

MINUTES OF BOARD MEETING
APRIL 13, 2020

The meeting of the Trustees of Lane Public Library was held by conference call on Monday, April 13, 2020, with Trustees Ms. Sandy Pizzano, Ms. Nancy O'Neill, Dr. Daniel Hall Ms. Marcia Koenig, Dr. Brenda Dales, and Ms. Kelly Berry present. Mr. Ted Pickerill was absent

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

1) The meeting was called to order by Ms. Pizzano

2) Director and Fiscal Officer Reports

a. Director's Report/Fiscal Officer's Report

The Director and Fiscal Officer included their reports in Item 6a, Discussion of Covid-19 effect on the Library.

3) All items under the consent agenda were approved by a motion of Ms. O'Neill, seconded Dr. Hall with all members present voting in the affirmative. The items under the consent agenda were:

- a. Approval of the minutes of February 24, 2020 Board Meeting
- b. Acceptance of the Fiscal Officer's Financial Statements for March 2020 - \$19,911,799.61
- c. Approval of Investments as of March 31, 2020 - \$15,909,069.25
(Exhibit #2020-03-01)
- d. Approval and acknowledgement of gifts received in the month of February & March 2020 **(Exhibit #2020-03-02)**
- e. Approval of staff changes for February & March 2020 **(Exhibit #2020-03-03)**
- f. March 2020 Stats **(Exhibit #2020-03-04)**

4) Citizen's Input: None

5) Old Business:

a. Oxford HVAC System

The Geothermal System at Oxford has been consistently having issues concerning properly heating or cooling the facility. Prodigy Building Solutions has been evaluating the system over the last several months. They are currently looking at two options: one to replace the entire system or the other is to fix the current system. The plan is to have more details and the expected cost of each option within the next several weeks. In both cases, the project is expected to be expensive.

b. Hamilton Exterior Painting Project

Prodigy Building Solutions is in the process of getting quotes for painting the exterior of the Hamilton Branch. During this process, it was determined the Cupola needed to be repaired. We have asked Prodigy Building Solutions to get separate quote to repair the Cupola. Proposals for the exterior painting and Cupola repair should be available within the next several weeks.

6) New Business

a) Covid-19 effects on the Library.

After consultation with the Board, we closed all library locations on March 16th and continued to pay our staff, in accordance with our Unscheduled Closing Policy. Staff are still performing work from home including performance appraisals, webinars, developing and promoting online content for our patrons and other assigned tasks. We have also closed our book drops during this period.

The closing of businesses and the resulting substantial layoffs will definitely have an effect on the PLF amount received from the State of Ohio. Currently, that number is difficult to define. The duration of business shutdowns and unemployment will determine how long and what financial impact this will have on library funding. A 20% decrease in the PLF amount to the library equates to \$1 million. At this moment, there will be no pay increases for 2020 and a hiring freeze is now in place. All expenses will be reviewed to see where reductions can be made.

The library has added an online application form for temporary digital use only cards, and we have had over 400 sign up for cards through this form. Our digital usage has increased substantially while closed, including a 5% increase in March and it is trending higher than that in April. We've increased spending on digital materials through OverDrive and added Tutor.com as they offered a very reasonable 3-month trial. We are also increasing our activity on social media to promote our digital services and have added some unique online programs, such as a Spanish Storytime and a Digital Escape Room. There was a nice Journal News article highlighting the services that we are still able to provide during this closure.

The Dolly Parton Imagination Library for Butler County launched in the middle of all of this, so we have also been promoting this new initiative. To date, we've had 1,380 register for the program with 809 of those coming from our service area. We are also working to get the word out on the 2020 Census since a big push for that was planned during this time and we were originally going to serve as a designated help site.

Ms. O'Neill has requested the Board approve a motion that effective March 16, 2020 the Library closed and will continue to pay all staff their full salary and Insurance benefits (if applicable) through May 31, 2020. Continuing to pay full salaries and benefits and whether the Library will close or be open will be made monthly by Library Management with the Board advising accordingly. Ms. Pizzano seconded the motion and all those present voted aye.

7) General Comments

a. The meeting was adjourned at 4:30 p.m. on a motion from Ms. Pizzano, seconded by Dr. Hall with all members present voting aye.

b. The next regularly scheduled meeting of the Board will be held on Monday, June 8, 2020 at 4:00 P.M

Respectfully submitted,

Ms. Sandra Pizzano
Vice-President

Ms. Nancy O'Neill
Secretary

LPL INVESTMENTS
As of March 2020

Exhibit #2020-03-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Apr 1 2020	\$ 82,043.06	30	1.40%	Apr 30 2020	\$ 94.41	12	GIFTS & MEM 110
FIRST FINANCIAL	Apr 1 2020	\$ 63,971.62	30	1.40%	Apr 30 2020	\$ 73.61	10	ARCHIVES FUND 220
FIRST FINANCIAL	Apr 1 2020	\$ 12,902.61	30	1.40%	Apr 30 2020	\$ 14.85	56	ARCHIVES 220
FIRST FINANCIAL	Apr 1 2020	\$ 38,272.78	30	1.40%	Apr 30 2020	\$ 44.04	22	FITTON FUND 130
FIRST FINANCIAL	Apr 1 2020	\$ 31,922.55	30	1.40%	Apr 30 2020	\$ 36.73	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	Apr 1 2020	\$ 79,965.00	30	1.40%	Apr 30 2020	\$ 92.01	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Apr 1 2020	\$ 223,435.08	30	1.40%	Apr 30 2020	\$ 257.10	28	GENERAL FUND 101
FIRST FINANCIAL	Apr 1 2020	\$ 1,918.98	30	1.40%	Apr 30 2020	\$ 2.21	14	CALDWELL FUND 151
FIRST FINANCIAL	Apr 1 2020	\$ 10,030.01	30	1.40%	Apr 30 2020	\$ 11.54	31	ELMER B. & THELMA M. ROSE FUND 125
STAR OHIO	Apr 1 2020	\$ 208,478.58		VAR	Apr 30 2020		2	GENERAL FUND 101
STAR OHIO PLUS	Apr 1 2020	\$ 2,310,805.47	30	2.30%	Apr 30 2020	\$ 4,368.37	21	GENERAL FUND 101
STAR OHIO PLUS	Apr 1 2020	\$ 88,791.62	30	2.30%	Apr 30 2020	\$ 167.85	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Apr 1 2020	\$ 65,796.47	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Apr 1 2020	\$ 7,429,399.37	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ 310,992.11					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 217,423.52					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 4,732,920.42					82/83	ROESEL FUND 165
TOTAL INVESTMENTS		\$ 15,909,069.25						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2020-03-02

Mar-20	DONOR	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
	NONE				\$0.00
TOTAL					\$0.00

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2020-02-02

Feb-20	DONOR	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
21-Feb-2020	Friends Of Hamilton/Fairfield Library	Restricted - Library Appreciation Lunches	N/A	LAC,LPL,FFB,CTC	\$725.00
TOTAL					\$725.00

Feb-20

**STAFF CHANGES
EXHIBIT #2020-02-03**

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: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location	Rate
	NONE						

Mar-20

**STAFF CHANGES
EXHIBIT #2020-03-03**

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location	Rate
30-Mar-2020	Virginia Phelps	Bookkeeper	37.5	3	1203	LAC	\$29,250/annual

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location	Rate
22-Feb-2020	Lance Hulley	Public Service Associate	20.0	3	1202	FFB	\$10.93/hr
17-Mar-2020	Tabitha Pearl	Public Service Assistant	20.0	2	1202	FFB	\$10.49/hr
31-Mar-2020	Tracy Reed	Bookkeeper	37.5	3	1203	LAC	\$26,209/annual

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: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location	Rate
	NONE						

MARCH 2020 STATS SHEET

EXHIBIT 2020-03-04

PATRON USAGE

	BKM	BKM 2019	FFB	FFB 2019	LPL	LPL 2019	OXB	OXB 2019	TECH	TECH 2019	TOTAL	TOTAL 2019
Print	6,268	14,363	14,376	30,990	9,295	18,722	8,838	16,798			38,777	80,873
AV	428	755	9,861	22,261	9,122	18,825	5,151	8,863			24,562	50,704
Media Downloads											8,198	8,046
eBooks (Ohio, Zinio & Freeding)											19,894	18,059
OhioLink & SearchOhio											1,341	1,031
Total CKO's	6,696	15,118	24,237	53,251	18,417	37,547	13,989	25,661			92,772	157,682
Year To Date	37,501	43,032	120,202	151,096	94,746	109,151	62,883	74,137			404,308	450,359
Internet Sessions			1,884	4,727	1,562	4,030	691	1,524	460	795	4,597	11,871
Internet Hours			1,327	3,734	1,123	3,213	531	1,330	429	724	3,410	9,725
Self CKO's			10,834	24,766	5,913	16,043	5,775	10,174			22,522	50,983
Visitors			9,660	11,844	6,415	14,913	6,710	11,453	1089	2874	23,874	41,084

ADULT PROGRAMS

	SMITH	SMITH 2019	FFB	FFB 2019	LPL	LPL 2019	OXB	OXB 2019	TECH	TECH 2019	TOTAL	TOTAL 2019
In Library # Conducted	0	0	3	4	6	8	15	15	0	0	24	27
In Library - Attendance	0	0	30	53	42	65	242	242	0	0	314	360
Outreach # Conducted	1	0	1	0	1	0	1	1	0	0	4	1
Outreach - Attendance	15	0	25	0	70	0	14	14	0	0	124	14
TEEN PROGRAMS												
In Library # Conducted	0	0	3	6	1	2	3	3	0	0	7	11
In Library - Attendance	0	0	120	255	16	21	33	33	0	0	169	309
Outreach # Conducted	0	0	0	1	2	3	1	1	0	0	3	5
Outreach - Attendance	0	0	0	14	34	33	165	165	0	0	199	212
CHILDREN PROGRAMS												
In Library # Conducted	0	0	9	26	8	19	25	25	0	0	42	70
In Library - Attendance	0	0	205	739	231	361	589	589	0	0	1025	1689
Outreach # Conducted	0	0	1	5	0	1	4	4	0	0	5	10
Outreach - Attendance	0	0	65	501	0	72	120	120	0	0	185	693