

MINUTES OF BOARD MEETING
JANUARY 11, 2021

The meeting of the Trustees of Lane Public Library was held on Monday, January 11, 2021, with Trustees Ms. Sandy Pizzano, Ms. Nancy O'Neill, Ms. Marcia Koenig, Mr. Ted Pickerill, Dr. Brenda Dales, Mr. Jake Richards and Ms. Karen Whalen, the new Board member, present.

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

- 1) Due to Mr. Pickerill's late arrival, the meeting was called to order by Ms. Pizzano.
- 2) The Oath of Office was administered to Ms. Karen Whalen by Rob Carringer. Ms. Whalen was appointed to her term by the Hamilton City School Board of Education, to serve January 2021 through December 2027.
- 3) The Board, on a motion by Ms. Koenig, seconded by Ms. O'Neill, and all members present voting aye, adjourned to go into the annual reorganizational meeting.
- 4) The Lane Public Library Board of Trustees for 2021 are the following:

Ted Pickerill
Sandra Pizzano
Nancy O'Neill
Marcia Koenig
Brenda Dales
Jake Richards
Karen Whalen

- 5) The following slate of officers for 2021 were accepted by a motion from Mr. Richards and seconded by Ms. O'Neill:

President – Sandy Pizzano
Vice-President – Nancy O'Neill
Secretary – Marcia Koenig

All members present voted aye.

- 6) Ms. Koenig moved and Ms. Pizzano seconded the motion to appoint Joseph Greenward as Director and Rob Carringer as the Fiscal Officer for 2021. 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. O'Neill. This was seconded by Mr. Richards, and all those present voted ayes.

- 8) The Board Meeting was called to order by Board President, Ms. Sandy Pizzano.

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

- a. Approval of the minutes of December 14, 2020 Board Meeting
 - b. Acceptance of the Fiscal Officer's Financial Statements for December 2020 - \$20,275,409.68
 - c. Approval of investments as of December 31, 2020 - \$16,071,254.71
- (Exhibit #2020-12-01)**

- d. Approval and acknowledgement of gifts received in the month of December 2020 (**Exhibit #2020-12-02**)
- e. Approval of staff changes for December 2020 (**Exhibit #2020-12-03**)
- f. December 2020 Stats (**Exhibit #2020-12-04**)

Director and Fiscal Officer Reports

a. Director's Report

We had two additional COVID cases among staff this past month, but they did not require other staff to quarantine or any notification to our patrons. The Hamilton branch had to scale back to drive-thru only a few times over the holidays, but otherwise we were able to provide full services. We continue to follow all federal, state and local guidance and update our COVID procedures as needed.

Our Seed library at Hamilton now has a website that includes borrowing and donation policies, printable growing guides for all the seeds in the library, and some helpful links to seed-related info. The Seed library has been very popular and the Oxford branch is working to start one there as well.

In December, the project to digitize the Jim Blount archives was initiated. Brad Spurlock is leading the project and has created a plan for working through the archives. It is a large collection, so will take some time, but it will be a great resource for the community. The physical archives are housed at Smith. Brad has also led a number of other digitization projects over the past year including yearbooks from 1950-2018, selected books, yearbooks, directories and maps prior to 1923 via the Cincinnati Public Library and the Greenwood Cemetery records.

We added some live virtual programming to our current virtual offerings over the past month. Previously, all of our programs had been recorded and put on YouTube. The live story times are through Zoom and have been appreciated by our patrons as they allow for some limited interaction between our librarians and the children. We are also starting to plan for some in-person, outdoor programming in the spring using the amphitheater, the Village Green, and the Oxford Community Park. As part of the Oxford Community Park offerings, the Oxford branch is in the process of getting 20 posts installed to create a story walk program. The first story will be Snuggle Down Deep by Diane Ohanesian. These stories will be changed out quarterly.

b. Fiscal Officer's Report

Mr. Carringer let the Board know the Library had a net surplus of \$1.506 million in the General Operating Fund for 2020. Revenues for the General Operating Fund were \$8.238 million for 2019. This was a \$132 thousand decrease in revenues compared to 2019. The revenue decrease can be attributed to State Income Tax Receipts (PLF) of \$10 thousand, General Property Taxes of \$23 thousand, Fines and Fees of \$28 thousand and Earnings on Investments of \$95 thousand. This was partially offset by \$29 thousand increase in Miscellaneous Revenues received in 2020. The General Operating Fund Expenses were \$6.372 million. This reflected a decrease in expenses of about \$629 thousand over 2019. A decrease in Salaries/Benefits of \$156 thousand, Supplies of \$51 thousand, Purchase Contracts & Services of \$163 thousand, Materials of \$268 thousand and Miscellaneous Expenses of \$9 thousand. This was offset by an increase in Capital Outlays of \$17 thousand for 2020.

10) Citizen's Input: None

11) Old Business

a. Update on Oxford Branch HVAC System Controls

The majority of the programming for the Oxford HVAC System Controls has been completed. Currently, some equipment is being evaluated to see if it needs to be replaced in order to work properly with the new HVAC System. Once the new components are replaced they will need to be configured to work with the new control system.

12) New Business

a. Permission to sell/discard library materials

Mr. Pickerill 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. O'Neill presented a motion to authorize the Director and Fiscal Officer to sign documents for the Library. This was seconded by Mr. Pickerill, and all those present voted aye.

c.) 2021 Trustee Listing and Board Committee Appointments (**Exhibit #2020-12-05**)

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 4:30 p.m. on a motion from Ms. O'Neill, seconded by Mr. Pickerill with all members present voting aye.

b. The next regularly scheduled meeting of the Board will be held via video conferencing on Monday, February 8, 2021 at 4:00 pm.

Respectfully submitted,

Ms. Sandra Pizzano
President

Ms. Marcia Koenig
Secretary

LPL INVESTMENTS
As of December 31, 2020

Exhibit #2020-12-01

| BANK | PURCHASE DATE | INVESTMENT AMOUNT | NO. OF DAYS | INTEREST RATE | MATURITY DATE | INTEREST TO BE EARNED | BANK NO. | FUND |
|---------------------|---------------|-------------------|-------------|---------------|---------------|-----------------------|----------|------------------------------------|
| FIRST FINANCIAL | Jan 1 2021 | \$ 82,135.59 | 30 | 0.10% | Jan 31 2021 | \$ 6.75 | 12 | GIFTS & MEM 110 |
| FIRST FINANCIAL | Jan 1 2021 | \$ 64,043.77 | 30 | 0.10% | Jan 31 2021 | \$ 5.26 | 10 | ARCHIVES FUND 220 |
| FIRST FINANCIAL | Jan 1 2021 | \$ 12,917.17 | 30 | 0.10% | Jan 31 2021 | \$ 1.06 | 56 | ARCHIVES 220 |
| FIRST FINANCIAL | Jan 1 2021 | \$ 38,315.94 | 30 | 0.10% | Jan 31 2021 | \$ 3.15 | 22 | FITTON FUND 130 |
| FIRST FINANCIAL | Jan 1 2021 | \$ 31,958.57 | 30 | 0.10% | Jan 31 2021 | \$ 2.63 | 81 | JOHN W SMITH FUND 235 |
| FIRST FINANCIAL | Jan 1 2021 | \$ 80,055.18 | 30 | 0.10% | Jan 31 2021 | \$ 6.58 | 70 | GIFT-MEM OXB FUND 140 |
| FIRST FINANCIAL | Jan 1 2021 | \$ 223,687.06 | 30 | 0.10% | Jan 31 2021 | \$ 18.39 | 28 | GENERAL FUND 101 |
| FIRST FINANCIAL | Jan 1 2021 | \$ 1,921.14 | 30 | 0.10% | Jan 31 2021 | \$ 0.16 | 14 | CALDWELL FUND 151 |
| FIRST FINANCIAL | Jan 1 2021 | \$ 10,041.30 | 30 | 0.10% | Jan 31 2021 | \$ 0.83 | 31 | ELMER B. & THELMA M. ROSE FUND 125 |
| FIRST FINANCIAL | Jan 1 2021 | \$ 400,048.70 | 30 | 0.10% | Jan 31 2021 | \$ 32.88 | 41 | CAPITAL PROJECTS 401 |
| FIRST FINANCIAL | Jan 1 2021 | \$ 500,060.88 | 30 | 0.10% | Jan 31 2021 | \$ 41.10 | 69 | BUILDING MAINT 405 |
| STAR OHIO | Jan 1 2021 | \$ 209,111.63 | 30 | 0.10% | Jan 31 2021 | \$ 17.19 | 2 | GENERAL FUND 101 |
| STAR OHIO PLUS | Jan 1 2021 | \$ 2,315,866.91 | 30 | 0.10% | Jan 31 2021 | \$ 190.35 | 21 | GENERAL FUND 101 |
| STAR OHIO PLUS | Jan 1 2021 | \$ 88,986.09 | 30 | 0.10% | Jan 31 2021 | \$ 7.31 | 4 | CAPITAL PROJECTS 401 |
| MEEDER INVST FUNDS | Jan 1 2021 | \$ 66,824.64 | 30 | VAR | | \$ - | 40 | ELMER B. & THELMA M. ROSE FUND 125 |
| MEEDER INVST FUNDS | Jan 1 2021 | \$ 7,545,210.10 | 30 | VAR | | | 38 | GENERAL FUND 101 |
| NATIONAL RETIREMENT | GOVT FUNDS | \$ 313,076.46 | | | | | 45 | LATTA FUND 175 |
| NATIONAL RETIREMENT | MUTUAL FUND | \$ 118,818.48 | | | | | 19 | HAVIGHURST FUND 254 |
| NATIONAL RETIREMENT | MUTUAL FUND | \$ 3,968,175.10 | | | | | 82/83 | ROESEL FUND 165 |
| TOTAL INVESTMENTS | | \$ 16,071,254.71 | | | | | | |

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2020-12-02

| Dec-20 | DONOR | PURPOSE OF DONATION | IN MEMORY/HONOR | LOCATION | AMOUNT |
|---------------|-----------------------------------|----------------------------|------------------------|--------------------|-------------------|
| 7-Dec-2020 | Diane F. Griesmer | Restricted Contribution | Susan Cummins Myers | CUMMINS COLLECTION | \$40.00 |
| 7-Dec-2020 | The Trouveres Club | Unrestricted Contribution | Mrs. David Myers | LAC | \$35.00 |
| 7-Dec-2020 | The Womens Club of Hamilton, Ohio | Unrestricted Contribution | Mrs. David Myers | LAC | \$25.00 |
| 10-Dec-2020 | Ann C. Regan | Restricted Contribution | Robert T. Regan | FFB | \$500.00 |
| 11-Dec-2020 | Mrs. Paul (Pat) Everhart | Unrestricted Contribution | Mrs. David Myers | LAC | \$25.00 |
| 14-Dec-2020 | Mrs. Carl (Maryann) Linger | Unrestricted Contribution | Susan Myers | LAC | \$25.00 |
| 14-Dec-2020 | Mr. Robert Sefton Smith, Ph.D. | Restricted Contribution | | OXB | \$400.00 |
| 14-Dec-2020 | Jane Thurmer | Unrestricted Contribution | | OXB | \$5.00 |
| | TOTAL | | | | \$1,055.00 |

Dec-20 STAFF CHANGES EXHIBIT #2020-12-03

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: Pay Increase

| Date | Name | Position | Hours | Grade | Dept | Location | Rate |
|-------------|-------------|-----------------|--------------|--------------|-------------|-----------------|-------------|
| | NONE | | | | | | |

VIRTUAL PROGRAMMING STATS

DECEMBER 2020

Exhibit 2020-12-04 2/2

| ADULT PROGRAMS | SMITH | FFB | LPL | AXB | TECH | SYSTEM WIDE | TOTAL |
|---------------------------------|-------|-----|-----|-----|------|-------------|-------|
| # Virtual Programs | | 2 | 2 | | | | 4 |
| # Live Virtual Programs | | 3 | 1 | 4 | 2 | | 10 |
| Live Virtual Program Attendance | | 11 | 9 | 56 | 7 | | 83 |
| # Virtual Outreach Programs | | | | | | | 0 |
| Virtual Outreach Attendance | | | | | | | 0 |
| TEEN PROGRAMS | | | | | | | |
| # Virtual Programs | | | 1 | | | | 1 |
| # Live Virtual Programs | | | | | | | 0 |
| Live Virtual Program Attendance | | | | | | | 0 |
| # Virtual Outreach Programs | | | | | | | 0 |
| Virtual Outreach Attendance | | | | | | | 0 |
| CHILDREN PROGRAMS | | | | | | | |
| # Virtual Programs | | 1 | 2 | | | | 3 |
| # Live Virtual Programs | | 4 | | | | | 4 |
| Live Virtual Program Attendance | | 15 | | | | | 15 |
| # Virtual Outreach Programs | | 2 | | | | | 2 |
| Virtual Outreach Attendance | | 84 | | | | | 84 |

OTHER PROGRAMMING

| ADULT PROGRAMS | SMITH | FFB | LPL | AXB | TECH | TOTAL |
|--------------------------------|-------|-----|-----|-----|------|-------|
| # Take & Make Programs | | 2 | 1 | 1 | | 4 |
| # Take & Make Kits Handed Out | | 60 | 20 | 40 | | 120 |
| # Passive Programs | | 2 | | 1 | | 3 |
| # Passive Program Participants | | 184 | | | | 184 |
| Outreach # Conducted | | | | | | 0 |
| Outreach - Attendance | | | | | | 0 |
| TEEN PROGRAMS | | | | | | |
| # Take & Make Programs | | 1 | | 1 | | 2 |
| # Take & Make Kits Handed Out | | 30 | | 30 | | 60 |
| # Passive Programs | | | | 1 | | 1 |
| # Passive Program Participants | | | | 8 | | 8 |
| Outreach # Conducted | | | | | | 0 |
| Outreach - Attendance | | | | | | 0 |
| CHILDREN PROGRAMS | | | | | | |
| # Take & Make Programs | | 3 | 2 | 5 | | 10 |
| # Take & Make Kits Handed Out | | 150 | 120 | 290 | | 560 |
| # Passive Programs | | 2 | | 2 | | 4 |
| # Passive Program Participants | | 48 | | 91 | | 139 |
| Outreach # Conducted | | | | | | 0 |
| Outreach - Attendance | | | | | | 0 |

Lane Library Trustees – 2021
Exhibit 2020-12-05

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

Sandra Pizzano, President
860 Abbot Drive
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Phone: 858-6822
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Term Expires: 12-2022

Marcia Koenig, Secretary
346 Marcia Avenue
Hamilton, OH 45013
Phone: 225-3507
Email: 346marcia@gmail.com
Term Expires: 12-2024

Jake Richards
3002 Hamilton Scipio Road
Hamilton, OH 45013
Phone: 659-9203
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Term Expires: 12-2026

Nancy O'Neill, Vice-President
333 South D Street
Hamilton, OH 45013
Phone: 868-2588
Email: nancy@hamilton-ohio.com
Term Expires: 12-2023

Karen Whalen
300 Oakwood Drive
Hamilton, OH 45013
Phone: 379-2514
Email: kpwhalen@fuse.net
Term Expires: 12-2027

Theodore Pickerill
3 Sheryl Court
Hamilton, OH 45013
Phone: 571-5182
Email: tedpickerill@gmail.com
Term Expires: 12-2021

Committees – 2021

Finance
Koenig – Chair
Pickerill
Richards

Building
Dales – Chair
Koenig
Pickerill

Personnel
O'Neill – Chair
Dales
Whalen

Planning
Richards – Chair
O'Neill
Whalen

The President is ex-officio on all committees.