

MINUTES
CARDINGTON-LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
 April 13, 2021

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

PUBLIC PRESENTATIONS – None

CORRESPONDENCE –

- 1- OLC membership cards were given to all Trustees.
- 2- A copy of the library's property/liability insurance application summary was distributed. Any input must be received by April 19.
- 3- Shortly before the beginning of the meeting, Ms. Murray forwarded an email update on the State Budget. Substitute House Bill 110 does not contain language to preserve the PLF at its current 1.7% for the next two fiscal years. This means the PLF will be cut to 1.66% on July 1 unless an amendment is made. The bill also introduces a 2% personal income tax cut, which could further impact funding. All are encouraged to contact their Ohio House Representatives to amend the bill.

APPROVAL OF MINUTES

Monty Maceyko moved to approve the March 9, 2021 regular Meeting Minutes as written. Second by Soledad Baker. Motion carried unanimously.

TREASURER'S REPORT

Mrs. Burgett gave the financial report for March 2021.

Account	Feb 28, 2021 Balances	March Receipts	March Disbursements	Mar 31, 2021 Balances
Checking - FC	\$18,449.39	\$24,407.88	\$23,297.80	\$19,559.47
Prime Money - FC	\$112,537.91	\$11.19	\$0.00	\$112,549.10
24-mo. CD - FF	\$13,592.01	\$13.41	\$0.00	\$13,605.42
49-mo. CD - FC	\$53,089.68	\$0.00	\$0.00	\$53,089.68
Cash Drawer	\$121.29	\$152.49	\$154.16	\$119.62
Totals	\$197,790.28	\$24,584.97	\$23,451.96	\$198,923.29

Fund	Feb 28, 2021 Balances	March Receipts	March Disbursements	Mar 31, 2021 Balances
General Fund	\$167,790.28	\$24,584.97	\$23,451.96	\$168,923.29
Capital Projects	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Totals	\$197,790.28	\$24,584.97	\$23,451.96	\$198,923.29

Library cash assets totaled \$198,923.29 on March 31, 2021. Total income in March was \$24,436.18. Receipts included Public Library Fund monies totaling \$20,670.19 and an Erate reimbursement totaling \$1,908.90. Net Income in March was \$877.62.

The significant expenses in March were snow removal for the parking lot in February and a down payment for a replacement server.

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

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

DIRECTOR'S REPORT

Programs/Services

3rd Thursday Craft Society: The March make-it-and-take-it craft program was offered in-person and provided participants with the supplies and instruction needed to create paper Easter treat boxes using Cricut Design Space and the library Cricut machine. The class was limited to nine people to comply with the 10-person gathering limit. Four registered and attended. Lisa E organized the event and Kelsey provided the instruction. Refer to the program report for more details.

21st CCLC L.I.F.T.: The library participates in the L.I.F.T. program every week, alternating from Tuesday one week to Thursday the next week. Sessions were held on March 2, 11, 16, and 25. Angela taught Growth Mindset sessions to grades 1 and 2, teaching the concepts of creativity, having a dream/goal, mindfulness, and personal growth through learning. Participation for the month totaled 53 students and teachers. Kelsey taught technology sessions to grades 3 and 4, covering Google Maps, Google Earth, and Scratch programming. Participation for the month totaled 33 students and teachers.

21st CCLC S.A.I.L.: Angela held two sessions each day on March 1, 8, 22, and 29, attended by a total of 129 students and teachers. Three of her lessons were in the kitchen learning basic cooking skills and kitchen safety while making biscuit pizzas, cookies, and mac and cheese. Sewing lessons were started in the fourth session. Kelsey held two sessions each day on March 3, 10, and 17, attended by a total of 94 students and teachers. The youth learned movie making techniques and learned to use the iNaturalist app.

2021 Reading Challenge: Eight patrons completed the reading challenge in March. Kelsey is managing the program and creates the Facebook posts. Andy and Angela displayed books that fit the March challenge categories.

Author Visit: Lisa M scheduled an April author visit by Mindy McGinnis. Flyers were created and posted at the school and in the library. The event was also promoted on the library website and on Facebook.

Book Talk: Lisa E organized the book discussion held on March 8. Eight attended in person and one on ZOOM. In preparation, she created discussion questions for "The Thursday Murder Club" by Richard Osman. During the session, Lisa promotes other library services and events, such as the Reading Challenge and the Book Page subscription.

Circulation: Circulation of library owned physical materials in March was 868. Hotspots circulated 10 times.

COVID-19 Test Kits: In March, the library began distributing COVID-19 test kits free of charge. Kelsey created a contactless policy/procedure and set up the display locations for the kits. The simple process requires the library to report the number distributed to a state website.

E-waste Recycling Event: Lisa M organized an e-waste recycling event to run during the month of April. Working with AccurateIT Services, the library obtained two skids and gaylords to serve as the collection point in the library. The list of allowable items was created for distribution. The event was publicized in the Sentinel on March 31 and on the library website and on Facebook.

Guiding Ohio Online (GOO) program: Digital Literacy Trainer (DLT), Kelsey Wicker, was involved in 3rd Thursday, L.I.F.T., and S.A.I.L. as described above. She also taught a total of 19 students in three ASPIRE classes covering the following topics: OMJ Profiles, Typing, and Khan Academy. She spent 2 hours 20 minutes responding to troubleshooting questions from 30 patrons/staff. She spent 8.8 hours in one-on-one sessions assisting 8 patrons with specific technology needs. She also kept the website up-to-date, made signs for tax guides, and began planning for ads, registration, and the AV elements of the summer reading program.

National Library Week: Lisa E and Lisa M organized a limited number of activities to celebrate National Library Week. T-shirts were ordered for the staff to wear during the week. A picture was taken to recognize everyone on Library Workers Day via Facebook. Posters and bookmarks were also ordered. House Representative Riordan McClain was confirmed to attend Story Time in April and hold office hours in the library. Lisa E created a scavenger hunt designed to educate patrons on library services and offered an incentive for those who complete it. The event was promoted in the Sentinel on March 31 and on the library website and on Facebook.

Story Time: Four sessions were held in March with an average of 7 children attending each session, appropriately social distanced. In each class, Angela focused on one letter, one number, and a theme. She discussed the plot, setting, characters, and the moral of the story after every book was read. March themes were Dr. Seuss, St. Patrick's Day, Corduroy bear, and Spring. Letters learned were U through X. A new parent and child in Story Time are traveling from Marion, happy to have found an in-person program.

Summer Reading Program: On March 5, Angela was awarded a \$1,500 LSTA grant from the State Library. Congratulations, Angela! Lisa M reviewed/signed/returned the grant contract and supporting documents on March 23. Donation letters were finalized, approved and mailed in March. Early donations were received from Maceyko Tax (\$1,000), Rinehart Insurance (\$50), Superior Outdoor Management (\$80), and Subway (coupons). Thank-you letters were written and mailed to the donors. Angela created the calendar of events, reading logs, registration forms, promotional flyer, and program sign-up sheets for Tail Waggin' Tutors and the crafts. Save the date bookmarks were created and distributed at a Pals of Pirates Easter event. Plans for the Morrow County Dog Shelter to do two adoption events were finalized. SRP-themed books were ordered to bolster the collection.

Displays: Andy and Angela created a Dr. Seuss display in the main display case. Andy created a display in the small case celebrating Women's History Month. The donated wooden villages hand crafted by the late Dave Rausch of Jefferson City, Tennessee remain on display in the Adult Reference area.

Facebook: Kelsey took over the management of the Facebook page. 21 posts were created in March: 5 promoted the library's books and services; 4 promoted events and programs; 6 shared information; and 6 were of a general nature. The top three posts: 03/10/21 We're Hiring reached 1,772 people, received 38 likes, comments and shares, and 104 post clicks; 03/02/21 Story Time ROCKS! reached 531 people, received 34 likes, comments and shares, and 20 post clicks; 03/26/21 Scholarship Opportunity reached 488 people, received 9 likes, comments and shares, and 1 post click. The library has 1,112 followers on Facebook.

Personnel

Time Off: Angela was off three days in March and Cieria was off four days. No other time off was taken.

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

Staff Development: Andy, Angela, Kelsey, and Lisa M attended the SLRLN Techno Expo 2021 online on March 3. All staff were asked to attend a webinar: Check Out Ohio Legal Help-A Free Online Information Tool. Kelsey attended several additional webinars: Imagining A New Future for Future Ready Librarians; Media Literacy for Adults-Civics; Scanning Equipment-Options & Best Practices; 2021 Read Across America Celebration!; Myth Busting the Rural/Urban Divide in Ohio; and, Shout it from the Rooftop-Create Engaging Annual Reports-Introduction to Annual Reports.

Open Circulation Library Aide: Lisa M met with patron, Jesse Hamon, on March 4 about the possibility of working at the library. She was very interested but would need to be able to replace her Yutaka pay and benefits. Andy's last day at the library was March 11, opening a third part-time Circulation Library Aide position. Promotional materials were updated to offer the potential for full-time. Ads were rerun in the Sentinel and online. Only one application was received in March. The person did not qualify for an interview. Angela, Cieria, Kelly and Mary Lou have been very helpful covering Andy's hours.

Other Staff News: Angela has provided notice that she intends to move her family within the next year. Her husband has joined the Navy and she will be relocating to wherever he is stationed.

Technology

COOL: The COOL Executive Committee (directors) met via ZOOM on March 17 to review and discuss updates related to recruiting, production, projects, and cataloging. Hurt/Battelle Memorial Library (West Jefferson) considered joining COOL but decided to go with SEO based on the number of items in the catalog. COOL provided a \$1,500 sponsorship to the 2021 Evergreen International Conference. Equinox did not receive grant funding for the development of a dashboard interface for the report module. They will be seeking funding from the Evergreen community for the \$80,000-\$90,000 project. A concern raised in the February meeting was clarified: It is an expectation that all catalogers will review and standardize any catalog record they encounter that is not up to par. Joni and Teri are available to train new/existing catalogers.

Evergreen Development: Patrons are now able to receive a text message when their account is about to expire. Automatic renewals will no longer be stopped on newly expired patron accounts. The COOL libraries using the Online Patron Registration feature have encountered three issues: scam applications that take advantage of the Hoopla service, no duplicate patron check, and the ability to change the home library. The batch holds feature has been tested and the functionality

will be included in release 3.7. Electronic links on records for periodicals will be removed to eliminate patron confusion. This was an issue researched and documented by Lisa M. COOL members were asked to prioritize a list of features for the next upgrade to the COOL Libraries app.

IT Support: Lisa M reported an issue with random patron computers inexplicably shutting down over night. Dynamic Networks was on-site for 6.5 hours on March 12 and traced the issue to Windows updates not completing within the maintenance window. The failed updates were reapplied and the maintenance window was expanded.

Server Replacement Project: The server replacement project was initiated by signing the contract and sending a down payment on March 15.

Lynda.com Migration: Ohio libraries will migrate from the legacy Lynda.com platform to LinkedIn Learning for Library. OPLIN placed details about the migration on their website. NEO-RLS hosted a webinar to demo the new interface and answer questions. In addition to learning the features of the new interface, the library staff will need to notify users and update links on the website following the migration. Lisa E reached out to Tri Rivers contacts about the upcoming changes.

Smart Library Program: Lisa M met with Zachary Shields of T-Mobile and Katie Wardell of Premier Wireless on March 12 to learn more about the Smart Library Program. The Smart HotSpot™ combines the functionality of a traditional hotspot plus the ability to access the internet without a secondary device. This is an all-in-one device solution available for the same cost as the hotspot-only device.

AWE Usage: The early learning workstation was used only one time in March for 34 minutes.

Collection Development/Processing

Acquisitions/Processing: Angela, 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 229 new and donated youth and adult materials. Lisa E used our new Overdrive Advantage account and worked on a cart for the first time. She reviewed patron holds with the intent to order those titles first.

Weeding/Collection Maintenance: Cieria repaired five items in March. 424 items were removed from Evergreen and moved through the weeding process in preparation for the lobby book sale. Kelly has been cutting up "Something About the Author" books for recycling, freeing up Reference shelf space.

Youth Services Shelving Location Project: Angela continued work on this project, creating new signage throughout Youth Services to identify shelving locations. Children love removing her holiday book shelf dividers to look at the pretty pictures.

Notices: The recorded cost to mail 26 overdue notices in March was \$14.30. Four were 30-day notices. This is the highest number since implementing auto-renewals.

Financial

Libraries Transforming Communities (LTC) Grant: Following reviews by Lisa E and Lisa M, Kelsey finalized and submitted her LTC grant application. The grant was awarded March 31. Congratulations to Kelsey! This was her first grant writing experience.

Pals of Pirates Easter Event: The library purchased and donated bags, books, bookmarks, and pencils for the event.

Unemployment Fraud: An unemployment fraud report was filed on March 22 after receiving a request to approve an unemployment claim in the name of Lisa Ebert.

Management

Pandemic: The Pandemic Policy was updated with input from staff in preparation for the rescission of the library board resolution, Pandemic Response and Emergency Suspension of Policy. The library board approved a request to allow up to 2 hours of paid time off for the purpose of getting a vaccine and up to one day of paid time off to recover from the effects of the vaccine, if any. Meeting rooms are available for use by groups of fewer than ten people. With the addition of acrylic panels, all but one patron computer is available for use. Using a book sterilizer, returned items are no longer going through a quarantine process. Pandemic cleaning procedures remain in place. The library staff was saddened to lose volunteer Robert Miller to COVID-19.

Emergency Closing Policy: The language of the Emergency Closing Policy was updated and approved by the board in March.

Program Tracking: Lisa M met with Nate from WhoFi on March 24 to see a demo of a new service for tracking program statistics. This is a very useful free service provided by the State Library of Ohio that will shorten the time it takes to compile statistics at year-end. The library will begin using the service in April.

Annual Report to the State Library of Ohio: Lisa M compiled statistics and completed the Annual Report to the State Library. This was a three full day process, shorter because attendance numbers were not required due to COVID closures. The survey was submitted April 1.

Troubles: On March 24, Angela reported being harassed by former contract employee, Marc Wells. The harassment took the form of a social media attack and involved the library. Angela was able to secure a protective order covering her family and has retained a lawyer. Charges are pending. All posts and pages used for the posts have been taken down. Staff is instructed to contact the police if they see Marc on library property. Lisa M documented the event from the library perspective and met with the prosecutor on March 29 to determine if the library should take action against Marc. Because the posts have been taken down, the library will take no action at this time.

Other Management: Lisa M attended the Morrow County Mobility Management meeting on March 2, the Dewine press conferences on March 8 and 22, a Vory's Coronavirus legal webinar on March 18, and the OLC State Budget Update webinar on March 22. Cieria attended the monthly BWC webinar on March 25 and the OLC State Budget Update webinar on March 22.

Facilities

Access Lift: The access lift door was caulked and painted on March 10. This was the last step in the door replacement project.

Laminator: The laminator required a service call on March 31 to dislodge a jam.

Décor: The library was decorated for St. Patrick's Day, then redecorated for Easter.

FRIENDS OF THE CARDINGTON LIBRARY REPORT

No update

OLD BUSINESS

Open Library Aide Position(s) Update

To date, the library has spent \$718 on employment ads for the open positions, resulting in very few applications received. We will continue to post the jobs periodically and hang an outdoor banner on the front of the building that reads "now hiring". Lisa M also distributed copies of the flyer posted inside the library to each Board Member. Trustees agreed that the starting pay for the positions appeared to be the largest factor in receiving so few applications. Ms. Murray stated that if even one more staff member leaves it will cause us to re-evaluate programs and services, meaning every single person we have now is indispensable. There was also some discussion of going to the high school to recruit for one of the open positions.

NEW BUSINESS

Update on Visit from Representative Riordan McClain

Typically, OLC holds a Legislative Day once a year for all library advocates to visit the State House together and speak with their Representatives about library funding. Last year the event was cancelled, and this year it was converted into a virtual week-long event during National Library Week. Riordan McClain is the House Representative for our area and was invited to the library for Story Time and office hours on April 8. The event went smoothly, although there was no patron turnout for the office hours due to short notice on a confirmation from McClain's office. Ms. Murray distributed copies of the "take away" handout given to McClain. He was unaware that libraries would lose money in the next State Budget if no changes are made.

Guiding Ohio Online Program Considerations

We are underspending on the current program grant. This is due in part to our newest Digital Literacy Trainer being hired in November, rather than starting with the program year in October. The average number of hours worked are also below budget because of an overall schedule change and unscheduled time off, such as the snow day. Lisa M plans to give Kelsey a mid-term pay raise, rather than sending back the grant funds. We will remain under budget on both income and expenses.

It is also time to start planning for the next program year. After moving to an LSTA grant program, the State Library implemented a rule that limits the number of consecutive applications. Any libraries in the program for 5 consecutive years must take at least one year off

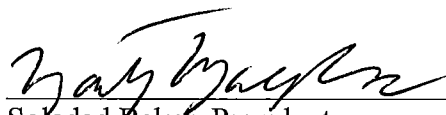
before applying again. This started two years ago, so the application being discussed would be year three for us. This upcoming 2021-22 program year is unique because it has been shortened so that the State Library can move from the federal fiscal year to the state fiscal year. The 2021-22 program will only last nine months, from October to June. Ms. Murray asked the Board if they would prefer to take the opportunity to use this shortened year as our year off. After some discussion, the Board decided to wait until our sixth year to take the year off when the library hopes to have a levy to help absorb the cost.

Review Smart Library Program

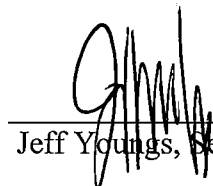
We currently have a two-year contract on our ten Wifi hotspots. Lisa M wanted to make the Board aware of a new line of products from T-Mobile that combine a hotspot and useable device in one. The two styles offered so far are a smaller smartphone size and a larger tablet size with keyboard. The smaller devices are nearly the same price as the hotspot only device. The older set of training laptops are also in the process of becoming available for circulation, but they are already four years old and may not be viable for much longer. Ms. Murray envisions a future where desktop computers do not use up library space, and instead a vending machine would dispense devices to patrons to be used at the library or at home. The Board would like to try a couple tablet-sized devices but would like to see the pricing information first.

ADJOURNMENT

With no further business to come before the Board, Katie Porteus moved to adjourn the meeting. Monty Maceyko seconded. The meeting was adjourned at 6:36 p.m.



Soledad Baker, President



Jeff Youngs, Secretary

Submitted by: Cieria Burgett