

MINUTES
CARDINGTON-LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
 March 9, 2021

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

PUBLIC PRESENTATIONS – None

CORRESPONDENCE – Ms. Murray reviewed an OLC Legislative Update sent via email on March 8. More funding will soon be available for direct library assistance. The assumption is that new programs will be created by the State Library to disburse the funds. \$5 billion is being made available for library facilities specifically.

APPROVAL OF MINUTES

Jeff Youngs moved to approve the February 9, 2021 regular Meeting Minutes as written. Second by Monty Maceyko. Motion carried unanimously.

TREASURER'S REPORT

Mrs. Burgett gave the financial report for February 2021.

Account	Jan 31, 2021 Balances	February Receipts	February Disbursements	Feb 28, 2021 Balances
Checking - FC	\$9,110.81	\$29,268.26	\$19,929.68	\$18,449.39
Prime Money - FC	\$112,528.41	\$9.50	\$0.00	\$112,537.91
24-mo. CD - FF	\$13,592.01	\$0.00	\$0.00	\$13,592.01
49-mo. CD - FC	\$53,089.68	\$0.00	\$0.00	\$53,089.68
Cash Drawer	\$160.41	\$303.69	\$342.81	\$121.29
Totals	\$188,481.32	\$29,581.45	\$20,272.49	\$197,790.28

Fund	Jan 31, 2021 Balances	February Receipts	February Disbursements	Feb 28, 2021 Balances
General Fund	\$158,481.32	\$29,581.45	\$20,272.49	\$167,790.28
Capital Projects	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Totals	\$188,481.32	\$29,581.45	\$20,272.49	\$197,790.28

Library cash assets totaled \$197,790.28 on February 28, 2021. Total income in February was \$29,238.64. Receipts included Public Library Fund monies totaling \$24,939.45 and a Guiding Ohio Online grant totaling \$3,386.00. Net Income in February was \$9,051.77.

The significant expenses in February were a repair to the furnace, Ohio Digital Library contribution, and annual payroll service.

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

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

DIRECTOR'S REPORT

Programs/Services

3rd Thursday Craft Society: The February make-it-and-take-it craft program was cancelled due to the weather. Lisa E had planned to offer an in-person event to provide participants with the supplies and instruction needed to create a Sharpie marker tie-dye bandanna and facemask. Refer to the program report for more details. Kelsey is planning the March program.

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. Two dates in February were cancelled due to snow days. Angela taught one Growth Mindset session on February 11 to grades 1 and 2, teaching the concept of teamwork. Participation totaled 16 students and teachers. Kelsey taught two technology sessions, February 11 and 25, to grades 3 and 4, covering Google Drawing, Google Maps, and Google Earth. Participation totaled 20 students and teachers.

21st CCLC S.A.I.L.: Angela held two sessions each day on February 8 and 22, attended by a total of 75 students and teachers. Both weeks, her lessons focused on patience, following directions, and teamwork. Kelsey held two sessions each day on February 3, 10, 17, and 24, attended by a total of 149 students and teachers. She taught Collaborative Storytelling using Google Docs and Google Sheets, Google Sheets Battleship!, and Google Maps/Google Earth.

2021 Reading Challenge: The reading challenge is underway and currently has 12 participating patrons. Kelsey is managing the program and creates the Facebook posts. Andy and Angela displayed books that fit the monthly challenge categories.

Cardington Street Fair: Lisa E initiated a conversation with Andy and Angela to brainstorm ways to bring adults into the library during the Cardington Street Fair, then documented the list of ideas for further discussion.

Guiding Ohio Online (GOO) program: Digital Literacy Trainer (DLT), Kelsey Wicker, was involved in L.I.F.T. and S.A.I.L. as described above. She also taught a total of 11 students in two ASPIRE classes covering the following topics: Typing and Khan Academy. She taught one in-library class on Game Design to cub scouts. Five attended. She spent a little over one hour responding to troubleshooting questions from 13 patrons/staff. She spent 4.8 hours in one-on-one sessions assisting 5 patrons with specific technology needs. Kelsey continued her work on the LTC (Libraries Transform Communities) grant application and updated various aspects of the website (calendar, sliders, pages with information). She also contributed Facebook posts, calendar, and photo updates.

Story Time: Four sessions were held in February with an average of 7 children attending each session, appropriately social distanced. Attendance dropped when one class was moved to accommodate a special craft donated by Lowe's. 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. February themes were dinosaurs, valentines, construction, and hide-and-seek. Letters learned were Q through T. Parents/caregivers and the children continue to share positive feedback. Growth in the children's abilities is exceeding Angela's expectations.

Summer Reading Program: Angela completed a \$2,500 grant application with assistance from multiple editors on staff and submitted it to the Dollar General Literacy Foundation on February 17. If awarded, it will enable the library to offer free tutoring sessions to youth during the SRP. Unfortunately, she will have to wait until May 13 for a decision from the foundation. The Upstart supply order arrived earlier than expected. Angela will be able to prep the registration bags earlier than normal. The calendar of events and the reading logs given out at registration were drafted. Angela attended the annual SRP workshop on February 19 and came away with lots of helpful information and inspiration.

Summer Reading Program (Adult): On February 3, Lisa M met with Michelle Domke, a KonMari Consultant, about the possibility of a library program but determined it would be cost prohibitive.

Displays: Andy and Angela created a Valentine's Day display in the main display case. The donated wooden villages hand crafted by the late Dave Rausch of Jefferson City, Tennessee remain on display in the Adult Reference area.

Facebook: Andy and Kelsey created 29 Facebook posts in February: 15 promoted the library's books and services; 4 promoted events and programs; and 10 were of a general nature. The top three posts: 02/24/21 The Grinch is gone reached 730 people, received 85 likes, comments and shares, and 59 post clicks; 02/17/21 Mr. Curren joined Story Time reached 647 people, received 42 likes, comments and shares, and 56 post clicks; 02/12/21 Literacy can backfire reached 453 people, received 18 likes, comments and shares, and 16 post clicks. The library has 1,109 followers on Facebook.

Personnel

Time Off: Lisa E was on vacation February 15. Lisa M was on vacation the week of February 22. Cieria was on vacation February 23 – 28. Cieria worked the circ desk on February 2 to cover for Andy and Angela who were stuck in the snow in their driveways.

Volunteers: Volunteers Mary Lou Dowalter, Patty McAvoy, and Debra Moore logged hours in February working the circulation desk and covering books. Ciara Giamarco created a new illustration on one of the chalk boards on February 15 and Justin Curren hosted the craft in Story Time on February 17.

Staff Development: Andy became certified in Mental Health First Aid for Adults and Angela became certified in Mental Health First Aid for Youth. Kelsey attended six webinars - OhioNET's Getting Started with Transparent Language Online, Beyond Virtual Storytime: 30+ No-Contact Program Ideas for Children and Teens, Ryan Dowd's Unattended Children: How to talk to parents about their children's behavior, Digital Learning Day 2021, Join the Food Fight: Battling Childhood Hunger with Children's Hunger Allience, and Media Literacy Adult Education in Libraries: Architecture of the Internet. Lisa M attended Ryan Dowd's webinar, Unattended Children.

Open Circulation Library Aide: A candidate for the position was interviewed on February 3. Later in the month, an offer was extended with a hire date of March 15. The applicant decided to stay in her full-time position at Meijer rather than cutting back her hours to work two jobs. Andy

resigned his position as Circulation Library Aide on March 1 to accept a full-time position at United Way of Delaware County. His last day is March 11. This leaves three open part-time Circulation Library Aide positions.

Technology

COOL: The COOL Executive Committee (directors) met via ZOOM on February 17 to review and discuss updates related to recruiting, production, projects, and cataloging. Hurt/Battelle Memorial Library (West Jefferson) is evaluating joining COOL or SEO consortiums. A look at the proposals indicates that COOL migration costs are higher than SEO but the ongoing cost of COOL is less than half the price of SEO. OhioNET is partnering with Equinox to provide user feedback during the development of a dashboard interface for the report module. They are hoping to fund the project with a Kettering Foundation grant. Joe reviewed the possibility of joining SearchOhio but found it to be cost prohibitive. The COOL libraries that offer online library card applications experienced an excessive number of obviously fake applications from people trying to take advantage of the Hoopla service offered at those libraries.

Reporting: Lisa M created a report of patrons requiring maintenance to their permission group or needing to be merged with a duplicate patron. Kelly performed the maintenance to the 134 accounts.

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 110 new and donated youth and adult materials.

Weeding/Collection Maintenance: No items were repaired in February. 99 items were removed from Evergreen and moved through the weeding process in preparation for the lobby book sale. The adult Fiction TA to VU and W-Z were overflowing so Lisa E weeded titles that have not circulated in five or more years and performed catalog tasks for missing and lost items. She also made small signs for the adult new books area directing browsers to new Large Print titles located around the corner.

Hotspot Lending Service: One task still remains to create an Evergreen report to track overdues. There were 9 circulations in February.

Youth Services Shelving Location Project: Angela started phase one of the project by weeding and moving J Holiday, J Audio, JR mag and J Graphic materials. She was excited to get started after creating the plan and is pleased with the appearance of the material in the new locations.

Graphic Novels: The library has a collection of graphic novels in Youth Services. They continue to increase in popularity. There are adult graphic novels that are of interest to teens. Angela and Lisa E agree that it may be time to add this format to Adult Services. It will require making shelving space for the books and adding a new shelving location to the ILS.

Notices: The recorded cost to mail 18 overdue notices in February was \$9.90. Two were 30-day notices.

Financial

Erate: Lisa M provided assistance to Cieria for the creation of e-Rate Form 470.

Budget: Lisa M assisted Cieria by reviewing her 2021 budget assumptions and by providing patron and circulation counts for the Annual Report to the Auditor. She also pulled together the budget packet for the February library board meeting.

Pirates Cove Pizza Lease: Lisa M prepared the lease renewal and rate increase reminder letter to Maurissa Graham and delivered it on February 18.

Miscellaneous: Lisa M calculated the entries for the SRP Upstart invoice (complicated), cancelled the amazon Prime account, wrote thank you notes for the February monetary donations, and wrote an employment history for Jen Gliebe's current public employer.

Management

Pandemic: 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. With the purchase of a book sterilizer, returned items are no longer going through a quarantine process. Pandemic cleaning procedures remain in place. Window service was ended in February due to lack of use. There were no staff quarantines or COVID illnesses.

Closings: The library closed early on February 15 and all day on February 16 due to the snow storm. Lisa M created the Facebook post.

Annual Report: While working on a FY Director's report, Lisa M started gathering statistics for the Annual State Library Report which is due April 1. The status of the FY Director's report is incomplete.

Other Management: Lisa M attended an OLC State Budget Update webinar on February 8, a Local Director's meeting on February 10, and an OLC Small Libraries Discussion Forum on February 19. Cieria attended the monthly BWC webinar on February 9 and the OLC State Budget Update webinar on February 22.

Facilities

Library Clean-up Project: Angela and Lisa E hung a curtain at the top of the stairs in Youth Services, covering the items in storage at that location. The curtain nicely tidies the space. Lisa M organized the Christmas decorations in the storage room. She also designated the small office as a location for library aides to work when assisting the librarians on their projects. The room will be cleaned out and a patron computer (not currently being used due to COVID-19) will be relocated to the office. The office will also house materials and supplies for displays.

FRIENDS OF THE CARDINGTON LIBRARY REPORT

Soledad shared that she had a meeting with the Mayor to discuss the upcoming levy plans. The Mayor's official position will be to neither endorse nor oppose the library levy. She did give advice on members of the community to reach out to as well as suggesting more promotion of digital services during this time.

OLD BUSINESS

Open Library Aide Position(s) Update

There are now three open part-time positions at the library, with the option for a full-time position if someone suitable is found to assist in Youth Services. Ads have been placed with the Morrow County Sentinel, Ohio Means Jobs, the library website, and library Facebook page. A low starting pay rate for circulation aides and increased COVID-19 unemployment benefits may be factors in finding people to fill the positions. Increasing salary costs may be a reason to recalculate the millage for the levy. The library is not able to open for Friday hours in April as planned, due to the low staffing. More written procedures will also need to be created to train multiple staff at once. Kelsey, Lisa E, and Cieria will be asked to assist with creating these procedures.

NEW BUSINESS

Coronavirus Pandemic Items

It is nearing time to rescind or amend the Pandemic Response and Emergency Suspension of Policy Resolution that was passed last April. Lisa M suggested that this item be discussed in the meeting following the lifting of the Governor's pandemic orders, and the Board agreed. Ms. Murray will be emailing out a copy of the Pandemic Policy. The policy was adopted within the emergency resolution, so the decision to keep the policy after sunseting the emergency resolution will need to be made. Ms. Murray also asked the Board if they would like to allow paid time off to receive the coronavirus vaccine and for illness related to the second dose of the vaccine. Currently, the library strongly encourages employees to get the vaccine.

21 - 15

Jeff Youngs moved to allow up to two hours of paid time off to receive the coronavirus vaccine and up to one day of paid time off for illness related to receiving the vaccine. Monty Maceyko seconded. Mrs. Burgett took a roll call vote:

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

The library will also be making coronavirus test kits available as a free service to anyone who requests one. The kits are ordered and shipped, meanwhile we are in the process of setting up procedures for contactless pickup and downloading the telehealth app. A new link is also being posted to the library website where anyone can schedule vaccine appointments based on their location (gettheshot.coronavirus.ohio.gov). Lisa M has already tested the site to make sure it works properly, but there is still very high demand for appointment time slots.

Review/Update the Emergency Closing Policy

The Emergency Closing Policy was discussed by email following the library closure in February. Ms. Murray presented some minor changes to the policy for discussion.

21 - 16

Katie Porteus moved to approve the changes to the Emergency Closing Policy. Soledad Baker seconded. Mrs. Burgett took a roll call vote:

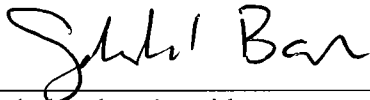
Aye: Monty Maceyko, Soledad Baker, Kathy Schelb, Katie Porteus, Jeff Youngs, Ed Wahl
Nay: None

Cancel Culture and Library Books (Dr. Seuss)

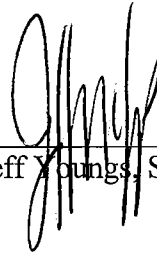
Dr. Seuss Enterprises recently chose to discontinue the publication of six early works: *And To Think I Saw It On Mulberry Street*, *If I Ran the Zoo*, *McElligot's Pool*, *On Beyond Zebra!*, *Scrambled Eggs Super!*, and *The Cat's Quizzer*. All new copies of these books were immediately sold out and secondary markets have inflated the prices from \$250-\$1,700. To prevent theft, Lisa M decided to cancel all holds on our copies of these titles and make them non-circulating. Patrons may read them in the library, but may not check them out. If prices continue to stay high, she was considering listing them as a fundraiser for the library. There were no objections.

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 6:45 p.m.



Soledad Baker, President



Jeff Youngs, Secretary

Submitted by: Cieria Burgett