

MINUTES
CARDINGTON-LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
February 12, 2019

Katie Porteus called the meeting to order at 6:02 p.m. in the reading room of the library with the following present: Ed Wahl, Kathy Schelb, Monty Maceyko, Katie Porteus and Lorelei Heineman. Absent was Jeff Young. Also attending: Lisa Murray, Director, and Cieria Burgett, Fiscal Officer.

After beginning the meeting, the Board held an informal interview with one of the candidates for the open Trustee position. An interview with another candidate is scheduled for the end of February.

PUBLIC PRESENTATIONS - None

CORRESPONDENCE

- 1- Ms. Murray passed around a thank-you card written on behalf of the children who received Christmas gifts from the Adopt-a-Family program.
- 2- Another thank-you note was passed around that came from the family of Barb Cowles.
- 3- Ms. Murray informed the Board of an upcoming Library Trustee Workshop that is being held by the Ohio Library Council. It is recommended that new trustees attend the workshop.

APPROVAL OF MINUTES

Upon reviewing the minutes from the last meeting, Lorelei Heineman raised a few questions. It was discussed whether or not a Trustee must accept a position that they were nominated to while absent. Lorelei did choose to accept her position as the Secretary in this situation, but questioned if the Board should have by-laws covering such circumstances. Monty Maceyko moved to approve the January 08, 2019 regular Meeting Minutes as written. Second by Kathy Schelb. Motion carried unanimously.

TREASURER'S REPORT

Mrs. Burgett gave the financial report for January 2019.

Account	Dec. 31, 2018 Balances	January Receipts	January Disbursements	Jan. 31, 2019 Balances
Checking - FC	\$35,879.17	\$25,667.81	\$22,398.29	\$39,148.69
Prime Money - FC	\$111,871.89	\$36.11	\$0.00	\$111,908.00
24-mo. CD - FF	\$13,483.62	\$0.00	\$0.00	\$13,483.62
49-mo. CD - FC	\$50,754.45	\$255.86	\$0.00	\$51,010.31
Cash Drawer	\$108.40	\$333.83	\$336.32	\$105.91
Totals	\$212,097.53	\$26,293.61	\$22,734.61	\$215,656.53

Library cash assets totaled \$215,656.53 on January 31, 2019. Total income in January was \$25,980.71. Receipts included Public Library Fund monies totaling \$19,469.11. Net Income in January was an income of \$1,582.14.

The significant things noted in the Transaction Detail by Account report were the unrestricted gifts and donations, sponsorship of the rural safety program, faucet replacements and toilet repair at Pirates Cove Pizza, OLC membership, Chamber of Commerce membership, and payment of the full-year property taxes.

Katie Schelb moved that the December 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

Nay: None

DIRECTOR'S REPORT

Programs

STEPS Story Time: The 2018-19 Story Time program completed weeks 16 through 19 in January. Attendance averaged 7.5 children each week. The letters covered were P, Q, R and S. The themes were dinosaurs, colors, winter animals, and construction.

Head Start Story Time: Hillary read at the preschool on January 10 and 24.

Ohio Reads: Hillary read with her student January 8, 15, 22, and 29.

Book Talk: Three participants met on January 21 to discuss "Redbird Christmas" by Fannie Flagg. In preparation, Lisa E. created discussion guides, created the Facebook post, and researched field trip ideas for the group. The group chose the March title and Lisa E. began promoting with flyers, posts, and emails.

2018-19 Guiding Ohio Online (GOO) program: Four classes were offered in the library in January: Basic Computer Class, Introduction to Google Docs (3 registered and attended), Introduction to Google Sheets (2 registered and attended), and Introduction to Google Slides. Marc also provided three hours of training in three Aspire classes at MTC, training 15 students, and 2 hours of training in 1 class (4 sessions) at CCLC, training 63 students. Marc spent 19.3 hours providing one-on-one assistance to 19 patrons (13 scheduled; 6 drop-ins) and a total of 2.75 hours providing troubleshooting assistance to 24 patrons. He also completed the lesson plans for the Social Media Exploration class and the How-to Cricut class. Additionally, Marc created a 2019 online resource document for MTC, started planning spring quarter classes, and hung a new technology assistance banner. Lisa M. completed the first quarter narrative and financial reports required by the grant.

21st Century Community Learning Center (CCLC): The after school program for grades five through eight is now known as the SAILing Club. Weather delays and closures on January 16, 23, and 30 meant that Hillary and Marc presented programs to 63 students on January 9 only. Hillary created lesson plans for the finance section and delivered the program covering finances and powerful saving. Marc started a series of coding programs to "Animate a Name" using

Scratch. Marc will continue the coding activities into the next program period with lesson plans for a story telling section that will allow students to customize their own animated story, also using Scratch.

LIFT (CCLC grades K – 4): Hillary delivered programs on January 10 (43 students) and 17 (51 students). The theme for this learning period is “Growth Mindset” which is the belief that, despite obstacles and challenges, a person can develop abilities and achieve goals through motivation, hard work, and practice. Her first lesson covered 1) skills can be learned and developed, 2) challenge can encourage you to improve and, 3) being proud of taking risks no matter the outcome. Her second mindset lesson on compassion, inclusiveness, and embracing one’s own and other’s unique characteristics was meant to help children learn to show kindness and empathy in every situation.

2019 Summer Reading Program (SRP): In January, Hillary wrote and submitted an application for a LSTA grant through the State Library of Ohio. She also booked three entertainment programs and contacted others for pricing information.

Love Your Library Fund Raiser: Kelly and Marc are organizing a “Popcornopolis” fund raising campaign that will run the month of February in honor of “Love Your Library Month”.

Other: State Representative Riordan McClain will be holding office hours at the library on February 21, 10:00 a.m. until noon.

Displays: The children’s display was replaced with kid’s magazines in an attempt to increase visibility and circulation. The teen display continued the immigration theme, featuring nonfiction and fiction books. Christmas decorations/displays were changed over to snow and snowmen themes. Toward the end of the month, valentine displays and décor went up.

Facebook: During January, Hillary and Lisa (2) created 26 posts on Facebook: 11 promoting library books and services, 3 promoting events and programs, and 12 general interest topics. The top three posts: 01/05/19 Reading Facts reached 1,404 people, received 79 reactions, comments and shares and 42 post clicks; 01/31/19 Vending machine filled with books reached 1,249 people and received 110 reactions, comments and shares and 74 post clicks; 01/29/19 Protect your person reached 945 people and received 24 reactions, comments and shares and 35 post clicks. The library has 922 followers on Facebook.

Personnel

The library was closed on Tuesday, January 1, for New Year’s Day.

There was no time off for vacations in January. Schedule adjustments had to be made for weather related absences and one illness.

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. Another volunteer is being sought to help Patty cover books. On January 10, Lisa M. interviewed a candidate volunteer in the Goodwill Employment Program for placement in the library. She determined it would not be a good fit at this time.

Staff Development: Lisa M. continued training Cieria on the Fiscal Officer functions. Lisa M. attended the following webinars: Website Bootcamp Webinar Series and OLC's Advocacy and the New 133rd General Assembly

Technology

The COOL Executive Committee (directors) did not meet in January. OhioNET reported that Bucyrus' grant application for the migration to Evergreen was approved. Hemlock/Ken Cox accepted the offer to create custom mobile apps for COOL and a contract was signed. Two apps, one for iOS and one for android, were developed moved into the review stage on January 31. Potential funding partners have been identified to move forward on the Batch Hold project that will allow patrons to register for automatic holds on books published by their favorite authors. A basic implementation of Book Carousels for the OPAC is underway and a prototype will be available for the February COOL meeting. COOL will sponsor a snack break at the 2019 Evergreen Conference. Sub-zero weather on January 30 caused the postponement of the customer service and Evergreen training at OhioNET for staff of COOL libraries.

The AWE Early Literacy Workstation was used 14 times for a total of 407 minutes in January.

Collection Development/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 225 new and donated youth and adult materials. To aid this effort, Hillary assigned call numbers for all the new Youth Services materials.

A total of 408 items were removed from Evergreen in January and moved through the weeding process in preparation for the lobby book sale. Weeded items included a much needed weeding of the entire magazine collection. Hillary selected items from the nonfiction numbers 390-500 and entered them into the weeding process. Lisa E. completed the review and weeding of the Large Print Fiction shelves and asked staff to alert her to any circulating titles she may have missed. Lisa E. also reviewed and weeded FIC E shelves.

In January, yellow dot items were free and red dot items were priced at 25 cents. All other colors were \$1.00 each. Cieria created new and improved signage for the book sale shelves.

The recorded cost to mail 33 overdue notices in January was \$16.50. One was a 30-day notice.

Financial

Lisa M. trained Cieria on the following Fiscal Officer functions in January: end-of-year payroll liability adjustment to balance cash, Estimated Resources Available for 2019 reporting to the Morrow County Auditor, quarter-end payroll reporting, year-end payroll reconciliation reporting, W2s, 1099s, transmittals, OPERS non-contributing report, BWC True-up and 300AP reports, payroll spreadsheet creation for the new year, pay increase letters, payroll item updates in QuickBooks, pay increase updates in QuickBooks, accrued sick time and vacation time updates in QuickBooks, and the Annual Financial Report to the Auditor of State.

Cieria and Lisa M. finalized the new Credit Card Policy and obtain Board approval. The two also updated the expense report form to reflect the new mileage rate, the new credit card policy, and other changes that will help Cieria enter transactions into QuickBooks.

Lisa M. created the 2019 program budget and worked with Cieria to create other budget assumptions. The final budget will be completed in early February.

Management/Facilities

Strategic Plan: Lisa M. created and sent invitation and reminder emails to all the survey takers who volunteered to attend a focus group. Lisa also created a Facebook post seeking participants, although it did not result in any registrations. An additional focus group for staff was scheduled. State Library consultant, Mandy Simon moderated three focus groups January 15 and January 22 and provided the director with the notes. Lisa M. added the paper survey data to the download of Survey Monkey data to get all the raw survey data into one file. Mandy estimated a two week delivery for the final report from the State Library, meaning mid-February.

Hillary and Lisa M. attended the Chamber Breakfast on January 15. Lisa M. attended the Cardington Economic Development Task Force meeting on January 29.

On January 3, Lisa M. met with Jim Benedict from H.E.A.T. Total Facility Solutions to learn more about switching to LED lighting throughout the library. A quote was approved by the board in the January meeting and the project will begin sometime in February.

On January 8, several water leak issues were repaired at Pirates Cove Pizza: two faucets replaced, four shut off valves replaced, one drain piped replaced, and a flush valve replaced in one toilet. A lower water bill is expected as a result of these repairs.

On January 9, Lisa M. met with Chris Rogers from IAP Government Services Group to develop a master plan to track maintenance projects for the library. The report back was a scope document for the larger projects that will be helpful but not the complete listing.

On January 23, Lisa M. met with a representative from Ohio Edison to inspect the new furnace and supplemental heating added to meeting room 128 in order to obtain an efficiency credit.

The combination of snow melt and rain on January 23 led to water rising in the toilets in meeting room 126 but did not result in an overflow.

Christmas decorations were reorganized for more compact storage.

OLD BUSINESS

Strategic Plan Update

Raw data from the recent focus groups was emailed to the Board members. A full report should be coming from the State Library in the near future. However, the raw data gives enough information to get started on levy preparations. Some common ideas from the data were that patrons love the staff, want hours to be expanded, and think that the facility is not currently meeting all of the needs of the community.

Levy Planning Discussion

Ms. Murray suggested that members of the community who showed interest in the focus group would be a good source to find people for the PAC needed for the levy.

Open Trustee Position Update

It was decided by the Board to not make any official decisions regarding the trustee position until after all interviews were completed at the end of the month.

Pirates Cove Lease Renewal

Ms. Murray informed the Board that it was the time of year when she usually sends a formal lease renewal letter to Pirates Cove. The current lease is in effect until February 29, 2020. The Board decided to let the current lease expire, separate the water meters, then rewrite a lease once the separated water usage is known. Ms. Murray will be sending Pirates Cove a letter outlining this so that all parties are informed of the plan at this point.

NEW BUSINESS

2018 Full Year Variance Analysis

The variance report for the full year ending December 31, 2018 was reviewed by the Board. Total income in 2018 was \$276,203.13. The total amount received from the PLF in 2018 was \$242,794.93. Expenses in 2018 totaled \$289,668.48. The Net Income in 2018 was a loss of \$13,465.35.

Review/Update/Approve 2019 Permanent Appropriations

The 2019 Appropriations were passed out to the Board members along with Operating Plan. Ms. Murray noted that although some programs were cut this year, a few new ones were added as well, totaling 21 programs. The Board decided that they would like more time to review the Appropriations, and would like to bring the topic back up at the next meeting. The Permanent Appropriations are due to the Auditor by March 31st.

Sewage Backup Update

Ms. Murray informed the Board that there was another sewer backup incident in the basement earlier this month. The damage did not reach to the walls, but ServPro would need to be called in again to deal with the floor. The Board asked about any other places in the community that had damage, but the Village told Ms. Murray that nobody else had claimed related damage. The Board speculated that this may only be an issue for buildings with bathrooms in the basement. Ms. Murray also noted that the issues began after some construction on a nearby bridge rerouted drainage pipes.

Facilities Planning

Ms. Murray presented the Board with a "Master Plan" from IAP, which outlined all necessary repairs to the structure of the building. Trustees were given copies of an overview of the plan, including estimated cost. Another, more detailed, version of the plan was also passed around which included photos of all the problem areas. It was discussed that even if this company is not chosen to perform any work, it could be very helpful to just have all of the repairs listed and photographed.

Popcornopolis Fundraiser

In searching for new display ideas, the staff came across a fundraising opportunity. The library began a fundraiser selling gourmet popcorn for the month of February, with Kelly Kirkpatrick as the coordinator. Both display cases were set up to promote this, telling patrons they may place orders at the circulation desk. The library will receive 50% of all funds raised. Ms. Murray passed around an order form for any Trustees who would like to purchase any of the popcorn.

ADJOURNMENT

With no further business to come before the Board, Monty Maceyko moved to adjourn the meeting. Ed Wahl seconded. The meeting was adjourned at 7:53 p.m.



Katie Porteus, President



Lorelei Heineman, Secretary

