

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

Katie Porteus called the meeting to order at 5:58 p.m. in the reading room of the library with the following present: Ed Wahl, Kathy Schelb, Monty Maceyko, Katie Porteus, Jeff Youngs, and Lorelei Heineman. Absent was Soledad Baker. Also attending: Lisa Murray, Director, and Cieria Burgett, Fiscal Officer.

**PUBLIC PRESENTATIONS**

Board members who attended the recent Trustee Workshop discussed what they learned from their time there. Common ideas were a reduction in library reserve funds, circulating Wi-Fi hotspots, and creating short biographies of the staff and Board members for the community.

**CORRESPONDENCE**

- 1- Ms. Murray gave all Board members copies of the Guiding Ohio Online spring computer class schedule.
- 2- An invitation was made to Board members to attend Trustee Dinners held by OLC. The purpose of these is to provide information on library advocacy.
- 3- Ms. Murray provided the Board with information on how to contact State Representatives regarding the fate of the Institute of Museum and Library Services, which provides direct funding to libraries through the Library Services and Technology Act.
- 4- Morrow County has added a new Transit system. Ms. Murray passed around a brochure for the service. All community members are encouraged to support this service as it begins, even if they do not plan to make regular use of it.

**APPROVAL OF MINUTES**

Katie Porteus moved to approve the February 12, 2019 regular Meeting Minutes as written. Second by Jeff Youngs. Motion carried unanimously.

**TREASURER'S REPORT**

Mrs. Burgett gave the financial report for February 2019.

| Account          | Jan. 31, 2019<br>Balances | February<br>Receipts | February<br>Disbursements | Feb. 28, 2019<br>Balances |
|------------------|---------------------------|----------------------|---------------------------|---------------------------|
| Checking - FC    | \$39,148.69               | \$26,944.99          | \$21,517.21               | \$44,576.47               |
| Prime Money - FC | \$111,908.00              | \$32.62              | \$0.00                    | \$111,940.62              |
| 24-mo. CD - FF   | \$13,483.62               | \$0.00               | \$0.00                    | \$13,483.62               |
| 49-mo. CD - FC   | \$51,010.31               | \$0.00               | \$0.00                    | \$51,010.31               |
| Cash Drawer      | \$105.91                  | \$631.86             | \$631.86                  | \$106.15                  |
| Totals           | \$215,656.53              | \$27,609.71          | \$22,149.07               | \$221,117.17              |

Library cash assets totaled \$221,242.24 on February 28, 2019. Total income in February was \$26,980.95. Receipts included Public Library Fund monies totaling \$23,406.73. Net Income in February was an income of \$5,289.14.

The significant things noted in the Transaction Detail by Account report were the high amount of fines and fees collected, ads placed with the Morrow County Sentinel, switch from a down payment for the LED lighting project to a State financing option, and a new overhead projector for the computer classroom.

Katie Porteus moved that the February Treasurer's Report be approved. Second by Jeff Youngs. Mrs. Burgett took a roll call vote:

Aye: Ed Wahl, Kathy Schelb, Monty Maceyko, Katie Porteus, Lorelei Heineman, Jeff Youngs  
Nay: None

## **DIRECTOR'S REPORT**

### Programs

*STEPS Story Time:* The 2018-19 Story Time program completed weeks 20 through 23 in February. Attendance averaged seven children each week. The letters covered were T, U, V and W. The themes were things that go, Valentine's Day, shapes, and toga.

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

*Ohio Reads:* Hillary read with her student February 5, 12, and 26.

*2018-19 Guiding Ohio Online (GOO) program:* Five classes were offered in the library in February: Cricut Basics (4 attended), Basic Computer Class (no attendance), Microsoft Word & Excel (cancelled due to illness), Microsoft PowerPoint & Publisher (2 registered and attended), and Social Media Exploration (cancelled due to illness). Marc provided no instruction for the Aspire class at MTC in February. He provided 4 hours of training in 2 classes (8 sessions) at CCLC SAIL club, training a total of 111 students. Marc also spent 8.5 hours providing one-on-one assistance to 9 patrons (7 scheduled; 2 drop-ins) and a total of 2.5 hours providing troubleshooting assistance to 13 patrons. The staff handled troubleshooting responsibilities during Marc's nine day absence. The Spring quarter class schedule and brochure were created. Lesson plans were completed for the Mouse & Keyboard class, quill.org, and Scratch Programming.

*21<sup>st</sup> Century Community Learning Center (CCLC grades 5 - 8):* Hillary presented Life Skills programs on February 6 (60 students), 13 (54 students), and 27 (34 students). There was no school February 20. Her program topics were Smart Spending, Budgeting, and Laundry Basics. Marc presented Tech Skills programs on February 6 and 27. 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.

*LIFT (CCLC grades K - 4):* Hillary delivered programs on February 6 (44 students), 14 (36 students), 21 (46 students) and 28 (43 students). Her weekly topics followed the Growth Mindset theme. She read “A Beautiful Opps” and discussed learning and growing from mistakes. She read “The Most Magnificent Thing” and discussed taking risks and perseverance. She read “Giraffes Can’t Dance” and discussed abilities being something we learn and can improve, embracing your uniqueness, and doing what you love no matter what. Finally, she read “Your Fantastic Elastic Brain” and discussed how you can stretch and strengthen your brain by taking risks and making mistakes.

*2019 Summer Reading Program (SRP):* In February, Hillary wrote and submitted an application for a Dollar General Literacy Foundation grant. She also looked into cost effective entertainers like local wildlife and outdoor centers.

*Love Your Library Fund Raiser:* The staff took part in the “Popcornopolis” fund raising campaign, taking orders for popcorn all month. The popcorn will ship mid-March.

*March Madness Library Style:* Marty organized a weekly bracket-style voting process to allow patrons to select their favorite books from among the most circulated books in the consortium. Several libraries in the consortium are participating in the program initiated by Worch Public Library. It will be fun to compare results across the consortium.

*Other:* State Representative Riordan McClain held office hours at the library on February 21. Lisa Murray created a presentation about the library for McClain. Five constituents took advantage of McClain’s visit.

*Displays:* Hillary kept the children’s magazines on display to increase visibility and circulation. The teen display was changed to feature love stories for Valentine’s Day and later changed to highlight Women’s History Month. Valentine’s Day decorations were hung throughout the library and Marty created displays to match. The main display case featured the Popcornopolis fund raising campaign and was created by Marc.

*Facebook:* During February, the staff (Hillary most often) created 21 posts on Facebook: 5 promoting library books and services, 8 promoting events and programs, and 8 general interest topics. The top three posts: 02/11/19 Ronald Dahl Books in Happy Meals reached 1,902 people, received 195 reactions, comments and shares and 33 post clicks; 02/27/19 Modern Take on Pride and Prejudice reached 1,376 people and received 60 reactions, comments and shares and 90 post clicks; 02/19/19 Pizza is Healthier reached 625 people and received 21 reactions, comments and shares and 27 post clicks. The library has 924 followers on Facebook.

### Personnel

No time off for vacation was taken in February. Marc was off work nine days with the flu.

*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.

*Staff Development:* Lisa M. continued training Cieria on the Fiscal Officer functions. Cieria attended a webinar hosted by OPLIN on February 4 titled “Selecting Services for Internal Library Networks: Filing Form 471.” She also attended the monthly webinar hosted by BWC on

February 12. Lisa E attended "Exploring our Statewide Resources: Ancestry.com vs. HeritageQuest" through OhioNET on February 13 and explored the databases following the webinar. Lisa M. attended one webinar in the Website Bootcamp Webinar Series.

### Technology

Due to weather conditions, the COOL Executive Committee (directors) met by conference call on February 20. The Bucyrus migration is progressing toward a May 2 "Go Live" date. Greenville has decided to join SEO. OhioNET is preparing a migration estimate for Wilmington. The new COOL mobile app is in production and ready for promotion. The board pledged \$2,000 to the Batch Hold project (allows patrons to register for automatic holds on books published by their favorite authors). A basic implementation of Book Carousels for the OPAC is ready for production. Cardington requested this feature.

The AWE Early Literacy Workstation was used 15 times for a total of 454 minutes in February.

### 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 206 new and donated youth and adult materials. To aid this effort, Hillary assigned call numbers for all the new Youth Services materials. Lisa E. purchased Overdrive titles on February 28 in order to take advantage of a five percent content credit. She also reviewed and added new authors to the Baker & Taylor Automatically Yours Adult Fiction profile. Four patron requests for new magazines were fulfilled.

A total of 246 items were removed from Evergreen in February and moved through the weeding process in preparation for the lobby book sale. Hillary weeded the beginning of the 500's and then shifted books to make the shelves more browsable. She also moved the Beginner Reader non-fiction to an end cap near the other J non-fiction, freeing up three shelves in the Beginner Reader room. Lisa E identified an issue with the weeding report she has been using. OhioNET restored four titles deleted in error. Better alternative reports were identified for future weeding. Lisa M. completed a thorough review of the status of all magazine subscriptions, updated the tracking spreadsheet, and created an action list for Cieria.

*Lobby Book Sale:* In February, 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 only \$5.75.

The recorded cost to mail 25 overdue notices in February was \$13.75. Six were 30-day notices. Stamp prices increased from 50 cents to 55 cents in February.

### Financial

Lisa M. trained Cieria on the following Fiscal Officer functions in February: additional payroll training, full-year variance analysis, budgeting and budget assumptions, and Pirates Cove lease renewal letters. Cieria has graduated from Lisa's school of Fiscal Officer training with honors.

*Erate:* On February 1, Lisa M. filed eRate Form 472 (BEAR) requesting reimbursement for the wireless network project and managed broadband service. The request was approved and funds were deposited February 25. Erate Form 470 for funding year 2019-2020 was also filed on

February 1. Lisa M. fielded questions from vendors. Bids for the caching server on the form were received throughout the month and will be evaluated in March. March 27 is the deadline to make application for funding if a decision is made to proceed.

*Budget/Appropriation:* Lisa M. completed the 2019 budget assumptions for the Permanent Appropriation and presented it to the Board. With the resolution on the Appropriation deferred to the March Board meeting, Lisa modified the budget assumptions an additional multiple times in an attempt to reduce the deficit to a more manageable number. The Board was presented a deficit reduction plan via email for discussion in the March Board meeting.

### Management/Facilities

*Strategic Plan:* Library consultant Mandy Simon, from the State Library, completed the Strategic Planning Report, selecting the following service responses: Connect to the Online World: Public Internet Access; Express Creativity: Create and Share Content; Stimulate Imagination: Reading, Viewing and Listening for Pleasure; and, Visit a Comfortable Place: Physical and Virtual Spaces. Lisa M. traded several lengthy emails with Mandy related to building a plan without resources to fund the plan.

*Pirates Cove Pizza:* Lisa M. wrote and delivered a letter deferring the lease renewal and reminding Maurissa of the rent increase effective March 1. The letter was delivered February 15.

Lisa M. updated and distributed a staff memo to remind everyone of library customer service policies and the importance of consistent application of said policies.

*Annual Report to the State Library:* Lisa M. reviewed procedures for completing the annual report to the State Library and began compiling statistics.

Lisa M. attended the Chamber Luncheon on February 19 and the Cardington Economic Development Task Force meeting on February 26.

A new laminator was purchased for the library after damaging multiple patron projects over the past few months. The replaced laminator was at least 20 years old and the annual maintenance agreement was up to \$900. The price of the new laminator, \$2,127, included shipping, the annual maintenance agreement, and ten rolls of plastic. The plastic alone is valued at \$350-400 and will last five years.

A new projector was purchased for the meeting room and computer classes. At ten years old, the replaced projector could no longer be used with the newer laptops.

*LED Lighting Project:* On February 6, Lisa M contacted Jim Benedict from H.E.A.T. Total Facility Solutions to request the LED lighting project be funded through the State financing program. The down payment check was voided. This will delay the project, which was not yet scheduled.

*Sewage Backup Issue:* On February 7, after heavy rain and considerable snow melt, there was another sewage back up in meeting room 126. The extent of the damage was limited to about a third of the flooring in the room. It reached the drywall in two places. ServPro provided the sewage remediation service on February 13 which was billed at \$912, less than the original estimate. Mid-Ohio Plumbing cleaned the check valve on February 20.

*Water Meter Separation Project:* Lisa M. met twice with Mid-Ohio Plumbing to review the requirements to separate the water meter from Pirates Cove Pizza. The conclusion is that the project is much larger than originally estimated and requires the involvement of multiple trades. A new and cheaper option (deduction meter) was proposed and communicated to the Library Board for discussion. A detailed estimate from the plumber will be available for the March Board meeting. An electrician will also need to be hired to make wiring changes needed for the new hot water tank.

*Snow Removal:* Lisa M. made arrangements for Troy Ruehrmund to take over sidewalk snow removal for the remainder of the winter. He was given a guideline of two inches before shoveling. He was also given a key to the crawlspace to access the salt. He will bill us monthly.

## **OLD BUSINESS**

### Strategic Plan Update

The Strategic Plan suggestions from the State Library came and was emailed to the Board previously. Ms. Murray stated that creating a mission and/or vision statement with the library's values would be very helpful to have early in the process. The Board discussed creating a realistic plan to implement community needs identified from the focus groups with current funds available. A secondary plan could also be created to include more changes that could be made possible with more funding. Lisa planned to send out another email with more detailed information from the State Library.

### Levy Planning Discussion

Jeff suggested that Board members take a tour of the building, including the maintenance room in the basement, to get an accurate idea of the current infrastructure issues. Lorelei volunteered to assist in any building or space planning associated with a levy. The Board asked Lisa if she had any individuals in mind who would possibly become part of a PAC, and she agreed to put a list of names together for that purpose.

### Open Trustee Position Update

Trustees who were a part of the interview process for the open position updated the rest of the group on how the two interviews went. The Board offered the position to Mrs. Baker, and she accepted. Plans were discussed to have her sworn in soon.

### Water Meter Elimination Project Update/New Bid

The Board collectively decided not to separate the water meter that serves both Pirates Cove Pizza and the library. Instead, it was found that adding a deduction meter to the current water meter would be more reasonable with the current funds available. Lisa stated that she was still waiting on the estimate for the project.

### Discuss Budget Reduction Plan

Ms. Murray presented the Board with materials that reduced the projected deficit considerably from the budget that was proposed at the last meeting. The Board decided that making the suggested cuts would not be worth the money saved, as the cuts included many programs that the community relies on. It was decided that the originally proposed budget would be the best option for the library.

### Approve 2019 Permanent Appropriations

19 - 13

After review and discussion, Lorelei Heineman moved to accept the Permanent Annual Appropriation of \$316,071. Katie Porteus seconded. Mrs. Burgett took a roll call vote:

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

Nay: None

### **NEW BUSINESS**

#### Preventing Future Sewage Backups

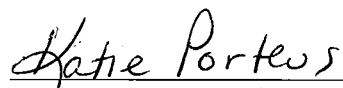
One suggestion on the prevention of future backups was to consult with a plumber and ask if replacing toilets in Pirates Cove Pizza would be of any help. Another suggestion was to purchase devices that use a bicycle pump to block off water coming up from the toilets during heavy rains. Lisa also shared the advice she received about making sure the backup valve is not stuck open with debris before heavy rains.

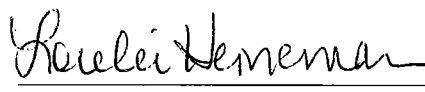
#### Legislative Day

Ms. Murray shared with the Board that Tuesday April 9<sup>th</sup> is Legislative Day. This day is when advocates of libraries all go to the Ohio Courthouse to explain to legislators how important libraries are for communities all over the state. This time is also used to discuss how much libraries rely on state funding to stay open, and that reducing funding would be detrimental to the public. Ms. Murray also passed around a packet she created for the representative who held office hours at the library. She explained that the packet contained information that would be relevant to helping other legislators understand how libraries are funding, and how much they benefit communities. This year, Legislative Day falls during National Library Week. The Board was invited to go to the Courthouse along with Ms. Murray and one other staff member, but none of the Trustees were available at that time.

## 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 7:47 p.m.

  
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Katie Porteus, President

  
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Lorelei Heineman, Secretary