

**MINUTES  
CARDINGTON-LINCOLN PUBLIC LIBRARY  
BOARD OF TRUSTEES**

January 08, 2019

Ed Wahl called the meeting to order at 6:10 p.m. in the reading room of the library with the following present: Ed Wahl, Kathy Schelb, Monty Maceyko, and Jeff Youngs. Absent were Katie Porteus and Lorelei Heineman. Also attending: Lisa Murray, Director, and Cieria Burgett, Fiscal Officer.

**REORGANIZATIONAL ITEMS:**

**Election of Officers**

*19 - 01*

Monty Maceyko moved to nominate Katie Porteus for Board of Trustees President in 2019. Second by Kathy Schelb. Mrs. Burgett took a roll call vote:

Aye: Ed Wahl, Kathy Schelb, Monty Maceyko, Jeff Youngs  
Nay: None

*19 - 02*

Kathy Schelb moved to nominate Ed Wahl for Board of Trustees Vice-President in 2019. Second by Monty Maceyko. Mrs. Burgett took a roll call vote:

Aye: Ed Wahl, Kathy Schelb, Monty Maceyko, Jeff Youngs  
Nay: None

*19 - 03*

Ed Wahl moved to nominate Lorelei Heineman for Board of Trustees Secretary in 2019. Second by Kathy Schelb. Mrs. Burgett took a roll call vote:

Aye: Ed Wahl, Kathy Schelb, Monty Maceyko, Jeff Youngs  
Nay: None

*19 - 04*

Kathy Schelb moved to appoint Cieria Burgett to serve as the Fiscal Officer in 2019. Second by Jeff Youngs. Mrs. Burgett took a roll call vote:

Aye: Ed Wahl, Kathy Schelb, Monty Maceyko, Jeff Youngs  
Nay: None

**Other Reorganizational Items**

*19 - 05*

Jeff Youngs moved that the bonds for the Director and the Fiscal Officer be reaffirmed with Trimble Insurance Agency in the amount of \$25,000 each for 2019. Second by Monty Maceyko. Mrs. Burgett took a roll call vote:

Aye: Ed Wahl, Kathy Schelb, Monty Maceyko, Jeff Youngs  
Nay: None

19 - 06

Monty Maceyko moved to approve depositories of funds at FC Bank, First Federal Savings and Loan, FC Bank, Star Ohio, or other instruments allowable by Ohio Revised Code 135. Second by Jeff Youngs. Mrs. Burgett took a roll call vote:

Aye: Ed Wahl, Kathy Schelb, Monty Maceyko, Jeff Youngs

Nay: None

19 - 07

Jeff Youngs moved to set the regular meeting of the Board of Trustees for the Cardington-Lincoln Public Library as the second Tuesday of each month at 6:00 p.m. Second by Monty Maceyko. Mrs. Burgett took a roll call vote:

Aye: Ed Wahl, Kathy Schelb, Monty Maceyko, Jeff Youngs

Nay: None

19 - 08

Monty Maceyko moved to continue the Cash Drawer Fund established for the purpose of making change for patrons and for small emergency purchases. Second by Jeff Youngs. Mrs. Burgett took a roll call vote:

Aye: Ed Wahl, Kathy Schelb, Monty Maceyko, Jeff Youngs

Nay: None

19 - 09

Jeff Youngs moved to set Library hours as 10:30 a.m. to 7:00 p.m. Monday through Thursday and 10:30 a.m. to 2:00 p.m. Saturday. Second by Kathy Schelb. Mrs. Burgett took a roll call vote:

Aye: Ed Wahl, Kathy Schelb, Monty Maceyko, Jeff Youngs

Nay: None

19-10

Kathy Schelb moved to close the Library for the following holidays: Memorial Day (05/27/2019), Independence Day (07/04/2019), Labor Day (09/02/2019), Thanksgiving Day (11/28/2019), Christmas Eve (12/24/2019) from 2:00 p.m. to 7:00 p.m., Christmas Day, (12/25/2019), New Year's Day (01/01/2020). Second by Jeff Youngs. Mrs. Burgett took a roll call vote:

Aye: Ed Wahl, Kathy Schelb, Monty Maceyko, Jeff Youngs

Nay: None

### **Committee Assignments**

- Personnel: Monty Maceyko and Katie Porteus
- Long-Range Planning: All Board Members
- Finance: Jeff Youngs and Ed Wahl
- Grounds: Monty Maceyko and Kathy Schelb
- Records Review: All Board Members

## PUBLIC PRESENTATIONS - None

## CORRESPONDENCE

- 1- Ms. Murray informed the Board of recent legislation that affects libraries. House Bill 291 passed, which set a new standard for credit card policies. Senate Bill 263 passed, which deals with notaries. House Bill 736 did not pass, which would have allowed schools to block levies for libraries.
- 2- The updated Public Library Fund estimates were given to the Board. Estimates were reduced from the last report that was published in summer of 2018.

## APPROVAL OF MINUTES

Monty Maceyko moved to approve the December 11, 2018 regular Meeting Minutes as written. Second by Kathy Schelb. Motion carried unanimously.

## TREASURER'S REPORT

Mrs. Burgett gave the financial report for December 2018.

Account	Nov. 30, 2018 Balances	December Receipts	December Disbursements	Dec. 31, 2018 Balances
Checking - FC	\$55,841.10	\$22,363.53	\$42,325.46	\$35,879.17
Prime Money - FC	\$111,835.80	\$36.09	\$0.00	\$111,871.89
24-mo. CD - FF	\$13,470.04	\$13.58	\$0.00	\$13,483.62
49-mo. CD - FC	\$50,754.45	\$0.00	\$0.00	\$50,754.45
Cash Drawer	\$146.99	\$306.21	\$344.80	\$108.40
Totals	\$232,048.38	\$22,719.41	\$42,670.26	\$212,097.53

Library cash assets totaled \$212,097.53 on December 31, 2018. Total income in December was \$22,389.96. Receipts included Public Library Fund monies totaling \$21,634.08. Net Income in November was a loss of \$17,881.19.

The significant things noted in the Transaction Detail by Account report were the balance due to repair the art glass window and east foyer door, the annual COOL contract renewal, payment of Microsoft Office and DeepFreeze licenses budgeted in August, and balance due for new patron computers budgeted earlier in the year. The Budget vs. Actual Report and the Statement of Projected Cash Flows were also reviewed.

Monty Maceyko moved that the December Treasurer's Report be approved. Second by Jeff Youngs. Mrs. Burgett took a roll call vote:

Aye: Ed Wahl, Kathy Schelb, Monty Maceyko, Jeff Youngs

Nay: None

## DIRECTOR'S REPORT

### Programs

*STEPS Story Time:* The 2018-19 Story Time program completed weeks 13 through 15 in December. Attendance averaged 5.67 children each week. The letters covered were M, N and O. The themes were winter, mail, and Christmas/winter holidays.

*Head Start Story Time:* Hillary read at the preschool on December 13.

*Ohio Reads:* Hillary read with her student December 4, 11, and 18.

*2018-19 Guiding Ohio Online (GOO) program:* Four classes were offered in the library in December: Basic Computer Class, Genealogy: Discovering your Past, Buying and Selling Online, and Hour of Code: Minecraft Edition (only class with attendance). Marc also provided one hour of training in one Aspire class at MTC, training 2 students and 1.5 hours of training in 1 class (4 sessions) at CCLC, training 86 students. Marc spent 3.75 hours providing one-on-one assistance to 5 patrons (1 scheduled; 4 drop-ins) and a total of one hour providing troubleshooting assistance to 7 patrons. He also completed the lesson plan and handouts for the Buying and Selling Online class and the Hour of Code: Minecraft class. CCLC activities included receiving LEGO STEM training at Cardington Junior High School and creating the outline for the next six weeks of classes. Marc also updated the library display monitor. The lower numbers are the result of Marc missing eight days in December due to illness.

*21<sup>st</sup> Century Community Learning Center (CCLC):* Hillary and Marc created lesson plans and presented programs to grades five through eight on December 5, 12, and 19. Attendance over the three sessions was 84, 83, and 80, respectively. Hillary taught life skills topics: nutrition (part 2), healthy snacking, and math and science in food. Marc taught tech skills (December 12 only): Google slides (part 2). Hillary will begin her participation in the LIFT program for kindergarten through fourth grade in January. She worked on class outlines for the middle school sailing club and the LIFT program.

*Christmas in Cardington:* Annie and Hillary continued implementing their plan. Hillary continued promoting the event on Facebook, the library website and via flyers in the library. More supplies were purchased for the photo booth and refreshment table. Cieria assembled the gift basket. The library welcomed three visiting authors, created a buffalo plaid themed photo booth and décor, provided supplies/instruction for children to make a pom-pom Christmas themed ornament, provided refreshments, donated a basket for the town raffle, and provided space for cookie decorating. A total of 1,018 people visited the library on December 13. A few patrons said the library had outdone itself this year.

*Gift Giving Tree:* Hillary organized and tagged all the gifts given to the library for the foster children adopted by the library this Christmas. Children Services picked up the gifts on December 20.

*2019 Summer Reading Program (SRP):* In December, Hillary worked on entertainer costs, craft supply costs, and other items needed to write grants for the SRP.

*Displays:* The children's display featured Christmas books, then books on kindness and thankfulness. The teen display featured nonfiction and fiction books on immigration. Annie created a fun wood Christmas tree display in the main display case. Throughout the month, all other displays continued the Christmas in Cardington theme established in November.

*Facebook:* During December, the staff created 21 posts on Facebook: 9 promoting library books and services, 8 promoting events and programs, and 4 general interest topics. The top three posts: 12/14/18 Library staff picture at Christmas in Cardington reached 1,641 people, received 117 reactions, comments and shares and 193 post clicks; 12/13/18 Photo booth lumberjack Mindy McGinnis at Christmas in Cardington reached 1,347 people and received 160 reactions, comments and shares and 76 post clicks; 12/26/18 Do you ever get mad at someone who won't let you read? reached 879 people and received 62 reactions, comments and shares and 22 post clicks. The library has 920 followers on Facebook.

### Personnel

The library was closed at 6:00 pm on December 17 for a Christmas dinner and party at Bunker's Mill Winery, planned and hosted by Lisa M. The library was closed at 2:00 pm on Christmas Eve for the holiday, reopening December 26.

Lisa E. and Lisa M. were on vacation during Christmas week.

*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. Sadly, the library lost a dear friend when Barb Cowles died after a brief battle with an aggressive form of lung cancer. Former board member, Lillian (Betty) Cocklin also passed away in December.

*Staff Development:* Lisa M. continued training Cieria on the Fiscal Officer functions. Cieria attended four webinars related to her new position: OLC sponsored House Bill 312 Credit Card Policy Changes presented by staff from the Auditor of State office; Hinkle System/Year-End Reporting, also presented by staff from the Auditor of State office; Record Retention, presented by the Ohio History Connection, and the BWC monthly webinar. Lisa M. attended the same webinars, excluding Record Retention. She also attended a webinar covering promoting Lynda.com. Cieria also attended a webinar series presented by OhioNET covering cataloging subject analysis. Annie attended two webinars.

### Technology

The COOL Executive Committee (directors) met at Worch Memorial Public Library in Versailles on December 12 to review and discuss updates related to recruiting, production, projects, and cataloging. Bucyrus has submitted their grant application for the migration to Evergreen. There will be no schools migrating. Germantown submitted an official consortium exit notification and will be leaving COOL at the end of 2019. Ameer and Meme have arranged for customer service and Evergreen training at OhioNET on January 30 for staff of COOL libraries. Dealing with Communico for the new mobile app became complicated and add-on costs began to mount. The Board abandoned the partnership and will proceed with the Hemlock solution. Chauncey sought funding to move forward on the Batch Hold project that will allow patrons to register for automatic holds on books published by their favorite authors. Lisa requested Book Carousels be added to the prioritized COOL development project list.

There have been no reported issues with the new patron computers, the new PC management system, or the new lockdown software. There are still a few installation tasks for the library to complete.

The AWE Early Literacy Workstation was used 12 times for a total of 394 minutes in December.

### 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 155 new and donated youth and adult materials. To aid this effort, Hillary assigned call numbers for all the new Youth Services materials.

A Memorandum of Understanding was signed to continue library participation in the Ohio Digital Library consortium, providing digital access to more than 250,000 ebooks, audiobooks, and streaming video.

A total of 5 items were removed from Evergreen in December and moved through the weeding process in preparation for the lobby book sale. In December, yellow dot items were priced at 25 cents. All other colors were \$1.00.

The recorded cost to mail 41 overdue notices in December was \$20.50. There were no 30-day notices.

### Financial

Cieria was trained on the following Fiscal Officer functions in December: cash drawer reconciliation, credit card legislation, online banking, account reconciliation, treasurer's report, accounts payable, timesheets and payroll, 941 tax payments, state/school income tax payments, deferred compensation payments, Aflac payment processing, Hinkle System notes reporting, board meeting agenda packet, temporary appropriation, OPLIN erate form processing, trustee roster, board terms, Reorganization meeting requirements, OPERS monthly report of retirement contributions and payment, BWC deadlines, and board minutes.

### Management/Facilities

*Strategic Plan:* Cieria compiled a contact list of all volunteers for focus groups from both the online and paper surveys. The focus groups were scheduled with the State Library consultant, Mandy Simon. The board of trustees will meet with her on January 15 and patrons on January 22.

Cieria is waiting for sample policies from OLC to aid the creation of a new Credit Card Policy for the library.

Lisa Murray posted the open trustee position in the library on December 19 and submitted a notice to run in the Sentinel for five weeks. The trustee roster and board terms documents were also updated.

Lisa M. attended the Retirement Reception for Michael Butler of OhioNET on December 7, the Chamber Luncheon on December 11, two calling hours and one funeral on December 20 and 21 for Barb Cowles and Betty Cocklin.

Cieria created a draft of a new lease for Pirates Cove Pizza that was distributed for review by the library board. That review resulted in the reopening of the project to separate the water meters.

The staff finished decorating the library for Christmas. Exterior Christmas lights were hung by the Village Street Department.

The library came in third place in the Morrow County Recycling Challenge, winning a very nice recycling bin, currently being used to collect bottle caps.

Lisa M. met with Doug Smith from IAP Government Services Group, the State's contracted partner for facilities projects. Two additional meetings were scheduled for January, one to learn more about switching to LED lighting throughout the library and the other to create a master plan to track maintenance projects for the library.

## **OLD BUSINESS**

### Strategic Plan Update

Focus groups are scheduled to meet with Many Simons this month. One group will consist of Board members, the other of patrons. Emails are being sent out to patrons who provided contact information for participating in the focus group. A strategic plan cannot be fully formed until more information is gathered from these groups.

### Levy Planning Discussion

A strategic plan is needed to move forward with levy planning.

### Open Trustee Position Update

To date, one person has sent in an application for the open trustee position. The application was distributed to the Board. Applications will be accepted until at least the end of the month.

## **NEW BUSINESS**

### Review Proposal to Convert Lighting to LED

Lisa M. attended a meeting about converting the library's lighting fixtures to LED. Seven other libraries that had already converted were in attendance and were very pleased with their decision to convert. Information regarding the costs was passed out to the Board and it was pointed out that savings would outweigh upfront costs within two years. The project can be started as soon as February.

*19 - 11*

Kathy Schelb moved that the project to convert the library's lighting to LED be approved. Second by Monty Maceyko. Mrs. Burgett took a roll call vote:

Aye: Ed Wahl, Kathy Schelb, Monty Maceyko, Jeff Youngs  
Nay: None

## First Review of New Credit Card Policy

A new credit card policy was created to be in compliance with House Bill 291. The library's current policy had most of what was needed already, but there were a few new additions. The additions were as follows: specify credit limits for each position, each person with a card must sign Responsibility and Use Procedures, Board must appoint a Compliance Officer, Fiscal Officer must sign statements when they are reviewed, and any purchase awards must be presented in an annual report.

19 - 12

Kathy Schelb moved to appoint Lisa A. Murray as the Compliance Officer. Second by Monty Maceyko. Mrs. Burgett took a roll call vote:

Aye: Ed Wahl, Kathy Schelb, Monty Maceyko, 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 7:11 p.m.



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Katie Porteus, President



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Lorelei Heineman, Secretary