

MINUTES
CARDINGTON-LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
September 14, 2021

Monty Maceyko called the meeting to order at 6:00 p.m. in meeting room 128 with the following present: Lorelei Heineman, Monty Maceyko, Katie Porteus, Kathy Schelb, Ed Wahl, and Jeff Youngs. Also attending: Lisa Murray, Director. Cieria Burgett, Fiscal Officer, was absent.

PUBLIC PRESENTATIONS

Visiting trustee candidates, Nate Mosher and Dawn Ruehrmund, were introduced and welcomed to the meeting.

The Board acknowledged Katie Porteus for her service to the library and the board with a parting gift and grateful appreciation.

CORRESPONDENCE –

- 1- Lisa M reported the increased demand for COVID-19 home test kits: July (13), August (59), September-to-date (120 in four days).
- 2- Lisa M distributed Library Board Interest Letters/Biographies received to-date for two open trustee positions.

APPROVAL OF MINUTES

Katie Porteus moved to approve the August 10, 2021 regular Meeting Minutes as written. Second by Jeff Youngs. Motion carried unanimously.

TREASURER’S REPORT

Lisa M gave the financial report for August 2021.

Account	Jul 31, 2021 Balances	August Receipts	August Disbursements	Aug 31, 2021 Balances
Checking - FC	\$28,774.19	\$21,940.81	\$24,387.43	\$26,327.57
Prime Money - FC	\$112,584.60	\$6.91	\$0.00	\$112,591.51
24-mo. CD - FF	\$13,618.99	\$0.00	\$0.00	\$13,618.99
49-mo. CD - FC	\$53,617.52	\$0.00	\$0.00	\$53,617.52
Cash Drawer	\$121.75	\$159.91	\$156.46	\$125.20
Totals	\$208,717.05	\$22,107.63	\$24,543.89	\$206,280.79

Fund	Jul 31, 2021 Balances	August Receipts	August Disbursements	Aug 31, 2021 Balances
General Fund	\$178,717.05	\$22,107.63	\$24,543.89	\$176,280.79
Capital Projects	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Totals	\$208,717.05	\$22,107.63	\$24,543.89	\$206,280.79

Library cash assets totaled \$206,280.79 on August 31, 2021. Total income in August was \$21,963.93. Receipts included Public Library Fund monies totaling \$21,247.11. Net Income in August was a loss of \$2,525.03.

The significant expenses in August included repairs to fix gas leak at Pirates Cove Pizza (\$1,268), annual fee for OPLIN web services (\$360), new website feature to support Civil War Memorial project (\$375), various small equipment purchases (\$591), and Deep Freeze subscription renewal (\$1,998).

Jeff noted the projected deficit continues to decrease. Lisa then reviewed a report of projected impacts to the deficit from projects still planned for 2021 but are no longer reflected in the monthly cash flow report because they were budgeted in past months. These items total \$21,977. Offset against a projected increase in PLF income September through December, the net impact to cash is an increase in the deficit of \$11,024 by year end.

Jeff Youngs moved that the August Treasurer's Report be approved. Second by Kathy Shelb. Mr. Maceyko took a roll call vote:

Aye: Lorelei Heineman, Monty Maceyko, Katie Porteus, Kathy Schelb, Ed Wahl, and Jeff Youngs

Nay: None

DIRECTOR'S REPORT FOR AUGUST

Programs/Services

3rd Thursday Craft Society: The August make-it-and-take-it craft program was offered in-person and provided participants with the supplies and instruction needed to create a mini macramé wall hanging. Nine attended, including instructor Lisa E and observer Kaya. Olivia helped prepare sample crafts for the August and September programs. Refer to the program report for more details.

2021 Reading Challenge (priority #22): Three patrons completed the reading challenge in August. Kelsey is managing the program and creates the Facebook posts. She also displayed books that fit the August challenge categories: Sequel, Classic, Historical Non-fiction.

Circulation: Circulation of physical materials in July was 1,118. Hotspots circulated 39 times. Bicycles circulated 0 times.

COVID-19 Test Kits: In August, the library distributed 59 COVID-19 test kits free of charge. Kelsey continues to stock the test kits and report the number distributed to a state website.

Guiding Ohio Online (GOO) program: Kelsey spent 3.75 hours responding to troubleshooting questions from 57 patrons and staff. She spent 11.5 hours in one-on-one sessions (7 scheduled; 6 unscheduled), assisting 11 patrons and 2 staff with specific technology needs. No classes were taught in the ASPIRE program in August. Kelsey also planned a slate of technology classes for the fall and created a flyer to promote the service. She also managed the library website and created 30 Facebook posts.

Libraries Transforming Communities (LTC): Kelsey devoted 24.25 hours to this program in August. She created a postcard invitation for the community conversation scheduled in October.

She also culled a list of Cardington-Lincoln School District household addresses from multiple sources to produce a list that is as comprehensive as possible.

Middle School Open House: The library participated in the Cardington-Lincoln Middle School open house on August 26 to help promote their new Language Arts program which will require students to complete 15 minutes of silent reading each day in English class. Lisa M and Kaya opened 22 new library accounts, updated approximately 20 existing accounts, provided access to borrow books at the event, distributed free books, and promoted library services and events. The audience totaled 486 children and adults. Refer to the program report for more details.

Story Time: Planning for the 2021-2022 Story Time program year began in August with a survey to determine if the day of the week needed to change from Thursday. Based on the responses, Wednesday got the most votes, but Tuesday was favored by the existing attendees. Thus, the program will return to Tuesday mornings beginning September 21. As always, the program will be centered around the five practices and six literacy skills of Every Child Ready to Read®. In place of homework, parents/caregivers will receive weekly resources to help promote literacy in the home. Lesson extension worksheets and coloring pages will still be available for children to take home, but there will be no tracking of completion.

Summer Reading Program (SRP): Kelsey created a SRP newsletter with statistics and many pictures of children and adults enjoying the library's SRP events. It was mailed to program donors on September 2. It was also shared with the State Library of Ohio. Lisa M completed SRP reports for the State Library CSLP program and the LSTA grant program. Cieria completed the financial report for the LSTA grant.

Inter-library Loan Service: Even though the library saw regular deliveries in August, the transition from Priority Dispatch to STAT Courier continues to be a problem and has been escalated to the highest levels in the State. At the end of August, COOL had 659 items in transit longer than 30 days, double the number from a month ago. The normal over 30-day count for the consortium January-June 2021 ranged from 7 to 13. Long overdue items are beginning to arrive in damaged condition from sitting in the Columbus warehouse under tremendous weight. Kelly filed a claim for two items that went into transit with Priority Dispatch and are now missing. STAT Courier continues to deliver on Tuesday and Thursday. Our contracted days are Monday and Wednesday. Libraries have little recourse except to report problems through the normal channels. This issue has been highly visible to patrons waiting for materials that may never arrive.

Displays: Brittany and Kaya created a monkey-themed "Swing into a good book" display in the large display case for the month of August. New monkey-themed chalk murals were created by Ciara Giamarco. Kelsey changed the theme of the small display case to "Pirates' Fall Sports: piling up the memories" exhibiting *Pirateer* yearbooks and sports pictures from the yearbooks. 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 created most of the 30 Facebook posts in August. 8 related to library services, 5 related to library events, 11 related to community services/events, and 3 were library-themed comics. The top three posts: 08/10/21 the Perseids will be at their peak viewing reached 727 people, received 22 reactions, comments and shares, and 13 post clicks; 08/24/21 Story Time begins September 21 reached 550 people, received 17 reactions, comments and shares, and 16 post clicks; 08/23/21 Miss Kaya takes over the reins in Youth Services reached 521 people, received 39 reactions, comments and shares, and 8 post clicks. The library has 1,147 followers on Facebook.

Personnel

Time Off: Brooklyn was on vacation August 9 through 14. Lisa E was on vacation the week of August 30. Other days off were in single-day increments.

Volunteers: Volunteers Mary Lou Dowalter, Patty McAvoy, and Debra Moore logged hours in August working the circulation desk and covering books. Yutaka held a volunteer day at the library on August 13. Participants from Yutaka were Pam Caulkins, Steve Stover and wife Michelle, Matt Longsdorf, Yasuhiko Otsuka, and Sai Gunturu.

Staff Development: Kaya attended the Best in Fall Nonfiction webinar hosted by the School Library Journal. Kelsey attended the following webinars in August: Project Outcome 101, What do we do with this? Managing artifacts in your Collection, and Creating a Building Book for Your Library-part 1 (also attended by Lisa M).

Open Position: Kaya was promoted to Youth Services Coordinator, a new job title for department heads without a MLIS degree. Brooklyn resigned in August due to an inability to sync her personal/school schedule with library needs. She worked her last day on August 21. Madison and Olivia's seasonal employment ended on August 12 and August 31, respectively. Multiple Library Aide positions were posted for the second time this year.

Technology

COOL: The COOL Executive Committee (directors) met via ZOOM on August 18 to review and discuss updates related to recruiting, production, projects, and cataloging. The board voted to match 50% of total cost up to \$1,000 for COOL mobile app updates. They also reviewed another set of catalog icons to replace the current group. The icons are being designed by Community Library. With regard to COVID, most libraries have made no changes, three are wearing masks. Only Galion is limiting programming numbers.

Evergreen Development: Evergreen will be upgraded to release 3.7 in the fall. The new release was installed on the test server in August. Michael created two new report templates that provide up-to-date listings of all items in transit for use in tracking the current high volume related to the transition to STAT Courier.

Smart Library Program: Lisa E and Lisa M spent time in August prepping two SmartBook™ tablets for circulation. The tablets are a much more complicated product offering than the hotspots. Lisa E learned about the device and worked with support to add apps and troubleshoot issues. She wrote the two-page user guide that will circulate with the tablet and submitted a MARC record to COOL for review. Lisa M made the circulation policy decisions, helped troubleshoot, and had the library logo embroidered on the cases.

Civil War Monument Project: Kelsey created the Cardington Civil War Soldiers Memorial page on the library website and began adding names. She trained Brittany to continue adding names. At the end of August, Brittney was up to the M's. Visitors to the monument in the cemetery will be able to scan a barcode at the site that will take them to the library website to read a story about a veteran whose name is on the monument. Kelsey created a draft of the sign for the monument restoration committee to review.

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 180 new and donated youth and adult materials.

Weeding/Collection Maintenance: Cieria repaired 63 items. She removed 152 items from Evergreen and moved them through the weeding process in preparation for the lobby book sale or recycling. Kelly and Brittany completed the project to prepare the "Something About the Author" collection for recycling. Olivia worked with Lisa E to shelf read/inventory, pull titles, change end cap displays, affix spine labels, and move shelves. Lisa E created multiple Evergreen reports to aid this effort. Lisa M created a DVD weeding report that was worked by Brittany and Madison.

Notices: The recorded cost to mail 38 overdue notices in August was \$20.90. Four were 30-day notices. The price of a first-class stamp rose to 58 cents.

Financial

Guiding Ohio Online (GOO) LSTA grant: Lisa M reviewed and signed the contract and related documents for the 2021-2022 program year.

American Rescue Plan Act (ARPA): Currently awaiting a decision from the State Library on a LSTA Outreach and Education grant application for a transit van.

FCC Emergency Connectivity Fund: Lisa M and Cieria completed a Form 471 Request for Funding on August 5 to purchase five additional hotspots and 8 additional SmartBooks™. The filing window closed August 13, after which USAC will have 60 days to make funding decisions. The FCC will open a second filing window on September 28 to use up the remaining available funds. Cieria and Lisa will monitor the funding rules, to determine if the option exists to fund past purchases of 10 hotspots and 2 SmartBooks™.

CIC Fix Your Face Loan Opportunity: Lisa M completed a funding application package for CIC to fund a library signage project and submitted it on August 31.

Management

Closings and Cancellations: None.

Pandemic: To date, no additional measures have been implemented as a result of high spread of the Delta variant of COVID-19. Masks remain optional. Kaya plans to wear a mask and use the barrier screen in Story Time.

Library Hours (priority #14): The library is open 3:00 pm to 7:00 pm on Fridays. The number of visitors continues to support the decision to open.

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

School Partnership: On August 11, Kaya and Lisa M met with Ann Marie Thomas to talk about the Middle School Open House and other ways the public library can participate in middle school literacy projects throughout the coming school year.

Other Management: Lisa M created a new timesheet for tracking payroll hours. Lisa M attended the Chamber Luncheon on August 17 and the Cardington Economic Development Task Force meeting on August 24. Cieria attended the monthly BWC webinar on August 10.

Facilities

Gas Leak at Pirates Cove Pizza: On Wednesday, August 11, Maurissa Graham smelled gas and called the fire department. Testing located a leak in the line between the meter and where the pipe enters the building. Columbia Gas shut off the gas. Maurissa managed the repair process. First plumber found no leak. Second plumber found leak only when shut off valve to one oven was open. Gas turned back on until a passerby smelled gas again. Third plumber replaced shut off valve to first oven and installed one on the second oven. Gas company again pinpointed a leak in the line between the meter and the building. Plumber replaced the gas line and the gas is back on but the one working oven isn't burning right. It will be September 8 before the pizza shop can reopen. Lisa M requested a full refund from Emergency Plumbing Heating & Air in Delaware for their failure to conduct a proper test.

Front Entrance Improvements (priority #2): Lisa M researched various companies and selected Spyder Signs located in Mansfield to design new signage for the library. A requirements meeting was held over the phone based on a Google street view of the library. The company owner made a site visit on August 30 to see and discuss details. He will prepare various options and present them to the library.

Concrete (priority #4): Lisa M reviewed concrete requirements with a new company, Worker Bee Construction, on August 17. He proposed covering the existing steps at the rear entrance with wood as an economical solution that could be completed before winter. He also recommended a new more economical concrete solution to make the front entrance ADA compliant. He is preparing a quote for the concrete project to be completed in 2022.

Library Clean-up (priority #7): A "Volunteer Day" at the library was held August 13 with associates from Yutaka. The following projects were completed: New cabinets were stained and installed in the back office, replaced handles on the existing cabinets, installed wall chair racks in meeting room 126, installed diaper changing stations in two restrooms, installed a feminine hygiene vending machine in one restroom, replaced restroom signage, repaired walls and painted the lobby, the wall behind circ, and the wall at the entrance to Youth Services, moved shelving and shifted books in Adult Services, installed new lighted Open signs, and cleaned windows and blinds. Lisa E, Lisa M, and Olivia prepared the work and assisted/managed the work.

Canvas Awning/Walls: Lisa M initiated the replacement of the canvas awning and walls at the rear entrance to the library. Once the color selection is made, the work will begin.

Painting: Lisa M contacted Sonny Sunshine Painting to paint all exterior metal doors inside and out, clean (and possibly paint) the siding at the rear of the building, and paint a couple interior walls.

Asphalt: Lisa M hired Black Cat Asphalt to repair, sealcoat, and stripe the parking lot. He will be able to complete the work this year. With the exception of possibly having to touch up some of the cracks annually, the job should last three to five years.

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

ADDITIONAL ITEMS COVERED DURING THE DIRECTOR'S REPORT

1. A SRP Newsletter created by Kelsey was distributed. It was mailed to program donors in August.
2. Lisa reported an increase in circulation staff workload to monitor items delayed and potentially lost in transit due to the transition to a new interlibrary loan courier.
3. Lisa reported the LSTA ARPA Outreach Grant Review Committee is recommending funding of our proposal for a new transit van. The next meeting of the State Library of Ohio Board of Trustees is September 16.
4. Jeff raised a concern about the lengthy forced closing of Pirates Cove Pizza due to the gas leak.

21 – 25

Jeff Youngs moved to return the equivalent of one month's rent to Pirates Cove Pizza as compensation for the lengthy forced closing due to a gas leak. Second by Katie Porteus. Mr. Maceyko took a roll call vote:

Aye: Lorelei Heineman, Monty Maceyko, Katie Porteus, Kathy Schelb, Ed Wahl, and Jeff Youngs

Nay: None

OLD BUSINESS

None

NEW BUSINESS

First Reading and Discussion of New By-Laws

This agenda item was brought forward by Jeff Youngs who distributed a draft copy of new by-laws in advance of the meeting. He opened the floor for discussion. Lorelei questioned the 24-month time period before new trustees can hold office and the rotation method of appointing officers, citing considerations like the impact of someone leaving the board early and a person's ability/desire to hold office. She requested a 12-month time period and the option for a board member to decline appointment to an officer position. Following the discussion period, Jeff requested additional input be emailed to him. He will adjust the document for the October meeting with a goal to have approved By-Laws in place before the end of the year.

First Reading and Discussion of New Patron Complaint Policy

This agenda item was brought forward by Jeff Youngs. A draft copy of a new patron complaint policy was distributed in advance of the meeting. No discussion of the policy took place in the meeting. Jeff requested input be emailed to him. A second draft will be prepared for the October meeting.

Review the Scope of the Signage Project

Ms. Murray shared a page from the CIC loan application package illustrating the scope of the project to replace existing and create new outdoor signs for the library. Pirates Cove Pizza signage is included in the scope. The project is underway and in the hands of Spyder Signs to

create options that will be presented to the staff and board when available. The timing is unknown given the company is extremely busy this time of year.

Review Options for New Canvas Awning/Walls at the Rear Entrance to the Library

The color choice is teal, if available. Windows are preferred. Determine if they can be placed higher on the wall. A name/logo is likely to be blocked by the new sign and therefore not necessary.

Personnel Item

Lisa M reported that Cieria is due for a pay increase in October. Based on merit and skill, Lisa recommended pay be set at \$15 per hour.

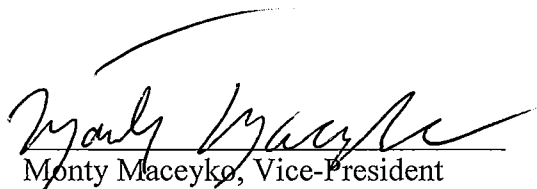
21 - 26

Jeff Youngs moved to increase Cieria Burgett's hourly pay rate to \$15, effective the pay period covering her October 22 full-time hire date. Second by Lorelei Heineman. Mr. Maceyko took a roll call vote:

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

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 6:55 p.m.


Monty Maceyko, Vice-President

Jeff Youngs, Secretary

Submitted by: Lisa Murray