

**MINUTES**  
**CARDINGTON-LINCOLN PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
 May 11, 2021

Monty Maceyko called the meeting to order at 6:01 p.m. in meeting room 128 with the following present: Monty Maceyko, Kathy Schelb, Lorelei Heineman, Jeff Youngs, and Ed Wahl. Soledad Baker and Katie Porteus were absent. Also attending: Lisa Murray, Director, and Cieria Burgett, Fiscal Officer. A teleconference option was also provided.

**PUBLIC PRESENTATIONS – None**

**CORRESPONDENCE –**

- 1- Lisa M shared results of recent library levies. All of them passed with a 70% or higher approval rating.
- 2- Ms. Murray also summarized a news article previously sent via email dealing with Amazon and antitrust laws.

**APPROVAL OF MINUTES**

Lorelei Heineman moved to approve the April 13, 2021 regular Meeting Minutes as written. Second by Jeff Youngs. Motion carried unanimously.

**TREASURER'S REPORT**

Mrs. Burgett gave the financial report for April 2021.

Account	Mar 31, 2021 Balances	April Receipts	April Disbursements	Apr 30, 2021 Balances
Checking - FC	\$19,559.47	\$25,322.31	\$19,907.95	\$24,973.83
Prime Money - FC	\$112,549.10	\$10.18	\$0.00	\$112,559.28
24-mo. CD - FF	\$13,605.42	\$0.00	\$0.00	\$13,605.42
49-mo. CD - FC	\$53,089.68	\$261.81	\$0.00	\$53,351.49
Cash Drawer	\$119.62	\$304.38	\$285.91	\$138.09
<b>Totals</b>	<b>\$198,923.29</b>	<b>\$25,898.68</b>	<b>\$20,193.86</b>	<b>\$204,628.11</b>

Fund	Mar 31, 2021 Balances	April Receipts	April Disbursements	Apr 30, 2021 Balances
General Fund	\$168,923.29	\$25,898.68	\$20,193.86	\$174,628.11
Capital Projects	\$30,000.00	\$0.00	\$0.00	\$30,000.00
<b>Totals</b>	<b>\$198,923.29</b>	<b>\$25,898.68</b>	<b>\$20,193.86</b>	<b>\$204,628.11</b>

Library cash assets totaled \$204,628.11 on April 30, 2021. Total income in April was \$25,614.76. Receipts included Public Library Fund monies totaling \$17,648.39, a Summer Reading grant from LSTA totaling \$1,500.00, and a grant from Guiding Ohio Online totaling \$3,385.00. Net Income in April was \$6,148.59.

The significant expenses in April included a newspaper ad for our open circulation positions.

Jeff Youngs moved that the April Treasurer's Report be approved. Second by Kathy Schelb. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Lorelei Heineman, Jeff Youngs, Ed Wahl

Nay: None

## **DIRECTOR'S REPORT**

### Programs/Services

*3<sup>rd</sup> Thursday Craft Society:* The April make-it-and-take-it craft program was offered in-person and provided participants with the supplies and instruction needed to create Sharpie marker tie-die with a bandanna and a facemask. The class was limited to nine people to comply with the 10-person gathering limit. Three of the four participants were new. Refer to the program report for more details.

*21<sup>st</sup> CCLC L.I.F.T.:* The library participates in the L.I.F.T. program every week, alternating from Tuesday one week to Thursday the next week. On April 8, Angela taught a Growth Mindset session on gratitude to grades 1 and 2. Participation totaled 11 students and teachers. On April 8 and 13, Kelsey taught technology sessions on Scratch programming to grades 3 and 4. Participation totaled 9 students and teachers. The program ended for the year on April 13.

*21<sup>st</sup> CCLC S.A.I.L.:* Angela held two sessions each day on April 19 and 21, attended by a total of 70 students and teachers. Both sessions were sewing lessons. Kelsey helped with the sewing lesson on April 21. In addition to helping Angela on April 21, Kelsey held two sessions each day on April 7 and 14, attended by a total of 59 students and teachers. The youth studied nature identification and birdcall identification, becoming comfortable navigating online guides to identify various things in nature. The program ended for the year on April 21.

*2021 Reading Challenge:* Five patrons completed the reading challenge in April. Kelsey is managing the program and creates the Facebook posts. She also displayed books that fit the April challenge categories. Each member of the staff provided a recommended title for her "Librarian Recommendation" category.

*Author Visit:* Author Mindy McGinnis visited the library on April 17 to discuss her latest book, "The Initial Insult". Mindy had prepared a very interesting PowerPoint presentation that was enjoyed by the seven attendees. A book signing followed her presentation. Refreshments were served. Lisa M organized the event. Refer to the program report for more details.

*Circulation:* Circulation of library owned physical materials in April was 925. Hotspots circulated 10 times.

*COVID-19 Test Kits:* In April, the library distributed 25 COVID-19 test kits free of charge. Kelsey continues to stock the test kits and report the number distributed to a state website.

*E-waste Recycling Event:* The library was a collection site for the public to drop off their e-waste for recycling from April 1 through May 3. Approximately 800 cubic feet of e-waste was collected from 105 patrons throughout the month. Accurate-IT Services came twice to pick up the e-waste. Staff assisted patrons during the drop-off by measuring TVs and collecting fees.

This service should be repeated annually. It is a low-cost program that is highly visible in the community. Refer to the program report for more details.

*Guiding Ohio Online (GOO) program:* Digital Literacy Trainer (DLT), Kelsey Wicker, was involved in L.I.F.T., S.A.I.L., and other programs as described elsewhere in this report. She also taught a total of 28 students in four ASPIRE classes covering the following topics: Transparent Language Online, Typing, the new OMJ website, liveworksheets.com, and Keyboarding 101. She spent 4.6 hours responding to troubleshooting questions from 32 patrons/staff. She spent 4.5 hours in one-on-one sessions assisting 4 patrons with specific technology needs. She also kept the website up-to-date and provided input to both the 2<sup>nd</sup> Quarter GOO Narrative report and the 2021-2022 GOO LSTA grant application.

*Libraries Transforming Communities (LTC):* After being awarded a \$3,000 grant, Kelsey will seek to build understanding of and support for the Library while learning facilitation skills. She completed required onboarding grant paperwork, attended an orientation webinar and a marketing webinar. Following additional coursework, she will develop her project plan. The grant term is May 1 to October 31, 2021.

*National Library Week:* National Library Week (NLW) was recognized April 4 to 10. House Representative Riordan McClain attended Story Time on April 8 and read a book to the children. He stayed with the children through the program and then held office hours in the library. Lisa M prepared a packet for Rep McClain and met with him during his office hours. Lisa E and Kelsey collaborated to create daily Facebook posts as recommended by OLC to promote Ohio Library Week, a legislative event. One patron completed the scavenger hunt designed by Lisa E to educate patrons on library services. The staff received NLW-themed baseball jerseys for National Library Workers Day. A picture was shared on social media and included in the time capsule placed in the newly refurbished Veterans Memorial Monument in Glendale Cemetery. Refer to the program report for more details.

*Story Time:* Four sessions were held in April with an average of 8.5 children attending each session, appropriately social distanced. The class average was up from 7.0 in March which is not the normal trend, but caregivers appreciate an in-person program for the children despite the pandemic. In each class, Angela focused on one letter, one number, and a theme. April themes were National Library Week, Spring, Earth Day, and Pirates. Kelsey filled in for Angela on April 15 and did a very nice job. Angela consistently receives positive feedback from the children and caregivers. She is considering requests for a summer Story Time.

*Summer Reading Program (SRP):* To date, \$3,035 in donations to the SRP have been received from local businesses and library vendors. Combined with the \$1,500 LSTA grant award, Angela has raised a total of \$4,535. Still pending is the Dollar General Foundation Grant application for \$2,500 to fund the K-5 tutor program. Despite the unknown outcome of the grant application, the decision was made to move forward with recruiting high school juniors and seniors for paid tutor roles. A job description was created and Angela met with the high school guidance counselor on April 23. The library received three applications in late April. Interviews will be held the week of May 10. In April, Angela also confirmed teacher volunteers for the Facebook Live story readings, made official plans for the escape room, tied up loose ends on plans for all events, inventoried prize books and craft supplies. The 2021 SRP will include more activities for children than ever before.

*Displays:* A National Library Week-themed exhibit was set up by Kelly and Angela in the large display case. Kelsey created the exhibit celebrating Ohio Native Plant Month in the small display

case. The donated wooden villages hand crafted by the late Dave Rausch of Jefferson City, Tennessee remain on display in the Adult Reference area.

*Facebook:* Kelsey created 36 Facebook posts in April. The top three posts: 04/06/21 Rep McClain to Visit Library reached 2,234 people, received 82 likes, comments and shares, and 302 post clicks; 04/02/21 April Reading Challenge Categories reached 959 people, received 7 likes, comments and shares, and 4 post clicks; 04/01/21 Electronics Recycling @ the Library reached 844 people, received 33 likes, comments and shares, and 65 post clicks. The library has 1,119 followers on Facebook.

### Personnel

*Time Off:* Angela was on vacation April 12 through 17. Lisa E was on vacation April 19 through 24. Lisa M was on vacation April 26 through May 1. Cieria was off two days and Kelly was off one day. Lisa E was on call as the person in charge during the week Lisa M was off.

*Volunteers:* Volunteers Mary Lou Dowalter, Patty McAvoy, and Debra Moore logged hours in April working the circulation desk and covering books. Lisa E arranged for Ciara Giamarco to do two new chalk panels in May.

*Staff Development:* Cieria attended a virtual CPIM Fiscal Officer Training hosted by OLC on April 7 and 8. This satisfies the annual continuing education requirement for her position. In addition to her LTC coursework, Kelsey also attended a number of other webinars in April: Copyright in Action; Introduction to Website Accessibility; Ohio Cyber Range Workshop for Libraries; Guiding Ohio Online application workshop; Create Engaging Annual Reports (parts 2, 3, and 4); Prejudice; Media Literacy for Adults; Intro to Cochrane Library (OPLIN); FCC Emergency Broadband Benefit webinar; EBB Program for Consumer Groups; and Open Your Mind to Grant Writing (part 1). Lisa M attended a Ryan Down webinar on Prejudice and the Accessing Census Bureau Data for Rural Communities webinar.

*Open Circulation Library Aide:* Three applications were received in late April and early May and are awaiting review. Angela, Cieria, Kelly and Mary Lou have been very helpful covering the open position hours and covering for time off.

### Technology

*COOL:* The COOL Executive Committee (directors) met via ZOOM on April 21 to review and discuss updates related to recruiting, production, projects, and cataloging. Equinox is planning a meeting to show the mock-ups and answer questions about the Simple Reporter and Report Dashboard projects. The cataloging committee is working on new icons that are more representative of the material for the online patron catalog (OPAC). Chauncey is seeking a quote on the app features that ranked highest on the consortium survey distributed after the last meeting. Chris is talking to Anne Kennedy about getting Ohio Digital Library magazine records added to the catalog. The directors agreed to upgrade to Syndetics Unbound as it is an enhancement to the catalog at little cost.

*Evergreen Development:* Two customizations to the OPAC were completed. Series titles now show in the search results display between the format icon and item call number for titles with series information. The FAQ section of the My Account webpage has been replaced with member contact information along with a link to each member's library website.

*Server Replacement Project:* The new server has been installed onsite and the library applications have been switched over. After an evaluation period in early May, the old server will be decommissioned.

*Lynda.com Migration:* The migration of Ohio libraries is scheduled to begin on May 3. Kelsey will monitor and switch our link on the website when the migration occurs. She will also use the migration as an opportunity to promote the service.

*Smart Library Program:* Lisa M met with Zachary Shields of T-Mobile and Katie Wardell of Premier Wireless on April 15 and 22 to review a quote for a Smart HotSpot™ tablet that combines the functionality of a traditional hotspot plus the ability to access the internet without a secondary device. The proposal was forwarded to the board for review prior to the library board meeting in May.

*AWE Usage:* The early learning workstation was not used in April.

### 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 148 new and donated youth and adult materials. Lisa E completed her first order using the new Overdrive Advantage account. With the Advantage account, Cardington patrons will receive priority over other patrons when there are multiple holds on an item purchased by CLPL. Angela reviewed and updated the Junior Library Guild auto-send program categories.

*Weeding/Collection Maintenance:* 81 items were removed from Evergreen and moved through the weeding process in preparation for the lobby book sale. Lisa E updated item notes from the April 4 and April 26 Lost Damaged Report. She searched for about fifty Missing titles and found about twenty. Angela heavily weeded the YA books inside the Teen Room. Kelly has been cutting up "Something About the Author" books for recycling, freeing up Reference shelf space. She is halfway through 168 volumes.

*Youth Services Shelving Location Project:* Angela continued work on this project, completing the move of YA Audiobooks and YA Graphic Novels. She also hung new Dewey posters and livened up the wall where they hang. The dated Teen Scene banner was removed and replaced by falling book pages and enlarged popular YA book covers. The Big Cozy Books were brought out of storage and placed in the juvenile picture book area of the youth room. The changes are noticeable and welcomed by patrons.

*Notices:* The recorded cost to mail 15 overdue notices in April was \$8.25. Two were 30-day notices.

### Financial

*Guiding Ohio Online (GOO) program:* Lisa M completed the 2<sup>nd</sup> Quarter GOO Narrative report and Cieria completed the 2<sup>nd</sup> Quarter GOO Financial report. Lisa M projected contract costs through the end of the program year to determine an accurate reduction in the 3<sup>rd</sup> Quarter grant proceeds. This is currently being monitored paycheck-to-paycheck to ensure funds are expended by the end of the program year.

*American Rescue Plan Act (ARPA):* Cieria attended the ARPA webinar presented by the Office of Budget and Management to confirm that libraries have been left out of receiving any direct Federal dollars from this stimulus bill. The State Library of Ohio, however, will receive \$4.5 million from the ARPA through the IMLS Grants to States program. While the State Library will use the majority of the funds for statewide and regional programs impacted by the pandemic, they will announce opportunities for competitive grants in May.

*Insurance:* Lisa M reviewed and filled out an insurance application for the coverage year beginning July 1.

*NEO-RLS Salary Survey:* Lisa M completed a salary survey for the Northeast Ohio Regional Library System on April 23. Completing the survey entitles the library to purchase the results at a reduced rate if it is decided to do so.

### Management

*Pandemic:* The State Health Department rescinded all past COVID-19 response orders and replaced them with two simplified versions that lessen restrictions throughout Ohio. The staff determined to stop the required daily temperature checks, although the thermometer is available at all times. The assessment forms are no longer required. It was also decided to move some furniture back into the library, primarily because the meeting room is needed for the SRP escape room. An update is needed to the library's COVID-19 Safety Practices document to reflect changes being implemented as the library moves into phase 3 of re-opening.

*Space Planning:* The space planning project has been officially kicked-off with the scheduling of a planning meeting for the staff on May 21 to identify and prioritize space needs from their perspective.

*Other Management:* Lisa M attended OLC-organized Ohio Library Week ZOOM meetings with legislators on April 6, 9, and 13. Lisa M also attended a Statewide Director's Network meeting on April 14, an ALA COVID-19 grant webinar on April 22, and an Imagination Library webinar on April 23. Cieria attended the monthly BWC webinar on April 13 and the OLC State Budget Update webinar on April 26.

### Facilities

*Plumbing:* While Lisa M was on vacation, Lisa E handled a plumbing issue in the upstairs men's restroom. A plumber was called to replace a broken handle.

*Décor:* Easter decorations were put away.

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

Soledad was absent from the meeting, but provided Lisa M with an update. The PAC registration has been submitted and Soledad will send an email when she has confirmation of the registration number.

## **OLD BUSINESS**

### Open Library Aide Position(s) Update

Four new applications have been received for the open positions. Three interviews were scheduled for this week and have been going very well so far. Written procedures are being updated by Lisa M and Lisa E so that multiple new employees can be trained at once with current and consistent information. Ms. Murray also wanted to note that we have been struggling to implement the Operating Plan given the staffing shortage.

### Smart Library Program Decision

Ms. Murray passed around a quote from T-Mobile for the Smart Tablets, which was information requested at the previous Board meeting. We already get our Wifi hotspots from T-Mobile on a two-year contract, and the Smart Tablets would have their own two-year term. Currently, the old training laptops are planned to be cataloged and circulate but could be replaced with the Smart Tablets. The circulation policy for the devices would be similar to the one used for our Wifi hotspots.

21 - 17

After some discussion, Jeff Youngs moved to purchase “like two” of the Smart Tablets from T-Mobile. Lorelei Heineman seconded. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Lorelei Heineman, Jeff Youngs, Ed Wahl  
Nay: None

## **NEW BUSINESS**

### Space Planning Project – Board Participation

An initial space planning meeting with the staff is scheduled for May 21. This will be used to gather a sort of wish-list for spacing ideas. Lisa M asked the Board if they would like to have their own meeting for the same purpose. The Trustees decided that they would like to know the results of the staff meeting before providing their input. Ms. Murray plans to send the results to the Board via email.

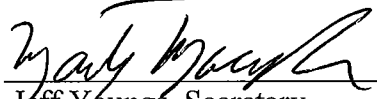
### Social Media Policy Discussion

Recently, quite a few of the library’s Facebook posts have been featuring community events that the library is not participating in. This conflicts with the current Social Media Policy we have in place. Lisa M offered for the Board to either change the policy or keep the policy the same and correct the direction of the page. The Board decided to keep the policy without changes.

## **ADJOURNMENT**

With no further business to come before the Board, Jeff Youngs moved to adjourn the meeting. Kathy Schelb seconded. The meeting was adjourned at 6:34 p.m.

  
Soledad Baker, President

  
Jeff Youngs, Secretary

Submitted by: Cieria Burgett