

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

Soledad Baker called the meeting to order at 6:00 p.m. in meeting room 126 in the library with the following present: Monty Maceyko, Soledad Baker, Kathy Schelb, Lorelei Heineman, Katie Porteus and Jeff Youngs. Ed Wahl was absent. Also attending: Lisa Murray, Director, and Cieria Burgett, Fiscal Officer.

PUBLIC PRESENTATIONS – Lisa introduced the library’s new Digital Literacy Trainer, Kelsey Wicker, to the Board.

CORRESPONDENCE –

- 1- Ms. Murray gave a handout to the Board with library levy results from the latest election. All but one of the levies passed. Mount Gilead library passed their levy with 60% of the vote.
- 2- Lisa also shared that the issue with the lift mid-landing door is required to be fixed. The estimate for this project is \$7,724, with a potential to go higher if an additional construction company is needed for the concrete work.
- 3- The local building that was previously owned by Family Dollar is up for sale. The listing was shared with the Trustees. The square footage of the building would be roughly equal to the library building, if you included Pirates Cove.

APPROVAL OF MINUTES

Jeff Youngs moved to approve the October 13, 2020 regular Meeting Minutes as written. Second by Katie Porteus. Motion carried unanimously.

TREASURER’S REPORT

Mrs. Burgett gave the financial report for October 2020.

Account	Sep 30, 2020 Balances	October Receipts	October Disbursements	Oct 31, 2020 Balances
Checking - FC	\$51,073.64	\$25,928.34	\$33,631.69	\$43,370.29
Prime Money - FC	\$112,487.39	\$10.17	\$0.00	\$112,497.56
24-mo. CD - FF	\$13,578.32	\$0.00	\$0.00	\$13,578.32
49-mo. CD - FC	\$52,558.44	\$264.95	\$0.00	\$52,823.39
Cash Drawer	\$152.81	\$239.64	\$238.06	\$154.39
Totals	\$229,850.60	\$26,443.10	\$33,869.75	\$222,423.95

Fund	Sep 30, 2020 Balances	October Receipts	October Disbursements	Oct 31, 2020 Balances
General Fund	\$177,739.56	\$26,443.10	\$21,662.60	\$182,520.06
Capital Projects	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Special Revenue	\$22,111.04	\$0.00	\$12,207.15	\$9,903.89
Totals	\$229,850.60	\$26,443.10	\$33,869.75	\$222,423.95

Library cash assets totaled \$222,423.95 on October 31, 2020. Total income in October was \$26,205.04. Receipts included Public Library Fund monies totaling \$20,704.28 and Guiding Ohio Online LSTA grant funds totaling \$4,386.00. Net Income in October was a loss of \$7,430.96.

The significant expenses in October were a newspaper ad for the open Digital Literacy Trainer position, replacement of a leaking faucet at Pirates Cove, as well as COVID-19 expenses including acrylic panels for circulation and patron computers, touchless bathroom faucets, touchless water fountain, and people counters for two entrances.

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

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

Nay: None

DIRECTOR'S REPORT

Programs/Services

3rd Thursday Craft Society: The October make-it-and-take-it craft program was offered in-person and provided participants with the supplies and instruction needed to create a perpetual calendar from foam dice and mini wooden tumbling blocks. The class was limited to nine people to comply with the 10-person gathering limit. Seven registered and paid the \$5 fee. Five attended. Lisa E was the organizer and instructor. Refer to the program report for more details.

21st CCLC L.I.F.T.: Due to a hybrid platform, the library will participate in the L.I.F.T. program every week, alternating from Tuesday one week to Thursday the next week, beginning November 3. The students that are not at the school on the library day will have the option to attend class through a ZOOM meeting. Angela will teach Growth Mindset sessions to grades 1 and 2 and Kelsey will teach technology topics to grades 3 and 4.

21st CCLC S.A.I.L.: On October 20, Lisa M and Angela met with Lori Vance and Tonya Bonnette to discuss the library's role in the after-school program for grades 5 through 8. Sessions will be held on Wednesday's beginning November 18. The middle school is not on a hybrid plan. Angela will be teaching life skills and Kelsey will be teaching technology skills.

Christmas in Cardington: Angela attended the Friends of Cardington meeting on October 13 to gather details about the event. Lisa M and Angela brainstormed ideas for limited participation. Lisa M documented the plan while Angela confirmed a Grinch entertainer and researched theme-related décor. Lisa M surveyed the staff to determine comfort levels with the pandemic safety precautions planned. Ultimately, the decision was made to not hold any in-library events during Christmas in Cardington. Three reasons influenced the decision. While the precautions provide

safety in theory, enforcing the precautions would be problematic. Accounting for not scheduling staff considered high-risk, there would not be enough people to work the event. The number of daily cases of COVID-19 is rapidly rising.

Guiding Ohio Online (GOO) program: Lisa M completed the 4th quarter Narrative Report on October 2 and the Final Narrative Report on October 5 for funding year 2019-2020. She also evaluated applicants for the open Digital Literacy Trainer (DLT) position. An offer was made and accepted by Kelsey Wicker. She is scheduled to begin on November 2. Lisa M prepped the new hire paperwork and updated the orientation plan for Kelsey's hire. During the absence of a DLT, the circulation staff and Lisa M handled patron computer troubleshooting questions.

Library Card Sign-Up Month: Lisa E added additional Tri Rivers accounts and corrected a password login bug on all previously established accounts. This project generated a significant increase in usage of Lynda.com for the first time since the database became available to the library two years ago.

Library Tour: On October 8, Angela provided a library tour for the local girl scout troop. They started in the meeting room with a basic overview of what a library is and how it works. Then, they toured the library. At the end of the tour, each girl received a certificate of completion. Refer to the program report for more details.

Read Between the Wines: Lisa E sent an email to Bunker Mill Winery outlining her program idea. No response yet.

Story Time: Angela wrote an article for the Sentinel to publicize the program. Five sessions were held in October with an average of 5.6 children attending each session, appropriately social distanced. In each class, Angela focused on one letter, one number, and a theme. The children have learned what the cover of a book is, what the author does, and what the illustrator does. Angela discusses the plot, setting, characters, and the moral of the story after every book is read. She has already seen impressive growth in several of the children with letter recognition and letter sounds. On October 29, costumed children Halloween trick or treated through the library.

Trick or Treat: Trick-or-treat in Cardington was held on October 31. Angela and Andy dressed in costume to pass out pre-packaged treat bags to 500 little beggars (adults were not counted). Six of the goodie bags contained a ticket to receive a free book. They ran out of candy at about 6:00 p.m. The number of people and the lack of masks and social distancing practices was a preview of what could happen during an indoor Christmas in Cardington event. Refer to the program report for more details.

Displays: Angela decorated the archway and Youth Services for Halloween. Jerrica Fryman drew the chalk panel creations in October. They were, of course, themed for Halloween. The interactive "Banned Book" exhibit remained in the large display case for another month. The theme in the small display case, covering elections in America and the 100th anniversary of the passage of the 19th amendment, also remained for another month.

Facebook: Andy, Angela and Lisa E created 24 Facebook posts in October: six promoted libraries, books and services; ten promoted events and programs; and eight were of a general nature. There were no Facebook Live events in October. The top three posts: 10/29/20 post welcoming Angela as the new Youth Services Librarian reached 1,159 people, received 171 likes, comments and shares and 220 post clicks; 10/26/20 post about the open Library Aide position reached 972 people and received 16 likes, comments and shares and 31 post clicks;

10/05/20 picture of kiddos caught reading a banned book reached 567 people and received 49 likes, comments and shares and 105 post clicks. The library has 1,101 followers on Facebook.

Personnel

Time Off: Andy was on vacation October 19 through 24. Cieria was off on October 15.

Volunteers: Volunteers Mary Lou Dowalter, Patty McAvoy, and Debra Moore logged hours in October working the circulation desk and covering books. Jerrica Fryman volunteered her time and talent to create the chalk panels. Jeremy Curren hung all the bats in Youth Services.

Staff Development: Angela was promoted to Youth Services Librarian. Lisa M and Angela met several times in October for training and orientation. Andy, Angela, Lisa E and Lisa M attended a webinar, "Promoting Your Collection", on October 15. On October 21, Angela viewed "Putting on a Brave Face", a webinar about issues teens face today regarding who they are. She also attended a webinar titled "Dare to be Scared" on October 29 where she got an introduction to a couple of series. Lisa M attended six webinars in October: OLC's Road Ahead Tour (an advocacy review for the upcoming State Biennium Budget process); a Vory's Coronavirus Webinar (a review of the new immunity legislation); Message Dissemination During a Crisis; Caring for Resources during COVID-19; an interview with Nancy Pearl; and, a Social Explorer product review webinar.

Open Circulation Library Aide: The Circulation Library Aide position vacated by Angela was posted on the website, Facebook, in the Library, in the Sentinel, and with Job & Family Services.

Former Employee Follow-up: On October 6, Lisa M completed a second unemployment request for information for Ian's application. Cieria calculated statistics for an information request from Annie's new employer.

Technology

COOL: The COOL Executive Committee (directors) met on October 21 at OhioNET in Columbus to review and discuss updates related to recruiting, production, projects, and cataloging. Evergreen now offers an online patron registration form. Cardington expressed an interest. Wilmington, Bucyrus and Sunbury already use the feature. The group discussed the database error that allowed copy records with associated fines to be purged. The issue was identified by Cardington during the circulation policy change implementation. The board performed an annual review of the Contingency Fund and voted to contribute \$2,000 to the Evergreen Project.

Evergreen: There were catalog display issues with the recent upgrade. All the corrections will be made at one time and will require Equinox to ingest all the records again.

Circulation Policy: OhioNET ran a script to automatically forgive all outstanding overdue fines in the system. Lisa M manually adjusted negative balances on 33 accounts to zero. A few tasks remain to consider the project completed: new signage for library fines and fees; adjustments to the LibData interface; and, website updates.

Hardware/Software Upgrades: Lisa M met with Joe Strosnider of Dynamic Networks on October 7 to kick off the 2020 training laptop replacement project and to review the projects planned for 2021.

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 162 new and donated youth and adult materials. Angela was trained by Lisa E to place book orders with Baker & Taylor. Lisa E created an Overdrive Content Reserve cart. This should satisfy the remaining e-book spending commitment.

Weeding/Collection Maintenance: Cieria repaired 16 items in October. No items were removed from Evergreen. Volunteers Debra and Patty continued to remove volumes of "Something About the Author" and process them for recycling.

Collection Development Policy: Lisa E and Lisa M finalized a collection development policy created years ago. It was approved by the board in the October regular board meeting. Lisa M provided Angela with all the resources needed to self-study the collection development process.

Youth Services Shelving Location Project: Angela continued to update a document to outline the actual shelving location changes that will be made and the sequence of events. She is also writing new definitions for assigning new books to each shelving location. Both documents are nearly complete. Once approved, implementation of the project will begin. Weeding will occur during the move of each affected shelving location. Once this is complete, a monthly weeding schedule will be created to help prevent over-crowding in the future and will ensure a current, fresh collection for patrons.

Notices: The recorded cost to mail 2 overdue notices in October was \$1.10. None were 30-day notices. The low numbers are a direct result of implementing auto-renewals.

Financial

CARES Act – Coronavirus Relief Funds - Public Libraries: Lisa M submitted a quarter-end report to the fund administrators on October 1. She also updated the Relief Fund Expenditure Plan and reported the status to the board. Greenside Plumbing installed the touchless faucets on October 20. Lisa M installed all the new acrylic panels and desk shields. This enabled all of the computers to be reopened. Two panels were damaged in shipping and had to be replaced. Andy assembled the portable divider screens and Lisa M installed them around the YSL's desk, the DLT's desk, and in the Story Time room. Mary Lou assembled the touchless hand sanitizer dispensers. Lisa M ran the cable and installed the new people counters and worked with SenSource to configure the sensors. All items ordered in September have arrived except for the touchless drinking fountain. Only one order was placed in October, a book sanitizing machine that will eliminate the need to quarantine items and will have use well beyond the pandemic.

E-rate: Lisa M and Cieria attended the Fall 2020 E-rate workshop on October 28 to learn about changes for the 2021-2022 program year. Lisa M reviewed the status of each funding year. Cieria filed Form 486 for the 2020-2021 program year to confirm services have started. She also filed Form 472 for the 2019-2020 program year to request a reimbursement. The reimbursement was denied because the service provider had not filed a required form. The service provider was notified and they filed the necessary paperwork.

Management

Pandemic: Meeting rooms are available for use by groups of fewer than ten people. With the addition of acrylic panels, all but one patron computer are available for use. Returned materials

continue to be placed in quarantine for three days before check-in. Cleaning procedures remain in place. Window service is available as an alternative to entering the building. OLC covers Governor DeWine's press conferences and provides updates to the membership, freeing staff time for other responsibilities.

Other Management: Lisa M attend the Cardington Economic Development meeting on October 27. Cieria attended the monthly employer update webinar presented by BWC on October 13.

Facilities

Concrete Estimate: Carl George Masonry was hired in September to complete the concrete block repair around the ramp area and to replace the entry steps at the rear entrance. He was to revisit the library to look at the rear entrance steps but has not done so yet.

Parking Lot Seal and Stripe: Williams Sealcoating was hired to seal and stripe the parking lot in October, however, they were a no-show on the scheduled weekend.

Access Lift Door: Lisa M followed up with A.R. Mellinger Company regarding replacement of the access lift door and was informed that a commercial contractor will need to be hired to cut out the old door and cement in the new door. Lisa M contacted Steven's Construction for this work. Nothing is confirmed.

OLD BUSINESS

Coronavirus Relief Funds Status

Ms. Murray gave the Board a Spending Plan handout for the Coronavirus Relief Fund. \$21,637.55 of the \$25,000 grant have already been spent. Items that have yet to be ordered/reordered were highlighted with an indication on whether or not a purchase is currently planned. One of the items not planned for purchase were the hold pickup lockers, which would offer patrons a no-contact way to pick up holds after hours. A quote listed the lockers around \$20,000, so there would not be enough of the grant left to cover this. The Board agreed that this would be a great addition to the library if other funds were secured. They could possibly allow new outreach to areas like Fulton.

Review Status of 4th Quarter Library Priorities

An updated handout of 4th Quarter Priorities was shared. Progress made since last month included completed orientation of the Youth Services Librarian, and preparation of LIFT and SAIL programming from the Digital Literacy Trainer. Overseeing the replacement of the access lift door was added to the list.

NEW BUSINESS

2021 Prioritization Exercise

Lisa M gave each Board member a copy of the Prioritization Exercise. Like last year, all staff and Trustees will order the items listed by priority with an A, B, or C and number the A items by preference. There are a total of 62 items on the list, and responses are due by paper or email by November 24.

Christmas in Cardington Open/Close Decision

After getting feedback from the staff and seeing the community behavior at Trick-or-Treat, it was decided that the library would not participate in Christmas in Cardington this year. That leaves the decision of closing the library when the event starts so that patrons do not use the library as a meet-up point, which happened quite frequently in the past. After some discussion, the Board decided to close the library when Christmas in Cardington begins at 5pm on December 10. There was also some discussion about when to post our early closure on social media and including looking forward to participating next year.

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Soledad Baker moved to close the library at 5pm on December 10, the day of Christmas in Cardington. Jeff Youngs seconded.

Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Soledad Baker, Kathy Schelb, Lorelei Heineman, Katie Porteus,
Jeff Youngs
Nay: None

Expiring Board Term

Since the appointing of Board members is staggered, one Trustee's 7-year term expires at the end of each year. At the end of this year, Katie Porteus's term will be expiring. Katie stated that she is willing to stay a few months into a new term before she plans on moving in the Spring. Therefore, an ad for her replacement will be posted around the beginning of 2021.

ADJOURNMENT

With no further business to come before the Board, Jeff Youngs moved to adjourn the meeting. Monty Maceyko seconded. The meeting was adjourned at 6:50 p.m.

Soledad Baker, President

Lorelei Heineman, Secretary

Submitted by: Cieria Burgett

