

**MINUTES**  
**CARDINGTON-LINCOLN PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
 May 12, 2020

Katie Porteus called the meeting to order at 6:00 p.m. via teleconference with the following present: Kathy Schelb, Katie Porteus, Monty Maceyko, and Jeff Youngs. Soledad Baker, Lorelei Heineman, and Ed Wahl 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** – None

**APPROVAL OF MINUTES**

Kathy Schelb moved to approve the April 14, 2020 regular Meeting Minutes as written. Second by Katie Porteus. Motion carried unanimously.

**TREASURER'S REPORT**

Mrs. Burgett gave the financial report for April 2020.

Account	Mar 31, 2020 Balances	April Receipts	April Disbursements	Apr 30, 2020 Balances
Checking - FC	\$45,815.94	\$18,671.83	\$23,130.48	\$41,357.29
Prime Money - FC	\$112,392.48	\$17.55	\$0.00	\$112,410.03
24-mo. CD - FF	\$13,551.13	\$0.00	\$0.00	\$13,551.13
49-mo. CD - FC	\$52,038.19	\$259.48	\$0.00	\$52,297.67
Cash Drawer	\$179.14	\$330.57	\$380.01	\$129.70
<b>Totals</b>	<b>\$223,976.88</b>	<b>\$19,279.43</b>	<b>\$23,510.49</b>	<b>\$219,745.82</b>

Fund	Mar 31, 2020 Balances	April Receipts	April Disbursements	Apr 30, 2020 Balances
General Fund	\$193,976.88	\$19,279.43	\$23,510.49	\$189,745.82
Capital Projects	\$30,000.00	\$0.00	\$0.00	\$30,000.00
<b>Totals</b>	<b>\$223,976.88</b>	<b>\$19,279.43</b>	<b>\$23,510.49</b>	<b>\$219,745.82</b>

Library cash assets totaled \$219,745.82 on April 30, 2020. Total income in April was \$18,910.62. Receipts included Public Library Fund monies totaling \$14,593.64. Net Income in April was a loss of \$3,881.55.

The significant expenses in April were 1,000 full color magnets with new Friday hours, laminator service agreement, hot water tank replacement, and carpet cleaning.

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

Aye: Jeff Youngs, Kathy Schelb, Katie Porteus, Monty Maceyko  
Nay: None

## **DIRECTOR'S REPORT**

Due to the Coronavirus Disease 2019 pandemic, the library was closed the month of April.

### Programs/Services

*2019-20 STEPS Story Time:* Angie emptied and reorganized the Story Time cabinets, making more space for things to fit inside the cabinets. Ian is becoming famous by holding Story Time on Facebook Live on Tuesdays at 10:45 a.m. His first program on April 21 reached 434 and had 270 views. His April 28 program reached 1,189 and had 654 views.

*Book Talk:* Lisa E suggested changing the title, "This Tender Land" to a Readers' Choice for the May Book Talk. She is planning to use ZOOM for the book discussion in May.

*2019-20 Guiding Ohio Online (GOO) program:* Marc worked 52 hours April. He did not provide an April report. Cieria and Lisa M completed the second quarter financial report. Lisa M completed the second quarter narrative report.

*2020-21 Guiding Ohio Online (GOO) program:* Marc provided input to the application due May 15. No additional work on the application occurred in April.

*L.I.F.T./S.A.I.L. After School Programs:* These programs are canceled for the rest of the school year. A new agreement was signed with the school to participate during the 2020-21 school year.

*Ohio Reads:* This program was canceled for the rest of the school year.

*3<sup>rd</sup> Thursday:* The April program was canceled due to the COVID-19 library closure. The May program will be a video event to make a primitive art flag from buttons, fabric and felt. This craft was originally planned for the canceled March program.

*2020 Summer Reading Program (SRP):* Ian and Angela redesigned the SRP given the COVID-19 environment. The program will start one week later on June 15. Registration and tracking was moved online using an open source application called BookPoints. Two of the entertainment programs were moved online, two were canceled, and one remains in-person, for now. A search is underway for an additional online program. The fourth-grade egg drop normally held by the school to mark graduation will be a library event on July 15. The craft program has become to-go craft packs with ZOOM or YouTube tutorials. Fairy Tales will be read on Facebook Live. Research is underway to modify the scavenger hunt and the escape room. Plans have not changed for the readers guides, although we will have less help from the expert than planned. Angela reorganized the storage space at the top of the stairs, counting and leveling books for incentive prizes.

*One Book, Many Communities:* The canceled April author event will be rescheduled on a date to be announced.

*2020 Census:* Lisa E and Lisa M attended a webinar “Rethinking 2020 Census Outreach”, reviewed the materials and new dates, and passed Facebook ideas on to Andy who posted reminders. All programming ideas for Census 2020 are on hold until the library reopens.

*A Gleaner Sponsored Program:* No update is available on the direction the Gleaners plan to go with this program in light of COVID-19.

*Electronics Recycling:* Deferred until the library building is reopened to the public.

*Displays:* Not applicable due to the library closure.

*Facebook:* During April, 24 posts were created on Facebook: nine promoted libraries, books and services; ten promoted events and programs; and five were of a general nature. The top three posts: 04/13/20 Reminder to wash hands reached 1,227 people, received 111 likes, comments and shares and 30 post clicks; 04/28/20 Invitation to second virtual Story Time reached 1,189 people and received 42 likes, comments and shares and 89 post clicks; 04/20/20 Invitation to first virtual Story Time reached 611 people and received 36 likes, comments and shares and 24 post clicks. The library has 1,035 followers on Facebook.

### Personnel

*Time Off:* Not applicable due to library closure.

*Volunteers:* Volunteers Mary Lou Dowalter and Linda Harvey stayed home in April. Patty McAvoy and Debra Moore came into the library a few times to cover and finish processing new books. Kathy Schelb volunteered to work on shelf reading in Adult Services. Appreciation gifts were wrapped and delivered to volunteers with handwritten thank you notes. Volunteers were recognized on Facebook.

*Staff Development:* Cieria and Lisa M attended the “Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collections” webinar presented by IMLS on April 1 and the “Library Officials Virtual Round table with Auditor Faber” presented by the State Auditor’s Office on April 28. Lisa E updated her knowledge of online reference resources.

### Technology

*COOL:* The COOL Executive Committee (directors) did not meet in April. OhioNET provided a Technology Support Report to the directors.

*Work from Home:* Cieria, Ian, and Lisa E worked from home in April. Marc and Angela do not have internet service conducive to working from home. Each staff member was scheduled a time weekly when they could come in the library to work on tasks that could not be completed from home.

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

*Phone System:* Lisa M. met with Vonage via video conference on April 1.

*Training Laptop Updates:* It was discovered that the training laptops were not receiving software updates despite turning them on weekly for that purpose. Lisa M found the power settings were shutting down the laptops before the updates could be applied. The last update occurred in 2018.

*Website Redesign:* Lisa E completed a website review to verify the redesigned website was complete and to note where changes needed to be made based on the design document. She then worked with Andy to begin implementing the changes needed.

### 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 131 new and donated youth and adult materials. Lisa E completed 4H Handbook cataloging and processing. Ian took advantage of a Junior Library Guild COVID-19 renewal special and was able to get a free level added to next year's subscription.

*Weeding/Collection Maintenance:* 25 items were removed from Evergreen in April and moved through the weeding process in preparation for the lobby book sale. Lisa E and Lisa M prepped for Kathy Schelb's shelf reading assignment in the adult 900 section. Her work identified misplaced titles, titles needing MARC corrections, and more. Lisa E began making corrections based on Kathy's findings.

*Notices:* Due to the emergency library closing, the due date on checked out materials was changed to May 4. Thus, there were no overdue notices produced in April.

### Financial

*Lobby Book Sale:* With the library closed, there were no book sales in April.

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

*Erate:* Cieria completed and evaluated a bid matrix for the bids received in response to the Form 470 filed in late February. Dynamic Networks was awarded the contract for both the firewall and managed broadband. Lisa M trained Cieria to complete the Form 471 which was filed on April 23. The FCC did not modify the eligible services list to include hotspots in light of COVID-19. The bids that were received were not as helpful as expected.

*Audit:* Lisa M supported Cieria during her audit, when needed.

### Management

*Pandemic:* Lisa M spent most of her time in April managing the library closure and preparing for the library reopening. Lisa E and Lisa M listened to the daily press conferences of Governor DeWine and President Trump. Lisa M continuously monitored new orders/temporary laws and a mountain of emails to stay up-to-date on the pandemic and actions employers should be taking to aid and protect employees. Lisa M wrote weekly emails to the staff. The Pandemic Policy was finalized. A Pandemic Resolution was written and approved by the board in the April meeting. Additional supplies were ordered in preparation for the reopening. Lisa M created a four-phase reopening plan and a detailed plan for phase 1. She also created a library reopening packet for the staff and conducted staff training on May 1.

*Drug Use:* Lisa M had been monitoring a group using the wi-fi at the rear entrance because they were leaving trash behind despite three requests to keep the area clean. Over the weekend of April 25-26, one of the individuals overdosed. The police found needles in the ramp area. The Village Street Department came on the following Monday to clean up the ramp, courtyard, and

area around the rear entrance. The police are checking the area more frequently and the drug users are no longer hanging out. A big thank you goes out to the Village Administration.

*School Library Books:* Arranged through Katie Porteus, students have been instructed to return their school library books through the public library book return.

*Other Management:* The Chamber Luncheon and the Cardington Economic Development Task Force meeting were cancelled in April.

### Facilities

*Library Décor:* Kelly put away Easter décor.

*Repairs:* The 6-gallon hot water heater for the main floor restrooms was replaced on April 9. Lisa M tried to get the electrician to complete repairs. He missed another date. She also met with a concrete contractor on April 29.

*Cleaning:* Every inch of carpet was cleaned by SERVEPRO on April 8. Cieria, Lisa E and Lisa M moved all the furniture, floor mats, and boxes for the cleaning. Lisa E and Lisa M swept corners, crevices and baseboards before resetting furniture. Lisa M secured all computer wiring.

### **OLD BUSINESS**

#### Reopening Update

Ms. Murray gave an update on reopening activities. Many overdue notices were generated today, now that the library has been open for returns for a week. Lisa M and Angie worked on mailing out more kindly-worded notices letting people know that we are now open.

The library reopened on May 4 with exclusively window service. So far, patron turnout has been in the single digits each day. Books coming back to the library are being quarantined for three days before check-in, and DVD cases and discs are being sanitized. Previously discussed computer access has been delayed due to the broken railing for the courtyard door, but that should be repaired by the end of the week. Plans going forward include limiting the number of patrons allowed in the library to 10, beginning in June. Casual seating will be removed to encourage patrons to limit their visit time. Partitions will also be put around public computers.

### **NEW BUSINESS**

#### Budget Discussion

This item was tabled until next meeting, although there was some discussion about delaying the new Friday hours for now.

## **ADJOURNMENT**

With no further business to come before the Board, Monty Maceyko moved to adjourn the meeting. Jeff Youngs seconded. The meeting was adjourned at 6:23 p.m.

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Soledad Baker, President

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Lorelei Heineman, Secretary

**APPROVED, SIGNATURES PENDING**

**Submitted by: Cieria Burgett**