

**MINUTES**  
**CARDINGTON-LINCOLN PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
January 9, 2018

Matt Meyers, Cardington Lincoln School Board Representative was present at 6:00 p.m. and swore in the new board members Kathy Schelb and Jeff Youngs.

Ms. Murray did a roll call in the reading room of the library with the following present: Athena Abraham, Monty Maceyko, Katie Porteus, Kathy Schelb, Ed Wahl and Jeff Youngs. Lorelei Heineman was absent. Also attending: Lisa Murray, Director/Fiscal Officer.

**REORGANIZATIONAL ITEMS:**

**Election of Officers**

*18 - 01*

Athena Abraham moved to nominate Katie Porteus for Board of Trustees President in 2018. Second by Monty Maceyko. Ms. Murray took a roll call vote:

Aye:	Athena Abraham, Monty Maceyko, Katie Porteus, Kathy Schelb, Ed Wahl and Jeff Youngs
Nay:	None

*18 - 02*

Katie Porteus moved to nominate Ed Wahl for Board of Trustees Vice-President in 2018. Second by Athena Abraham. Ms. Murray took a roll call vote:

Aye:	Athena Abraham, Monty Maceyko, Katie Porteus, Kathy Schelb, Ed Wahl and Jeff Youngs
Nay:	None

*18 - 03*

Katie Porteus moved to nominate Athena Abraham for Board of Trustees Secretary in 2018. Second by Monty Maceyko. Ms. Murray took a roll call vote:

Aye:	Athena Abraham, Monty Maceyko, Katie Porteus, Kathy Schelb, Ed Wahl and Jeff Youngs
Nay:	None

*18 - 04*

Athena Abraham moved to appoint Lisa A. Murray to serve as the Fiscal Officer in 2018. Second by Ed Wahl. Ms. Murray took a roll call vote:

Aye:	Athena Abraham, Monty Maceyko, Katie Porteus, Kathy Schelb, Ed Wahl and Jeff Youngs
Nay:	None

## Other Reorganizational Items

*18 - 05*

Katie Porteus moved that the blanket bond for the Director/Fiscal Officer be reaffirmed with Trimble Insurance Agency in the amount of \$25,000 for 2018. Second by Monty Maceyko. Ms. Murray took a roll call vote:

Aye: Athena Abraham, Monty Maceyko, Katie Porteus, Kathy Schelb, Ed Wahl and Jeff Youngs  
Nay: None

*18 - 06*

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

Aye: Athena Abraham, Monty Maceyko, Katie Porteus, Kathy Schelb, Ed Wahl and Jeff Youngs  
Nay: None

*18 - 07*

Ed Wahl moved to set the regular meeting of the Board of Trustees for the Cardington-Lincoln Public Library as the seconded Tuesday of each month at 6:00 p.m. Second by Kathy Schelb. Ms. Murray took a roll call vote:

Aye: Athena Abraham, Monty Maceyko, Katie Porteus, Kathy Schelb, Ed Wahl and Jeff Youngs  
Nay: None

*18 - 08*

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

Aye: Athena Abraham, Monty Maceyko, Katie Porteus, Kathy Schelb, Ed Wahl and Jeff Youngs  
Nay: None

*18 - 09*

Katie Porteus moved to set Library hours as 10:30 a.m. to 7:00 p.m. Monday through Thursday and 10:30 a.m. to 2:00 p.m. Saturday. Second by Kathy Schelb. Ms. Murray took a roll call vote:

Aye: Athena Abraham, Monty Maceyko, Katie Porteus, Kathy Schelb, Ed Wahl and Jeff Youngs  
Nay: None

*18-10*

Jeff Youngs moved to close the Library for the following holidays: Memorial Day (05/28/2018), Independence Day (07/04/2018), Labor Day (09/03/2018), Thanksgiving Day (11/22/2018), Christmas Eve (12/24/2018) from 2:00 p.m. to 7:00 p.m., Christmas Day, (12/25/2018), New Year's Day (01/01/2019). Second by Katie Porteus. Ms. Murray took a roll call vote:

Aye: Athena Abraham, Monty Maceyko, Katie Porteus, Kathy Schelb, Ed Wahl and Jeff Youngs  
Nay: None

### **Committee Assignments**

- Personnel: Monty Maceyko and Katie Porteus
- Long-Range Planning: All Board Members
- Finance: Jeff Youngs and Ed Wahl
- Grounds: Monty Maceyko and Kathy Schelb
- Records Review: All Board Members

**PUBLIC PRESENTATIONS** - None

### **CORRESPONDENCE**

- 1- Ms. Murray passed out info on Jumpstart a Chamber Breakfast invitation to the board members.
- 2- The 2018 Department of Taxation PLF estimate for Morrow County was passed out. Our quarter of the estimate is \$233,658.12

### **APPROVAL OF MINUTES**

Monty Maceyko moved to approve the December 12, 2017 Regular Meeting Minutes as written. Second by Kathy Schelb. Motion carried unanimously.

### **TREASURER'S REPORT**

Ms. Murray gave the financial report for December 2017.

Account	Nov. 30, 2017 Balances	December Receipts	December Disbursements	Dec. 31, 2017 Balances
Checking - FC	\$52,012.37	\$21,869.38	\$23,222.17	\$50,659.85
Prime Money - FC	\$161,382.56	\$48.72	\$0.00	\$161,431.28
24-mo. CD FF	\$13,416.28	\$13.53	\$0.00	\$13,429.81
Cash Drawer	\$118.75	\$496.66	\$573.16	\$42.25
Totals	\$226,929.96	\$22,428.29	\$23,795.33	\$225,562.92

Library cash assets totaled \$225,562.95 on December 31, 2017. Total income in December was \$21,940.13. Receipts included Public Library Fund monies totaling \$19,967.03. Net Income in December was \$670.10.

In the Transaction Detail by Account report, Ms. Murray noted the significant expenses in December: Christmas in Cardington expenses, the replacement of main sump pump and the COOL annual payment.

The Budget vs. Actual Report and the Statement of Projected Cash Flows were also reviewed for the month of December.

The variance report for the full year ending December 31, 2017 was reviewed as part of the Treasurers report. Total income in 2017 was \$261,576.00. The total amount received from the PLF in 2017 was \$232,672.60. Expenses in 2017 totaled \$250,396.14. The Net Income in 2017 was an income of \$13,121.86.

Athena Abraham moved that the December 2017 Treasurer's Report be approved. Second by Katie Porteus. Ms. Murray took a roll call vote:

Aye: Athena Abraham, Monty Maceyko, Katie Porteus, Kathy Schelb, Ed Wahl and Jeff Youngs.

Nay: None

## **DIRECTOR'S REPORT**

### Programs

The 2017-18 Story Time program completed weeks 14 through 16 in December. Attendance averaged 3.67 children each week. The letters covered were N, O, and P. The themes were the construction, winter animals and Christmas.

Annie Fraizer and Hillary Scholz organized another successful library event for Christmas in Cardington. The library had three visiting authors, a nutcracker themed photo booth, a Sugar Plum Fairy impersonator, provided supplies/instruction for children to make a nutcracker scratch-off ornament, provided refreshments, donated a basket for the town raffle, and provided space for cookie decorating. Using counters, the number of visitors to the library between 5:00pm and 8:00pm on December 14 was 967.

All ornaments were taken from the Giving Tree. The gifts were purchased by patrons and brought into the library by December 14 providing a special Christmas for two young girls in foster care in the Cardington area.

Guiding Ohio Online (GOO) program: Larry Sollanek provided troubleshooting and one-on-one sessions for patrons in December. He also scheduled a 5-part basic computer series for beginner learners. The series will start on January 17 with one class each week. An article was written and published in the Sentinel on December 27. The Memorandum of Understanding (MOU) with Job and Family Services was finalized and signed on December 5. Larry is scheduled to begin classes at that location on January 16.

The YALSA "Future Ready with the Library" project concluded at the end of the year. The library was reimbursed for travel expenses to the AMLE Conference. Hillary still plans a career fair for intermediate students at the end of the school year.

The library collected letters to Santa from patrons and delivered them to the Chamber of Commerce. Chamber members wrote responses to each at their December luncheon.  
Ohio Reads: Hillary was unable to read with her student this month. There were scheduling conflicts at the library and with the school (including the holiday break).

2018 Summer Reading Program (SRP): In December, Hillary drafted two grants: the LSTA grant and the Dollar General Literacy Foundation grant. She also searched for entertainers for the Wednesday programs.

Lisa Murray proctored a test for Crystal Von Schubert on December 18. Hillary proctored a second test for her on December 27.

A collection of nutcrackers provided by Marty Barnett occupied both display cases in December and attracted much attention. Annie, Hillary, Lisa E. and Marty created festive Christmas displays on the bulletin boards and walls throughout the library. Hillary changed the teen “Emoji Reads” display to a spy themed display. She also added a color your own bookmark passive activity in the teen room that seems to be popular. Adult Services featured Christmas fiction on the reference shelves.

During December, the staff created 21 posts on Facebook: 4 promoting library books and services, 10 promoting library events and programs, and 7 general interest topics. The top three posts: December 14 Christmas in Cardington promotion reached 1,803 people, received 57 reactions, comments and shares and 312 post clicks; December 7 Christmas in Cardington promotion reached 817 people, received 39 reactions, comments and shares and 49 post clicks; Students should explore different college and career paths reached 371 people, received 2 reactions, comments and shares, 10 post clicks, and 139 video views. The library has 796 followers on Facebook.

### Personnel

Annie, Darla, Hillary, and Kelly took vacation days in December. Larry Sollanek was off December 1 through 13. Lisa M. was sick the last week in December.

Darla Ellyson resigned from her position at the library to pursue other opportunities. Her last day was December 26. Her position description was expanded to include additional office support responsibilities. The redefined description was given a new salary schedule and was approved in the December library board meeting.

Volunteer Mary Lou Dowalter continues to be a huge help in the library. Barb Cowles and Patty McAvoy cover books each week, freeing staff for other duties.

Hillary Scholz attended three webinars in December: Discovering Exoplanets webinar by STARNet, a webinar about Helping Students Thrive in Middle School by AMLE, and a webinar about Managing Space, Managing Expectations: Patrons, The Children’s Area, and You.

A staff Christmas party was held in the library on December 19. The library was closed on Christmas Day, December 25.

### Technology

The 2018 COOL support contract with OhioNET was read and signed on December 4. A MOU with the Ohio Digital Library for service in 2018 was signed on December 5.

The COOL Executive Committee (directors) met at Community Library in Sunbury on December 13. LSTA funding for Galion’s migration was approved by the State Library of Ohio. They will migrate in late May. The Treasurer’s position was removed after the annual review of the By-Laws. New officers for the next two year period were elected. The Release 3.0 upgrade will occur January 10. Issues are to be expected as the consortium is in the first group of libraries to be moved to the new web-based ILS. The “staff client” will go away meaning processing steps will change for the staff. Very little information and prep time is available for this release. Derek

made changes to the project list, improving the review process. The funding model for the consortium continues to be a topic of discussion as interest from larger libraries raises questions about pricing competitiveness with other consortiums.

More setup issues have been found with the training laptops. They were documented for Dynamic Networks to address after the holidays.

The AWE Early Literacy Workstation was used 14 times for a total of 502 minutes in December.

### Collection Development/Management

Lisa Ebert, Lisa Murray and Hillary Scholz reviewed bestsellers, reviews, trend reports, patron requests, and the lost/damaged report to make material purchases. Lisa E and Darla processed 161 new and donated youth and adult materials. To aid this effort, Hillary assigned call numbers for all the new Youth Services materials.

16 items were removed from Evergreen in December and moved through the weeding process in preparation for the lobby book sale.

Lisa Ebert and Darla Ellyson updated MARC records, call numbers and other codes in an effort to eliminate cataloging errors. Lisa Ebert reviewed 157 titles, deleting 54 with zero circulation since 2012 and correcting call number patterns and item attributes. This will improve reporting for shelf reading.

Lisa Ebert reviewed the Missing, Damaged, Lost report for Adult Services to make replacement decisions. Five items totaling \$105.93 were moved to LOST status in December. None of the items were replaced.

The recorded cost to mail 30 overdue notices in December was \$14.70. Six were 30-day notices.

Lisa Murray did not attend the Chamber Lunch in December. The Cardington Economic Development Task Force meeting did not meet in December.

### Financial

A Certificate of Deposit with First Federal Bank matured on December 10 and was allowed to rollover.

A Temporary Appropriation was created and approved by the library board on December 12. It was delivered to the Morrow County Auditor the next day.

2018 pay increases for the librarians were approved in the December library board meeting.

The library received notification on December 20 the appeal for eRate funding for the SonicWall firewall subscription was denied. It is an ineligible service.

The 2018 Bi-weekly Pay Schedule and 2018 Holiday Schedule was created on December 20. The Pay Schedule was sent to Ohio Deferred Compensation with a cover letter. Also created was the 2018 Payroll Spreadsheet for tracking regular hours worked and vacation hours paid per pay period.

Lisa Murray started updating the dates on the To Do List set up in QuickBooks for 2018. More than 300 financial tasks are tracked within the software.

### Facilities

Scott Azure still needs to connect the wall unit for additional heat in meeting room 128. The new furnace has been working intermittently and stopped producing heat altogether on December 12. By the end of December, Scott had traced it to a bad pressure switch but it is not yet replaced. The EdenPure heater is being used in the very cold back office.

Also, on December 12, the main sump pump failed and nearly caused a flood in meeting room 128. Marion Plumbing and Heating handled the emergency.

A circuit breaker was found tripped in meeting room 126. What caused the outage is a mystery.

Lisa Murray was called into the library by the Sherriff's Department to help a patron lock up the library following a Christmas party held in meeting room 126 on December 17.

The water softener began to leak. Levering Plumbing was called in on December 18 when the shut off valves could not be turned off in order to bypass the softener. J.R. disconnected the softener. It can now be discarded.

## **OLD BUSINESS**

### Levy Planning Discussion

There were 2 handouts passed out, the first one was a timeline for putting a levy on the ballot. And a summary overview, prepared by Ms. Murray, of the Analysis of Property Tax Levies for Library Purposes. The analysis of tax levies had some surprising information.

### Strategic Plan Update

Nothing was covered on this, homework from Board members is still needed.

## **NEW BUSINESS**

### Renew Pirates Cove Pizza Lease

The new board members felt that the lease amount was very underpriced. They also asked about repairs/upkeep that had been done and if it had been figured into the lease amount in the past. It was stated that it is not good to do a really large increase all at once, but this should be adjusted yearly until it is at a more up to date rate.

*18 - 11*

Jeff Youngs moved to extend the Pirates Cove Pizza lease to February 29, 2020 at the new rate of \$500 per month. Kathy Schelb seconded. Ms. Murray took a roll call vote:

Aye: Athena Abraham, Monty Maceyko, Katie Porteus, Kathy Schelb, Ed Wahl and Jeff Youngs  
Nay: None

### Guiding Ohio Online Discussion

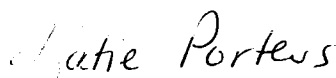
Larry Sollanek was injured at his home on Friday, December 29. He said he needed arthroscopic surgery on his right arm. He said he would be out 4-6 weeks, and then still possibly need a further surgery. Ms. Murray is going to be contacting the Guiding Ohio Grant Online administrator to see what our options are. Lisa will request his doctor's orders. There have been some performance issues Ms. Murray was hoping to address with Larry on December 28. This brings about staffing issues also. Ms. Murray is considering all the options on this and was encouraged to talk with Mindy Yocum for some counseling and direction.


### You Refer, We Donate

Jeff Youngs asked the board if the library was interested in partnering as the non-profit beneficiary of donations in the *You Refer, We Donate* program sponsored by his business, Mid-Ohio Insurance Solutions. He explained how the program works. During the discussion, the question was raised as to whether or not Ohio Ethics Law would prevent such a partnership. Ms. Murray will follow up with the Ohio Ethics Commission.

### **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 7:42 p.m.

  
Katie Porteus, President

  
Athena Abraham, Secretary