

MINUTES OF SPECIAL BOARD MEETING
August 10, 2020

The Regular Board Meeting of the Trustees of Lane Public Library was held via video conferencing on Monday, August 10, 2020, with Trustees Ted Pickerill, Sandy Pizzano, Nancy O'Neill, Marcia Koenig, Brenda Dales, and Daniel Hall present.

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

1) The meeting was called to order by Mr. Pickerill.

2) Director and Fiscal Officer Reports

a. Director's Report

A recap of the Summer Reading program was given. The numbers were obviously well down from previous summers, but Celeste and the Youth Services Team did an excellent job coming up with virtual programming and new ways to promote the program without the ability to get into schools as we usually do. The Take and Make kits were a big success with 753 handed out to children through our branches, 180 through outreach and another 183 to teen patrons. We also got 759 views on our virtual storytimes and 709 views on our virtual programs for teens. Overall, we had 1301 patrons register online for the summer reading program.

SearchOhio has been reinstated and we will also be back on OhioLink sometime in September. OhioLink has been unavailable to us since switching our ILS, so our patrons will be thrilled with the return of that service.

Our most popular platform for digital content, Overdrive, has purchased RBDigital, which is another platform we use mostly for audiobooks and digital magazines. We don't yet know what that will look like, but hopefully all of that content will be available on a single platform in the near future, which will make our digital collections more user-friendly for our patrons.

The Butler County Visitor's Bureau contacted us to help with a public campaign focused on how to stay safe and healthy during COVID. We will be distributing materials including bookmarks for the campaign and helping to promote it.

Valerie Elliott, the Smith History Library Manager, has announced that she will be retiring at the end of November. We will post the position in the next couple months.

Kelly Burke Berry has resigned from the Board due to a family move out of state. We'll work with the School Board to get a replacement as soon as possible.

b. Fiscal Officer's Report

PLF amount for July was \$11 thousand increase over July 2019. The YTD July PLF amount was about 7% (214 thousand) less than YTD 2019. The YTD State Budget amount was about 9% (\$276 thousand) less than actual YTD 2020 amount.

The PLF amount for August increased \$151 thousand (37%) compared to August 2019. This is primarily attributed to 2019 Income tax returns and estimated tax

payments received in July 2020 not April 2020. Filing of 2019 Income Tax returns was extended until July 15, 2020 because of the COVID-19 Virus. The YTD PLF amount is just under 2% (\$63 thousand) less than same period in 2019. Compared to the State Budget, PLF is down 3.5% or \$127 thousand for the year.

The Hamilton Branch Exterior Painting and Cupola Repair Project and the Oxford Branch HVAC Controls Project are scheduled to start in late August or early September. It is estimated the projects will take about five weeks to complete.

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

- a. Approval of the minutes of June 8, 2020 and July 15, 2020 Board Meetings
- b. Acceptance of the Clerk's Financial Statement for July 31, 2020- \$19,298,312.99
- c. Approval of Investments as of July 31, 2020 - \$15,292,791.33
(Exhibit #2020-07-01)
- d. Approval and acknowledgement of gifts received in the month of June & July 2020
(Exhibit #2020-07-02)
- e. Approval of staff changes for June & July 2020 **(Exhibit #2020-07-03)**

4) Old Business

- a. Update New Tech Center Renovation Project

Construction on the new Tech Center is finishing up this week and we are scheduled for a completion walk through this Friday. The current location will close as of Monday, so furniture installation, which includes moving furniture from the old location to the new, can begin next week. We still have to get the City to move the fiber over and some additional electrical work will need to be done over the next couple weeks.

We are in the process of hiring two part-time staff and the new Tech Center is scheduled to open on September 14th.

- b. Update COVID-19 Virus Effects of the Library

Fairfield had a second positive COVID case this month and a number of other individuals were sick at the same time and were tested, so we completely shut the building down for a week until we had all the test results back. Once the other tests came back negative, we ran drive-thru only for a couple days mainly so they could catch up on returns and holds. At this point, all branches are back to being fully open.

A couple changes have been made to our procedures over the past month. We bumped the quarantine period for materials up to four days after the most recent round of results from the Battelle study. We also tightened up the face mask policy, so that no one is allowed in the building without a face mask. If a patron has a medical reason not to wear a mask, we will make other accommodations for them, including drive-thru or curbside service, or we will even do home delivery of materials through the Bookmobile Department.

5) Ms. O'Neill presented a motion to adjourn the meeting. This was seconded by Dr. Dales and all those present voted aye.

Respectfully Submitted,

Ted Pickerill, President

Nancy O'Neill, Secretary

LPL INVESTMENTS
As of July 2020

Exhibit #2020-07-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Aug 1 2020	\$ 82,084.09	30	1.40%	Aug 31 2020	\$ 94.45	12	GIFTS & MEM 110
FIRST FINANCIAL	Aug 1 2020	\$ 64,003.62	30	1.40%	Aug 31 2020	\$ 73.65	10	ARCHIVES FUND 220
FIRST FINANCIAL	Aug 1 2020	\$ 12,909.07	30	1.40%	Aug 31 2020	\$ 14.85	56	ARCHIVES 220
FIRST FINANCIAL	Aug 1 2020	\$ 38,291.92	30	1.40%	Aug 31 2020	\$ 44.06	22	FITTON FUND 130
FIRST FINANCIAL	Aug 1 2020	\$ 31,938.53	30	1.40%	Aug 31 2020	\$ 36.75	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	Aug 1 2020	\$ 80,004.98	30	1.40%	Aug 31 2020	\$ 92.06	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Aug 1 2020	\$ 223,546.82	30	1.40%	Aug 31 2020	\$ 257.23	28	GENERAL FUND 101
FIRST FINANCIAL	Aug 1 2020	\$ 1,919.94	30	1.40%	Aug 31 2020	\$ 2.21	14	CALDWELL FUND 151
FIRST FINANCIAL	Aug 1 2020	\$ 10,035.01	30	1.40%	Aug 31 2020	\$ 11.55	31	ELMER B. & THELMA M. ROSE FUND 125
STAR OHIO	Aug 1 2020	\$ 208,947.09		VAR	Aug 31 2020		2	GENERAL FUND 101
STAR OHIO PLUS	Aug 1 2020	\$ 2,313,893.38	30	2.30%	Aug 31 2020	\$ 4,374.21	21	GENERAL FUND 101
STAR OHIO PLUS	Aug 1 2020	\$ 88,910.26	30	2.30%	Aug 31 2020	\$ 168.08	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Aug 1 2020	\$ 66,415.28	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Aug 1 2020	\$ 7,499,100.34	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ 310,992.55					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 218,299.59					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 4,041,498.86					82/83	ROESEL FUND 165
TOTAL INVESTMENTS		\$ 15,292,791.33						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2020-06-02

Jun-20	DONOR	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
30-Jun-2020	Silicon Valley Community Foundation	Restricted Contribution/Operating Support	Joseph W. Smith Fund	SML	\$72,020.12
					\$72,020.12

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2020-07-02

Jul-20	DONOR	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
2-Jul-2020	State Line Garden Club	Restricted Contribution/Operating Support - Books and materials to promote gardening activities	N/A	OXB	\$100.00
21-Jul-2020	The Rotary Club of Oxford Ohio	Restricted Contribution/Operating Support - Picture books for the Oxford Lane Library	Weekly Rotary Guest Speakers	OXB	\$250.00
					\$350.00

Jun-20

**STAFF CHANGES
EXHIBIT #2020-06-03**

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
10-Jun-2020	Debra Cook	Public Service Associate	25.0	3	1201	BKM
19-Jun-2020	Evelyn Johnson	Public Service Associate Sub	SUB	2	1204	OXB
20-May-2020	Lisa Lorigan	Public Service Associate	20.0	2	1204	OXB
19-Jun-2020	Brea McQueen	Public Service Associate Sub	SUB	3	1208	CTC
19-Jun-2020	Keely Moloney	Public Service Associate Sub	SUB	3	1204	OXB
18-Jun-2020	Cori Vivian	Public Service Associate	20.0	3	1204	OXB
19-Jun-2020	Julie Wirtz	Public Service Associate Sub	SUB	2	1300	HAM

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
22-Jun-2020	Stephanie Cueto	Public Service Associate Sub	25.0	3	1208	CTC

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Jul-20

STAFF CHANGES
EXHIBIT #2020-07-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

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
13-Jul-2020	Lillian Hynfield	Public Service Associate Sub	0.0	3	1204	FFB

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					