

MINUTES
CARDINGTON-LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES

April 9, 2019

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

Matt Meyers, Cardington Lincoln School Board Representative was present at 6:10 p.m. and swore in the new board member Soledad Baker.

PUBLIC PRESENTATIONS

All in attendance at the meeting each gave a short introduction of themselves to new trustee, Soledad Baker.

CORRESPONDENCE – None

APPROVAL OF MINUTES

Lorelei Heineman moved to approve the March 12, 2019 regular Meeting Minutes as written. Second by Jeff Youngs. Motion carried unanimously.

TREASURER'S REPORT

Mrs. Burgett gave the financial report for March 2019.

Account	Feb. 28, 2019 Balances	March Receipts	March Disbursements	Mar. 31, 2019 Balances
Checking - FC	\$44,576.47	\$18,009.98	\$20,102.09	\$42,484.36
Prime Money - FC	\$111,940.62	\$33.80	\$0.00	\$111,974.42
24-mo. CD - FF	\$13,483.62	\$13.30	\$0.00	\$13,496.92
49-mo. CD - FC	\$51,010.31	\$0.00	\$0.00	\$51,010.31
Cash Drawer	\$106.15	\$488.46	\$467.11	\$127.50
Totals	\$221,117.17	\$18,545.54	\$20,569.20	\$219,093.51

Library cash assets totaled \$219,093.51 on March 31, 2019. Total income in March was \$18,078.43. Receipts included Public Library Fund monies totaling \$16,849.81. Net Income in March was a loss of \$2,203.48.

The significant things noted in the Variance report were the installation of a new Ejector Grinder Pump in meeting room 128, DVDs were not ordered in the month of March, and the LED lighting project was not paid by the method in the budget, but instead will be financed through the State.

Katie Porteus moved that the March Treasurer's Report be approved. Second by Monty Maceyko. Mrs. Burgett took a roll call vote:

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

Nay: None

DIRECTOR'S REPORT

Programs

STEPS Story Time: The 2018-19 Story Time program completed weeks 24 through 26 in March. Attendance averaged seven children each week. The letters covered were X, Y, and Z. The themes were the five senses, St. Patrick's Day, and gardens.

Head Start Story Time: Hillary read at the preschool on March 14 and 28.

Ohio Reads: Hillary read with her student March 5, 12, and 19. March 19 was the last day for Ohio Reads. A celebration event will be scheduled later in the school year.

Book Talk: Lisa E created discussion questions and sent email reminders for the March program. Five people attended the March 18 meeting to discuss "Where the Crawdads Sing" by Delia Owens. "Educated" by Tara Westover was selected as the May *Book Talk* title. Lisa E began promoting with flyers, posts, and emails.

Family Reading Night: Lisa M manned a library table at the elementary school during a celebration concluding literacy week and honoring Dr. Seuss' birthday. Five library card applications were taken and the Summer Reading Program was promoted. 49 youth and 25 adults stopped by the table to play a guessing game and talk about the library.

2018-19 Guiding Ohio Online (GOO) program: Four classes were offered in the library in March: Computer Basics - Keyboard & Mouse, Computer Basics - The Internet, Scratch Programming - Storytelling, and Exploring Lynda.com. None of the classes had attendance. Marc also provided two hours of training in two Aspire classes at MTC, training 12 students. He provided four hours of training in two classes (8 sessions) at CCLC SAILing Club, training a total of 105 students. Marc also spent 13.5 hours providing one-on-one assistance to 16 patrons (12 scheduled; 4 drop-ins) and a total of 6.8 hours providing troubleshooting assistance to 42 patrons. A procedure was put in place to track staff participation in troubleshooting assistance at times when Marc is not available. Lesson plans were completed for the Lynda.com class, a game design class for the SAILing Club, a Workplace ready with Google series of three classes, and a Build Your Business with Google series of three classes. Marc also gathered information for a Grow with Google grant application and the April Online Biblical Resources class.

SAILing Club (CCLC grades 5 - 8): Hillary presented Life Skills programs on March 13 (56 students) and March 20 (47 students). The library did not present on March 6 (the students went to a play) or on March 6 (spring break). Hillary's program topic for both weeks was How to Sew on a Button. Marc presented Tech Skills programs on March 13 and 20. His program topic was the GoogleCS Storytelling theme that allowed students to customize their own animated story

using Scratch, a programming language. The Storytelling theme is comprised of 8 activities that will expand over an 8 week period. The SAILing Club will continue through April.

LIFT (CCLC grades K - 4): Hillary delivered programs on March 7 (39 students) and March 21 (47 students). The library did not present on March 14 (parent teacher conferences) or March 28 (spring break). Hillary's weekly topics followed the Growth Mindset theme. She read "Rosie Revere, Engineer" and discussed how fear of failure should not stop you; failure is part of the journey. She read "Salt in His Shoes" and discussed how it takes practice, determination, and perseverance to get better at something. LIFT will continue through April.

2019 Summer Reading Program (SRP): The State Library notified the library on March 1 that the LSTA grant application would not be recommended for funding because the proposal did not sufficiently align with the guidelines of the grant. Lisa M. and Hillary will continue to look for other funding sources for SRP. Hillary mailed donation requests to 37 local businesses and patrons. On March 8, Hillary attended a Summer Reading Workshop in Bowling Green. She also finalized and printed the reading logs and drafted a marketing flyer. Supplies, incentive prizes, and marketing materials were ordered and decorations were started. Another entertainment program was booked, Ohio Bird Sanctuary.

March Madness Library Style: Marty organized a weekly bracket-style voting process in February to allow patrons to select their favorite books from among the most circulated books in the consortium. Voting rounds took place each week through the month of March and the winning book will be identified April 8.

National Library Week (NLW): Lisa M created the plan for NLW. Hillary scheduled an event with Mindy McGinnis to introduce her newly released book, "Heroine" and discuss how she creates worlds in crisis and characters who must respond to those crises when no choice is morally clear or simple. This is the only patron event planned for NLW. Hillary created a flyer. Posters and bookmarks were ordered. Volunteer Appreciation Day was moved to May to allow an appropriate amount of time to plan.

Displays: Hillary kept the children's magazines on display to increase visibility and circulation. The teen display continued to highlight Women's History Month. Hillary's bulletin board is sporting spring flowers. Marty created a "Pick Me" display in the small display case and a spring drawing on the chalk wall. Kelly, Lisa M., Marc, and Marty all pitched in to create an exhibit in the main display case on the opioid crisis in America. Valentine's Day decorations were taken down and replaced with St. Patrick's Day decorations then replaced with Easter decorations.

Facebook: During March, Hillary 19 posts on Facebook: 6 promoting library books and services, 4 promoting events and programs, and 9 general interest topics. The top three posts: 03/04/19 Encourage your Child to Play reached 2,347 people, received 106 reactions, comments and shares and 48 post clicks; 03/25/19 Mingle with Mindy event promo reached 861 people and received 35 reactions, comments and shares and 21 post clicks; 03/28/19 Story Time from Space reached 651 people and received 15 reactions, comments and shares and 4 post clicks. The library has 927 followers on Facebook.

Personnel

Time Off: Marty was on vacation during spring break. Andy took a sick day.

Volunteers: Volunteer Mary Lou Dowalter continues to be a huge help in the library. Patty McAvoy covered books each week, freeing staff for other duties. Jeannette Walker has volunteered to help Patty cover books each week.

Staff Development: Andy, Lisa M, Marc, and Marty attended Active Shooting Training on March 16 at Mount Gilead Public Library. Hillary watched the following webinars from Booklist: Everything's Coming up YA, Spring Picture Books: New Books for Newest Readers, and Springing Forward: Youth Titles to Watch. Lisa E watched an OhioNET webinar: Digitization Basics 1: Plan Before You Scan. Lisa M. watched a Deferred Compensation webinar. She also completed an I-OPT survey prior to attending a SGR 4th Dimension Servant Leadership workshop on March 26. The workshop is a benefit of the library's membership in the Ohio Plan.

Technology

COOL: The COOL Executive Committee (directors) met at OhioNET on March 20 to review and discuss updates related to recruiting, production, projects, and cataloging. The Bucyrus migration is on schedule for a May 2 "Go Live" date. Equinox provided training in March. Wilmington Public Library requested a migration estimate from OhioNET. Grant funds will not be available after July 1. COOL staff training was rescheduled for April 10. COOL will be upgraded to Release 3.3.X in the fall. The new COOL mobile app is in production and with few issues reported. Funds have been raised for the Batch Hold project (allows patrons to register for automatic holds on books published by their favorite authors) and development is underway with Chauncey acting as the project coordinator. Lisa M wrote the meeting minutes in March.

Book Carousel: The two Lisa's worked together to review and understand the limited book carousel functionality in Evergreen. The feature will be implemented in the OPAC in April.

Other: With assistance from Andy and Lisa M, Marc installed the new laminator. The AWE Early Literacy Workstation was used 24 times for a total of 809 minutes in March.

Collection Development/Processing

Acquisitions/Processing: Cieria, Lisa E., Lisa M. and Hillary reviewed bestsellers, reviews, trend reports, patron requests, and the missing/damaged/lost report to make material purchases. Cieria and Lisa E. processed 185 new and donated youth and adult materials. To aid this effort, Hillary assigned call numbers for all the new Youth Services materials.

Weeding/ Collection Maintenance: A total of 85 items were removed from Evergreen in March and moved through the weeding process in preparation for the lobby book sale. Cieria completed a list of action items created by a thorough review of the status of all magazine subscriptions. She also made repairs to five items.

Notices: The recorded cost to mail 28 overdue notices in March was \$15.40. Two were 30-day notices. Lisa M processed a large backlog of e-notices rejected due to bad emails or bad phone/carrier. A rough procedure was written for the purpose of delegating this task.

Financial

Ticket Sales: The library sold Bingo tickets for the Friends of Cardington during the month of March. Tickets will be sold until April 4.

Love Your Library Fund Raiser: The "Popcornopolis" popcorn order was submitted and received. All patron orders were picked up and the remaining popcorn was displayed for sale in the library. The total funds raised will be reported in April.

Lobby Book Sale: In March, green dot items were free and blue dot items were priced at 25 cents. All other colored dot items were \$1.00 each. Monthly sales totaled \$24. Following the 25 cent sale, children's books were given to the school. Following the free period, the remaining books were directed to the prison or recycled.

Erate: Lisa M evaluated the bids received following the posting of erate Form 470 for funding year 2019-2020. A few hours were spent evaluating the benefit of a CACHEBOX server to the library. In the end, the caching sever was not included on erate Form 471 (Request for Funding) filed on March 27.

Management

Strategic Plan: Lisa M met with library trustees on March 19 to select service responses, draft a new mission statement, vision statement, and core values for the library. More conversations were held with State Library consultant Mandy Simon. April meetings were scheduled with staff to gather input and write the Strategic Plan.

Annual Report to the State Library: Lisa M. compiled the statistics needed for the annual report to the State Library and completed the survey over a five-day period between March 6 and 19.

Legislative Day: Lisa M and Andy are scheduled to attend Legislative Day on April 9 and will meet with Senator Burke and Representative McClain.

Code of Conduct: An incident report was written on a youth causing problems in the library. Marty communicated to the parent who will make other arrangements for after school care.

Other Management: Lisa M made arrangements to add Soledad Baker's board appointment to the school board meeting agenda and to have a School board member swear in Soledad at the April board meeting. Lisa M. attended a HB523 Workshop on March 13 to learn more about how the new marijuana legislation affects employers. She did not attend the Chamber Luncheon or the Cardington Economic Development Task Force meeting.

Facilities

Security: Lisa E checked the library after the courtyard door triggered the alarm on March 1.

LED Lighting Project: No action in March. This project requires follow up.

Sewage Backup Issues: Heavier rain than predicted on March 30 did not result in any issues with sewage backing up into meeting room 126. Earlier in the month, Lisa M followed up on a lead given by Jeff for a toilet device to block a backup. Further research is needed to prevent a backup into the sinks if these devices are used. The pipe feeding the grinder sewage pump in meeting room 128 split and separated from the pump. A small but smelly amount of sewage water

spewed into the mechanical closet each time the pump kicked on. Greenside Plumbing will complete the repair on April 2, which includes replacing the 25-year old pump.

Water Meter Separation Project: Mid-Ohio Plumbing did not provide a new estimate for the deduction meter and hot water tank in time for the March Board meeting. The plumber called late in March to confirm whether the library wanted another estimate or just wanted to schedule the work. An estimate was requested because of the scope of the work.

Other Facilities: Joshua Ebert donated an apartment fridge to the library for use in meeting room 128. Accurate-IT picked up e-waste on March 8. The pick-up included the discarded patron computers, monitors, and peripherals.

OLD BUSINESS

Strategic Plan Update

Ms. Murray previously sent out an email to all Board members with the Strategic Plan that was created by the State Library. She also talked to our representative and found out that the Strategic Plan was based on a “draft” set of guidelines, as the currently published guidelines are quite outdated. Ms. Murray also passed out packets that were distributed to the staff at the beginning of the week. New packets will be distributed at the beginning of each week to allow staff input to each step of the Strategic Plan process. The first packet dealt with mission and vision statements as well as values and a tagline for the library. The Board discussed each of the mission statement options and were curious to see the outcomes of the staff input. Ms. Murray explained that she would keep the Board informed at each step of this process so that everyone can be involved.

Levy Planning Discussion

After some discussion, the Board agreed on one candidate that they believe would be a good fit for the PAC. This individual would bring needed accounting experience to the group and is a known supporter of the library. The Board also discussed the option of moving the location of the library, as opposed to remodeling the current building. Many responses from the surveys and focus groups highlighted the need for a space that better fits the needs of the library and community. One suggestion was also to have a State Library representative evaluate the current layout of the library.

NEW BUSINESS

Report from Legislative Day

Lisa Murray and Andy Henry represented the Cardington-Lincoln Public Library at Legislative Day at the Statehouse. The event was well attended by many advocates of public libraries. Ms. Murray passed out the handouts she created to give to the legislators at the event. The main goals for speaking with the legislators were restoring the PLF to the 2.2% of the General Revenue Fund (the level it was at before the cuts in 2008), pushing to pass the current initiatives that would increase funding to 1.75% or 1.9%, not allowing funding to drop to the minimum by law of 1.66%, keep libraries from being affected by tax cuts, and considering the long-terms

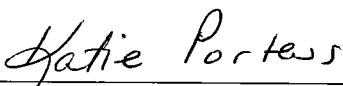
effects of underfunded libraries. A new addition to the Legislative Day this year was having eight libraries showcase many of their successful services. Ms. Murray had a list of these services in the handout, as well as brochures she took from the booths. Jeff voiced that he could do a lot to help our library establish one of the services from the list that entailed letting patrons borrow bicycles. The Governor also spoke at the event and has introduced an early literacy initiative that would provide each child in Ohio with one book per month from birth to age five.

Hotspots for Checkout

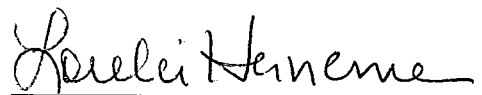
Ms. Murray shared with the Board information on other libraries who have started circulating Wi-Fi hotspots. This type of program can be very helpful in rural areas like ours where many families do not have access to the internet at home. One representative from Sprint spoke with Ms. Murray about renting hotspots for \$30/month/device with free IT service if there are less than 20 devices. Devices would not be throttled, and service would be suspended for overdue devices. More information would have to be gathered about hotspot options from all cellular carriers that serve the area. The Board agreed that this type of service would be a good option for the library.

ADJOURNMENT

With no further business to come before the Board, Jeff Youngs moved to adjourn the meeting. Lorelei Heineman seconded. The meeting was adjourned at 7:15 p.m.



Katie Porteus, President



Lorelei Heineman, Secretary

