

MINUTES
CARDINGTON-LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES

November 9, 2021

(Meeting scheduled for October 12 was cancelled.)

Pat Clark, Cardington Lincoln School Board Representative was present at 6:00 p.m. and swore in the new board member Eleanor Roberts. Dawn Ruehrmund was sworn in at the School Board Meeting the previous night.

Monty Maceyko called the meeting to order at 6:17 p.m. in meeting room 128 with the following present: Monty Maceyko, Kathy Schelb, Ed Wahl and Eleanor Roberts. Jeff Youngs arrived later. Lorelei Heineman and Dawn Ruehrmund were absent. Also attending: Lisa Murray, Director, and Cieria Burgett, Fiscal Officer.

PUBLIC PRESENTATIONS – None

CORRESPONDENCE –

- 1- Lisa M shared three thank-you notes that were received. Two were from patrons and one was from Katie Porteus.
- 2- Results from the recent library ballot issues were distributed. All Ohio libraries in this November's election passed their levies.

APPROVAL OF MINUTES

Kathy Schelb moved to approve the September 14, 2021 regular Meeting Minutes as written. Second by Ed Wahl. Motion carried unanimously.

Eleanor Roberts moved to approve the October 26, 2021 Special Meeting Minutes as written. Second by Kathy Schelb. Motion carried unanimously.

TREASURER'S REPORT

Mrs. Burgett gave the financial report for September and October 2021.

Account	Aug 31, 2021 Balances	September Receipts	September Disbursements	Sep 30, 2021 Balances
Checking - FC	\$26,327.57	\$25,950.30	\$26,570.26	\$25,707.61
Prime Money - FC	\$112,591.51	\$6.48	\$0.00	\$112,597.99
24-mo. CD - FF	\$13,618.99	\$13.73	\$0.00	\$13,632.72
49-mo. CD - FC	\$53,617.52	\$0.00	\$0.00	\$53,617.52
Cash Drawer	\$125.20	\$259.58	\$244.89	\$139.89
Totals	\$206,280.79	\$26,230.09	\$26,815.15	\$205,695.73

Fund	Aug 31, 2021 Balances	September Receipts	September Disbursements	Sep 30, 2021 Balances
General Fund	\$176,280.79	\$26,230.09	\$26,815.15	\$175,695.73
Capital Projects	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Totals	\$206,280.79	\$26,230.09	\$26,815.15	\$205,695.73

Kathy Schelb moved that the September Treasurer's Report be approved. Second by Eleanor Roberts. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Jeff Youngs, Eleanor Roberts, Ed Wahl
Nay: None

Account	Sep 30, 2021 Balances	October Receipts	October Disbursements	Oct 31, 2021 Balances
Checking - FC	\$25,707.61	\$34,189.44	\$29,029.64	\$30,867.41
Prime Money - FC	\$112,597.99	\$6.26	\$0.00	\$112,604.25
24-mo. CD - FF	\$13,632.72	\$0.00	\$0.00	\$13,632.72
49-mo. CD - FC	\$53,617.52	\$270.29	\$0.00	\$53,887.81
Cash Drawer	\$139.89	\$184.05	\$186.26	\$137.68
Totals	\$205,695.73	\$34,650.04	\$29,215.90	\$211,129.87

Fund	Sep 30, 2021 Balances	October Receipts	October Disbursements	Oct 31, 2021 Balances
General Fund	\$175,695.73	\$34,650.04	\$29,215.90	\$181,129.87
Capital Projects	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Totals	\$205,695.73	\$34,650.04	\$29,215.90	\$211,129.87

Library cash assets totaled \$211,129.87 on October 31, 2021. Total income in October was \$34,468.61. Receipts included Public Library Fund monies totaling \$23,653.54, a Guiding Ohio Online grant payment totaling \$4,284.00, and \$5,000.00 from the Cardington Community Improvement Corporation. Net Income in October was \$5,880.86.

The significant expenses in October included bulk candy for trick-or-treat, newspaper ads for open positions, painting and drywall repair, annual phone system maintenance agreement, and eight new SmartBooks.

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

Aye: Monty Maceyko, Kathy Schelb, Jeff Youngs, Eleanor Roberts, Ed Wahl
Nay: None

DIRECTOR'S REPORT FOR SEPTEMBER

Programs/Services

3rd Thursday Craft Society: The September make-it-and-take-it craft program was offered in-person and provided participants with the supplies and instruction to create decoupage storage

boxes from old library magazine files and cardstock. Seven registered but only three attended despite reminder calls made by staff. Refer to the program report for more details.

21st CCLC L.I.F.T.: Kaya, Kelsey, and Lisa M met with Sara Smith to discuss plans for the 2021-2022 program at the elementary school. It is expected the first session will begin the week of October 18. Kaya and Kelsey have begun to create lesson plans covering Growth Mindset and Tech Skills. The day of the week and the grades covered by each topic still needs to be finalized.

21st CCLC S.A.I.L.: Kaya, Kelsey, and Lisa M met with Tonya Bonnette and Lori Vance to discuss plans for the 2021-2022 middle school program. Kaya will begin her Life Skills lessons on October 18 and Kelsey will begin her Tech Skills lessons on October 20. Kaya completed the first two lesson plans on library skills, devising a fun way to learn how to use the library. Kelsey will have access to the Lego Mindstorm kits for her lessons this year.

2021 Reading Challenge (priority #22): Two patrons completed the reading challenge in September. Kelsey is managing the program and creates the Facebook posts. She also displayed books that fit the September challenge categories: Published in 19th century, Re-read a favorite, Graphic novel/picture book.

Book Talk: Lisa E prepared questions and facilitated the book discussion group in September. Four attended to discuss “Monday Mourning” by Kathy Reichs.

Cardington Wine & Arts Festival: Kaya, Kelsey, Lisa E and Lisa M were all involved in planning steps for the Cardington Wine & Arts Festival before it had to be cancelled by the organizers.

Circulation: Circulation of physical materials in August was 1,208. Hotspots circulated 43 times. Bicycles circulated 0 times.

COVID-19 Test Kits: In September, the library distributed 331 COVID-19 test kits free of charge, despite being out of test kits for a full week. Kelsey continues to stock the test kits and report the number distributed to a state website.

Downtown Days: Lisa M and Kaya began preparations for Downtown Days in Mount Gilead. Supplies were ordered to decorate pumpkins. The library will also give away weeded books at the event scheduled for October 9.

Guiding Ohio Online (GOO) program: Kelsey spent 1.75 hours responding to troubleshooting questions from 24 patrons and staff. She spent 7.0 hours in one-on-one sessions (5 scheduled; 3 unscheduled), assisting 8 patrons with specific technology needs. Kelsey created lesson plans for four technology classes in September. None were attended. Classes are no longer being taught in the ASPIRE program. She also managed the library website and created 26 Facebook posts.

Libraries Transforming Communities (LTC): Kelsey devoted 38.5 hours to this program in September. She finalized the design of the postcard invitation for the community conversation then had it printed and cut. She also finalized the mailing list and produced the address labels. To accommodate a larger crowd, arrangements for an alternate location were attempted but not available.

Morrow County Fair: The four libraries shared the cost of a program, “Cowtoonin”, held in the Junior Fair Building on September 2. Lisa M was on-site for the program which was attended by 30 adults and children.

Story Time: The program kicked off September 21 with six children in attendance. The children enjoyed the books and activities Kaya chose. The activities encouraged social development with cooperative play and literacy skills through narration. The children also practiced phonological awareness. The September 28 session saw only 3 children. Attendance will vary widely depending on which caregivers attend. An afternoon session for older children is being added in October.

Summer Reading Program (SRP): The program planning manual for the 2022 SRP became available in September. Receipt of the manual represents the kickoff for planning the project.

Trick or Treat: Trick or Treat in Cardington is scheduled on October 30, 5:00 pm to 6:30 pm. Kaya will set up in front of the library. The candy was ordered on September 28. Prices have skyrocketed over last year's cost.

Inter-library Loan Service: STAT Courier made significant progress clearing the backlog of materials out of the Columbus warehouse in September. The number of COOL holds in transit longer than 30 days dropped from 659 at the end of August to 51 at the end of September. The normal "over 30-day count" for the consortium ranges from 7 to 13. The circulation staff checked incoming items against the transit report to monitor receipt of potentially lost items. STAT Courier continues to deliver on Tuesday and Thursday. Our contracted days are Monday and Wednesday. The courier transition issue continues to be highly visible to patrons as items ordered in June are just now arriving.

Displays: Kaya created a bright and bold advertisement for Story Time on the bulletin board in Youth Services. She also created directional signs for Story Time. Lisa M created a 9/11 Memorial exhibit for the large display case in September. The "Pirates' Fall Sports: piling up the memories" exhibit remained unchanged in the small display case. The donated wooden villages hand crafted by the late Dave Rausch of Jefferson City, Tennessee remained on display in the Adult Reference area.

Facebook: Kelsey and Kaya created 27 Facebook posts in September. 10 related to library services, 10 related to library events, 5 related to community services/events, and 2 were library-themed comics. The top three posts: 09/03/21 Fall Technology Classes at the Library reached 616 people, received 16 reactions, comments and shares, and 10 post clicks; 09/08/21 Taking liberties with KonMari reached 547 people, received 37 reactions, comments and shares, and 14 post clicks; 09/18/21 Buckeye Children's & Teen Book Award Voting reached 315 people, received 7 reactions, comments and shares, and 4 post clicks. The library has 1,150 followers on Facebook.

Personnel

Time Off: Kelly was on vacation September 2 through 4 and Cieria was on vacation September 13 through 15 to celebrate birthdays. Brittany was on vacation September 24 through 28 to get married! Lisa E was off the week of September 27 to attend a funeral in Maine.

Volunteers: Volunteers Mary Lou Dowalter, Patty McAvoy, and Debra Moore logged hours in September working the circulation desk and covering books.

Staff Development: On September 14, Kaya attended a "Reimagining School Readiness" online workshop. Kelsey attended the following webinars in September: Critical Conversations, Sustainable Thinking: What the World Needs Now; Kicked Out! How to safely ask someone to

leave (without calling the police) Lisa M also attended; Digitization Basics: Plan Before You Scan (Session 1); and, CFPB's Your Money, Your Goals: Financial Empowerment for Your Community.

Open Positions: Lisa M prepared for and conducted three interviews in September (one on the 8th and two on the 30th) with job candidates for the open Library Aide positions. An ideal candidate was identified for both Youth and Outreach Services. An offer is pending the status of a tuition reimbursement by her current employer. Two other applicants are qualified individuals for the Circulation Library Aide positions. No offers were extended as of the end of September.

Technology

COOL: The COOL Executive Committee (directors) met via ZOOM on September 15 to review and discuss updates related to recruiting, production, projects, and cataloging. OhioNET will be moving the COOL website to a WordPress platform. The board discussed options for correcting a bug in the COOL Libraries mobile app. Follow up is required. The board also discussed whether or not the consortium would be able to retrieve COOL-owned blue bins from STAT Courier. They were never stamped with the consortium name to identify them as belonging to COOL. The final set of revised icons for the catalog was approved for production.

Evergreen Development: Evergreen will be upgraded to release 3.7 in the fall. The training server was turned over to the member libraries to begin testing the new release. The new release will move to production at the end of October. The Items in Transit report was renamed Holds in Transit to make it clear that it does not include all items in transit.

Smart Library Program: Lisa E continued to troubleshoot open issues with the configuration of the two new SmartBook™ tablets. She also updated the MARC record based on a few comments from the COOL cataloging review committee and prepped the devices for circulation. Lisa M wrote the circulation procedure for the staff and updated the circulation policy. Policy updates were sent to the board for review. Both tablets were circulated as a beta test, one to a staff member and one to a board member. Initial feedback is that they are slower than the traditional hotspot. Service on an overdue hotspot was suspended. It was quickly returned.

Outdoor Access Point: Following an Erate Funding Commitment Letter, installation of a new outdoor access point was scheduled. This will boost the Wi-Fi signal in the parking lot.

Civil War Monument Project: No progress was made adding names to the Cardington Civil War Soldiers Memorial page on the library website in September.

Collection Development/Processing

Acquisitions/Processing: Kaya, 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 133 new and donated youth and adult materials.

Weeding/Collection Maintenance: Cieria repaired 30 items. She removed 88 items from Evergreen and moved them through the weeding process in preparation for the lobby book sale or recycling. Kaya weeded in the Junior Nonfiction section. Brittany and Kelly pulled DVDs for weeding, completing the work started in August.

Bike Lending Program: Lisa M attended an Active Transportation Committee meeting via ZOOM on September 23 and an in-person Morrow County Transportation Planning meeting on

September 28. The library's bike lending program is one of the strategies listed in the plan being drafted for the next 1- to 3-year time period. Morrow Mobility is hoping to build a similar program in each library in the county and grow the program into a countywide bike share.

Notices: The recorded cost to mail 31 overdue notices in September was \$17.98. One was a 30-day notice.

Financial

American Rescue Plan Act (ARPA): On September 16, the State Library awarded the LSTA Outreach and Education grant application in the amount of \$59,576 to purchase a transit van. The transit van may be ordered after November 1.

FCC Emergency Connectivity Fund: Lisa M attended an overview webinar for the second filing window for ECF grant funding. Because round 2 is not allowing reimbursements for funds already spent on 10 hotspots and 2 SmartBooks™, the library will not be participating.

CIC Fix Your Face Loan Opportunity: The library is awaiting a decision on the loan application submitted on August 31.

Management

Closings and Cancellations: The library was closed on Labor Day, Monday, September 6.

Legal: House Bill 110, Section 3375.011 went into effect on September 30, requiring libraries to provide an individual with a photocopy of that individual's driver's license, driver's permit, or state identification free of charge if the individual requests one.

Library Board: Lisa M performed follow up tasks related to the open trustee positions and notified each candidate of the status of their application. Each candidate plans to attend the October Board meeting.

Pandemic: To date, no additional measures have been implemented as a result of the high spread of the Delta variant of COVID-19. Masks remain optional.

Patron Complaint Policy: Lisa M drafted a Patron Complaint Policy and Procedure from a couple policies in other libraries. It is currently under review by the board.

Space Planning (priority #1): The project has been temporarily on hold during new hire orientation/training, grant writing/implementation, and building face-lift projects. Activities will restart as soon as possible.

School Partnership: No further contact has been made with Ann Marie Thomas to participate in middle school literacy projects throughout the current school year. We will wait to hear from her. For the library, it will be best to wait until we are fully staffed to implement anything new.

Other Management: Lisa M attended the Chamber Luncheon on September 21 and the Cardington Economic Development Task Force meeting on September 28.

Facilities

Décor: Kaya decorated the lower level for Fall to set the theme for Story Time.

Gas Leak at Pirates Cove Pizza: The pizza shop reopened on September 8 after being shut down for one month. Emergency Plumbing Heating & Air in Delaware agreed to a full refund for their failure to conduct a proper test however they have not sent a check yet. The Board refunded the equivalent of one-month rent to Pirates Cove for the shutdown.

Front Entrance Improvements (priority #2): Lisa M forwarded Pirates Cove Pizza sign requirements and logo files to the sign company on September 13. No update on the status of the design was available at the end of the month.

Concrete (priority #4): Worker Bee Construction declined quoting the concrete project and building wooded stairs at the rear entrance. Lisa M attempted another call to one of the original companies who had bid the job last year, Guaranteed Performance Concrete Services. Surprisingly, they responded swiftly by immediately reviewing the work on September 29 and scheduling the work for October.

Canvas Awning/Walls: Based on input from the staff and board, a new canvas awning and walls was ordered from Galion Canvas Products. Whether or not it will have windows will be left to a recommendation from the company as to the aesthetics of the placement of the windows higher up on the walls.

Painting: Sonny Sunshine Painting painted all exterior metal doors inside and out, power washed and painted the siding at the rear of the building, painted sign posts, painted the interior and landing of the lift, and painted a several interior walls.

Asphalt: Black Cat Asphalt repaired, seal coated, and striped the parking lot on September 17.

HVAC: Alum Creek Heating & Cooling performed the annual maintenance check on four heating systems.

Door Handles: The anticipated quote for pull handles for both main entrance doors have not arrived. Follow up is required.

DIRECTOR'S REPORT FOR OCTOBER

Programs/Services

3rd Thursday Craft Society: The October make-it-and-take-it craft program featured a bandana and burlap ribbon wreath. There were no registrations by the deadline. The class was cancelled after contact with a few regular attendees uncovered scheduling conflicts. Refer to the program report for more details.

21st CCLC L.I.F.T.: Kelsey's technology lessons began on October 26 with a Keyboarding Assessment for grades 1, 3, and 4. Two sessions were held, attended by 41 students and teachers. Last minute adjustments were made to move from two 30-minute sessions to three 20-minute sessions. Kaya presented her first Growth Mindset lesson to L.I.F.T. participants on October 28. Courage was the topic in three sessions with 42 first through fourth grade students and teachers.

21st CCLC S.A.I.L.: Kaya presented Life Skills lessons on October 18 and 25 to grades 5 through 8. The 75 students and teachers were divided into two groups each week. Kaya's lessons were intended to teach library skills using games like Dewey Decimal Bingo and a library scavenger

hunt. While the first week went well, students were not focused and quiet during the second week and Kaya had little support from the teachers in the room. Kelsey reinforced Kaya's library skills training on October 27 with lessons for 35 students and teachers on how to access cool-cat.org, the Ohio Digital Library, and OWL.

2021 Reading Challenge (priority #22): Two patrons reported completing the reading challenge in October. Kelsey is managing the program and creates the Facebook posts. She also displayed books that fit the October challenge categories: Western, Fantasy or Mystery.

Christmas in Cardington: Planning for Christmas in Cardington began with a meeting on October 26 to review all the activities in the plan and to discuss options for a theme. Kelsey took on day-to-day management of the program and surveyed the staff to select a theme and make assignments. "A Christmas Story" will be the theme for the photo booth, décor, and attire. Lisa M ordered a few items for décor and the raffle basket.

Circulation: Circulation of physical materials in October was 1,231. Hotspots circulated 42 times. One hotspot is now lost and unrecoverable.

COVID-19 Test Kits: In October, the library distributed 328 COVID-19 test kits free of charge. Kelsey continues to stock the test kits and report the number distributed to a state website. In mid-November, libraries will begin receiving over-the-counter test kits for distribution. These kits are the same test as the kits the libraries currently receive but will not have an option for a proctor. Therefore, they will be informational only and not valid for return to school/work or for travel. There is an option for libraries to order a limited number of proctored tests, if desired.

Downtown Days: Lisa M and Kaya manned a children's activity booth at Downtown Days on October 9. The event was organized by the Mount Gilead Merchants Association and held on the square in Mount Gilead. Children were invited to choose a pumpkin to decorate with a prepackaged stick-on face. Two youth-sized Halloween library t-shirts were offered as a raffle prize and books from the library book sale were given away. 73 adults and children visited the booth. 24 children decorated pumpkins. Leftover pumpkins were used for a Story Time craft, and then as a free activity within the library. Refer to the program report for more details.

Gift Giving Tree: Brittany and Lynn created the ornaments for the gift giving tree. Two babies and one elderly person were adopted this year. The gift ideas for the babies were provided by Children Services. Brittany created a list of gifts for each. She also updated the flyer, bookmarks, and staff procedures. On November 1, Lynn and Lisa M reviewed and finalized the procedures. Lynn set up the tree. It will be up until the November 27 deadline.

Guiding Ohio Online (GOO) program: Kelsey spent 2.5 hours responding to troubleshooting questions from 25 patrons and staff. She spent 6.0 hours in one-on-one sessions (8 scheduled; 2 unscheduled), assisting 10 patrons and staff with specific technology needs. Four technology classes were offered in October, but none were attended. Kelsey also managed the library website (updated events, pages, and main page images) and created 24 Facebook posts.

Libraries Transforming Communities (LTC): Lisa M helped Kelsey with mailing the invitations by assigning staff and volunteers to place address labels and stamps on the postcards. Brittany, Debra, Kelly, Mary Lou, and Patty pitched in to quickly prepare 2,400 postcards for mailing. Kelsey prepared questions for the community discussion and purchased the refreshments for the event. She facilitated the meeting on October 14. It was attended by 5 community members and 3 staff. A ZOOM option was available, although not utilized. Despite the low attendance, the conversation was high quality and insightful.

Story Time: The morning Story Time meet four times in October with an average weekly attendance of 11.5 and an average weekly total attendance of 22.25. Attendance more than doubled over September and was consistent each week, an indication that patrons are liking Kaya's sessions. A second staff person was added as a helper on October 26. It was decided to return to having only one staff member as the parent/caregiver support was much more beneficial in keeping the children together and on task. An afternoon Story Time began October 12 with a slightly stripped-down agenda for ages 4 to 9. There was no attendance the first two weeks, but a family of three began attending the third week. Kaya will continue to promote the afternoon Story Time and it should see more children as more people learn about the program.

Summer Reading Program (SRP): No activity in October.

Trick or Treat: Kaya and Lynn dressed up and passed out candy in front of the library during Cardington's Trick or Treat on October 30, 5:00 pm to 6:30 pm. Despite having 540 treat bags, they were out of candy by 6:00 pm. Visitors complimented Kaya and Lynn on their costumes, and many adults thanked them for being a part of trick-or-treating. Refer to the program report for more details.

Inter-library Loan Service: STAT Courier cleared the last of the backlog of materials out of the Columbus warehouse in October. The number of COOL holds in transit longer than 30 days is back in the normal range of 7 to 13. Two issues remain. The number of mis-delivered items is still unacceptable and STAT Courier continues to deliver on Tuesday and Thursday rather than our contracted days of Monday and Wednesday.

Displays: Kaya created a bright and bold advertisement for Story Time on the bulletin board in Youth Services. She also created directional signs for Story Time. Brittany created a Halloween exhibit in the large display case in October. Ciera Giamarco came in Saturday, October 2 to create two new Halloween-themed chalk panels. The "Pirates' Fall Sports: piling up the memories" exhibit remained unchanged in the small display case. The donated wooden villages hand crafted by the late Dave Rausch of Jefferson City, Tennessee remained on display in the Adult Reference area.

Facebook: Kelsey and Kaya created 28 Facebook posts in October. 6 related to library services, 16 related to library events, 4 related to community services/events, and 2 were library-themed comics. The top three posts: 10/04/21 Fall Technology Classes at the Library reached 1,480 people, received 16 reactions, comments and shares, and 13 post clicks; 10/19/21 Decorate a free pumpkin reached 792 people, received 11 reactions, comments and shares, and 1 post click; 10/15/21 Construction at the back entrance is finished reached 454 people, received 15 reactions, comments and shares, and 32 post clicks. The library has 1,150 followers on Facebook.

Personnel

Time Off: There was no scheduled time off in October. Four staff members took sick time.

Volunteers: Volunteers Mary Lou Dowalter, Patty McAvoy, and Debra Moore logged hours in October working the circulation desk and covering books.

Staff Development: Kaya attended part one of the Early Literature 101 webinar series. Kelsey attended the following webinars in October: Creating a Culture of Volunteer Engagement; Digitization Basics; and Closing the Digital Literacy Gap with Northstar. Lisa M attended the following webinars in October: How to Train your Community on Libby; Closing the Digital

Literacy Gap with Northstar; and Features in Evergreen Release 3.7. Lynn attended the Features in Evergreen Release 3.7 webinar with Lisa M.

Open Positions: The candidate identified for both Youth and Outreach services could not be hired based on the status of a tuition reimbursement made by her current employer. An offer was extended to Lynn Stevenson to fill one of the Circulation Library Aide positions. She accepted and began work on October 25. Lisa M provided the initial orientation and received help from Kelly and other staff to train Lynn on circulation tasks. One individual was interviewed on October 19 and discussions are underway regarding a start date and schedule. A high school student who volunteered during the 2021 SRP has expressed interest in working at the library and is in the process of obtaining her work permit.

Technology

COOL: The COOL Executive Committee (directors) met via ZOOM on October 20 to review and discuss updates related to recruiting, production, projects, and cataloging. The board reviewed, discussed, and approved the 2022 Budget. The components include OhioNET and Equinox support for Evergreen, the mobile app, Syndetics, authority control, and a contingency fund. OhioNET is still working to move the COOL website to a WordPress platform. The board discussed options for changes to the COOL Libraries mobile app. Chauncey recently contacted the State Library to determine if the consortium would be able to retrieve COOL-owned blue bins from STAT Courier.

Evergreen Development: Evergreen was upgraded to release 3.7 on October 27 without issue. The library needs to make changes to the Library User Application to adjust for features added over multiple upgrades. The final set of revised icons for the catalog, previously approved for production, remain on the training server while final development is completed. Lisa M created a document with the final set of icons for the staff.

Smart Library Program: On October 5 Lisa E and Lisa M met with Premier Wireless in an onboarding session to configure the eight new SmartBook™ tablets purchased with FCC Emergency Connectivity Fund grant money. The tablets and five new hotspots were delivered in October. The high learning curve and limited staff hours are slowing our ability to get the SmartBooks™ into circulation as quickly as desired. The two Lisa's also created draft procedures for the suspension/reactivation of overdue hotspots and tablets. The number of overdue hotspots requiring deactivation is increasing, highlighting the need for a policy to suspend the borrowing privileges of habitual offenders.

Outdoor Access Point: The outdoor access point ordered from Dynamic Networks in September has not been installed. Follow up is required.

Civil War Monument Project: Kelsey added more names to the website. She also had the page updated by OPLIN to separate the names from the general information. The "all" search option also needed to be fixed.

Laptop Issues: Three issues with the training laptops were identified by Kelsey. Lisa M worked with Dynamic Networks to resolve problems with the cameras, network access, and missing Photoshop software.

Collection Development/Processing

Acquisitions/Processing: Kaya, 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 208 new and donated youth and adult materials. Follow up on an overdue DVD order through Baker & Taylor was required and found to be caused by a hold placed on the account during the COVID shutdown.

Weeding/Collection Maintenance: Cieria repaired 14 items. She removed 324 items from Evergreen and moved them through the weeding process in preparation for the lobby book sale or recycling. Kaya weeded in the Juvenile Picture Book and the Junior Fiction sections while Brittany helped her shift the collections to create more space on the middle shelves. Lisa E completed a review, weeding and correction of the large print section.

Oversized NonFiction: Lisa E has integrated the majority of Oversize NonFiction 000-500s into the NonFiction shelving location in an attempt to increase the circulation of these materials by making them more accessible. This will also free up shelving to repurpose in the space plan.

Notices: The recorded cost to mail 28 overdue notices in October was \$16.24. Six were 30-day notices.

Financial

American Rescue Plan Act (ARPA): The contract and other paperwork was reviewed and signed on October 6. After receiving word that the Ford Company moved up the deadline for ordering 2021 models, special permission was obtained from the LSTA grant administrator at the State Library to encumber funds prior to the November 1 start date. The transit van was ordered on October 21.

FCC Emergency Connectivity Fund: On October 14, Lisa M attended a training webinar on Form 472 and created a filing schedule for Cieria.

CIC Fix Your Face Loan Opportunity: The loan application was approved and the check for the sign project was received on October 13.

GOO LSTA Grant Funding Year 2020-2021: Cieria completed the 4th Quarter Financial Report and the Final Financial Report in October. Lisa M completed the 4th Quarter Narrative Report and the Final Narrative Report with input from Kelsey.

Erate Funding Year 2021-2022: Lisa M attended the Fall 2021 E-Rate Workshop Webinar (6 hours) on October 27.

Management

Closings and Cancellations: The board did not have a quorum to meet in October.

Library Board: A special meeting was held on October 26 to select candidates for the open board positions. Lisa M notified the school to add the new member approval to the November school board meeting agenda and scheduled a school board member to attend the November library board meeting to swear in the new trustees.

Pandemic: The library is not impacted by the new COVID-19 regulations being implemented by OSHA.

Patron Complaint Policy: Approval of the Patron Complaint Policy and Procedure was deferred to the November library board meeting.

Space Planning (priority #1): The project is still on hold during new hire orientation/training, grant writing/implementation, and building face-lift projects. Activities will restart as soon as possible.

Other Management: Lisa M attended the Chamber Luncheon on October 19 and the Mobility Improvement Subcommittee ZOOM meeting on October 21.

Facilities

Décor: Kaya and Brittany decorated the library for Halloween.

Gas Leak at Pirates Cove Pizza: The library received a full refund on October 19 from Emergency Plumbing Heating & Air in Delaware for their failure to conduct a proper test.

Front Entrance Improvements (priority #2): Lisa M followed up with Spyder Signs on October 11 but did not receive a promised status update on the sign replacement project by the end of the month.

Concrete (priority #4): Guaranteed Performance Concrete Services replaced the steps at two entrances in the rear of the building, replaced the concrete in the courtyard, replaced crumbling block around the ramp with concrete, replaced the sidewalk, entrance ramp and curb in the front of the building, and replaced the sidewalk on the Pirates Cove alley side of the building. The company still needs to complete stucco work on the back steps and the ramp. There were a few issues, and they will absolutely need to address the alley sidewalk after pouring concrete on a day of heavy rain. Alum Creek Heating & Cooling removed and reinstalled an air conditioning unit in the courtyard so the concrete could be poured under it.

Canvas Awning/Walls: Galion Canvas Products made and installed a new awning and side panels for the rear entrance of the building. It was made without windows but they can be added, if desired.

Painting: Sonny Sunshine Painting had to power wash the rear of the building again after the concrete work was completed. They also power washed and painted the handrails and poles at the rear entrance.

Asphalt: Black Cat Asphalt examined the parking lot damage caused by the machinery used for the concrete job and recommended waiting until next summer to complete the repairs.

Flower Bed: The Village of Cardington Street Department removed the overgrown bushes from the front of the library. Gale Slack, Singing Springs, installed new plants. Quinn and Monty Maceyko removed trees growing into the fence on the East side of the building. Lisa M notified the Street Department where to pick up the brush.

Gutters: Lisa M met with a representative from Mike's Roofing on October 25 to order larger gutters for the courtyard and ramp sections of the roof. New gutters with guards will go on the east side of the building and part of the front of the building.

Surveillance Cameras: Lisa M met with representatives from Garber Connect to define and order a new outdoor camera surveillance system to keep an eye on all the new improvements at the rear of the building.

Door Handles: The anticipated quote for pull handles for both main entrance doors has not arrived. Follow up is required.

OLD BUSINESS

Second Reading and Discussion of New By-Laws

Lisa M. distributed copies of changes to the draft Trustee by-laws originally proposed by Jeff. Discussion included how many meetings may be missed, time required before holding office, and if there should be changes to the commissions. This item will be revisited next meeting.

Second Reading and Discussion of New Patron Complaint Policy

21 – 28

Jeff Youngs moved that the New Patron Complaint Policy be approved. Second by Kathy Schelb. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Jeff Youngs, Eleanor Roberts, Ed Wahl

Nay: None

Update on Building Projects

Many unbudgeted projects on the library building have begun recently. These include extensive concrete repairs, larger painting project, replanting the flower bed, canvas awning, gutters, and new surveillance cameras. The company completing the painting project has gone up in price significantly, so the library may want to look at other vendors for future painting projects. Ms. Murray has not yet received a call back about the outdoor signs.

NEW BUSINESS

Approve Recommended Changes to Circulation Policy (Hotspots & SmartBooks)

21 – 29

Ed Wahl moved that the changes to Circulation Policy (Hotspots & SmartBooks) be approved. Second by Eleanor Roberts. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Jeff Youngs, Eleanor Roberts, Ed Wahl

Nay: None

2022 Prioritization Exercise

Ms. Murray suggested that for the year 2022 the library could continue to work on the prioritization list from 2021 instead of creating a new list. There are still plenty of unfinished projects. The Board had no objections.

Personnel Items

21 – 30

Jeff Youngs moved to begin an Executive Session to discuss a personnel item. Second by Kathy Schelb. Mrs. Burgett took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Jeff Youngs, Eleanor Roberts, Ed Wahl
Nay: None

21 – 31

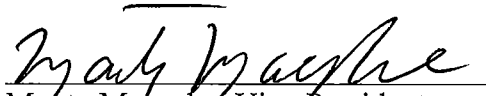
Jeff Youngs moved to end the Executive Session. Second by Kathy Schelb. Ms. Murray took a roll call vote:

Aye: Monty Maceyko, Kathy Schelb, Jeff Youngs, Eleanor Roberts, Ed Wahl
Nay: None

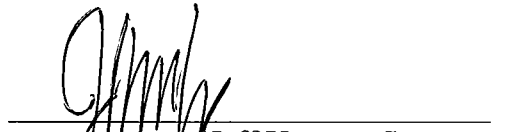
No action was taken as a result of the Executive Session.

ADJOURNMENT

With no further business to come before the Board, Eleanor Roberts moved to adjourn the meeting. Jeff Youngs seconded. The meeting was adjourned at 7:25 p.m.



Monty Maceyko, Vice-President



Jeff Youngs, Secretary

Submitted by: Cieria Burgett