

MINUTES
CARDINGTON-LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
September 10, 2019

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

PUBLIC PRESENTATIONS – None

CORRESPONDENCE –

- 1- Ms. Murray shared the Gongwer Report, which outlined some possible changes to OPERS benefits designed to improve the financial condition of its retirement and health care funds.
- 2- The Hannah Report was also shared. It showed that state tax revenues for August were above estimates.

APPROVAL OF MINUTES

Monty Maceyko moved to approve the August 13, 2019 regular Meeting Minutes as written. Second by Jeff Youngs. Motion carried unanimously.

TREASURER’S REPORT

Mrs. Burgett gave the financial report for August 2019.

Account	July 31, 2019 Balances	August Receipts	August Disbursements	Aug 31, 2019 Balances
Checking - FC	\$50,219.36	\$20,176.51	\$24,804.83	\$45,591.04
Prime Money - FC	\$112,119.04	\$35.02	\$0.00	\$112,154.06
24-mo. CD - FF	\$13,510.38	\$0.00	\$0.00	\$13,510.38
49-mo. CD - FC	\$51,517.48	\$0.00	\$0.00	\$51,517.48
Cash Drawer	\$125.75	\$459.73	\$478.87	\$106.61
Totals	\$227,492.01	\$20,671.26	\$25,283.70	\$222,879.57

Library cash assets totaled \$222,879.57 on August 31, 2019. Total income in August was \$20,238.30. Receipts included Public Library Fund monies totaling \$18,929.61. Net Income in August was a loss of \$4,044.47.

The significant expenses for August were supplies/materials/promotional items for the new bike lending service, mowing/groundskeeping fee for April-July, website redesign from OPLIN, and a down payment for 7 new staff computers.

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

- Aye: Katie Porteus, Ed Wahl, Monty Maceyko, Jeff Youngs, and Lorelei Heineman
Nay: None

Displays: Marty created all the new displays in the library in August. "Bookflix" is the theme in the small display case. The bulletin board is sporting a Plato quote, "Books give soul to the universe....." Marty also drew new chalk art in the archway, "no worries" and "you are my sunshine".

Facebook: During August, only 4 posts were created on Facebook but they received wide exposure. The 4 posts promoted events and programs. The top three posts: 08/07/19 Invitation to Bike Lending Kickoff Family Fun Day reached 2,228 people, received 76 likes, comments and shares and 140 post clicks; 08/02/19 Looking for Volunteers to help with Bike Lending Kickoff party reached 1,161 people and received 12 likes, comments and shares and 21 post clicks; 08/10/19 Family Fun Day Underway reached 806 people and received 43 likes, comments and shares and 130 post clicks. The library has 990 followers on Facebook.

Personnel

Time Off: Cieria was on vacation August 7 through August 10. Marty was on vacation August 6 through August 10. Lisa E was on vacation August 22 through August 31. Lisa M was off August 29 and 30.

Staffing Updates: Ian Ferguson started work as the Youth Services Librarian on August 5. His first day was spent in orientation with Lisa M and the remainder of the week was spent learning the circulation desk. Beginning August 12 and continuing to the end of the month, Lisa M met with Ian daily to train on various functions of the position. One person applied for the custodian position and was interviewed.

Volunteers: Volunteer Mary Lou Dowalter continues to be a huge help in the library. Patty McAvoy and her sister, Debra Moore, covered books each week, freeing staff for other duties.

Staff Development: Cieria, Lisa E, and Lisa M attended training for COOL staff at OhioNET on August 21 (cataloging and reporting topics). Cieria attended the OLC Fiscal Officer 102 workshop in Columbus on August 23.

Technology

COOL: The COOL Executive Committee (directors) met at OhioNET on August 21 to review and discuss updates related to recruiting, production, projects, and cataloging. All approvals from Wilmington Public Library have been provided to OhioNET paving the way for the migration. The project kicks off on September 16 with a go-live date of January 16. With Wilmington in COOL, the total savings to the other libraries is \$3,400. The directors discussed investing this savings into the contingency fund. A vote is expected in the September meeting. Updates to the consortium bylaws and principles of cooperation were approved. The new OhioNET director, Nancy Kirkpatrick, attended the meeting. COOL is now on Evergreen release 3.1.13 and will upgrade to release 3.3 on October 2.

Website Redesign: Lisa M added content to the new website template. Andy and Marc completed their work to add new content and reorganize all the old content. At the end of the month, they officially turned over their work for review by Lisa M.

Staff Computer Replacement Project: Dynamic Networks provided a quote on the staff computer replacement project on August 19. It went through three modifications before it contained all the items originally requested. The proposal was accepted on August 26 at a cost of \$11,779.

Adult Programming: Addressing a service response in the (still in-process) strategic plan, additional hours were offered to Lisa E, Adult Services Librarian, to develop adult programming on a small scale. Additional hours were added to Marty's schedule to assist with program planning and implementation. Three such programs are underway: 3rd Thursday, "One Book, Many Communities", and the Morrow County Food Drive/Food for Fines.

ILEAD Tech Kit: In response to an email, Lisa M applied for and was later awarded a film equipment kit consisting of a 4K video camera, camcorder carrying case, green screen with stand, light with stand, umbrella reflector, and training packet. The kit is on permanent loan to the library for participating in a maker-focused pilot program under the direction of the ILEAD USA - Ohio Tech-to-Go Team. The library's role will be to learn to use the equipment, conduct a program using the equipment, and report back to the Tech-to-Go Team on the training and use of the equipment. The period of the pilot is two months, September 16 to November 17, 2019.

Dollar Tree: Staff set up tables in meeting room 126 to help facilitate Dollar Tree job interviews on August 1. Staff also assisted attendees to complete online job applications on the adult patron computers. The event resulted in 23 applicants and 12 employment offers.

Other Management: Lisa M attended the OLC Small Library Director's Forum on August 16. It was the first opportunity to meet with OLC's Michelle Francis in her new role as Executive Director. The Chamber Luncheon was attended on August 20. Lisa M introduced Ian to community stakeholders at the Cardington Economic Development Task Force meeting on August 27. Cieria attended the monthly webinar presented by BWC.

Facilities

Security Alarm: The rear entrance door was left unlocked at closing on Thursday evening, August 15. The security alarm was set off Friday morning, likely by a patron thinking the library was open. It was set off again by the police about a half hour later. Lisa M was at the Director's Forum during the ordeal and found the door unlocked upon returning to the library. The police did not inform on the unlocked door.

Fire Alarm: A two year-old child attending a birthday party at the library on Sunday, August 18 pulled the fire alarm. Paladin Protective Services immediately dispatched the fire department. Lisa M arrived within 15 minutes to turn off the alarm and reset the pull station. The fire department personnel were not aware of the lockbox that would allow them access to the building. They are planning some retraining.

Lighting: The lighting project was kicked-off on August 26. The financing paperwork should be ready the first week of September.

Access Lift: The lock on the access lift exterior door was serviced on August 28. The amount of rust on the door has created a shift that can no longer be accommodated by lock adjustments. Use of the exterior door is not reliable; it works only intermittently. A new door is being quoted. The lift itself will be maintenance when the door is replaced.

OLD BUSINESS

Strategic Plan Update

No update.

ADJOURNMENT

With no further business to come before the Board Monty Maceyko moved to adjourn the meeting. Ed Wahl seconded. The meeting was adjourned at 6:54 p.m.

Katie Porteus

Katie Porteus, President

Lorelei Heineman

Lorelei Heineman, Secretary

Submitted by: Cieria Burgett