

MINUTES OF BOARD MEETING
June 8, 2020

The meeting of the Trustees of Lane Public Library was held at the Lane Administration Center on Monday, June 8, 2020, with Trustees Sandy Pizzano, Daniel Hall, Nancy O'Neill, Marcia Koenig and Kelly Berry were present. Brenda Dales participated by conference call. Ted Pickerill was absent.

Joseph Greenward, Director, Rob Carringer, Fiscal Officer, Bob Haun and Matt Drenzi of Prodigy Building Solutions were also in attendance.

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

2) Director and Fiscal Officer Reports

a. Director's Report

Current Timeline for our Phased Reopening: Staff returned to work on May 12th; Drive-thrus, phone reference and returns accepted started May 18th; Computer sessions by appointment only began on June 8th. Our return to full service opening is yet to be determined as we wait for the Battelle Study, but we are hoping for June 29th.

We've added a number of new services and expanded others in order to continue providing the best service we can during this time. We established an online application for eCards, which allow patrons access to our digital resources. So far, we've had 538 apply for one of these. Bookmobile has added home delivery for those that can't use our drive-thrus. We're working to increase our digital programming, using Tech Center staff and children's librarians to create quality content. Summer craft take home hits are available at our drive-thrus, and we are still running our Summer Reading Program with the theme "Imagine Your Story".

We have been busy preparing our buildings for a full reopening. Safety shields have been installed at our service points, as well as, floor decals promoting social distancing. All public seating except for computer chairs have been removed, and we have ordered a good supply of masks, hand sanitizers and other cleaning supplies needed to safely operate. We will be following all requirements from the Governor's office and OLC's Best Practices.

b. Fiscal Officer's Report

Refer to 2021 Tax Budget Review, Item 6b.

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

- a. Approval of the minutes of April 13, 2020 Board Meeting
- b. Acceptance of the Clerk's Financial Statement for May 31, 2020- \$19,359,062.47
- c. Approval of investments as of May 31, 2020 - \$15,655,391.67
(Exhibit #2020-05-01)
- d. Approval and acknowledgement of gifts received in the month of April & May 2020
(Exhibit #2020-05-02)
- e. Approval of staff changes for April & May 2020 **(Exhibit #2020-05-03)**
- f. May 2020 Statistics **(Exhibit #2020-05-04)**

4) Citizen's Input: None

5) Old Business: None

6) New Business

a. Prodigy Building Solutions – Review Various Projects

The Library is currently working with Prodigy Building Solutions on various projects that need to be addressed now and in the foreseeable future. Engineering studies have been done on some of the projects while quotes have been obtained for other projects.

Oxford Branch – Geothermal HVAC System

The Oxford Geothermal System has not been working properly since it was installed. Since taking possession of the building in the fall of 2015, numerous service calls to fix the problems have been made but there has been lacking a more permanent fix to the system. Prodigy Building Solutions was asked to review the system in the fall of 2019. Bob Haun has over 20 years' experience with HVAC Systems.

The current Geothermal system is too complex when it didn't have to be. There is concern the initial controls (system software) were not programmed correctly. The current controls have proprietary software that only allows specific vendors or equipment to be used when servicing the system. The Library doesn't have access to the current control's software. Some of the internal mechanical equipment is not working properly and needs to be fixed or replaced.

After additional research and review, two options were considered: Fix the current system or replace it with a more conventional HVAC system. Upon further review, replacing the system was determined to not be feasible. The unit will need to be fixed in phases. The first phase is to install and setup a new open control system. This will determine which of the current equipment is working properly. The new open control system will give the Library access to the software and lets us use other vendors and equipment when servicing the system. The second phase will be fixing and replacing mechanical equipment and getting the system for the primary library working correctly. The third phase will be possibly separate system for the Smith History Library.

The current estimated cost for the entire project is \$250,000. The first phase is replacing the existing control system at cost of \$107,591.

Ms. Pizzano presented a motion to approve the New Control System for the Oxford Geothermal HVAC System at a cost not to exceed \$130,000. This was seconded by Ms. Koenig and all those present voted aye.

**Hamilton Branch – Exterior Painting, Cupola Restoration, and HVAC Repairs.
Exterior Painting**

The Hamilton Branch exterior was last painted about 12 years ago. Paint is loose and peeling. Rotting soffit and trim boards need to be replaced. The project cost is to be \$73,900.

Dr. Hall presented a motion to accept the Prodigy Building Solutions quote to paint the exterior of the Hamilton Branch at a cost of \$73,900. This was seconded by Ms. Pizzano and all those present voted aye.

Cupola Restoration

The Cupola on the roof of the Hamilton Branch needs to be repaired. There are rotting sections and trim that need to be replaced. The project cost is \$36,050

Ms. Koenig presented a motion to accept the Prodigy Building Solutions quote for the Cupola Restoration on the roof of the Hamilton Branch at a cost not to exceed \$50,000.00. This was seconded by Ms. Pizzano and all those present voted aye.

Hamilton HVAC Repairs

The Roof Top Unit and broken coil for the Hamilton HVAC System need to be replaced. The new Roof Top Unit and Variable Air Volume System will be installed to combat the humidity and temperature control issues currently being dealt with in the Octagon Room, Lobby, South and North Reading Rooms. The initial estimate was about \$150,000 but the revised estimate can in at \$272,988. This is attributed to a special size duct work that the new system will need.

Mr. Haun of Prodigy Building Solutions is going to do some additional research on why the cost increased so significantly. This project will be looked at again at a later date.

Lane Administration Center Air Handler Controls

We have had minor issues with the Air Handling Units at Lane Administration Center. To upgrade to nonproprietary controls will give us the ability to access the control software. We can then have control changes made by the vendor we choose. The Library is going to try to get access to our current air handling unit controls from our current vendor. We will see where that goes before upgrading to the newer nonproprietary controls.

b. Review and Approve 2021 Tax Budget

At this time, we are estimating the annual 2020 PLF amount will be about \$1 million less than 2019. The PLF amount received in May 2020 was about 35% less than May 2019. Obviously, the COVID-19 situation resulting in businesses being closed and high unemployment attributed to income and sales tax collection being significantly less than prior months. In addition, extending the income tax filing deadline to July 15th was also a factor in the lower PLF amount received in May.

The PLF amounts to be received in June and July 2020 are projected to be 14% and 12% less, respectively, than the same period in 2019. This is less than anticipated and hopefully will be a good sign for the future.

For 2021, Tax Budget revenues for the General Operating Fund are projected to be about \$7 million. This is comparable to the amount estimated for 2020. General operating Expenses for 2021 are projected to be about \$7 million. Revenues are down about \$1 million when compared to 2019 but are flat when compared to 2020. General Operating Fund Expenses for 2021 are in line with prior years

For the remainder of CY 2020 and all of CY 2021, a hiring freeze has been implemented. In addition, no annual pay increases will be made for 2020 and 2021. Expenses will continue to be monitored. Cuts can be made in Purchases and Services Contracts, Materials, and Capital Outlays. Our largest expense classification, is Salaries and Benefits. There are no layoffs or

furloughs in the 2021 Tax Budget but that does not mean they could not occur in CY 2020 and 2021. Additional expenses are being incurred because of the COVID-19 virus. At this time, we have spent about \$15 thousand on various PPE supplies and \$42 thousand on one-time disinfecting of Library facilities. Moving forward, we have had to enhance our current cleaning services that include a weekly disinfecting at each location. This is estimated to increase our annual cleaning services cost by \$55 thousand.

Capital Outlays have been planned for 2020 but very minimal amount has been budgeted for 2021. We will look at each project and determine on a case by case basis whether the project should be done. Projects budgeted for 2020 could be moved to 2021 or future years.

Over the past few years, the Library has been fortunate to have had an annual surplus of \$1 million in the General Operating Fund. For 2020 and 2021, there is no surplus or deficit planned. Revenues and Expenses should net each other out.

Over the next several months, we should get a better feel on how things are progressing concerning the COVID-19 virus. This will help with the 2021 Appropriations Budget to be prepared later this year. Some concerns are following:

- How quickly will the economy rebound?
- What will be the long-term effect on the State budget?
- Will the State cut the PLF amount if the economy is slow to recover?
- Do we shutdown each time the virus emerges?
- Are additional operating costs for supplies and services associated with the virus the new norm?
- Will Libraries change how they operate?

Mr. Carringer presented the 2021 Tax Budget to the Board for their review. Total Revenues for all funds are projected to be \$7,330,220. The General Operating Fund Revenues are estimated to be \$7,071,000. Total Expenses projected for 2021 are the following:

	Tax Budget 2021
General Operating Fund	\$ 6,999,871
General Funds – Other	\$ 472,264
Special Revenue Funds	\$ 116,926
Capital Projects Funds	\$ 42,623
Total Expenses	\$ 7,630,684

Ms. O’Neill made a motion to adopt the 2021 Tax Budget. This was seconded by Dr. Hall and all those present vote aye.

c. Tuition Reimbursement Requests – Summer and Fall Semesters 2020

Mr. Carringer presented to the Board the Tuition Reimbursement Requests for the 2020 Summer and Fall Semesters . Mr. Carringer recommended the Board reimburse \$345.00 per credit hour.

On a motion by Ms. O’Neill with a second from Ms. Koenig, and all present voting in the affirmative, the following reimbursement requests for MLIS courses for the 2020 Summer and Fall Semesters were approved:

Sara Stapf	\$ 2,070.00 each semester
Akiko Urayama	\$ 2,070.00 each semester
Amanda Chafin	\$ 2,070.00 each semester

- d. CARE Policy – COVID 19 Addendum to Employee Handbook
Exhibit #2020-05-05

The COVID-19 Virus has enacted Congress to make changes to paid leave requirements for employees unable to come to work or work remotely. The Library has put together a policy addendum to the Employee Handbook that needs to be approved by the Board.

Ms. O'Neill presented a motion to the Board to approve the COVID-19 Policy Addendum to the Employee Handbook. This was seconded by Ms. Pizzano and all those present voted aye.

7) General Comments

- a. The meeting was adjourned at 4:40 p.m. on a motion from Ms. Koenig seconded by Ms. O'Neill. All members present voted aye.
- b. The next regularly scheduled meeting of the Board will be held on Monday, September 14, 2020 at 4:00 P.M

Respectfully submitted,

Ms. Sandra Pizzano,
Vice-President

Ms. Nancy O'Neill
Secretary

LPL INVESTMENTS
As of May 2020

Exhibit #2020-05-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	June 1 2020	\$ 82,063.57	30	1.40%	June 30 2020	\$ 94.43	12	GIFTS & MEM 110
FIRST FINANCIAL	June 1 2020	\$ 63,987.62	30	1.40%	June 30 2020	\$ 73.63	10	ARCHIVES FUND 220
FIRST FINANCIAL	June 1 2020	\$ 12,905.84	30	1.40%	June 30 2020	\$ 14.85	56	ARCHIVES 220
FIRST FINANCIAL	June 1 2020	\$ 38,282.35	30	1.40%	June 30 2020	\$ 44.05	22	FITTON FUND 130
FIRST FINANCIAL	June 1 2020	\$ 31,930.54	30	1.40%	June 30 2020	\$ 36.74	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	June 1 2020	\$ 79,984.99	30	1.40%	June 30 2020	\$ 92.04	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	June 1 2020	\$ 223,490.94	30	1.40%	June 30 2020	\$ 257.17	28	GENERAL FUND 101
FIRST FINANCIAL	June 1 2020	\$ 1,919.46	30	1.40%	June 30 2020	\$ 2.21	14	CALDWELL FUND 151
FIRST FINANCIAL	June 1 2020	\$ 10,032.51	30	1.40%	June 30 2020	\$ 11.54	31	ELMER B. & THELMA M. ROSE FUND 125
STAR OHIO	June 1 2020	\$ 208,762.46		VAR	June 30 2020		2	GENERAL FUND 101
STAR OHIO PLUS	June 1 2020	\$ 2,312,648.17	30	2.30%	June 30 2020	\$ 4,371.86	21	GENERAL FUND 101
STAR OHIO PLUS	June 1 2020	\$ 88,862.42	30	2.30%	June 30 2020	\$ 167.99	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	June 1 2020	\$ 66,131.65	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	June 1 2020	\$ 7,467,152.86	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ 310,992.33					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 218,297.60					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 4,437,946.36					82/83	ROESEL FUND 165
TOTAL INVESTMENTS		\$ 15,655,391.67						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2020-05-02

May-20	DONOR	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
12-May-2020	Women's Club of Hamilton, Ohio	Unrestricted	N/A	SML	\$50.00
31-May-2020	Samuel and Barbara Beeler	Unrestricted	N/A	HAM	\$200.00
TOTAL					\$250.00

**May-20 STAFF CHANGES
EXHIBIT #2020-05-03**

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
24-May-2020	Stepanie Richardson	Public Service Associate	20.0	3	1207	SML

Staff Changes: From PT to FT or FT to PT

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Promotions

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Transfers

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

MAY 2020 STATS SHEET

Exhibit 2020-05-04

PATRON USAGE	BKM	BKM 2019	FFB	FFB 2019	LPL	LPL 2019	OXB	OXB 2019	TECH	TECH 2019	TOTAL	TOTAL 2019
Print	258	7,727	3,564	28,892	2,590	17,580	2,452	14,962			8,864	69,161
AV	99	787	1,485	20,468	1,003	16,744	977	8,125			3,564	46,124
eMedia (Freegal, Hoopla, Kanopy)											7,419	7,075
eBooks (Ohio, Zinio & Freading)											22,055	16,960
OhioLink & SearchOhio											0	1,666
Total CKO's	357	8,514	5,049	49,360	3,593	34,324	3,429	23,087			41,902	139,320
Year To Date	37,874	66,629	125,367	249,581	98,446	179,748	66,385	121,612			476,340	736,663
Internet Sessions			0	4,445	0	3,700	0	1,583	0	977	0	10,705
Internet Hours			0	3,291	0	2,665	0	1,341	0	1,039	0	8,336
Self CKO's			0	23,537	0	8,232	0	8,619			0	40,388
Visitors			0	18,882	0	10,886	0	11,748	0	4,463	0	45,979

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	0	4	0	6	0	7	0	0	0	17
In Library - Attendance	0	0	0	72	0	40	0	102	0	0	0	214
Outreach # Conducted	0	4	0	1	0	1	0	0	0	0	0	2
Outreach - Attendance	0	91	0	75	0	23	0	0	0	0	0	98
TEEN PROGRAMS												
In Library # Conducted	0	0	0	5	0	2	0	1	0	0	0	8
In Library - Attendance	0	0	0	151	0	24	0	5	0	0	0	180
Outreach # Conducted	0	0	0	2	0	2	0	0	0	0	0	4
Outreach - Attendance	0	0	0	817	0	823	0	0	0	0	0	1640
CHILDREN PROGRAMS												
In Library # Conducted	0	0	0	20	0	15	0	21	0	0	0	56
In Library - Attendance	0	0	0	564	0	365	0	440	0	0	0	1369
Outreach # Conducted	0	0	0	8	0	3	0	4	0	0	0	15
Outreach - Attendance	0	0	0	1541	0	132	0	0	0	0	0	1673

COVID-19 ADDENDUM to EMPLOYEE HANDBOOK
EXHIBIT #2020-05-05

The Company has and will continue to take proactive steps to protect our workplace during the COVID-19 and any other declared pandemic. Our primary goal is to keep employees safe within the workplace and that we continue to operate effectively while ensuring all essential services are continuously provided.

We monitor and follow the Center for Disease Control (CDC) workplace cleanliness guidelines to prevent the spread of any infectious disease in our workplace, including COVID-19. We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. If you are experiencing flu-like symptoms or other symptoms that may be similar to those of the Coronavirus / COVID-19, please do not report to work. You should alert your supervisor or Human Resources immediately and be prepared to describe your symptoms. If you experience these symptoms while at work, please notify your supervisor or Human Resources, and expect to then return home.

Unless otherwise notified, our normal attendance and leave policies remain in place. Employees who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans.

LEAVE

In the event that you are unable to come to work or work remotely, we offer the following in compliance with application law:

Paid Leave

All employees who are unable to work (in the office or remotely) will be immediately eligible for up to 80 hours of paid leave for the following reasons:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
4. The employee is caring for an individual subject to the terms of (1) or (2) above;
5. The employee is caring for a child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 precautions; or
6. The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services.

The leave will be paid as follows:

Type of Leave	Employee Status	Duration	Pay
Reasons (1), (2), or (3)	Full-Time	80 hours	100% of employee's regular rate of pay

			(up to \$511 per day and \$5,110 in the aggregate)
Reasons (4), (5), or (6)	Full-Time	80 hours	2/3 of employee's regular rate of pay (up to \$200 per day and \$2,000 in the aggregate)
Reasons (1), (2), or (3)	Part-Time	Average number of hours that the employee works over a 2-week period	100% of employee's regular rate of pay (up to \$511 per day and \$5,110 in the aggregate)
Reasons (4), (5), or (6)	Part-Time	Average number of hours that the employee works over a 2-week period	2/3 of employee's regular rate of pay (up to \$200 per day and \$2,000 in the aggregate)

Emergency Family Medical Leave

Any full or part-time employee that has been on the Company's payroll for at least 30 calendar days is eligible to take up to 12 weeks of FMLA leave for "a qualifying need related to a public health emergency." A qualifying need is defined as an employee who is unable to work (in the office or remotely) to care for a minor child if the child's school or place of child care has been closed or is unavailable due to a public health emergency. A public health emergency is defined as a declaration made by the Secretary of Health and Human Services of a health emergency based on an outbreak of COVID-19 or any other coronavirus with pandemic potential.

The leave will be paid as follows:

Time Period	Amount of Pay
Weeks 1 – 2	Unpaid. However, an employee may use remaining paid sick provided above or any other accrued but unused vacation, sick time, or PTO.
Weeks 3 – 12	Paid at 2/3 of the employee's regular rate of pay up to \$200/day for a maximum of \$10,000 for the entire period. However, an employee may use remaining paid sick provided above or any other accrued but unused vacation, sick time, or PTO to supplement their pay.

REQUEST FOR MEDICAL INFORMATION AND/OR DOCUMENTATION

If you are out sick or show symptoms of being ill, the Company may request information from you and/or your health care provider. In general, the Company may request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought, whether it is before, during, or after your leave from work.

CONFIDENTIALITY

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

RETALIATION

The Company prohibits retaliation against any employee based on the need to take leave under this policy.

COMPLIANCE WITH LAW

To the extent that any provision in this policy conflicts with applicable laws, the Company will follow applicable laws and such laws shall supersede any terms or benefits included in this policy.

This policy will be in effect from April 1, 2020 until December 31, 2020.

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