

MINUTES
CARDINGTON-LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
November 12, 2019

Ed Wahl called the meeting to order at 6:00 p.m. in the reading room of the library with the following present: Ed Wahl, Monty Maceyko, Soledad Baker, Kathy Schelb, Jeff Youngs, and Lorelei Heineman. Katie Porteus was absent. Also attending: Lisa Murray, Director, and Cieria Burgett, Fiscal Officer.

PUBLIC PRESENTATIONS – None

CORRESPONDENCE –

- 1- Ms. Murray shared testimony from the American Library Association (ALA) that was presented before the US House of Representatives Committee on the Judiciary regarding digital markets. Among other things, the current situation keeps libraries from obtaining more than one ebook per library system and delays the release of new titles.

APPROVAL OF MINUTES

Monty Maceyko moved to approve the October 8, 2019 regular Meeting Minutes as written. Second by Kathy Schelb. Motion carried unanimously.

TREASURER’S REPORT

Mrs. Burgett gave the financial report for October 2019.

Account	Sep 30, 2019 Balances	October Receipts	October Disbursements	Oct 31, 2019 Balances
Checking - FC	\$46,393.19	\$37,388.56	\$27,739.95	\$56,041.80
Prime Money - FC	\$112,190.26	\$36.21	\$0.00	\$112,226.47
24-mo. CD - FF	\$13,524.00	\$0.00	\$0.00	\$13,524.00
49-mo. CD - FC	\$51,517.48	\$259.70	\$0.00	\$51,777.18
Cash Drawer	\$136.82	\$353.16	\$357.76	\$132.22
Totals	\$223,761.75	\$38,037.63	\$28,097.71	\$233,701.67

Library cash assets totaled \$233,701.67 on October 31, 2019. Total income in October was \$37,683.35. Receipts included Public Library Fund monies totaling \$20,741.64, the first quarter payment of \$4,867.00 for the Guiding Ohio Online 2019-20 program year, and the loan of \$10,700.00 from FC Bank for the LED lighting project. Net Income in October was \$10,314.67.

The significant expenses for October were CD/DVD and book barcodes, parking lot sealcoating/stripping, and balance due on seven new staff computers.

Monty Maceyko moved that the October Treasurer’s Report be approved. Second by Kathy Schelb. Mrs. Burgett took a roll call vote:

- Aye: Ed Wahl, Monty Maceyko, Soledad Baker, Kathy Schelb, Jeff Youngs, and Lorelei Heineman
Nay: None

One Book, Many Communities: The organizers met in October and provided minutes to the library. The winning book for the many community read will be announced with much fanfare on November 18. Participating libraries are planning book talks and other events in the January to April, 2020 time frame. Cardington is considering January for a book discussion but may move it to March, in line with the timing of events being held in other libraries. The event may also be the kickoff to a second bi-monthly book club called “Read Between the Wines” and held at the local winery.

Christmas in Cardington: Marty updated the project plan for this year. Ian scheduled author Mindy McGinnis for the December 12. Otherwise, this program is getting off to a very slow start, not having staff available to work the plan.

Gift Giving Tree: Each year the library adopts two local children in foster care for Christmas. In October, Marty put in the request to Children’s Services for the wish lists.

2020 Summer Reading Program (SRP): The library received the Collaborative Summer Library Program (CSLP) manual. The theme for the upcoming year is “Imagine Your Story”. Ian read through the manual and is contemplating what direction to take the program.

2020 Census: On October 15, Ida Szulewski requested the library’s participation in a special 2020 Census Worker Recruiting Week held October 21-26. Participation required Lisa M to react quickly to provide promotional support, a table for a display and a dedicated computer for applicants. It is not believed that anyone applied to be a census worker during the special week.

Displays: Marty drew new chalk art in the archway in a Halloween theme. Ian decorated Youth Services extensively in a Halloween theme, his favorite holiday. Mary Lou created a Halloween themed exhibit in the main display case using discarded books to create spooky characters. She also contributed to the holiday décor throughout the library.

Facebook: During October, 13 posts were created on Facebook: three posts promoted library books and services; nine posts promoted events and programs; and one post was of a general nature. The top three posts: 10/20/19 3rd Thursday Craft Society (November) reached 798 people, received 30 likes, comments and shares and 25 post clicks; 10/08/19 3rd Thursday Craft Society (October) reached 764 people and received 56 likes, comments and shares and 81 post clicks; 10/23/19 Open Library Aide position reached 592 people and received 15 likes, comments and shares and 40 post clicks. The library has 1009 followers on Facebook.

Personnel

Time Off: Andy, the honeymooner, was on vacation October 1-12. Marty was on vacation October 1-5. Cieria was off two days for bereavement and illness. Lisa E filled in at the circulation desk October 2 and 3.

Staffing Updates: Nicole Osborne started work as a contract employee on October 30 providing custodian services. She is working four hours a week on Wednesday evenings. Marty worked her last day on October 31. An exit interview was held October 29. The Circulation Library Aide job description was updated to remove SEO references, to add Evergreen references, and to shorten the document to four pages. Employment notices for the position were created and posted in the library, in the Sentinel, on the library website, on Facebook and with Job & Family Services. Three interviews were conducted in October.

Acquisitions/Processing: Cieria, 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 202 new and donated youth and adult materials. Lisa E ordered eBooks, completing the library contract obligation for 2019.

Weeding/Collection Maintenance: 48 items were removed from Evergreen in October and moved through the weeding process in preparation for the lobby book sale. Cieria repaired 7 items. Lisa E shifted and ordered items in FIC F through FIC JOHA.

Notices: The recorded cost to mail 36 overdue notices in October was \$19.80. One was a 30-day notice.

Financial

Library Levy: Lisa M provided a historical view of library pay rates for the board.

Erate: Lisa M. filed Form 486 for the 2019-2020 funding year. The form confirms to USAC that services have started and that the library is CIPA compliant. Lisa M also updated Form 498 to fill in a newly required business type field. If the library files an application for the 2020-2021 funding year, Cieria will be trained on the complicated process. Also started in October, is a mechanism to easily track the library's past category 2 eligible purchases for the purpose of creating a replacement schedule, should the funding program continue.

Lobby Book Sale: In October, 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 \$14.50.

Management

Strategic Plan: Work on the plan remained on hold due to a very busy schedule and the unexpected need to fill the Circulation Library Aide position vacated by Marty.

Other Management: Lisa M attended the Chamber Business After Hours on October 7, the Chamber Luncheon on October 15 and the Cardington Economic Development Task Force meeting on October 22. Cieria attended the monthly webinar presented by BWC.

Facilities

Lighting: The board provided approval to finance the lighting project in the October meeting. Because the loan was scheduled to close on a Friday, Lisa M was set up to sign all the loan documentation. The project was scheduled with the contractor and will begin on November 4.

Access Lift: Follow up is required to find out what is holding up the quote for a new door. Lift access is no longer available from outside the building due to the amount of deterioration caused by rust. Andy created signs and posted them on both sides of the door to prevent patrons from getting stuck in the lift.

Furnaces: Alum Creek Heating & Cooling completed an annual furnace check up on October 10. All was well.

Discuss Potential New Services

Lisa M and Cieria attended a Notary class in October. Cieria is willing to become a notary public for the library, which would require a current background check, passing the test and buying a few supplies. Ms. Murray asked the Board if there were any objections to moving forward with providing this service at the library. There were none.

Ms. Murray also shared that a new update to Evergreen has allowed for auto-renewals. This process would automatically renew any items if they are not checked in by the due date. Lisa M also brought up extending loan durations for books by one week, increasing the number of renewals to two, and possibly doing away with late fees all together. Patrons would only be charged for lost or damaged items. The Board responded positively to these ideas, but Ms. Murray would like to wait to vote on policy changes until after the current policies can be reviewed for any other changes that could be made at the same time.

Personnel Items

19 - 23

Ms. Murray received the Board's approval to close the library at 6:00pm on December 5 for the staff Christmas party.

Monty Maceyko moved that the library be closed at 6:00pm on December 5 for the staff Christmas party. Second by Kathy Schelb. Mrs. Burgett took a roll call vote:

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

Nay: None

Ms. Murray also wanted to share her idea for staff Christmas gifts, which are already in this year's budget.

New Furniture for the Library

The Board had previously expressed interest in updating some of the library's furniture. Lisa M offered to add this item into the budget for next year. She would like to find out staff opinions as well. She also suggested the Board meetings be held in the lower level meeting room, currently used for computer classes. Mr. Youngs stated that he may have a spare conference table that he would donate to the library to be used in that room.

The Board also asked Ms. Murray if she could promote new and future changes to the library during Christmas in Cardington. This would include expanded hours next year and new programs, such as the Bike Lending and 3rd Thursday Craft Society.

Little Free Pantry Discussion

This opportunity was already shared via email, and the coordinators would maintain the pantry themselves. The only issue would be that the location for the pantry conflicts with where the bike rack for the lending program would go. It was suggested that the bike rack could be moved to behind the library, sacrificing visibility. It was also brought up that the pantry is mobile, so the location could be changed if needed. There was also a suggestion to add books to the free pantry.