

MINUTES
CARDINGTON-LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
October 08, 2019

Katie Porteus called the meeting to order at 6:00 p.m. in the reading room of the library with the following present: Katie Porteus, Ed Wahl, Monty Maceyko, Soledad Baker, Kathy Schelb, Jeff Youngs, and Lorelei Heineman. None were absent. Also attending: Lisa Murray, Director, and Cieria Burgett, Fiscal Officer.

PUBLIC PRESENTATIONS – None

CORRESPONDENCE –

- 1- Ms. Murray shared an invitation to the Morrow County Chamber of Commerce Annual Dinner. Since the library is a member, Lisa asked that any Trustees interested in attending respond by the end of the week.

APPROVAL OF MINUTES

Monty Maceyko moved to approve the September 10, 2019 regular Meeting Minutes as written. Second by Lorelei Heineman. Motion carried unanimously.

TREASURER'S REPORT

Mrs. Burgett gave the financial report for September 2019.

Account	August 31, 2019 Balances	September Receipts	September Disbursements	Sep 30, 2019 Balances
Checking - FC	\$45,591.04	\$23,742.22	\$22,940.07	\$46,393.19
Prime Money - FC	\$112,154.06	\$36.20	\$0.00	\$112,190.26
24-mo. CD - FF	\$13,510.38	\$13.62	\$0.00	\$13,524.00
49-mo. CD - FC	\$51,517.48	\$0.00	\$0.00	\$51,517.48
Cash Drawer	\$106.61	\$420.00	\$389.79	\$136.82
Totals	\$222,879.57	\$24,212.04	\$23,329.86	\$223,761.75

Library cash assets totaled \$223,761.75 on September 30, 2019. Total income in September was \$22,474.85. Receipts included Public Library Fund monies totaling \$22,742.03. Unused funds (\$1,237) were returned to the Guiding Ohio Online program. Net Income in August was \$528.29.

The significant expenses for September were CD/DVD barcodes, adjusting the mid-landing door on the access lift, renewing the subscription for Columbus Dispatch, and a 10% down payment for the LED lighting project.

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

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

L.I.F.T. After School program: On September 12, Lisa M and Ian met with Amy Adams, the coordinator for L.I.F.T. regarding programming for the elementary. Ian will present "Growth Mindset" topics to first and second graders on Thursdays. At the same time, Marc will teach tech topics to third and fourth graders. Sessions are short, only 20 minutes each. The first sessions are scheduled to begin October 24.

S.A.I.L. After School program: On September 11, Ian, Lisa M, and Marc met with Pam Frysinger, the coordinator for S.A.I.L. to plan the programming at the intermediate/junior high schools. Ian and Marc will each present one hour programs two times on Wednesdays beginning October 16. Ian is covering life skills and Marc is teaching tech topics. Ian and Lisa M also met with Todd Jolliff on September 19 for a tour of the school and to discuss programming details.

Ohio Reads: Ian attended a training meeting with Nancy Burdsall on September 17. He will be reading with a third grader on Tuesdays beginning October 8.

Displays: The exhibit in the main display case promoted the food drive. Jean Smith provided pictures of each food pantry in the county. Marty set the display. She also created a terrific-looking pumpkin and gourd display above the archway to hide the hideous condition of the wall. Ian began taking down SRP displays, replacing them with Halloween themes.

Facebook: During September, only 5 posts were created on Facebook. All promoted events and programs. The top three posts: 09/09/19 Story Time Starts Tomorrow reached 867 people, received 23 likes, comments and shares and 25 post clicks; 09/12/19 Morrow County Food Drive reached 419 people and received 16 likes, comments and shares and 11 post clicks; 09/08/19 3rd Thursday Craft Society reached 336 people and received 14 likes, comments and shares and 18 post clicks. The library has 1,001 followers on Facebook.

Personnel

Time Off: Cieria was sick on September 23, summoned for jury duty on September 24, and had bereavement time off on September 30. Her grandfather passed unexpectedly. Andy and Marty also took days off in September. Andy began a two-week honeymoon on September 30.

Volunteers: Volunteer Mary Lou Dowalter continues to be a huge help in the library. Patty McAvooy and her sister, Debra Moore, covered books each week, freeing staff for other duties. Debra returned to her home state in September, leaving Patty alone once again.

Staff Development: Lisa M continued to meet daily with Ian to provide training and guidance on his programs and position functions. Lisa M attended the following webinars: Denial Ohio (OLC/State of Ohio); Quick Research Reference Sources (OhioNET); Who's Tracking You (OhioNET).

Technology

COOL: The COOL Executive Committee (directors) did not meet in September. Lisa M updated four COOL promotional materials and delivered copies to OhioNET for the OLC Conference.

Website Redesign: Marc removed the "under construction" notice from the rolling header on the website. He also added some new content. The event calendar needs to be added to the event menu. Lisa M still needs to complete the final review notes.

Management

Strategic Plan: Work on the plan remained on hold to further train Ian daily and to aid staff with the organization and planning of multiple programs beginning in September and October.

Library Closing: The library was closed on Labor Day, September 2.

Other Management: Lisa M attended Chamber Luncheon on September 17 and the Cardington Economic Development Task Force meeting on September 24. Cieria attended the monthly webinar presented by BWC.

Facilities

Lighting: The financing paperwork for the lighting project was received on September 12, when Cieria and Lisa M met with Jim Benedict. The financing cost was too high to proceed with the utility company option. A lower commercial rate is available through FC Bank. A new contract was signed with H.E.A.T. and a 10 percent down payment was made. Cieria and Lisa M created and application package and delivered it to FC Bank on September 27. Representatives from H.E.A.T. visited the library for another walk thorough. The library is not yet on their schedule.

Access Lift: The quote for a new door is not yet available. Quotes from manufacturers can take some time. The lift itself will be maintenance when the door is replaced.

OLD BUSINESS

Strategic Plan Update

No update.

Levy Planning Discussion

Soledad announced that she had recruited two local people to be part of the levy planning committee. She still also plans to speak with one of her coworkers about joining. Mrs. Baker also asked if it would be acceptable to create posts on her personal social media to look for more members, which the Board determined to be fine on a personal account. She also plans to attend the Ballot Issues workshop presented by OLC which was rescheduled for November 21.

Lisa M passed out a handout with all of the Ohio libraries who have levies on the ballot this November. The list contains 30 libraries, most of which are pursuing renewal levies. Jeff had requested data on how much our library employees earn. For this request, Ms. Murray created a chart that gave a brief history of pay rates for each position dating back to 2003. Mr. Youngs stated that making sure the employees are paid fairly for this area should be a priority. There was also some discussion about creating a "Friends" group for the library that could help with both fundraising and levy planning.

Capital Projects Fund

Cieria gave a handout to the Board which was created from researching other libraries that already have Capital Projects Funds. Other libraries were found to have their fund between 5-15% of total funds, so the handout applied those percentages to our current funds. After some discussion, the Board decided that they would like the new Capital Projects Fund to be on the