

MINUTES OF BOARD MEETING  
JANUARY 10, 2022

The meeting of the Trustees of Lane Public Library was held on Monday, January 10, 2021, with Trustees Ms. Sandy Pizzano, Ms. Nancy O'Neill, Ms. Marcia Koenig, Dr. Brenda Dales, Ms. Karen Whalen, and Ms. Joni Copas, the new Board member, were present. Mr. Jake Richards 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) The Oath of Office was administered to Ms. Joni Copas by Rob Carringer. Ms. Copas was appointed to her term by the Hamilton City School Board of Education, to serve January 2022 through December 2028.

3) The Board, on a motion by Ms. Pizzano, seconded by Ms. Koenig, and all members present voting aye, adjourned to go into the annual reorganizational meeting.

4) The Lane Public Library Board of Trustees for 2022 are the following:

Sandra Pizzano  
Nancy O'Neill  
Marcia Koenig  
Brenda Dales  
Jake Richards  
Karen Whalen  
Joni Copas

5) The following slate of officers for 2022 were accepted by a motion from Ms. Whalen and seconded by Ms. Copas:

President – Nancy O'Neill  
Vice-President – Marcia Koenig  
Secretary – Brenda Dales

All members present voted aye.

6) Ms. O'Neill moved and Ms. Koenig seconded the motion to appoint Joseph Greenward as Director and Rob Carringer as the Fiscal Officer for 2022. 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. Whalen, and all those present voted ayes.

8) The Board Meeting was called to order by Board President, Ms. Nancy O'Neill.

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 13, 2021 Board Meeting
  - b. Acceptance of the Fiscal Officer's Financial Statements for December 2021 - \$22,836,603.97
  - c. Approval of investments as of December 31, 2021 - \$17,819,633.26
- (Exhibit #2021-12-01)**

- d. Approval and acknowledgement of gifts received in the month of December 2021 (**Exhibit #2021-12-02**)
- e. Approval of staff changes for December 2021 (**Exhibit #2021-12-03**)
- f. December 2021 Stats (**Exhibit #2021-12-04**)

#### Director and Fiscal Officer Reports

##### a. Director's Report

We had a number of staff members out with COVID this month or quarantining due to sick family members. We had to close the Hamilton branch for a day due to lack of available staff, but it was Sunday, January 2<sup>nd</sup>, so it was not a significant disruption to public service. We will probably also have to go to drive-thru only at Fairfield for a couple evenings this week. If this continues, we may temporarily cut back our hours to 10-6, so the workday can be covered by one shift. We believe this would be less disruptive than having to close on short notice and on an irregular schedule. We have gone back to requiring staff to wear masks at least until the end of the month. We have distributed over 23,000 COVID test kits to date. We received around 3,500 today, but if it goes like last week, they will be gone by tomorrow.

We have finalized our letter of intent for the purchase of the Fairfield land, and will send it over to the Township this week for their review. In the letter, we propose purchasing 7.23 acres at a cost of \$614,600. This acreage does not include either of the wetlands that were identified by the environmental assessment.

AARP will be back at LAC starting February 1<sup>st</sup> through April 15<sup>th</sup> to provide tax assistance to the community. They are only offering assistance at 4 locations across Butler and Warren Counties, so they will stay very busy here. Their hours are Monday-Friday, 9:00-1:30. Clients must make an appointment on their website and walk-ins will not be allowed. Clients will also remain in their car while a volunteer works on their taxes.

A service that we have discussed numerous times over the past couple of years here is circulating mobile hotspots to provide high speed internet for members of our community that don't currently have access. A number of libraries currently provide this service, but we've always wanted a more targeted approach given that the cost would make it impossible to fully meet community demand. To this end, we have started working with Dustin Munday, the Director of Technology and Social Media at Hamilton City Schools to focus on getting hotspots to students that need them. According to Dustin, they have around 1,300 families that do not have high speed internet. We are still working on details and this won't start until the fall for the new school year, but I think it could be a great collaboration that really makes a difference for our students. Down the road, we hope to possibly work with our other school districts, but we'll need to explore some other funding sources to accomplish that as these devices are around \$30/month per device.

The Ohio Library Council's Library Trustee Workshop will take place on March 12<sup>th</sup> from 8:45-4:15 in Columbus. It will also be available as a virtual event for those more comfortable with that arrangement. Registration deadline is March 4<sup>th</sup>. Just let me or Rob know if you'd like to attend and we will get you registered.

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

Mr. Carringer let the Board know the Library had a net surplus of \$2.650 million in the General Operating Fund for 2021. Revenues for the General Operating Fund were \$8.845 million for 2021. This was a \$607 thousand increase in revenues compared to

2020. The revenue increase can be attributed to State Income Tax Receipts (PLF) of \$764 thousand, General Property Taxes of \$36 thousand, and Grants of \$5 thousand. This was offset by \$7 thousand decrease in Fines and Fees, \$110 thousand decrease in Earnings on Investments, and decrease in Miscellaneous Revenues of \$80 thousand in 2021. The General Operating Fund Expenses were \$6.195 million. This reflected a decrease in expenses of about \$36 thousand over 2020. An increase in Salaries/Benefits of \$19 thousand, Supplies of \$11 thousand, Purchase Contracts & Services of \$14 thousand and Miscellaneous Expenses of \$23 thousand. This was offset by a decrease in Materials of \$25 thousand and Capital Outlays of \$78 thousand for 2021.

10) Citizen's Input: None

11) Old Business

a. Update on Hamilton Branch HVAC System

At this time, the new heat exchanger has been installed and the system appears to be working properly. The system will continue to be monitored during the coming winter months.

12) New Business

a. Permission to sell/discard library materials

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

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

The Board was given a listing of current Board Trustees with contact information and Board Committee assignments.

13) General Comments

a. Chapter 4 of the Trustee By-Laws was reviewed at the Board Meeting. Chapter 5 Of the By-Laws will be reviewed at the February 2022 Board Meeting.

b. The meeting was adjourned at 4:20 p.m. on a motion from Ms. Whalen, seconded by Ms. Pizzano with all members present voting aye.

- c. The next regularly scheduled meeting of the Board will be held on Monday, February 14, 2022 at 4:00 pm.

Respectfully submitted,

Ms. Nancy O'Neill  
President

Ms. Brenda Dales  
Secretary

**LPL INVESTMENTS**  
As of December 31, 2021

Exhibit #2021-12-01

<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 2022	\$ 82,250.32	30	0.10%	Jan 31 2022	\$ 6.76	12	GIFTS & MEM 110
FIRST FINANCIAL	Jan 1 2022	\$ 64,133.23	30	0.10%	Jan 31 2022	\$ 5.27	10	ARCHIVES FUND 220
FIRST FINANCIAL	Jan 1 2022	\$ 12,935.23	30	0.10%	Jan 31 2022	\$ 1.06	56	ARCHIVES 220
FIRST FINANCIAL	Jan 1 2022	\$ 38,369.46	30	0.10%	Jan 31 2022	\$ 3.15	22	FITTON FUND 130
FIRST FINANCIAL	Jan 1 2022	\$ 32,003.24	30	0.10%	Jan 31 2022	\$ 2.63	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	Jan 1 2022	\$ 80,167.02	30	0.10%	Jan 31 2022	\$ 6.59	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Jan 1 2022	\$ 223,999.57	30	0.10%	Jan 31 2022	\$ 18.41	28	GENERAL FUND 101
FIRST FINANCIAL	Jan 1 2022	\$ 1,923.84	30	0.10%	Jan 31 2022	\$ 0.16	14	CALDWELL FUND 151
FIRST FINANCIAL	Jan 1 2022	\$ 10,055.31	30	0.10%	Jan 31 2022	\$ 0.83	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	Jan 1 2022	\$ 2,492,564.74	30	0.10%	Jan 31 2022	\$ 204.87	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	Jan 1 2022	\$ 180,609.54	30	0.10%	Jan 31 2022	\$ 14.84	69	BUILDING MAINT 405
STAR OHIO	Jan 1 2022	\$ 209,282.66	30	0.10%	Jan 31 2022	\$ 17.20	2	GENERAL FUND 101
STAR OHIO PLUS	Jan 1 2022	\$ 2,406,715.01	30	0.10%	Jan 31 2022	\$ 197.81	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Jan 1 2022	\$ 67,579.60	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Jan 1 2022	\$ 7,630,247.65	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ 313,107.42					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 118,827.32					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 3,854,862.10					82/83	ROESEL FUND 165
<b>TOTAL INVESTMENTS</b>		<b>\$ 17,819,633.26</b>						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2021-12-02

Dec-21	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
9-Dec-2021	Trouveres Club of Hamilton, OH	Unrestricted		Mrs. Dan (Marilyn) Antenen	LAC	\$35.00
9-Dec-2021	Trouveres Club of Hamilton, OH	Unrestricted		Mrs. Neil (Marilyn) Smith	LAC	\$35.00
10-Dec-2021	Ann C. Regan	Restricted	Specifically for Fairfield Branch	Mr. Robert T. Regan	FFB	\$1,000.00
17-Dec-2021	Anonymous	Unrestricted			HAM	\$10.00
20-Dec-2021	Suzanne Siegel	Unrestricted		Jeanette Jones, Ryan Wespiser Fred Henning, John Beckett,	OXB	\$100.00
21-Dec-2021	Debra Peter	Unrestricted			OXB	\$23.00
27-Dec-2021	Barbara Winkler	Unrestricted		Henry Cepluch	LAC	\$25.00
29-Dec-2021	Robert Smith	Restricted	Specifically for Oxford Branch DVD collection		OXB	\$500.00
	TOTAL					\$1,728.00

Dec-21 STAFF CHANGES  
EXHIBIT #2021-12-03

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						



## Lane Library Trustees – 2022

Joni Copas  
8 Amanda Court  
Hamilton, OH 45013  
Phone: 275-8098  
Email: [joni.copas@gmail.com](mailto:joni.copas@gmail.com)  
Term Expires: 12-2028

Sandra Pizzano, President  
860 Abbot Drive  
Fairfield, OH 45014  
Phone: 858-6822  
Email: [sandypizzano7@gmail.com](mailto:sandypizzano7@gmail.com)  
Term Expires: 12-2022

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

Jake Richards  
3002 Hamilton Scipio Road  
Hamilton, OH 45013  
Phone: 659-9203  
Email: [richarj6@gmail.com](mailto:richarj6@gmail.com)  
Term Expires: 12-2026

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

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

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

## Committees – 2022

Finance  
Koenig – Chair  
Copas  
Richards

Building  
Richards – Chair  
Koenig  
Pizzano

Personnel  
Dales – Chair  
Pizzano  
Whalen

Planning  
Whalen – Chair  
Copas  
Dales

The President is ex-officio on all committees.