeks 1, 2 and 5. May was also a month to complete all the final implementation tasks. Registration forms, reading logs, event calendars, and incentive coupons were printed. Registration bags were stuffed. The library was decorated, including a display of all the incentive prizes. Incentive books were also purchased and prepped for giveaway.

*Displays:* "The Book was Better" was the theme in the large display case and was created by Kelly with help from Angela. Ohio Native Plants remained the theme in the small display case. The donated wooden villages hand crafted by the late Dave Rausch of Jefferson City, Tennessee will remain on display in the Adult Reference area until the end of the SRP.

*Facebook:* Kelsey created 31 Facebook posts in May. The top three posts: 05/19/21 Recognition and Thank You to SRP Sponsors reached 1,024 people, received 35 likes, comments and shares, and 65 post clicks; 05/31/21 SRP Registration Starts June 1 reached 656 people, received 18 likes, comments and shares, and 21 post clicks; 05/23/21 Story Time Tree with Handprints reached 433 people, received 15 likes, comments and shares, and 5 post clicks. The library has 1,125 followers on Facebook.

#### Personnel

*Time Off:* No staff took time off in May.

*Volunteers:* Volunteers Mary Lou Dowalter, Patty McAvoy, and Debra Moore logged hours in May working the circulation desk and covering books. Ciara Giamarco created two new SRP-

themed chalk panels in May. Angela received help from many volunteers in May: Ashlyn Troyer, Victoria Curren, Debra Moore, Patty McAvoy, Lane Hughes, Xander Walters, and Gannon Curren. Ashlyn was especially amazing. She helped decorate, film videos, prepare to-go crafts, organize shelves, prepare Story Time binders, prep incentive books, and so much more.

*Staff Development:* In addition to her LTC coursework, Kelsey also attended the following webinars in May: Prenda Code Club, Introduction to Consortial Manager, and Open Your Mind to Grant Writing-part 2. Lisa M attended the Transforming Teen Services webinar.

*Open Circulation Library Aide:* Three of four applicants for the library aide positions were interviewed in May. Offers were extended to and accepted by Brooklyn Belt, Madison Brehm, and Brittany Ward. Brooklyn and Brittany start on June 9. Madison's first day is June 8. She will assist Angela. Madison's position is temporary through August 25 and will be replaced. Angela, Cieria, Kelly and Mary Lou have been very helpful covering the open position hours. The students hired as reading tutors are Madison Brehm, Ciara Giamarco, Luke Goers, Olivia Holt, and Marlo Young.

## Technology

*COOL:* The COOL Executive Committee (directors) met via ZOOM on May 19 to review and discuss updates related to recruiting, production, projects, and cataloging. Autorenewal notifications are currently sent by email; text message notifications will be available soon. The group reviewed the Statistical Popularity Badge feature and agreed to allow Michael to define an algorithm and implement. Chauncey presented new images created by Sunbury to replace the current catalog icons and requested input from the other member libraries. The records for OverDrive magazines are now in COOL's catalog.

*Evergreen Development:* Lisa M compiled comments from the staff who reviewed the icons developed by Sunbury and reported back to Chauncey.

*Server Replacement Project:* The library is now operating on the new server and the old server has been decommissioned. The time was off on most of the desktop computers. Since this is controlled by the server, the issue was reported to and corrected by Dynamic Networks. The problem resurfaced and was reported a second time on June 4.

*Lynda.com Migration:* Kelsey monitored and switched our link on the website when the migration occurred. She also used the migration as an opportunity to promote the service on the library website and Facebook.

*Email Hack:* On May 7, a hacker used one of our email accounts to send a phishing email to everyone in the contact list. It was caught quickly and the password on the account was immediately reset. Lisa M sent a reminder email to all staff with tips to prevent attacks of this nature.

*Smart Library Program:* On May 11, the library board approved the proposal to purchase two Smart HotSpot™ tablets that combine the functionality of a traditional hotspot plus the ability to access the internet without a secondary device. Acceptance of the proposal was delayed until the first week in June, when staff became available to work on the implementation of the devices.

*AWE Usage:* The early learning workstation was used one time for 13 minutes in May. The low numbers over recent months are a result of not turning the machine on each day. The aging technology is another reason. It is time to look at a replacement.

## 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 6 items. She removed 855 items from Evergreen and moved them through the weeding process in preparation for the Community Sale.

*Youth Services Shelving Location Project:* Angela completed the Biography and Poetry portions of the plan, deeply weeding both sections. She also weeded the Non-Fiction 000–400 sections. A noticeable amount of space has been freed up, greatly improving the appearance of the collection and generating new circulations.

*Notices:* The recorded cost to mail 18 overdue notices in May was \$9.90. Three were 30-day notices.

## Financial

*Guiding Ohio Online (GOO) program:* Lisa M wrote and submitted the 2021-2022 GOO LSTA grant application. Kelsey provided the initial input and Lisa E provided the editing talent.

*American Rescue Plan Act (ARPA):* The State Library of Ohio announced the availability of three LSTA competitive grant programs available to libraries.

*FCC Emergency Connectivity Fund:* Lisa M and Cieria attended a webinar presented by Lorrie Germann on May 18 to learn the details of the program for distributing these funds to schools and libraries. It will be administered by USAC, the same organization that handles eRate funding. The application period will open sometime in June.

## Management

*Pandemic:* On May 12, Gov. DeWine announced he would be ending all health orders on June 2. On May 13, the CDC announced new guidance for fully vaccinated individuals stating masks and social distancing are no longer necessary in indoor and outdoor settings. The State then issued amended health orders to conform to the new CDC guidance through June 2. Lisa M created new signage for the entrances to conform with the amended health orders. All furniture was returned to its original station. Lisa M surveyed the staff and board to obtain input on what COVID-19 safety measures should remain in place. New procedures will be issued the second week in June.

*Library Hours (priority #14):* With the pandemic orders lifted and new staff hired, Friday hours are being introduced beginning June 11. As approved by the board, the library will be open 3:00 pm to 7:00 pm on Fridays. Preparation of the June work schedule was greatly complicated by the SRP, new hires, and Friday hours.

*Space Planning (priority #1):* The staff met on May 21 for a very productive space planning “brainstorming” session. They were well prepared to offer many great ideas. The results will be documented and presented in the June board meeting.

*Procedure Documentation (priority #36):* In preparation for the new hires, Lisa E updated the Shelving Training document for Adult Services. She also made significant progress editing training documents for Evergreen 3.5.4 Circulation Tasks. This has required additional unscheduled work hours in order to accomplish. While existing staff assigned a low priority to this item, new staff will appreciate the resource. It will also help to ensure process consistency and accuracy.

*Other Management:* Lisa M attended the OLC-organized Small Libraries Discussion Forum on May 7, a COSI Learning Lunchboxes meeting on May 20, a NW Ohio Directors meeting about the new pandemic orders on May 20, and the Cardington Economic Development Task Force meeting on May 25. Cieria attended the monthly BWC webinar on May 11.

### Facilities

*Plumbing:* After replacing a broken handle in April, the plumber was called back in May to replace another broken toilet part in the same upstairs men's restroom.

*Gas:* Columbia Gas performed a required annual safety inspection on May 19.

*Copiers:* The network copier/printer required two service calls in May to adjust the temperature to get the proper toner seal on cardstock and envelopes. A part was replaced. Lisa M worked through an issue over the phone with a technician to resolve a print driver issue that was preventing the printing of a banner. Also, the wireless printer is currently out of commission due to a problem with the ink cartridge.

*Flag:* Prior to Memorial Day, new rope and flags were purchased. The village street department used their bucket truck to thread the rope at the top of the pole.

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

Soledad is waiting to receive back PAC registration information from the local Board of Elections. The next step will be to open a checking account for the group.

### **OLD BUSINESS**

#### Open Library Aide Position(s) Update

Two interviews are scheduled to fill the Youth Services Aide position that Madison will vacate in August. Orientation and training of the two new permanent Circulation Aides has begun.

#### Pandemic Resolution and Safety Protocol

In April 2020, the Board Approved the "Pandemic Response and Emergency Suspension of Policy Resolution" (20 - 18) in response to COVID-19. Now that the Governor's emergency health orders have expired, policies no longer need to be suspended.

21 - 18

Soledad Baker moved to rescind the "Pandemic Response and Emergency Suspension of Policy Resolution". Monty Maceyko seconded. Mrs. Burgett took a roll call vote:

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

Ms. Murray also shared a handout to review the staff and Board input for safety protocols going forward, with recommendations highlighted. There were no objections. The Board was reminded that the ability for public bodies to hold meetings virtually will end on July 1.

### Space Planning Project Update and Decisions

Lisa shared a handout with the Board that included library trends from a virtual event she attended, as well as notes from the staff space planning meeting. One big item that will need attention immediately is the sign on the front of the building. Funds raised from the Community Sale will help fund this particular piece. Another large item concerning space planning will be repairing the front entrance concrete in a way that is ADA compliant. After some discussion, the Board decided that they would like to first find an architect to survey the space planning ideas, then a space planner.

### **NEW BUSINESS**

#### Bicycle Lending Policy Update

Bike Lending was started at the library in 2019, and was suspended in 2020 due to COVID-19. Ms. Murray would like to get the program up and running again for this season. Packets containing all documentation related to the Bike Lending program were given to the Board. Proposed changes were highlighted, which had the main purpose of reducing both the amount of labor and paperwork required at check-in and check-out.

21 - 19

Soledad Baker moved to accept the proposed changes to the Bike Lending documentation. Kathy Schelb seconded. Mrs. Burgett took a roll call vote:

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

#### New Dress Code

Five high school students were hired as contracted tutors for the Summer Reading Program. Many of the questions from their orientation concerned the dress code. Since our current policy is quite vague, Lisa M created a more specific dress code. Staff were asked for comments on applying this dress code to everyone working in the library, and those comments were shared with the Board. After some discussion, the following changes were made to the proposed policy: allow capris, allow T-shirts that represent local schools, allow sports attire on gamedays, allow holiday T-shirts around holidays, and allow non-athletic shorts at outdoor events.

21 - 20

Monty Maceyko moved to approve the new staff dress code with changes. Soledad Baker seconded. Mrs. Burgett took a roll call vote:

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

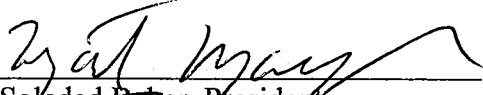
American Rescue Plan Act Grant Opportunities

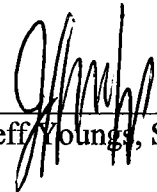
The State Library of Ohio has received funds from the American Rescue Plan Act (ARPA). The Statewide Delivery System Service price was reduced by 30% for this year with some of the funds. The State Library is also presenting several grant opportunities for libraries. Ms. Murray gave the Board a handout of all the opportunities available. After some discussion, the Board would like to see the library apply for the Outreach and Education grant to implement the 1,000 Books Before Kindergarten program. The grant does not have any local cash match requirement.

The library will also apply for federal Emergency Connectivity Fund (ECF), which will be using the existing E-rate systems. This opportunity would potentially allow us to purchase more smart tablets or pay for the monthly bill for our current hotspots and tablets. The ECF will also have a second round of grants if all of the funds are not used. The second round would be for qualified past purchases that occurred between March 2020 and June 2021. This grant would provide 100% cost reimbursement, as opposed to the 70% that E-rate normally offers the library.

**ADJOURNMENT**

With no further business to come before the Board, Soledad Baker moved to adjourn the meeting. Kathy Schelb seconded. The meeting was adjourned at 7:32 p.m.

  
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~~Soledad Baker, President~~  
Monty Maceyko

  
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Jeff Young, Secretary

Submitted by: Cieria Burgett