

MINUTES
CARDINGTON-LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
 March 10, 2020

Soledad Baker called the meeting to order at 6:00 p.m. in meeting room 128 in the library with the following present: Ed Wahl, Kathy Schelb, Jeff Youngs, Katie Porteus, Monty Maceyko, Soledad Baker, and Lorelei Heineman. None was absent. Also attending: Lisa Murray, Director, and Cieria Burgett, Fiscal Officer.

PUBLIC PRESENTATIONS – None

CORRESPONDENCE –

- 1- Ms. Murray shared that the state is nearly a quarter billion dollars ahead of tax collection forecasts for this fiscal year so far. It is yet to be seen how the Coronavirus will impact tax collections.
- 2- Lisa also gave handouts detailing the proposed Constitutional Amendment to raise Ohio's minimum wage. If passed, the amendment would raise the minimum wage from \$8.70 to \$9.60 in 2021, then be raised in equal increments each year until reaching \$13.00 in 2025. After 2025, minimum wage would be increased each year with the inflation rate, as it is now.

APPROVAL OF MINUTES

Lorelei Heineman moved to approve the February 11, 2020 regular Meeting Minutes as written. Second by Monty Maceyko. Motion carried unanimously.

TREASURER'S REPORT

Mrs. Burgett gave the financial report for February 2020.

Account	Jan 31, 2020 Balances	February Receipts	February Disbursements	Feb 29, 2020 Balances
Checking - FC	\$39,236.81	\$27,390.38	\$21,325.70	\$45,301.49
Prime Money - FC	\$112,333.99	\$32.75	\$0.00	\$112,366.74
24-mo. CD - FF	\$13,537.63	\$0.00	\$0.00	\$13,537.63
49-mo. CD - FC	\$52,038.19	\$0.00	\$0.00	\$52,038.19
Cash Drawer	\$149.64	\$507.80	\$500.74	\$156.70
Totals	\$217,296.26	\$27,930.93	\$21,826.44	\$223,400.75

Fund	Jan 31, 2020 Balances	February Receipts	February Disbursements	Feb 29, 2020 Balances
General Fund	\$187,296.26	\$27,930.93	\$21,826.44	\$193,400.75
Capital Projects	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Totals	\$217,296.26	\$27,930.93	\$21,826.44	\$223,400.75

Library cash assets totaled \$223,400.75 on February 29, 2020. Total income in February was \$27,438.19. Receipts included Public Library Fund monies totaling \$24,518.16. Net Income in January was \$5,875.69.

The significant expenses for February were the QuickBooks annual payroll service and a large quantity of children's book purchased from Penworthy.

Lorelei Heineman moved that the February Treasurer's Report be approved. Second by Jeff Youngs. Mrs. Burgett took a roll call vote:

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

Nay: None

DIRECTOR'S REPORT

Programs/Services

2019-20 STEPS Story Time: This program had no attendance in February.

2019-20 Guiding Ohio Online (GOO) program: Four classes were offered in February. The library continues to have no attendance at scheduled classroom training. Seven girl scouts attended an Hour of Code class. Marc spent 15.75 hours providing one-on-one assistance to 15 patrons (all scheduled) and a total of 4.75 hours providing troubleshooting assistance to 29 patrons. Marc delivered training to 20 students in two Aspire program classes at MTC. Lesson plans were created for MTC, S.A.I.L., L.I.F.T., and the girl scouts. He also moderated the Film Club on one Monday in February. Marc created, printed, and distributed the class schedule for March, April, and May. He also applied for and was awarded Google's Applied Digital Skills mini-grant in the amount of \$700. Marc was absent three days in February.

L.I.F.T. After School Program: Marc and Ian participated in L.I.F.T. on February 6 and 20. Two dates were cancelled due to snow days. Ian discussed the growth mindset topics of respect and patience with a total of 43 first and second grade students and teachers. Marc taught robotics to 45 third and fourth grade students and teachers. Lesson plans were created in advance for each session.

S.A.I.L. After School Program: Ian participated in S.A.I.L. on February 5, 12, 19, and 26. Marc on February 12, 19, and 26. Ian discussed the basics of nutrition, reading nutrition labels, cooking safety, and cooking methods with a total of 106 fifth grade students and teachers. Marc taught robotics to 39 seventh and eighth grade students and teachers. Lesson plans were created in advance for each session.

Film Club: The club fell apart when one teen moved and a conflict arose for another. No meetings were held in February. Marc is regrouping to determine the appropriate direction.

Ohio Reads: Ian read with his third-grade student on February 4, 11, 18, and 25.

3rd Thursday: The February program gave participants the supplies and instruction needed to create a pennant garland from recycled book pages and die cuts. Pre-registration was required. No fee was charged. Seven attended.

2020 Summer Reading Program (SRP): Ian, Angela and Lisa M met for a second walk through of the SRP project plan on February 4. Cieria and Lisa M reviewed and completed the budget for the LSTA grant. Lisa M made the final changes to the LSTA grant based on review comments from the State Library. The application was submitted on February 6. Angie booked the fifth and final program entertainer. Angie, Ian and Lisa M. completed an order for supplies and drawing prizes. Angie and Ian updated the donor letter and created “sponsor levels” for donations. Lisa E and Lisa M reviewed/updated the written materials. 55 letters were mailed February 27.

One Book, Many Communities: Lisa E research the history behind the book, *The Widows*, and listened to the audio book on personal time. She changed the March 3rd *Thursday Craft Society* craft to rag art to coordinate loosely with the book. She also created the April author event flier and the 3rd Thursday fliers, promo emails, and Facebook posts. The program coordinators provided an event booklet which Lisa E printed and assembled for distribution.

2020 Census: Lisa E researched library responsibilities and program ideas related to the 2020 Census. No programs are planned. Signage and dedicated patron computers are being considered. Staff training is required but not complicated.

A Gleaner Sponsored Program: Lisa M met with two representatives of the Gleaners Life Insurance Society on February 18. They have chosen the libraries in Morrow County for one of their three impact projects in 2020. They presented an idea for a cooking program for youth to be scheduled during the SRP.

Displays: Angie, Ian, and Lisa E contributed to the displays throughout the library in February. Angie created a Valentine’s Day exhibit in the large display case. Lisa E created a display in the small case to promote the One Book, Many Communities program. Lisa E met with art students, Ciara Giamarco and Lily Woodard on February 20 about taking over the chalkboard walls for future artwork.

Facebook: During February, 22 posts were created (most by Andy) on Facebook: twelve promoted libraries, books and services; four promoted events and programs; and six were of a general nature. The top three posts: 02/10/20 “People who read books are nicer than those who don’t” reached 929 people, received 43 likes, comments and shares and 14 post clicks; 02/18/20 “Fun Facts” reached 675 people and received 38 likes, comments and shares and 10 post clicks; 02/06/20 “Free Home Repair Application” reached 604 people and received 8 likes, comments and shares and 20 post clicks. The library has 1,020 followers on Facebook.

Personnel

Time Off: There were no scheduled vacations or time off for illness in February.

Volunteers: Volunteers Mary Lou Dowalter, Linda Harvey, Patty McAvoy, and Debra Moore logged hours in February working the circulation desk, cleaning, and covering books. Bob and Hazel Miller shelve and straighten books on the fourth Saturday each month.

Staff Development: On February 5, Lisa E listened to a live webinar regarding the Ohio Legal Help website, <https://www.ohiolegalhelp.org>. She later explored the website and communicated what she learned to the rest of the staff. Andy will add the link as a Recommended Website on the library website. On February 24, Lisa M attended a live webinar presented by OPLIN’s Laura Solomon, *Evolving Tech: Where are we Now?*

Technology

Evergreen Issue: Several brief (one as long as 2 hours) outages were experienced between January 23 and February 23. Any outage is highly unusual. Equinox provided an After Action Report which adequately explained each outage, all of which had a different cause, none of which are cause for concern, for now.

COOL: The COOL Executive Committee (directors) met on February 19 to review and discuss updates related to recruiting, production, projects, and cataloging. Since the last COOL meeting, the Wilmington Public Library went “live” on Evergreen with no issues and started resource sharing within the consortium. The board approved the removal of Germantown records at the end of April, allowing time to complete the Annual Report to the State Library and time to archive any reports dependent on the data. Much discussion occurred on the topic of batch uploads of on-order MARC records which the catalogers are against. The obstacles seem to be ones that can be overcome. The topic was deferred to the Evergreen conference.

Other: The AWE Early Literacy Workstation was used 13 times for a total of 385 minutes in February.

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. Ian met with Randy Sharrock from Penworthy to select items for the collection. Cieria and Lisa E. processed 155 new and donated youth and adult materials.

Weeding/Collection Maintenance: 21 items were removed from Evergreen in February and moved through the weeding process in preparation for the lobby book sale. Cieria repaired eight items.

Notices: The recorded cost to mail 26 overdue notices in February was \$14.30. Three were 30-day notices.

Financial

Lobby Book Sale: In February, red dot items were free and green dot items were priced at 25 cents. All other colored dot items were \$1.00 each. Monthly sales totaled \$22.25.

Friends of the Cardington Library: Friends did not meet in February due to inclement weather.

2019 Variance Report and 2020 Budget: Lisa M reviewed the 2019 Full Year Variance report for Cieria. Lisa M created the 2020 Program Budget with input from Lisa E and Ian. She also reviewed the overall budget prepared by Cieria.

Erate: Lisa M and Cieria attended the Erate Form 471 webinar presented by the State Erate coordinator on February 3. Lisa M trained Cieria to complete the Erate Form 470 for funding year 2020-2021. It was filed on February 25. This form starts a 28-day bidding process.

Annual Financial Report to the State Auditor: Lisa M created Evergreen reports to extract 2019 item circulation and patron counts for the financial report.

Management

Prioritization Exercise: Lisa M wrote descriptions for the items presented in the board meeting for prioritization. It was distributed to the staff (with instructions) and board for prioritization. All the responses were received by the deadline and were compiled for presentation to the board in March.

Name Tags: Name tags for the staff to wear were ordered on February 25. The request for the staff to wear name tags came from the Friends.

New Library Hours: New artwork was ordered to update the library magnets with the new Friday hours. The changes were made by the graphic designer who first created the library logo and logoed stationary. The changes were made at no charge.

Other Management: Lisa M attended the Chamber Breakfast on February 18, the Cardington Economic Development Task Force meeting on February 25, and the Local Directors meeting on February 26. Cieria attended the monthly webinar presented by BWC.

Facilities

LED Lighting: The rebate for the project was approved on February 12 and received on February 18 in the amount of \$1,379.48.

Library Décor: The library was decorated for Valentine's Day.

OLD BUSINESS

Friends of the Library

The Friends group did not hold a meeting in February due to weather, but did hold one in March. Soledad reached out to the Morrow County Sentinel about publishing a blurb on the creation of the Friends group. Plans have been made for a logo creation contest. Mrs. Baker has also begun the process of applying for the Friends group to become a nonprofit, and created the group's mission statement at the March meeting. The mission statement includes items such as supporting library services and fundraising. The Friends group plans to hold a fundraising event within the next six months.

NEW BUSINESS

Coronavirus Discussion

The library has already taken action to prevent the spread of the virus. Flyers from the Ohio Department of Health have been posted inside the library, a CDC fact sheet was posted on the Facebook page, a link to Coronavirus information has been added to the website, and signs with hand sanitizer have been posted at every patron computer. A procedure for cleaning high-touch surfaces, such as doorknobs, countertops, keyboards, and phones, will be created for the staff by next week. Lisa gave the Board packets with information about the Coronavirus and two examples of pandemic policies at other libraries. After some discussion, the Board agreed that our library should create a similar policy as soon as possible.

New Discussion Related to the Capital Projects Fund

Ms. Murray shared a recommendation she received at the local Director's meeting. The group suggested that rather than spending down excess funds in the General Fund, we should move more to the Capital Projects Fund. Cieria reminded the Board that funds cannot be moved back to the General Fund once transferred, but moving a reasonable amount would be fine.

Discussion about Prioritization Exercise

Lisa shared the results of the Prioritization Exercise with the Board via a packet of information. The Board, staff, and director all gave input, which Ms. Murray organized into several spreadsheets to show agreements and differences between the groups. She also creating a weighting system which resulted in the top projects being hot spot lending, revamp circulation policies, notary service, space planning, full circuit surge protector, furniture plan, library clean-up/organization, telephone system, sidewalk concrete repairs, and buy new furniture for the library. The packet also included another copy of the operating plan, with the projects from the exercise that are already in the 2020 budget highlighted. Lisa explained that some of the projects can be done simultaneously, depending on which staff can work on each, and that new and unexpected projects can sometimes take precedence over the list.

A first, and very rough, draft of the Strategic Plan was also presented. It included a mission statement, vision, and values. Goals, initiatives, and supporting activities were also included, but Lisa shared that the objectives portion was dropped. The objectives were not necessary for the end result, caused confusion, and were delaying the rest of the process. Soledad would like to have the plan done before the fundraising event in six months, but Lisa already plans to have another draft of the Strategic Plan by the end of this month.

Levy Discussion

20 - 16

Monty Maceyko moved to begin an Executive Session to discuss levy details. Jeff Youngs seconded. Mrs. Burgett took a roll call vote:

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

Nay: None

20 - 17

Monty Maceyko moved to end the Executive Session. Katie Porteus seconded. Mrs. Burgett took a roll call vote:

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

Nay: None

No actions requiring a motion came from the Executive Session.

ADJOURNMENT

With no further business to come before the Board, Lorelei Heineman moved to adjourn the meeting. Monty Maceyko seconded. The meeting was adjourned at 7:03 p.m.

Soledad Baker, President

Lorelei Heineman, Secretary

APPROVED, SIGNATURES PENDING

Submitted by: Cieria Burgett

