

MINUTES
CARDINGTON-LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
September 08, 2020

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

PUBLIC PRESENTATIONS – None

CORRESPONDENCE – Ms. Murray shared results from the fourth round of COVID-19 library material testing conducted by Battelle. This round of testing showed that materials could carry the virus for up to six days, if the materials are stacked. Previous testing of unstacked materials showed that the virus could only last three days.

APPROVAL OF MINUTES

Monty Maceyko moved to approve the August 11, 2020 regular Meeting Minutes as written. Second by Kathy Schelb. Motion carried unanimously.

TREASURER'S REPORT

Mrs. Burgett gave the financial report for August 2020.

Account	Jul 31, 2020 Balances	August Receipts	August Disbursements	Aug 31, 2020 Balances
Checking - FC	\$22,611.28	\$51,903.90	\$22,618.52	\$51,896.66
Prime Money - FC	\$112,462.03	\$14.33	\$0.00	\$112,476.36
24-mo. CD - FF	\$13,564.64	\$0.00	\$0.00	\$13,564.64
49-mo. CD - FC	\$52,558.44	\$0.00	\$0.00	\$52,558.44
Cash Drawer	\$202.78	\$328.50	\$390.92	\$140.36
Totals	\$201,399.17	\$52,246.73	\$23,009.44	\$230,636.46

Fund	Jul 31, 2020 Balances	August Receipts	August Disbursements	Aug 31, 2020 Balances
General Fund	\$171,399.17	\$27,246.73	\$23,009.44	\$175,636.46
Capital Projects	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Special Revenue	\$0.00	\$25,000.00	\$0.00	\$25,000.00
Totals	\$201,399.17	\$52,246.73	\$23,009.44	\$230,636.46

Library cash assets totaled \$230,636.46 on August 31, 2020. Total income in August was \$51,860.46. Receipts included Public Library Fund monies totaling \$26,015.45 and \$25,000 received from the Coronavirus Relief Fund for Public Libraries. Net Income in August was \$29,062.72.

The significant expenses in August were AC repair, Audit services, and a down payment on the new phone system.

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

Aye: Kathy Schelb, Ed Wahl, Monty Maceyko, Soledad Baker
Nay: None

DIRECTOR'S REPORT

Programs/Services

2020 Youth Summer Reading Program (SRP): Angela wrote thank you notes for all the donations to the 2020 SRP. Three SRP reports were written in August: an internal report for the library; the Final Narrative Report to the State Library for the LSTA Summer Learning Program (SLP) Grant; the SRP Survey for the State Library Collaborative Summer Learning Program coordinators. Some work remains on the internal report for the library. The reports were a joint effort between Ian, Angela, and Lisa M. Cieria submitted the Financial Report for the LSTA SLP grant and also completed the internal SRP Financial report. Key statistics from SRP: 167 registrations, 43 percent completion rate, 1,373 books read (birth through grade three), 40,279 minutes read (grades 4 through 12), 541 total participation in events and activities, 599 craft bags distributed. The pandemic significantly impacted participation this year. Despite the low numbers, the events and activities had high learning value, were fun and interactive, and received only positive feedback from patrons.

3rd Thursday Craft Society: The August program was offered in-person and provided participants with the supplies and instruction needed to create a magnetic memo board. The class was limited to nine participants to comply with health orders. Four registered and paid. One participant had a conflict and could not attend. Lisa E was the organizer and instructor.

2019-20 Guiding Ohio Online (GOO) program: Jerrica Fryman is quickly getting up to speed in her new position as the Digital Literacy Trainer and is performing very well. A fair amount of her time was spent researching our partnership programs and self-training through webinars. On August 3, she met with Kathy Rice, director of the MTC Aspire program and gained an understanding of the school's expectations for the digital literacy component of the adult education class. Jerrica completed tentative lesson plans through the end of the year for MTC. Classes begin September 1. Jerrica also achieved a basic familiarity with the LEGO kits and lesson plans for the L.I.F.T. and S.A.I.L. programs. Lisa M and Jerrica worked to significantly revamp program reports to simplify pulling statistics for three different reporting requirements: monthly library reports, quarterly LSTA GOO grant reports, and the Annual Report to the State Library. In August Jerrica also spent 9.5 hours in one-on-one sessions with 18 patrons/staff and 1.7 hours assisting 14 patrons/staff with troubleshooting questions.

Story Time: Ian and Angela have been busy planning the 2020-2021 Story Time program. Several decisions were made. The program will be held in the library, not virtually. After evaluating the different reasons for last year's low turnout, the program was moved to Thursday mornings to avoid a potential conflict with a number of known play groups normally scheduled on Tuesdays. The first Story Time session will be September 17. The format of each session will contain three stories, songs, calendar time, letter/number/color of the week, finger play, snack time, a craft, and weekly "homework". The content will conform with "Ohio Ready to Read" in promoting early literacy. Plans are also in place if the program needs to move to a virtual

platform. Angela created a new promotional flyer which includes updated photos of library patrons rather than stock photos.

L.I.F.T. and S.A.I.L.: Cardington-Lincoln Local Schools received notification they were awarded another year of funding for the 21st Century Community Learning Center. The library will begin lesson planning in September.

Hotspot Lending Service: The two Lisa's completed some preliminary work on the implementation of a new hotspot lending service. Lisa E investigated cataloging rules and options for cases. Lisa M defined Evergreen parameters and circulation rules.

Library Card Sign-Up Month: September is National Library Card Sign-Up Month. Lisa E has arranged to visit Tri Rivers to set up library accounts for a group of enrolled high school students. Jerrica will join her to highlight free digital resources available to library card holders.

Displays: Lisa E arranged for artist Ciara Giamarco to create two chalk panels and thanked her publicly on Facebook with pictures of her COVID-themed drawings. Angela created a "Button" exhibit in the large display case. Button collections loaned by Debra Moore, Angela Curren, Georgette Fryman, Jerrica Fryman, Elizabeth Dickey, and Vanessa Fiant were on display with different books about buttons and button collecting. Several patrons have admired it while telling library staff about their own button collections. The racism-themed exhibit in the small display case remained unchanged throughout August.

Facebook: Andy, Jerrica and Lisa E created 20 Facebook posts in August: eight promoted libraries, books and services; six promoted events and programs; and six were of a general nature. There were no Facebook Live events in August. The top three posts: 08/07/20 A raccoon gets into a library reached 1,648 people, received 168 likes, comments and shares and 340 post clicks; 08/05/20 Window service reinstated at the library reached 974 people and received 45 likes, comments and shares and 66 post clicks; 08/27/20 Introducing Jerrica Fryman reached 759 people and received 40 likes, comments and shares and 93 post clicks. The library has 1,100 followers on Facebook.

Personnel

Time Off: Ian was on vacation starting August 5, returning August 17. Lisa M returned from vacation on August 4. Cieria worked from home eight days in August after her car broke down and could not be repaired.

Volunteers: Volunteers Mary Lou Dowalter, Patty McAvoy, and Debra Moore logged hours in August working the circulation desk and covering books. Ciara Giamarco volunteered her time to create the two chalk panels. Cieria will begin notifying Patty on Tuesdays of the status of books to process to save Patty a trip to the library if there are no books to cover.

Staff Development: Andy and Lisa M attended OPLIN's Webkit What-Nots webinar on August 11. Lisa M attended a virtual meeting and two webinars on August 13: the OLC Small Libraries Discussion Forum; a monthly Vory's On Call meeting covering employment legal issues around coronavirus; and *Dealing with COVID Problem [patron] Behaviors*". Andy, Angela, and Lisa E watched the webinar, *Making Sense of the Moment: The Library's Role in Helping Us Understand Race and Racism*, offered on August 14. All staff was required to watch an OLC sponsored webinar on voter registration in libraries on August 19. Lisa M began a free OhioNET 4-part webinar series on creating annual reports.

Technology

COOL: The COOL Executive Committee (directors) met on August 19 at OhioNET in Columbus to review and discuss updates related to recruiting, production, projects, and cataloging. Now that all the libraries have reopened, the COVID message will be removed from the OPAC. A new book carousel feature has been added to native Evergreen and backported to Release 3.3. Michael will proceed with an implementation plan for COOL. A new feature, called Hold Groups, partially funded by COOL and Community Library, did not get tested in time to make it into Release 3.5, which is disappointing since COOL is scheduled to be upgraded to Release 3.5 on September 30. It may be up to a year before the feature can be used by COOL libraries.

Circulation Policy: Lisa M. wrote an Evergreen requirements document outlining the changes needed to support the library's new circulation policy. This was a multiple day effort requiring changes to library settings, the patron matrix, the circulation matrix, the holds matrix, and notices. A request was also made to clear past overdue fines and report the transactions to the library. The requirements document was submitted to OhioNET on August 25 and will be fully implemented by mid-September.

Collection Development/Processing

Acquisitions/Processing: 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 148 new and donated youth and adult materials. Lisa E reviewed Blackstone Audio as a possible new source for CD books after TEI went out of business. She also started a cart in Overdrive to fulfill the library's purchase obligation with the Ohio Digital Library. With staff input, Lisa M updated the library's Call Number/Spine Label standards. Several clean-up projects were identified as a result of this effort.

Weeding/Collection Maintenance: Cieria repaired two items in August. Also, 59 items were removed from Evergreen and moved through the weeding process in preparation for the lobby book sale. Volunteers Debra and Patty removed 20 volumes of "Something About the Author" and processed them for recycling. Lisa M got Kelly started on weeding juvenile DVDs from the collection. Kelly worked through the month on the project.

Notices: The recorded cost to mail 37 overdue notices in August was \$20.35. Eleven were 30-day notices.

Financial

CARES Act LSTA Mini Grant: Lisa M completed research to apply for a \$3,000 mini grant through the State Library. The application was submitted on August 12 but the program ran out of money before the library's application was processed. The original application deadline was August 31. The library was hoping to fund the hotspot subscription service through the end of 2020 with the grant.

CARES Act – Coronavirus Relief Funds - Public Libraries: This program, administered by OBM, was announced in July and provides \$25,000 for each library building to cover COVID-related expenses. The application portal opened on August 14. The application process was simple and approval was received August 18, the same day Lisa M and Cieria attended a webinar presented by OLC to learn details about the program. Funds were received August 31.

Insurance Policy: Lisa M completed a library materials calculator for the Ohio Plan policy on August 28. The replacement cost of the current collection is \$739,486, excluding reference and the special collection.

Friends of the Cardington Library: Friends did not meet in August due to COVID-19.
Management

Pandemic: Allowances have been made for use of the meeting rooms. For example, Darlene Slack is using meeting room 128 to teach her classes at OSU Marion virtually and a girl scout troop has scheduled use of the room this fall. 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. Lisa M completed a COVID-19 reopening survey for the State Library.

Other Management: On August 24, Lisa M attended the Cardington Economic Development meeting held at the Legion Park shelter house. On August 11, Cieria attended the monthly employer update webinar presented by BWC.

Facilities

Concrete Estimate: No update.

Library Clean-Up: Angela removed all the files from the youth services desk and discarded what was not needed and reorganized the remaining papers into clear easy to understand folders. This had not been done since the first Youth Services Librarian left the library. Angela also organized master copies and added new masters to complete sets. Past records for story time and SRP can now be easily located. This also freed up much needed space for Angela and Ian to have room for current working files. This large task took several days.

New Phone System: Lisa M met with sales representatives from Garber Connect to discuss library needs in the area of a phone system, a keyless door entry system, and a surveillance system. Garber provided a proposal for each. The board reviewed only a proposal for a new phone system and a surveillance system. The Board approved the phone system project and deferred the surveillance system to 2021. Lisa M reviewed the project scope with the sales representatives, then met with a technician on August 25. Following the meeting, Lisa M spent two days making set-up decisions and writing documentation. The installation is scheduled for Friday, September 4.

OLD BUSINESS

New Phone System Update

The new phone system was installed on September 4. The set-up process went smoothly. Jerrica and Lisa M were on hand during the installation. More of the staff were able to test the phones on the following Saturday.

NEW BUSINESS

Coronavirus Relief Funds

Lisa M applied for a grant through the Ohio Office of Budget and Management that would distribute \$25,000.00 to each library that was approved. The funds for the grant come from federal CARES Act and are restricted to being used for unexpected COVID-19 related expenses. The application was so simple and quick that the library has already been approved and received a check. Grant funds must be used or sent back by the end of this calendar year.

20 - 27

Monty Maceyko moved to establish the Special Revenue Fund with the \$25,000.00 received from the Coronavirus Relief grant. Second by Soledad Baker. Mrs. Burgett took a roll call vote:

Aye: Kathy Schelb, Ed Wahl, Monty Maceyko, Soledad Baker

Nay: None

Ms. Murray handed out a list of possible expenditures for the grant. The grant allows for use of the funds to cover past expenses related to COVID-19 earlier in the year. Lisa M included qualifying items that the library already purchased on the list. Items that the Board took interest in were desk shields, waterproof keyboards (to allow for frequent cleaning), and people counters for both entrances. TV Whitespace Wi-Fi was also discussed, but the Board would like more information on this particular project since it is large in scope and high in short-term costs.

Annual Report Discussion

Lisa M shared that she used to create an annual report every year that was published in the quarterly newsletter. The staff position that created the quarterly newsletter was cut, along with many other things, during the previous recession. Ms. Murray felt it would be helpful to begin creating annual reports again to facilitate recent information for the upcoming levy. The report used to include things like financial pie charts and lists of accomplishments.

Personnel Items

1. Ms. Murray told the Board of her intention to use vacation time during the week of September 21. There were no objections.
2. Ms. Murray recommended that the Fiscal Officer receive a pay increase of \$1.00 per hour beginning the payroll period encompassing the anniversary date of starting in the position.

20 - 28

Soledad Baker moved to approve a pay increase for the Fiscal Officer. Ed Wahl seconded.

Mrs. Burgett took a roll call vote:

Aye: Kathy Schelb, Ed Wahl, Monty Maceyko, Soledad Baker

Nay: None

3. Executive Session

20 - 29

Soledad Baker moved to begin an Executive Session to discuss personnel items. Monty Maceyko seconded. Mrs. Burgett took a roll call vote:

Aye: Kathy Schelb, Ed Wahl, Monty Maceyko, Soledad Baker

Nay: None

20 - 30

Monty Maceyko moved to end the Executive Session. Soledad Baker seconded. Mrs. Burgett took a roll call vote:

Aye: Kathy Schelb, Ed Wahl, Monty Maceyko, Soledad Baker

Nay: None

No actions requiring a motion came from the Executive Session.

4. Angela was indispensable during the Summer Reading Program this year. She received a temporary raise while taking on extra responsibilities for that program. Angela has since continued to support Youth Services and has had a large role in creating the upcoming Story Time program. Lisa M recommended that Angela receive a permanent pay increase of \$1.00 per hour, effective immediately.

20 - 31

Kathy Schelb moved to approve a pay increase for Angela Curren. Soledad Baker seconded.

Mrs. Burgett took a roll call vote:

Aye: Kathy Schelb, Ed Wahl, Monty Maceyko, Soledad Baker

Nay: None

5. Ms. Murray would like to add Assistant Librarian positions to both the Youth and Adult Services and hopes to bring an updated pay scale and salary budget to a future meeting.

ADJOURNMENT

With no further business to come before the Board, Monty Maceyko moved to adjourn the meeting. Soledad Baker seconded. The meeting was adjourned at 7:05 p.m.

Soledad Baker, President

Lorelei Heineman, Secretary

Submitted by: Cieria Burgett

