

**MINUTES**  
**CARDINGTON-LINCOLN PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
January 10, 2023

Kathy Schelb called the meeting to order at 6:03 p.m. in meeting room 128 with the following present: Monty Maceyko, Nate Mosher, Eleanor Roberts, Dawn Ruehrmund, and Kathy Schelb. Also attending: Lisa Murray, Director/Fiscal Officer and Alisa Harvey, Trustee Candidate. Jeff Youngs was absent.

**REORGANIZATIONAL ITEMS**

**Election of Officers**

*23 - 01*

Kathy Schelb moved to nominate Jeff Youngs for Board of Trustees President in 2023. Second by Eleanor. Ms. Murray took a roll call vote:

Aye: Monty Maceyko, Nate Mosher, Eleanor Roberts, Dawn Ruehrmund, and Kathy Schelb

Nay: None

*23 - 02*

Monty Maceyko moved to nominate Kathy Schelb for Board of Trustees Vice-President in 2023. Second by Nate Mosher. Ms. Murray took a roll call vote:

Aye: Monty Maceyko, Nate Mosher, Eleanor Roberts, Dawn Ruehrmund, and Kathy Schelb

Nay: None

*23 - 03*

Dawn Ruehrmund moved to nominate Eleanor Roberts for Board of Trustees Secretary in 2023. Second by Nate Mosher. Ms. Murray took a roll call vote:

Aye: Monty Maceyko, Nate Mosher, Eleanor Roberts, Dawn Ruehrmund, and Kathy Schelb

Nay: None

*23 - 04*

Nate Mosher moved to appoint Lisa Murray to serve as the Fiscal Officer in 2023. Second by Dawn Ruehrmund. Ms. Murray took a roll call vote:

Aye: Monty Maceyko, Nate Mosher, Eleanor Roberts, Dawn Ruehrmund, and Kathy Schelb

Nay: None

## Other Reorganizational Items

23 - 05

Eleanor Roberts moved to allow the use of an employee dishonesty and faithful performance of duty insurance policy in place of surety bonds for the Director and the Fiscal Officer. Second by Nate Mosher. Ms. Murray took a roll call vote:

Aye: Monty Maceyko, Nate Mosher, Eleanor Roberts, Dawn Ruehrmund, and Kathy Schelb

Nay: None

23 - 06

Kathy Schelb moved to approve depositories of funds at FC Bank, First Federal Savings and Loan, First Knox National Bank, Star Ohio, or other instruments allowable by Ohio Revised Code 135. Second by Monty Maceyko. Ms. Murray took a roll call vote:

Aye: Monty Maceyko, Nate Mosher, Eleanor Roberts, Dawn Ruehrmund, and Kathy Schelb

Nay: None

23 - 07

Nate Mosher moved to set the regular meeting of the Board of Trustees for the Cardington-Lincoln Public Library as the second Tuesday of each month at 6:00 p.m. Second by Eleanor Roberts. Ms. Murray took a roll call vote:

Aye: Monty Maceyko, Nate Mosher, Eleanor Roberts, Dawn Ruehrmund, and Kathy Schelb

Nay: None

23 - 08

Dawn Ruehrmund moved to continue the Cash Drawer Fund established for the purpose of making change for patrons and for small emergency purchases. Second by Monty Maceyko. Ms. Murray took a roll call vote:

Aye: Monty Maceyko, Nate Mosher, Eleanor Roberts, Dawn Ruehrmund, and Kathy Schelb

Nay: None

23 - 09

Eleanor Roberts moved to set Library hours as 10:30 a.m. to 7:00 p.m. Monday through Thursday, 3:00 p.m. to 7:00 p.m. Friday, and 10:30 a.m. to 2:00 p.m. Saturday. Second by Nate Mosher. Ms. Murray took a roll call vote:

Aye: Monty Maceyko, Nate Mosher, Eleanor Roberts, Dawn Ruehrmund, and Kathy Schelb

Nay: None

23 - 10

Kathy Schelb moved to close the Library for the following holidays: President’s Day (02/20/23), Memorial Day (05/29/2023), Independence Day (07/04/2023), Labor Day (09/04/2023), Thanksgiving Day (11/23/2023), Christmas Day (12/25/2023), and New Year’s Day (01/01/2024). Second by Monty Maceyko. Ms. Murray took a roll call vote:

Aye: Monty Maceyko, Nate Mosher, Eleanor Roberts, Dawn Ruehrmund, and Kathy Schelb  
Nay: None

**Committee Assignments**

- Personnel: Monty Maceyko and Kathy Schelb
- Long-Range Planning: All Board Members
- Finance: Eleanor Roberts and Dawn Ruehrmund
- Grounds: Nate Mosher and Kathy Schelb
- Records Review: All Board Members

**PUBLIC PRESENTATIONS**

Alisa Harvey introduced herself to the board and expressed her interest in the open trustee position. She was invited to stay for the meeting.

**CORRESPONDENCE**

Ms. Murray shared a thank you note from Lorelei Heineman.

**CONSENT AGENDA** – Due to a 2-week absence prior to the board meeting, no items were sent in advance.

**APPROVAL OF MINUTES**

Eleanor Roberts moved to approve the December 13, 2022 regular meeting minutes. Second by Dawn Ruehrmund. Motion carried unanimously.

**TREASURER’S REPORT**

Summary of financial report for December 2022:

<b>Account</b>	<b>Nov. 30, 2022 Balances</b>	<b>December Receipts</b>	<b>December Disbursements</b>	<b>Dec. 31, 2022 Balances</b>
Checking - FC	\$ 46,628.84	\$ 27,834.85	\$ 28,862.82	\$ 45,600.87
Prime Money - FC	\$ 86,952.72	\$ 5.00	\$ 0.00	\$ 86,957.72
24-mo. CD - FF	\$ 13,665.25	\$ 6.89	\$ 0.00	\$ 13,672.14
9-month CD - FC	\$ 30,000.00	\$ 0.00	\$ 0.00	\$ 30,000.00
Cash Drawer	\$ 481.01	\$ 99.80	\$ 392.51	\$ 188.30
<b>Totals</b>	<b>\$ 177,727.82</b>	<b>\$ 27,946.54</b>	<b>\$ 29,255.33</b>	<b>\$ 176,419.03</b>

<b>Fund</b>	Nov. 30, 2022 Balances	December Receipts	December Disbursements	Dec. 31, 2022 Balances
General Fund	\$ 147,727.82	\$ 27,946.54	\$ 29,255.33	\$ 146,419.03
Capital Projects	\$ 30,000.00	\$ 0.00	\$ 0.00	\$ 30,000.00
<b>Totals</b>	<b>\$ 177,727.82</b>	<b>\$ 27,946.54</b>	<b>\$ 29,255.33</b>	<b>\$ 176,419.03</b>

Library cash assets totaled \$176,419.03 on December 31, 2022. Total income in December was \$27,569.03. Receipts included Public Library Fund monies totaling \$26,807.34. Net Income in December was \$1,899.00.

Significant and out-of-the-ordinary expenses in December: Young Writers Workshop presenter fee (\$250); New 7.5’ artificial lighted Christmas tree (\$259); November 8 election expense (\$261); Access lift adjustment to mid-landing door lock (\$339); Volunteer gifts (\$597); Staff Christmas gifts and party (\$954); COOL Service Contract fee (\$6,323).

Nate Mosher moved that the December Treasurer’s Report be approved. Second by Monty Maceyko. Ms. Murray took a roll call vote:

- Aye: Monty Maceyko, Nate Mosher, Eleanor Roberts, Dawn Ruehrmund, and Kathy Schelb
- Nay: None

**DIRECTOR’S REPORT FOR DECEMBER** - Report deferred to the January Regular Board Meeting.

**PUBLIC SERVICES REPORT FOR DECEMBER** – Report distributed in the meeting.

**OLD BUSINESS**

Pirates Cove Pizza 2023-2024 Lease Review (distributed in advance)

There were no additional updates to the terms of the lease. Monty Maceyko will negotiate the lease with the owners. Ms. Murray will provide Monty with the contact information and a printed copy of the lease.

**NEW BUSINESS**

Annual Records Commission Meeting

The Agenda/Minutes of the Annual Records Commission Meeting are attached.

Semi-Annual Review of Credit Card Accounts

The Board, including the Credit Card Compliance Officer Eleanor Roberts, reviewed the library’s credit card account, the list of individuals with a credit card, and the credit card limits. Eleanor signed the attestation.

23 - 11

The Credit Card Policy was updated to add the Assistant Director position to the list of positions that may hold a credit card. Kathy Schelb moved to accept the Credit Card Policy as updated. Second by Monty Maceyko. Ms. Murray took a roll call vote:

Aye: Monty Maceyko, Nate Mosher, Eleanor Roberts, Dawn Ruehrmund, and Kathy Schelb  
Nay: None

Open Trustee Position

23 - 12


Following a brief discussion, Kathy Schelb moved to accept the application of Alisa Harvey to the Library Board of Trustees. Second by Dawn Ruehrmund. Ms. Murray took a roll call vote:

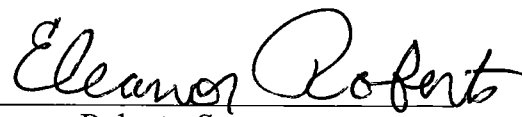
Aye: Monty Maceyko, Nate Mosher, Eleanor Roberts, Dawn Ruehrmund, and Kathy Schelb  
Nay: None

The Board of Education office will be notified of the nomination so the appointment can be formalized in the February school board meeting. Eleanor will notify Alisa Harvey. One of the library's two notaries will perform the swearing in at the February Library Board Meeting.

**ADJOURNMENT**

With no further business to come before the Board, Nate Mosher moved to adjourn the meeting. Second by Eleanor Roberts. The meeting was adjourned at 7:03 p.m.

  
\_\_\_\_\_  
Kathy Schelb, Vice-President

  
\_\_\_\_\_  
Eleanor Roberts, Secretary

Submitted by: Lisa Murray

CARDINGTON-LINCOLN PUBLIC LIBRARY  
ANNUAL RECORDS COMMISSION MEETING  
January 10, 2023

The 2023 Annual Records Commission Meeting was held as an agenda item during the January Regular Board Meeting.

- I. Overview of Records Management
  - First seven pages of Local Government Records Manual (attached)
  
- II. Status of Records Management at CLPL
  - CLPL has a record retention policy and schedule that predates a law that requires an approved RC-2 be on file with the Ohio History Connection. (attached)
  - CLPL permanent and non-permanent records are highly organized.
  - CLPL does not have an approved RC-2 on file, although a draft was created.
  - CLPL has not destroyed any records since the law took effect.
  - Over the years, CLPL has not made records destruction a priority project.
  
- III. Implications of Current Records Management Approach
  - CLPL does not have the space to continue to store documents that should be destroyed.
  - Eventually, a compliance audit will find the deficiency in only partially following Records Management law.
  
- IV. Approach to Solve Deficiency
  - The issue can only be resolved by increasing the priority of the project and devoting resource to it.