

MINUTES OF BOARD MEETING  
JANUARY 13, 2020

The meeting of the Trustees of Lane Public Library was held on Monday, January 13, 2020, with Trustees Mr. Ted Pickerill, Ms. Sandy Pizzano, Ms. Nancy O'Neill, Ms. Marcia Koenig, Dr. Brenda Dales, and Ms. Kelly Berry the new Board member, present.

Joseph Greenward, Director, and Rob Carringer, Fiscal Officer, were also in attendance.

- 1) The meeting was called to order by Dr. Hall.
- 2) The Oath of Office was administered to Ms. Kelly Berry by Rob Carringer. Ms. Berry was appointed to her term by the Hamilton City School Board of Education, to serve January 2020 through December 2026.
- 3) The Board, on a motion by Ms. O'Neill, seconded by Ms. Koenig, and all members present voting aye, adjourned to go into the reorganizational meeting.
- 4) The Lane Public Library Board of Trustees for 2020 is the following:

Ted Pickerill  
Daniel Hall  
Sandra Pizzano  
Nancy O'Neill  
Marcia Koenig  
Brenda Dales  
Kelly Berry

- 5) The following slate of officers for 2020 were accepted by a motion from Dr. Hall and seconded by Ms. Pizzano:

President – Ted Pickerill  
Vice-President – Sandy Pizzano  
Secretary – Nancy O'Neill

All members present voted aye.

- 6) Ms. O'Neill moved and Mr. Pickerill seconded the motion to appoint Joseph Greenward as Director and Rob Carringer as the Fiscal Officer for 2020. The motion carried with all members present voting aye.

- 7) The reorganizational meeting was adjourned and the regular Board meeting was restarted by a motion from Ms. Koenig. This was seconded by Ms. O'Neill, and all those present voted ayes.

- 8) The Board Meeting was called to order by Board President, Mr. Ted Pickerill.

- 9) All items under the consent agenda were approved by a motion of Dr. Hall, seconded by Dr. Dales with all members present voting in the affirmative. The items under the consent agenda were:

- a. Approval of the minutes of December 9, 2019 Board Meeting
  - b. Acceptance of the Fiscal Officer's Financial Statements for December 2019 - \$19,096,977.78
  - c. Approval of investments as of December 31, 2019 - \$15,855,735.98
- (Exhibit #2019-12-01)**

- d. Approval and acknowledgement of gifts received in the month of December 2019 **(Exhibit #2019-12-02)**
- e. Approval of staff changes for December 2019 **(Exhibit #2019-12-03)**
- f. December 2019 Stats **(Exhibit #2019-12-04)**

#### Director and Fiscal Officer Reports

##### a. Director's Report

- We met with the Butler County United Way and MidPointe to continue our discussion about bringing Dolly Parton's Imagination Library to Butler County. The United Way has agreed to be the fiduciary agent, and we are aiming for an April launch date. A meeting has been scheduled to discuss fundraising for the initiative. I anticipate that Lane will need to contribute some to secure the required funding, but we will wait until other fundraising possibilities have been explored to decide on the amount.
- We have expanded our digital offerings by switching over to the RB Digital Unlimited model. This will provide always available access to over 3,000 magazine titles and 32,000 audiobooks.
- Last year we started adding webinars to our website to provide an alternative to on-site programming. Topics covered include finding scholarships, resumes and cover letters, and tutorials on how to use many of our digital resources. The webinars created by Morgan Sackenheim are of excellent quality and hopefully, with some promotion, will be of great value for our patrons.
- Fairfield has partnered with the Community Arts Center to offer sensory friendly programming. The first program will be a screening of Frozen 2. These programs will also be supported and promoted by the Butler County Board of DD.
- We are working with Oklahoma Correctional Industries to digitize our local high school yearbooks. This organization offers the service free of charge and has already worked with numerous public libraries after starting with Oklahoma libraries and expanding nation-wide from there. The first batch we have sent them is the Hamilton High School yearbooks, which we have collected with the assistance of Joni Copas. We will expand to our other local high schools in the future.

##### b. Fiscal Officer's Report

Mr. Carringer let the Board know the Library had a net surplus of \$1.009 million in the General Operating Fund for 2019. Revenues for the General Operating Fund were \$8.370 million for 2019. This was a \$124 thousand increase in revenues compared to 2018. The revenue increase can be attributed to State Income Tax Receipts (PLF) of \$216 thousand, General Property Taxes of \$92 thousand, and Earnings on Investments of \$126 thousand. This is offset by \$300 thousand contribution received from the Koehler Fund at the Hamilton Community Foundation for the new Bookmobile in 2018. The General Operating Fund Expenses were \$7.360 million. This reflected an increase in expenses of about \$146 thousand over 2018. An increase in Salaries/Benefits, Supplies, Purchase Contracts & Services, and Materials was offset by decrease in Capital Outlays and Miscellaneous Expenses for 2019.

10) Citizen's Input: None

11) Old Business:

a. Update on Tech Center Renovation

Notice to Bid ads were placed in the local paper the early part of January 2020. The bid deadline is Monday, February 10<sup>th</sup> at 12:00 pm. It is estimated the project construction will begin around mid to late March.

12) New Business

a. Permission to sell/discard library materials

Ms. Pizzano moved and Ms. O'Neill seconded the motion to give the Library the approval to sell and discard library materials throughout the year. All members present voted aye.

b. Director and Fiscal Officer Signing Authority

During the normal course of library business with investment firms, legal counsel, and other vendors, the Director and Fiscal Officer are asked to prove they have the authority to sign documents for the library. This authorization is requested from the Board on an annual basis.

Ms. Koenig presented a motion to authorize the Director and Fiscal Officer to sign documents for the Library. This was seconded by Dr. Dales, and all those present voted aye.

c.) 2020 Trustee Listing and Board Committee Appointments (**Exhibit #2019-12-05**)  
The Board was given a listing of current Board Trustees with contact information and Board Committee assignments.

13) General Comments

a. The meeting was adjourned at 4:45 p.m. on a motion from Ms. Koenig, seconded by Ms. O'Neill with all members present voting aye.

b. The next regularly scheduled meeting of the Board will be held on Monday, February 10, 2020 at 4:00 P.M

Respectfully submitted,

Mr. Ted Pickerill  
President

Ms. Nancy O'Neill  
Secretary

**LPL INVESTMENTS**  
**As of December 2019**

**Exhibit #2019-12-01**

<b>BANK</b>	<b>PURCHASE DATE</b>	<b>INVESTMENT AMOUNT</b>	<b>NO. OF DAYS</b>	<b>INTEREST RATE</b>	<b>MATURITY DATE</b>	<b>INTEREST TO BE EARNED</b>	<b>BANK NO.</b>	<b>FUND</b>
FIRST FINANCIAL	Jan 1 2020	\$ 81,774.34	30	1.40%	Jan 31 2020	\$ 94.10	12	GIFTS & MEM 110
FIRST FINANCIAL	Jan 1 2020	\$ 63,762.08	30	1.40%	Jan 31 2020	\$ 73.37	10	ARCHIVES FUND 220
FIRST FINANCIAL	Jan 1 2020	\$ 12,860.35	30	1.40%	Jan 31 2020	\$ 14.80	56	ARCHIVES 220
FIRST FINANCIAL	Jan 1 2020	\$ 38,147.43	30	1.40%	Jan 31 2020	\$ 43.90	22	FITTON FUND 130
FIRST FINANCIAL	Jan 1 2020	\$ 31,817.98	30	1.40%	Jan 31 2020	\$ 36.61	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	Jan 1 2020	\$ 79,703.08	30	1.40%	Jan 31 2020	\$ 91.71	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Jan 1 2020	\$ 222,703.24	30	1.40%	Jan 31 2020	\$ 256.26	28	GENERAL FUND 101
FIRST FINANCIAL	Jan 1 2020	\$ 1,912.70	30	1.40%	Jan 31 2020	\$ 2.20	14	CALDWELL FUND 151
FIRST FINANCIAL	Jan 1 2020	\$ 9,997.16	30	1.40%	Jan 31 2020	\$ 11.50	31	ELMER B. & THELMA M. ROSE FUND 125
STAR OHIO	Jan 1 2020	\$ 207,635.39		VAR	Jan 31 2020		2	GENERAL FUND 101
STAR OHIO PLUS	Jan 1 2020	\$ 2,302,438.71	30	2.30%	Jan 31 2020	\$ 4,352.56	21	GENERAL FUND 101
STAR OHIO PLUS	Jan 1 2020	\$ 88,470.16	30	2.30%	Jan 31 2020	\$ 167.24	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Jan 1 2020	\$ 65,585.07	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Jan 1 2020	\$ 7,405,586.44	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ 308,198.12					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 216,481.32					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 4,718,662.41					82/83	ROESEL FUND 165
<b>TOTAL INVESTMENTS</b>		<b>\$ 15,855,735.98</b>						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2019-12-02

Dec-19	DONOR	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
13-Dec-2019	Ann C. Regan	Unrestricted Contribution	Robert T. Regan	FFB	\$500.00
13-Dec-2019	W.E. Smith Family Grant	Restricted Contribution		SML	\$1,000.00
30-Dec-2019	Dr. Robert Sefton Smith	Restricted Contribution	DVD's & Blu Ray's	OXB	\$400.00
					\$1,900.00

Dec-19 STAFF CHANGES  
EXHIBIT #2019-12-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location	Rate
	None						

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location	Rate
	None						

Staff Changes: From PT to FT or FT to PT

Date	Name	Position	Hours	Grade	Dept	Location	Rate
	None						

Staff Changes: Promotions

Date	Name	Position	Hours	Grade	Dept	Location	Rate
	None						

Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location	Rate
	None						

Staff Changes: Additional hours

Date	Name	Position	Hours	Grade	Dept	Location	Rate
	None						

DECEMBER 2019 STATS SHEET

EXHIBIT 2019-12-04

PATRON USAGE	BKM	BKM 2018	FFB	FFB 2018	LPL	LPL 2018	OXB	OXB 2018	TECH	TECH 2018	TOTAL	TOTAL 2018
Print	13,443	12,524	26,247	28,836	18,892	14,768	15,072	13,500			73,654	69,628
AV	959	986	19,801	22,374	19,158	17,156	8,407	7,748			48,325	48,264
Media (Hoopla & Freegal)											6,994	6,973
eBooks (Ohio, Zinio & Freading)											17,340	13,595
OhioLink & SearchOhio											3,291	1,838
Total CKO's	14,402	13,510	46,048	51,210	38,050	31,924	23,479	21,495			149,604	138,460
Year To Date	144,913	91,072	624,115	624,585	457,934	364,467	306,834	298,891			1,849,295	1,621,836
Internet Sessions			3,724	3,886	3,592	3,408	1,364	1,507	895	796	9,575	9,597
Internet Hours			2,912	3,030	2,792	3,372	1,350	1,747	1137	893	8,191	9,042
Self CKO's			17,916	20,359	11,236	13,552	7,576	7,712			36,728	41,623
Visitors			16,735	14,130	13,544	13,362	10,685	10,199	3761	1152	44,725	38,843

ADULT PROGRAMS	SMITH	SMITH 2018	FFB	FFB 2018	LPL	LPL 2018	OXB	OXB 2018	TECH	TECH 2018	TOTAL	TOTAL 2018
In Library # Conducted	0	0	7	3	5	7	5	9	5	5	22	24
In Library - Attendance	0	0	124	111	430	220	49	192	14	53	617	576
Outreach # Conducted	1	1	0	0	1	0	1	0	0	0	3	1
Outreach - Attendance	14	19	0	0	2	0	12	0	0	0	28	19
TEEN PROGRAMS												
In Library # Conducted	0	0	4	6	2	1	3	0	2	1	11	8
In Library - Attendance	0	0	115	83	11	2	8	0	4	16	138	101
Outreach # Conducted	0	0	2	1	3	5	0	0	0	0	5	6
Outreach - Attendance	0	0	11	16	51	90	0	0	0	0	62	106
CHILDREN PROGRAMS												
In Library # Conducted	0	0	12	19	12	12	15	22	0	1	39	54
In Library - Attendance	0	0	205	608	466	616	396	741	0	20	1067	1985
Outreach # Conducted	0	0	1	2	0	1	2	1	0	0	3	4
Outreach - Attendance	0	0	117	154	0	69	60	40	0	0	177	263

**Lane Library Trustees – 2020**  
**Exhibit #2019-12-05**

Kelly Burke Berry  
2393 Millville Avenue  
Hamilton, OH 45013  
Phone: 335-0419  
Email: [kellyburkeberry@gmail.com](mailto:kellyburkeberry@gmail.com)  
Term Expires: 12-2026

Nancy O’Neill, Secretary  
333 South D Street  
Hamilton, OH 45013  
Phone: 868-2588  
Email: [nancy@hamilton-ohio.com](mailto:nancy@hamilton-ohio.com)  
Term Expires: 12-2023

Brenda Dales  
105 Hunter Woods Drive  
Oxford, OH 45056  
Phone: 368-3212  
Email: [dalesbl@miamioh.edu](mailto:dalesbl@miamioh.edu)  
Term Expires: 12-2025

Theodore Pickerill, President  
3 Sheryl Court  
Hamilton, OH 45013  
Phone: 529-0419  
Email: [tedpickerill@miamioh.edu](mailto:tedpickerill@miamioh.edu)  
Term Expires: 12-2021

Daniel E. Hall  
729 Maplewood Road  
Hamilton, OH 45013  
Phone: 545-1947  
Email: [hallslaw@yahoo.com](mailto:hallslaw@yahoo.com)  
Term Expires: 12-2020

Sandra Pizzano, Vice-President  
860 Abbot Drive  
Fairfield, OH 45014  
Phone: 858-6822  
Email: [teach6114@aol.com](mailto:teach6114@aol.com)  
Term Expires: 12-2022

Marcia Koenig  
346 Marcia Avenue  
Hamilton, OH 45013  
Phone: 225-3507  
Email: [346marcia@gmail.com](mailto:346marcia@gmail.com)  
Term Expires: 12-2024

**Committees – 2020**

Finance  
Koenig – Chair  
Hall  
Berry

Building  
Dales – Chair  
Koenig  
Hall

Personnel  
Pizzano – Chair  
Dales  
O’Neill

Planning  
O’Neill – Chair  
Berry  
Pizzano

The President is ex-officio on all committees.