

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

July 9, 2019

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

PUBLIC PRESENTATIONS – None

CORRESPONDENCE – None

APPROVAL OF MINUTES

Kathy Schelb moved to approve the June 11, 2019 regular Meeting Minutes as written. Second by Monty Maceyko. Motion carried unanimously.

TREASURER'S REPORT

Mrs. Burgett gave the financial report for June 2019.

Account	May 31, 2019 Balances	June Receipts	June Disbursements	June 30, 2019 Balances
Checking - FC	\$52,003.53	\$24,785.65	\$29,487.73	\$47,301.45
Prime Money - FC	\$112,047.87	\$32.66	\$0.00	\$112,080.53
24-mo. CD - FF	\$13,496.92	\$13.46	\$0.00	\$13,510.38
49-mo. CD - FC	\$51,261.87	\$0.00	\$0.00	\$51,261.87
Cash Drawer	\$126.85	\$474.92	\$338.34	\$263.43
Totals	\$228,937.04	\$25,306.69	\$29,826.07	\$224,417.66

Library cash assets totaled \$224,417.66 on June 30, 2019. Total income in May was \$24,976.67. Receipts included Public Library Fund monies totaling \$22,955.63. Net Income in May was a loss of \$4,451.09.

The significant things noted in the Variance report were the higher than estimated PLF support and donations, security monitoring budgeted in a later month, lift maintenance and door replacement not performed in June, and the LibData startup fee being budgeted earlier in the year.

Monty Maceyko moved that the June Treasurer's Report be approved. Second by Soledad Baker. Mrs. Burgett took a roll call vote:

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

DIRECTOR'S REPORT

Programs

2019 Summer Reading Program (SRP): The program start date was June 10. Approximately 160 children preregistered and 310 children were registered by the end of June. In June, three entertainment programs were held at the American Legion Hall and Park. Three Tail Waggin Tutor sessions, three craft sessions and three LEGO Club sessions were held at the library. All the programs and activities have been well attended with a total of 642 participants. As of the end of June, children enrolled in the SRP had read 1,530 books or read a total of 25,977 minutes. Twenty-two entries have been received to date in the Adult SRP. A fundraiser organized by Howard Hanna Realtors was held at Pizzaburg on June 10. All staff have been going above and beyond to make the SRP a great experience for everyone.

Cardington Street Fair (June 21-22): The library's activities for the street fair echoed the SRP space theme. On Friday night there was a make and take space craft for children. Twenty kids participated and 9 adults accompanied them. On Saturday, the Story Walk book *Aliens Love Underpants* was read by 54 children with 20 adults accompanying them. The prize for completing the Story Walk was planet bubbles and Skittles candy. Marty and Andy manned the events at the fair.

Community Yard Sale (June 8): The library participated in the Community Yard Sale from 9:00 a.m. to 2:00 p.m. Discard books and extra/unclaimed SRP prizes were available for suggested donations. Donations from the sale totaled \$84.40. Several people gave more than the suggested donation. Andy and Marc helped Lisa M set up and tear down the sale. Lisa M manned the sale.

2018-19 Guiding Ohio Online (GOO) program: Two classes were offered in the library in June: Computer Basics was offered twice and Scratch Programming was offered three times. None of the classes had attendance. Marc also presided over three LEGO Club activities for the SRP with a total attendance of 96. Marc spent 15.5 hours providing one-on-one assistance to 18 patrons (11 scheduled; 7 drop-ins) and a total of 4.6 hours providing troubleshooting assistance to 25 patrons. Lesson plans were created for two SRP LEGO Club activities. A lesson plan was started for a class on setting up Wi-Fi in a home environment. Marc also viewed webinars on how public data is used for marketing and social media, virtual reality and augmented reality, and a video-series on patron needs in a library.

Displays: The teen display theme remained "Get Caught Reading" with some books from YALSA's best books for 2018 and 2019. All other book, bulletin board and wall displays in and around Youth Services were based on the SRP space theme. A collection of Star Wars memorabilia and books were on display in the main case and on the shelves in front of the circulation desk. The small display case features a "READ: Travel without Leaving Home Theme."

Facebook: During June, Lisa M and Marty created 26 posts on Facebook: 3 promoting library books and services, 21 promoting events and programs, and 2 general interest topics. The top three posts: 06/13/19 Bike Lending Program Name Contest post reached 950 people, received 18 reactions, comments and shares and 40 post clicks; 06/12/19 Collecting Can Tabs for Ronald McDonald House reached 798 people and received 44 reactions, comments and shares and 22 post clicks; 06/04/19 Fundraiser at Pizzaburg reached 581 people and received 14 reactions, comments and shares and 31 post clicks. The library has 961 followers on Facebook.

Personnel

Time Off: Lisa M was on vacation June 14 through June 24. Notes were prepared for Lisa E in the event of unexpected emergencies.

Staffing Updates: Five applications for the Youth Services Librarian (YSL) were received by the June 15 deadline. Two interviews were held in June and one is scheduled in early July. Marty has been doing a great job keeping the ball rolling in the absence of a YSL, ably handling both the SRP and the Cardington Street Fair. No one has applied for the custodian job.

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. Teen volunteers are helping to set up and monitor the SRP craft activities.

Staff Development: Lisa E attended a Re-IMAGEing Ohio's Libraries conference on June 14. Cieria attended the monthly webinar presented by BWC.

Technology

COOL: The COOL Executive Committee (directors) met at OhioNET on June 19 to review and discuss updates related to recruiting, production, projects, and cataloging. The Wilmington LSTA grant will become effective in August. Equinox can accommodate the migration in late 2019. OhioNET provided an estimate to Dover Public Library which serves a population of 17,000. Derek will send a new report to the COOL libraries monthly to identify items that have been in transit for more than 30 days. Both the sending and the receiving library should look for the physical item before filing a report with the State Library of Ohio for an item lost in transit. A discussion of the "Library of Things" was held in terms of how to code items in Evergreen. Resource sharing with Germantown ended on July 1 to allow time for transits to work their way back to the library prior to Germantown's exit from COOL. Catalog clean up reports will now be routed through Joni to the general cataloging list for each library to clean up their own items.

Website Redesign: The second design prototype was reviewed in June.

Other: The AWE Early Literacy Workstation was used 48 times for a total of 1,544 minutes in June.

Collection Development/Processing

Bike Lending Service: The bike lending committee met on June 3 and June 26. The library board approved the new bike lending service allowing the project to proceed. In the June 3 meeting, the committee discussed loan duration, marketing, sources of donated bicycles and helmets, and sources of funding. The official launch day was set as Saturday, July 20 at the library. Morrow County Mobility Manager, Tim Maceyko, organized a program name contest that ran through June 22. The committee selected "Petal Morrow County" as the winning entry from Teresa Fox. Lisa M defined the lending policy for the library and Jeff Youngs researched requirements for insurance liability.

Hot Spot Lending Service: Lisa M met with Rod Armstrong, a representative from T-Mobile, to learn about their hot spot program for libraries. T-Mobile just acquired Sprint, thereby ruling out the Sprint hot spot program as an option for the library.

Acquisitions/Processing: Cieria, Lisa E., and Lisa M. reviewed bestsellers, reviews, trend reports, patron requests, and the missing/damaged/lost report to make material purchases. Cieria and Lisa E. processed 183 new and donated youth and adult materials.

Weeding/ Collection Maintenance: 293 items were removed from Evergreen in June and moved through the weeding process in preparation for the community sale and the lobby book sale. Lisa E weeded CD books and Playaways, shifted CD BOOK and Playaway shelves to relieve overcrowding, and batch edited 131 CD BOOK and Playaway volume records to correct the call number prefix and location. Titles in FIC BRU-BZ, FIC S, youth non-fiction, magazines, and other overcrowded areas were also weeded.

Notices: The recorded cost to mail 32 overdue notices in June was \$17.60. Three were 30-day notices.

Financial

2019-20 Guiding Ohio Online (GOO) program: The grant application remains under review at the State Library. A decision is expected in July.

Lobby Book Sale: In June, red dot items were free and green dot items were priced at 25 cents. All other colored dot items were \$1.00 each. Monthly sales totaled \$74, primarily due to the vintage and yearbooks added to the book sale shelves by Lisa E following the community sale.

SAM Administration: To remain eligible to receive Federal grant money, Lisa M renewed the library registration in the U.S. Government's System for Award Management (SAM).

Management

Strategic Plan: Work on the plan proceeded to the activity stage. In June, the staff provided input on new activities that should be pursued in the next one to three years.

Annual PLA Survey: Lisa M completed the Annual Public Library Association survey that collects 2018 library statistics in much the same way as the Annual State Library Report. Much of the data is populated in advance from the State Library making the survey a little less time consuming than the state report.

Other Management: Lisa M attended the Cardington Economic Development Task Force meeting on June 25.

Facilities

Sewage Backup: As a precaution, the staff and patrons did not use the lower level restrooms during the period of heavy rain in June. Lisa E monitored the situation while Lisa M was on vacation, posting signs and checking the library on Sunday. Everything stayed clean and dry!

Air Conditioner: The heat pump cooling Youth Services was making a very loud screeching noise each time the fan was running. Service was called and the screeching noise stopped before they arrived several days later. The theory is that the bearings in the fan motor are going bad. It will be monitored before determining to replace the motor at the risk of losing air conditioning until the replacement part is ordered.

OLD BUSINESS

Strategic Plan Update

Progress was made on the Strategic Plan this month. The staff was asked to submit their top three new activities the library could offer to achieve the previously decided objectives. Lisa E has been a great help to the process by assisting in finalizing the draft. The objectives are being limited to match the library's limited capacity to measure. Ms. Murray hopes to have a first draft of the strategic plan ready for the Board to review at the next meeting. The process of completing the plan presented by the state library has proven to have some compatibility issues with small libraries, especially the level of staff input required.

Levy Planning Discussion

Soledad shared that she read the recommended book on levy planning, "Winning Elections and Influencing Politicians for Library Funding" twice while taking notes. However, she was a bit stuck on naming potential individuals who could lead the PAC. Lisa M reminded the Board that three trustees may be part of the PAC, but they may not lead it. Ed suggested speaking with local ministers for a leader, while Soledad suggested the school PTA group. The Cardington Investment Corporation (CIC) was also brought up as an option. Plans were suggested to meet with the previous local contact for help with finding a leader for the PAC. It was also discussed that 4,000 people outside of the village would be included in the taxing district.

The Board agreed that serious planning for a levy should take place one year before the proposed election. The Board questioned if there was a Levy Planning Workshop presented by OLC, and Lisa M stated that they have held them in the past but would need to look up if there were any upcoming workshops. The Board also discussed the options of a building or operational levy. It was decided that many entities who go for a building before an operation levy are left with a new building that cannot be used from lack of funding, so an operating levy would be the best course of action.

Open Library Positions

Ms. Murray shared that she had narrowed the five candidates for the Youth Services Librarian down to two. She extended an offer to the preferred candidate and is awaiting a reply.

LED Lighting Project

After changing lightbulbs in the adult fiction section of the library, the supply of bulbs was depleted. Lisa M stated that this would be a good time to move forward with the LED lighting project. The project should cost around \$10,400 and lead to significant savings on the library's electric bill. The project will be funded by the state, with payments being given by deferring the electric bill savings for about one year. This project was supposed to be completed earlier in the year, but some issues arose after switching the method of payment. Lisa will need to contact the person who originally proposed the project in order to set up the new funding arrangement.

NEW BUSINESS

Approve 2020 Asking Tax Budget

Mrs. Burgett presented the tax budget for 2020, as well as documents to be submitted to the county auditor. The documents also included an amended certificate for the current year.

19 - 18

Monty Maceyko moved to approve the 2020 Asking Tax Budget. Soledad Baker seconded.

Mrs. Burgett took a roll call vote:

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

Approve Bike Lending Program Policy Decisions

Ms. Murray passed out a program description and guidelines to the Board. This also had a list of documents required for the Bike Lending Program, which Lisa stated would be easy to create by modeling other libraries with similar programs. Jeff shared that he would be meeting with Tim Maceyko the following day to finalize details so that we may start publicizing for the July 20th kick-off date.

19 - 19

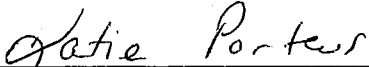
Kathy Schelb moved to approve the Bike Lending Program Policy Decisions. Monty Maceyko seconded.

Mrs. Burgett took a roll call vote:

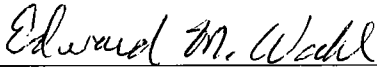
Aye: Ed Wahl, Monty Maceyko, Soledad Baker, Jeff Youngs, Kathy Schelb
Nay: None

ADJOURNMENT

With no further business to come before the Board Jeff Youngs moved to adjourn the meeting. Soledad Baker seconded. The meeting was adjourned at 7:12 p.m.



Katie Porteus, President



Lorelei Heineman, Secretary

Submitted by: Cieria Burgett