

MINUTES
CARDINGTON-LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
 May 14, 2019

Katie Porteus called the meeting to order at 6:00 p.m. in the reading room of the library with the following present: Ed Wahl, Monty Maceyko, Katie Porteus, Jeff Youngs, and Soledad Baker. Absent were Lorelei Heineman and Kathy Schelb. Also attending: Lisa Murray, Director, and Cieria Burgett, Fiscal Officer.

PUBLIC PRESENTATIONS – None

CORRESPONDENCE – None

APPROVAL OF MINUTES

Monty Maceyko moved to approve the April 9, 2019 regular Meeting Minutes as written. Second by Jeff Youngs. Motion carried unanimously.

TREASURER'S REPORT

Mrs. Burgett gave the financial report for April 2019.

Account	Mar. 31, 2019 Balances	April Receipts	April Disbursements	Apr. 30, 2019 Balances
Checking - FC	\$42,609.43	\$22,900.96	\$23,052.02	\$42,458.37
Prime Money - FC	\$111,974.42	\$37.30	\$0.00	\$112,011.72
24-mo. CD - FF	\$13,496.92	\$0.00	\$0.00	\$13,496.92
49-mo. CD - FC	\$51,010.31	\$251.56	\$0.00	\$51,261.87
Cash Drawer	\$127.50	\$580.24	\$548.85	\$158.89
Totals	\$219,218.58	\$23,770.06	\$23,600.87	\$219,387.77

Library cash assets totaled \$219,387.77 on April 30, 2019. Total income in April was \$23,231.66. Receipts included Public Library Fund monies totaling \$15,554.56. Net Income in April was \$508.31.

The significant things noted in the Variance report were the higher than estimated PLF support, not doing maintenance for barrel flowers this month, and not paying the start-up fee to LibData this month.

Katie Porteus moved that the April Treasurer's Report be approved. Second by Monty Maceyko. Mrs. Burgett took a roll call vote:

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

DIRECTOR'S REPORT

Programs

STEPS Story Time: The 2018-19 Story Time program completed weeks 27 through 30 in April. Attendance averaged 5.75 children each week. The letters covered were A, B, C, and D. The themes were growing up, Easter, manners, and the ocean.

Head Start Story Time: Hillary read at the preschool on April 18 and 25.

Book Talk: Lisa E created and posted fliers for the May *Book Talk*.

2018-19 Guiding Ohio Online (GOO) program: Four classes were offered in the library in April: Computer Basics - Email, Computer Basics - Safety & Security, and Online Biblical Resources (offered two times). Two attended the first Online Biblical Resources class. No other classes had attendance. Marc also provided three hours of training in three ASPIRE classes at MTC, training 15 students. He provided eight hours of training in four classes (16 sessions) at S.A.I.L., training a total of 175 students. Marc also participated in S.A.I.L. parent night to report on what the students were taught during the period. Marc spent 9.75 hours providing one-on-one assistance to 12 patrons (6 scheduled; 6 drop-ins) and a total of 4 hours providing troubleshooting assistance to 26 patrons. Lesson plans were created for Online Biblical Resources, Microsoft Office, Quill.org, and OhioMeansJobs.com. With input from Marc, Lisa M created the quarter-end GOO report and submitted it to the State Library. Funds were released by the State Library for the third quarter.

2019-20 Guiding Ohio Online (GOO) program: Marc provided input to the grant application while Lisa M gathered statistics. Lisa M attended a GOO application workshop at the State Library on April 29 and viewed an OhioNET grant writing webinar on April 30 where the presenter was the State Library LSTA coordinator. Extra care is being taken with the application since the GOO grant has become more competitive than in earlier years.

S.A.I.L. (CCLC grades 5 - 8): Hillary presented Life Skills programs on April 3 (42 students), April 17 (46 students), and April 24 (41 students). Hillary's program topics covered dressing for success, resumes and careers, and career identification. She also participated in the final parent night to report on the topics students were taught during the period and to promote the Summer Reading Program. The program ended for the year on April 24. Lisa M attended the April 3 sessions to take pictures.

LIFT (CCLC grades K - 4): Hillary delivered programs on April 4 (37 students), April 18 (35 students), and April 25 (34 students). Hillary's weekly topics followed the Growth Mindset theme. She read "What Do You Do with a Problem" and discussed how to react to a problem. She read "What Do You Do with an Idea" and discussed how to nurture and encourage our ideas to grow. Finally, she read "The OK Book" and discussed how you don't need to be perfect at everything. The program ended for the year on April 25.

National Library Week (NLW): Lisa M implemented the plan for the Mindy McGinnis author visit on April 8. Mindy introduced her newly released book, "Heroine" and shared the origin of her idea for the book with 16 attendees. She signed copies of her new release before and after the

talk. Lisa promoted the event in the Sentinel, on Facebook and on the library website before and after the event. National Library Workers Day was celebrated on April 9 with a small thank-you gift for the staff.

March Madness Library Style: Rounds ended in the weekly bracket-style voting process. The winning book was “Harry Potter and the Sorcerer’s Stone.” The number of participants totaled 50 (18 unique voters) and the winner of the participation prize was Debbie Hutchinson.

Recycling Program: During April, the library was a collection site for e-waste. This is the second year the library offered this very popular service to Cardington. Lisa M wrote articles/posts for the Sentinel, the website, and Facebook. Eighty people contributed a total of 4,583 pounds of e-waste that will be diverted from landfills. Accurate-IT picked up the e-waste on three occasions, April 18, April 26, and May 2.

Seniors Strut Your Stuff: The Gleaners invited the library to set up a table at an event the insurance group was planning for seniors. Lisa M hosted the Morrow County library directors for a meeting on April 15 to plan for a shared table. She created the agenda and documented the notes from the meeting. Materials for the meeting were ordered. Marc Wells was scheduled to demo and promote technology services at the event scheduled for May 9.

Volunteer Appreciation: Lisa M created the plan for Volunteer Appreciation Day and Marty took over the implementation of the plan. Marty set the date for May 28 and finalized the list of volunteers being recognized.

2019 Summer Reading Program (SRP): In response to Hillary’s letter, donations from area businesses have started to arrive in April. LeaAnn Maceyko/Maceyko Tax donated \$1,000 after hearing the library did not receive a LSTA grant this year. Hillary finalized all Wednesday entertainment programs. Contracts are in place for the paid entertainers. The People Place is planning a yoga program on one Wednesday. Half Price Books has been contacted for books for the week 4 incentive prize. Hillary has been working on décor for the space-themed program.

Displays: Hillary kept the children’s magazines on display to increase visibility and circulation. The teen display highlighted autism awareness. Marty created a “Taco ‘bout Good Movies” display on the bulletin board. The opioid crisis in America exhibit remained the theme in the main display case. Easter decorations were taken down.

Facebook: April was a big month on Facebook with 27 posts, several far-reaching: 7 promoting library books and services, 11 promoting events and programs, and 9 general interest topics. The top three posts: 04/01/19 Promo of library recycling event reached 5,319 people, received 129 reactions, comments and shares and 470 post clicks; 04/17/19 Promo of library recycling event reached 3,636 people and received 59 reactions, comments and shares and 363 post clicks; 04/02/19 50th Anniversary of the publication of The Outsiders reached 1,749 people and received 81 reactions, comments and shares and 112 post clicks. The library has 938 followers on Facebook.

Personnel

Time Off: Hillary was on vacation April 8 through 15. Cieria was on vacation April 22 and 23.

Staffing Updates: Randy Fox notified the library he will be retiring soon. Hillary Scholz submitted her resignation on May 2 to accept a Youth Services Librarian position at the Delaware County District Library, Powell Branch. Her last day will be May 23.

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. Jeannette Walker has decided that covering books is not for her and ended her brief volunteer service.

Staff Development: Hillary viewed the OhioNET "Get Started with Grant Writing" webinar on April 30. Lisa E practiced using the Ancestry Library Edition database and reviewed the current course content on Lynda.com.

Technology

COOL: The COOL Executive Committee (directors) met at OhioNET on April 10 to review and discuss updates related to recruiting, production, projects, and cataloging. The Bucyrus migration remains on schedule for a May 2 "Go Live" date. Teri and Joni provided cataloging training at Bucyrus on April 18. Wilmington Public Library signed a letter of intent to join COOL. They will be applying for a LSTA migration grant. COOL staff training was held April 10. The board discussed an e-resource only library card. Sunbury has an agreement with the middle school. A letter is sent to every student giving access to e-resources. The parent must contact the library if they want to opt out. COOL was upgraded to Evergreen Release 3.1.11 on April 17. Wornstaff will be closed for renovations the entire month of August. Derek will disable holds. Don Yarman will be a guest at the next meeting to announce changes to Lynda.com.

Evergreen Issue: Lisa E had ongoing issues with Evergreen copy templates. Applied templates would not save. She posted the issue to the COOL mailing list and tried the suggested fixes. Eventually, she had to delete all the existing templates originally created in the staff client and set up new templates in the Webby.

Computer Issue: Dynamic Networks was asked to correct update issues on the training laptops. The work was completed in early April.

Other: The AWE Early Literacy Workstation was used 21 times for a total of 672 minutes in April.

Collection Development/Processing

Acquisitions/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 217 (31 yearbooks) new and donated youth and adult materials. To aid this effort, Hillary assigned call numbers for all the new Youth Services materials.

Weeding/ Collection Maintenance: Five items were removed from Evergreen in April and moved through the weeding process in preparation for the lobby book sale. Lisa E inventoried our boxes of donated Pirateer yearbooks. She added and/or deleted copies with the goal of maintaining two sets of print yearbooks from 1946 to present. Eighteen yearbooks were donated to the Ohio Genealogical Society (OGS). The library will sell the extra copies not needed by OGS.

Notices: The recorded cost to mail 17 overdue notices in April was \$9.35. Two were 30-day notices.

Financial

Love Your Library Fund Raiser: The total raised by selling "Popcornopolis" popcorn was \$285.

Fiscal Officer Training: Lisa M. reviewed Cieria's work to spread the 2019 Budget by month and trained Cieria how to set the budget up in QuickBooks.

Lobby Book Sale: In April, blue dot items were free and yellow dot items were priced at 25 cents. All other colored dot items were \$1.00 each. Monthly sales totaled \$27.50.

Erate: Lisa M responded to a Program Integrity Assurance (PIA) review question about the previously filed erate Form 471 (Request for Funding). The library received a Funding Commitment Decision Letter from USAC on April 27 approving our request for \$882 to cover 70 percent of our managed Internet broadband service provided by Dynamic Networks.

Grant Opportunity: Marc and Lisa E wrote a Google Tools grant to apply for \$1,000 in funding. The grant had been strongly recommended by the State Library of Ohio. It was not possible to submit the completed application following the links provided by the State Library. After researching, Marc and Lisa found a much simpler grant application was to be used making it seem the grant was going to be awarded as if by lottery. Considerable time was wasted applying for this grant we did not receive.

Grant Opportunity: Lisa M wrote two funding requests and submitted them to United Way of Morrow County on April 23. Funding was sought for the 2019 Summer Reading Program (\$2,000) and the 2019-2020 STEPS Story Time Program (\$1,640). The date to expect a response from the review committee is not known.

Management

Strategic Plan: Lisa M held weekly meetings with staff on Fridays in April to write the strategic plan. Attendance was low, so an alternative method to collect input from Staff was put in place after the first week. This will extend the time to write the plan into May and led to a schedule conflict with the GOO application deadline. Work on the Strategic Plan will resume mid-May.

Legislative Day: Lisa M and Andy attended Legislative Day on April 9. Among the activities were meetings with Senator Burke and Representative McClain. Lisa wrote thank you notes to the legislators following the visit to the Statehouse.

Other Management: Lisa M attended the Chamber Luncheon on April 16 and the Cardington Economic Development Task Force meeting on April 23. Hillary attended the Friends of Cardington meeting on April 24.

Facilities

LED Lighting Project: No action in April. This project requires follow up.

Sewage Backup Issues: On April 2, Greenside Plumbing replaced a 25-year old ejector grinder sewage pump and the pipe feeding it. (meeting room 128)

Water Meter Separation Project: Lisa M met with Greenside Plumbing on April 23 to review the new scope of the water meter separation project. They have not yet submitted an estimate. Mid-Ohio estimated the scaled-down project at \$3,113.

Drain Grate: Research had to be completed to order a new drain grate for the drain outside the ramp entrance to meeting room 128. The previous grate was stolen, creating an injury risk.

OLD BUSINESS

Strategic Plan Update

Ms. Murray shared that the strategic plan was coming together a little slower than anticipated. Low attendance at the Friday staff meetings meant that materials prepared for each meeting had to be reworked in order to distribute and gather input outside a meeting format. This added time, but most everyone responded to the task when they could work on it during their normal shift. Also, the objectives step proved to be difficult. These delays caused the project to bump up against the deadline for the 2019-2020 Guiding Ohio Online (GOO) application. Therefore, the strategic plan was put on hold to complete the application. Once revisited, Ms. Murray will decide whether or not to work on the objectives as a group or move on to gathering input for the activities portion of the plan.

Levy Planning Discussion

Jeff brought attention to a group of local business owners who hold meetings at various locations throughout the village. He suggested that the library offer the meeting room for the group to use in rotation with other locations. This would bring more people into the library that may not have visited before, and get more residents thinking about all that the library offers. Street signs at nearby locations directing people to the library were also suggested. These types of signs are around most libraries and would be a nice addition to Cardington. The yard signs for the Summer Reading Program were also discussed. The signs were not ordered this year, but with the returned signs and late order that arrived last year, there should be enough to pass out.

Board members all agreed to bring a list of five names of individuals who may want to be part of the PAC for the levy to the next meeting. The Board was reminded that no more than 3 trustees may be a part of the PAC. Jeff and Soledad stated that they have recently gained more flexibility with their work schedules and would be willing to help with further planning.

Water Meter Separation Project

Ms. Murray met with Greenside Plumbing, but has not yet received an estimate from them. The estimate from Mid-Ohio Plumbing remains near what it was to fully separate the meters because the hot water tank and backflow preventer are still needed and because several items were missing from the original estimate.

NEW BUSINESS

Open Library Positions

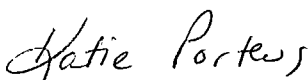
The library will be saying goodbye to Hillary as the Youth Services Librarian at the end of this month, after nearly five years. Ms. Murray posted the job opening on the OLC website, but is not expecting many applicants with the current job market. The posting will be staying up until mid-June. So far, one person has applied.

Randy Fox will also soon be leaving his position as the Custodian after many years. Ms. Murray has plans to post this position as well, but with some changes. The position will now be a part of the library staff, as opposed to an independent contractor, and will start at minimum wage. Ms. Murray also plans to check with other local libraries at the next meeting to see if any individuals providing them with cleaning services would be willing to work for the Cardington-Lincoln Public Library as well.

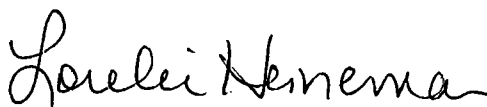
It was also discussed that the circulation aide position that was previously filled by Annie has not been filled. Annie also used to be very involved with adult programming, so Ms. Murray spoke with Lisa E and Marty to try and get some of the programming responsibilities redistributed. There may still be a need for another part time Circulation Aide, but no posting has been made as of now.

ADJOURNMENT

With no further business to come before the Board, Monty Maceyko moved to adjourn the meeting. Jeff Youngs seconded. The meeting was adjourned at 7:04 p.m.



Katie Porteus, President



Lorelei Heineman, Secretary

