

MINUTES OF BOARD MEETING
MARCH 8, 2021

The meeting of the Trustees of Lane Public Library was held via video conference on Monday, March 8, 2021 with Trustees Ms. Sandy Pizzano, Ms. Nancy O'Neill, Mr. Ted Pickerill, Dr. Brenda Dales, Mr. Jake Richards, and Ms. Karen Whalen were present. Ms. Marcia Koenig was absent.

Joseph Greenward, Director, Rob Carringer, Fiscal Officer, Vejer Cox, Facility Manager and Bill Groth and Claire Lichliter of 9258 Wealth Management were also in attendance.

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

2) Director and Fiscal Officer Reports

a. Director's Report

We currently have one staff member who has been out for two weeks after having tested positive for COVID. They are symptom-free at this point, but continue to test positive. Our COVID guidelines and policies have not changed, and are still working well, but they will need to be updated in the near future to provide guidance for vaccinated staff when it comes to exposure, travel, etc. We are still waiting for more clarification from state and federal agencies before making these changes. All Lane locations operated without any disruption to service over the past month.

Unfortunately, we have had six fraudulent unemployment claims come through over the past couple months. This is something that is happening all over Ohio and across the country. Four of these fraudulent claims were for current staff and two for former staff. We have responded to these immediately and notify the staff member, but with the way these are being processed, some payments are going out before they have completed the verification process. We are providing guidance to staff and pointing them to credit monitoring, but there's not much else we can do at this point.

Our contracts for the Fairfield and Oxford circuits to LAC expired late last year, and we have moved forward with upgrading both circuits. Both were 100 Mbit point-to-point connections from Spectrum. We've upgraded them to 1 Gigabit with only a small increase in cost. With the low levels of usage that we are currently experiencing, these upgrades won't be really noticeable, but they will make a difference when we are back to regular capacity.

We added the PressReader service to our digital offerings last month. This service provides full-text access to current and back issues for over 7,000 of the World's most popular newspapers and magazines. Notably, the Journal News is included in these publications. We've seen around 500 issues accessed in the first month with almost half of these being from the Journal News

AARP has started their tax assistance here at LAC. Appointments are required this year, and people have to wait in their cars during their tax preparation. None of AARP's clients enter

our building during this process. They are here Monday, Tuesday, Wednesday and Friday and the AARP volunteers are required to follow our COVID policies and procedures. Caitlin Campbell, our children's librarian at Oxford, worked with a number of other staff members to create Conscious Child Family Book Discussion Kits. The aims of these kits are to celebrate diverse voices and to help facilitate family discussions about racial equity, identity and justice. The kits include 4 books, discussion questions for each title and a list of recommended further reading. These kits are targeted to two age groups, 4-7 and 8-11. Themes include joy and self-love, justice, systemic racism, immigration and refugee experience. OLC highlighted this new initiative on their facebook page, and the response on local Oxford groups has been very positive.

The Seuss estate is ceasing publication of 6 Dr. Seuss titles due to these books' portrayals of certain minorities and ethnicities. We have decided to pull these titles from our circulating collections and move them to reference materials. This is not our stance or procedure for all racist or problematic materials that come to our attention, but since these titles are going out of print, it makes sense in this case. Katrina and I will continue to work with librarians and managers to address and respond to these issues as they happen.

Carol Bowling is retiring from her position of Hamilton Branch Manager, effective June 30th. I will keep the Board updated on our plans to recognize and celebrate her service.

b. Fiscal Officer's Report

The PLF (Public Library Fund) for the first three months of 2021 has reflected an increase of \$93,500 when compared to the first three months of 2020. This can be attributed to an increase in sales tax revenue and income tax revenue for the first three months of 2021. The economy is doing better than anticipated. Patron Fines and Fees for the first two months of 2021 have decreased about \$10,000 and Earnings on Investments for 2021 are about \$12,000 less than 2020.

General Operating Expenses are \$50,000 less for 2021 when compared to 2020:

- Salaries/Benefits	\$45K Decrease
- Supplies	.1K Increase
- Purchased & Contracted Services	19K Increase
- Library Materials	14K Decrease
- Capital Outlays	14K Decrease
- Other	3K Increase

The 2020 Annual Financial Statement package was submitted to State of Ohio Auditor at the end of February 2021.

The Library will be audited during 2021 for prior years 2019 and 2020. At this time, no specific date has been scheduled but I did receive a request for various data the Auditors will need. I will be getting this data together during the month of March.

3) All items under the consent agenda were approved by a motion of Mr. Pickerill, 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 January, 2021 Board Meeting

- b. Acceptance of the Fiscal Officer's Financial Statements for February 2021 – \$19,982,985.22
- c. Approval of investments as of February 2021 - \$16,076,355.70
(Exhibit #2021-02-01)
- d. Approval and acknowledgement of gifts received in the months of January and February, 2021 (Exhibit 2021-02-02)
- e. Approval of staff changes for January and February 2021 (**Exhibit #2021-02-03**)
- f. February 2021 Stats (**Exhibit #2021-02-04**)

4) Citizen's Input: None

5) Old Business:

- a. Update on Oxford Branch Controls Project

The majority of the work on the Oxford Branch HVAC Controls Project has been completed. Over the last month, various parts are being replaced and will be configured into the new HVAC Controls System. Once the control system is working properly with the new parts, the overall HVAC System will be reviewed especially the Smith History Library Department. This will help determine what needs to be done for the Smith History Library..

6) New Business

- a) Review of Investments with 9258 Wealth Management

Over the years, Bill Groth and Claire Lichliter have been invited to a Board Meeting annually to review the investments their organization manages for the Library. Prior to 2019, our investments were managed by National Retirement Consultants. During 2019, National Retirement Consultants merged with 9258 Wealth Management. Currently, they manage three funds for the Library: Roesel Fund, Latta Fund, and Havighurst Fund.

Under Ohio Revised Code 135, political subdivisions (includes Libraries) of the State of Ohio cannot directly invest in equity type investments (Stocks & Mutual Funds). Investments can be made in United States Treasury Bills, Notes, Bonds, and any other obligation or security issued by the United States Treasury or any other obligation guaranteed as to principal and interest by the United States. This would also include any security obligations issued by federal government agencies.

In 2010, when the Library received stocks and mutual funds associated with the Roesel Fund, the Attorney General for the State of Ohio stated the Library could keep the funds received but any earnings from the equities or proceeds from the sale of equities could not be reinvested in other stocks or mutual funds. But only those investments allowed under ORC 135.14

The Roesel Fund has made enough earnings over the years to operate the Tech Center and provide funds for the two facility renovations in 2013 and 2020.

The Havighurst Fund value when received in 1994 was about \$1.4 million. The market value in 2014 was over \$4 million. Almost all of this fund was used toward the construction of the new Oxford Branch Library in 2014 & 2015.

The Latta Fund has been used minimally over the years. There are no restrictions on what it can be used for and the funds are invested according to ORC 135.

b) Proposal for Hamilton Branch HVAC Upgrade

Vejer Cox, Facilities Manager for Lane Libraries presented the proposal from Prodigy Building Solutions for the Hamilton Branch HVAC Upgrade.

As you know all equipment has a life expectancy. As the equipment ages it loses performance and efficiency. The existing RTU (Roof Top Unit) has been an ongoing problem for some time now. This issue has been very challenging to say the least. Our technician constantly struggles with several different factors to maintain any level of comfort in the Hamilton facility.

By replacing the existing RTU we will gain cost savings on utilities such as gas, water and electric. We will also save on labor costs. Our technician can spend time on doing other tasks. I will not get into all of the technical aspects of this project. However, I do want to give you some highlights of the proposal.

This is a 25-ton RTU and is manufactured to match the existing curb and ductwork. Therefore, as far as aesthetics from a German Village Historical aspect. We will have nothing to worry about there.

This new RTU will be able to serve multiple zones (7), unlike the old unit that only served one zone. Serving multiple zones will provide comfort cooling and heating for our patrons and staff throughout the main floor of the facility including the Octagon room. This RTU is built to last. It will have a stainless-steel drain pan as well as a stainless-steel heat exchanger. These two items alone should potentially double the life expectancy of the unit.

This project will also allow us to integrate the new system with the old system and have the communication on one single platform that we will be able to access on any device. Desktop, Laptop, Tablet or phone.

A new VFD and a new heating hot water coil will be added to the Cummins room

We will also add a bipolar ionization air purification that will assist with the air quality in this now Covid-19 environment that we live in today. This system will also be installed in all of our units at four (4) of the (5) facilities that we have.

The total project cost is \$363,048.

Ms. O'Neill presented a motion to accept the Hamilton Branch HVAC proposal submitted by Prodigy Building Solutions and cost not to exceed \$400,000. The was seconded by Dr. Dales and all those present voted aye.

- c) Approve Smith History Library and Cummins's Room Manager Job Description (Exhibit 2021-02-05)

The prior Manager for Smith History Library retired November 2020. Since both the Smith History Library and the Cummins Room provide history information for our patrons, it was decided to consolidate both these departments under one manager. Brad Spurlock will be the first Manager for the Smith History Library and Cummins Room. The updated job description needs to be approved by the Board.

Ms. Whalen presented a motion to approve the new job description for the Smith History Library and Cummins Room Manager. The was seconded by Ms. Pizzano and all those present voted aye.

7) General Comments

- a. The meeting was adjourned at 4:30 p.m. on a motion from Ms. O'Neill, seconded by Ms. Whalen with all members present voting aye.
- b. The next regularly scheduled meeting of the Board will be held on Monday, April 12, 2021 at 4:00 P.M

Respectfully submitted,

Ms. Sandy Pizzano
President

Mr. Robert Carringer
Acting Secretary

LPL INVESTMENTS
As of February 28, 2021

Exhibit #2021-02-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Mar 1 2021	\$ 82,160.25	30	0.10%	Mar 31 2021	\$ 6.75	12	GIFTS & MEM 110
FIRST FINANCIAL	Mar 1 2021	\$ 64,063.00	30	0.10%	Mar 31 2021	\$ 5.27	10	ARCHIVES FUND 220
FIRST FINANCIAL	Mar 1 2021	\$ 12,921.04	30	0.10%	Mar 31 2021	\$ 1.06	56	ARCHIVES 220
FIRST FINANCIAL	Mar 1 2021	\$ 38,327.45	30	0.10%	Mar 31 2021	\$ 3.15	22	FITTON FUND 130
FIRST FINANCIAL	Mar 1 2021	\$ 31,968.17	30	0.10%	Mar 31 2021	\$ 2.63	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	Mar 1 2021	\$ 80,079.22	30	0.10%	Mar 31 2021	\$ 6.58	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Mar 1 2021	\$ 223,754.24	30	0.10%	Mar 31 2021	\$ 18.39	28	GENERAL FUND 101
FIRST FINANCIAL	Mar 1 2021	\$ 1,921.72	30	0.10%	Mar 31 2021	\$ 0.16	14	CALDWELL FUND 151
FIRST FINANCIAL	Mar 1 2021	\$ 10,044.32	30	0.10%	Mar 31 2021	\$ 0.83	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	Mar 1 2021	\$ 400,168.84	30	0.10%	Mar 31 2021	\$ 32.89	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	Mar 1 2021	\$ 500,211.04	30	0.10%	Mar 31 2021	\$ 41.11	69	BUILDING MAINT 405
STAR OHIO	Mar 1 2021	\$ 209,144.17	30	0.10%	Mar 31 2021	\$ 17.19	2	GENERAL FUND 101
STAR OHIO PLUS	Mar 1 2021	\$ 2,316,187.97	30	0.10%	Mar 31 2021	\$ 190.37	21	GENERAL FUND 101
STAR OHIO PLUS	Mar 1 2021	\$ 88,998.43	30	0.10%	Mar 31 2021	\$ 7.31	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Mar 1 2021	\$ 66,865.99	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Mar 1 2021	\$ 7,549,868.42	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ 313,081.52					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 118,820.41					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 3,967,769.50					82/83	ROESEL FUND 165
TOTAL INVESTMENTS		\$ 16,076,355.70						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2021-01-02

Jan-21	DONOR	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT	
4-Jan-2021	The Oxford Women's Club	Restricted Contribution	Sharon Peterson, Louise Hautau, Eleanor Frondorf, Hilda McLaughlin	OXB	\$200.00	(\$50 per book w/book plate for each)
11-Jan-2021	Lion's Club of Oxford, Ohio	Restricted Contribution		OXB	\$1,500.00	(Large print, audio books, Playaways, items for visually impaired)
11-Jan-2021	Rotary Club of Oxford, Ohio	Restricted Contribution		OXB	\$250.00	(Picture books)
12-Jan-2021	Susan Kay	Unrestricted Contribution		OXB	\$50.00	
20-Jan-2021	Anonymous	Unrestricted Contribution		OXB	\$2.00	
22-Jan-2021	Woman's Club of Hamilton, Ohio	Unrestricted Contribution	Mr. Robert Hill	LAC	\$25.00	
26-Jan-2021	Margaret Blair	Unrestricted Contribution		FFB	\$10.00	
TOTAL					\$2,037.00	

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2021-02-02

Feb-21	DONOR	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT	
1-Feb-2021	Eleanor House Stace Memorial Children's Book Fund	Restricted Contribution		LAC	\$550.00	
1-Feb-2021	Anne Cole	Restricted Contribution	Mildred W. Elberfeld	BKM	\$100.00	
18-Feb-2021	Trouveres Club	Unrestricted Contribution	Mrs. William (Linda) Hartford	LAC	\$35.00	
24-Feb-2021	Cindy Kombrinck	Restricted Contribution	Nancy Owens	HAM	\$100.00	
TOTAL					\$785.00	

Feb-21

STAFF CHANGES
EXHIBIT #2021-02-03

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
	NONE					

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Jan-21

STAFF CHANGES
EXHIBIT #2021-01-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
	None					

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
21-Nov-2020	Alyson Sizemore	Shelver	15.0		1302	FFB
15-Jan-2021	Laura Donnell	Public Services Associate	20.0	2	1202	FFB
16-Jan-2021	David Halliwell	Public Services Associate	37.5	3	1204	OXB

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
17-Oct-2020	Tracey Jewell	Public Services Associate Sub	SUB	3	1202	FFB

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	None					

FEBRUARY 2021 STATS SHEET

Exhibits 2021-02-04

PATRON USAGE	BKM	BKM 2020	FFB	FFB 2020	LPL	LPL 2020	OXB	OXB 2020	TECH	TECH 2020	TOTAL	TOTAL 2020
Print	3,721	15,057	21,755	28,434	14,571	18,939	13,313	15,590			53,360	78,020
AV	427	918	11,283	18,633	8,770	19,145	5,644	8,429			26,124	47,125
Media Download (Freegal, Hoopla)											8,178	6,573
eBooks (Ohio, Zinio & Freading)											17,372	17,805
OhioLink & SearchOhio											2,277	3,447
Total CKO's	4,148	15,975	33,038	47,067	23,341	38,084	18,957	24,019			107,311	152,970
Year To Date	10,472	30,805	71,456	95,965	48,922	76,329	39,806	48,894			228,805	311,536
Internet Sessions			1,574	4,340	1,333	3,563	463	1,549	85	877	3,455	10,329
Internet Hours			698	3,363	645	2,723	254	1,580	48	974	1,645	8,640
Self CKO's			9,187	20,214	3,565	12,442	3,833	8,772			16,585	41,428
Visitors			7,750	20,177	4,598	14,888	2,791	12,385	647	3054	15,786	47,450

ADULT PROGRAMS	SMITH	SMITH 2020	FFB	FFB 2020	LPL	LPL 2020	OXB	OXB 2020	TECH	TECH 2020	TOTAL	TOTAL 2020
In Library # Conducted	0	0	0	7	0	7	0	10	0	4	0	28
In Library - Attendance	0	0	0	219	0	125	0	155	0	12	0	511
Outreach # Conducted	0	1	0	1	0	1	0	1	0	0	0	3
Outreach - Attendance	0	18	0	54	0	24	0	12	0	0	0	90
TEEN PROGRAMS												
In Library # Conducted	0	0	0	5	0	2	0	4	0	1	0	11
In Library - Attendance	0	0	0	185	0	27	0	14	0	8	0	226
Outreach # Conducted	0	0	0	3	0	5	0	0	0	0	0	8
Outreach - Attendance	0	0	0	409	0	128	0	0	0	0	0	537
CHILDREN PROGRAMS												
In Library # Conducted	0	0	0	25	0	19	0	0	0	1	0	44
In Library - Attendance	0	0	0	706	0	414	0	0	0	15	0	1120
Outreach # Conducted	0	0	0	1	0	0	0	2	0	0	0	3
Outreach - Attendance	0	0	0	48	0	0	0	79	0	0	0	127

POSITION DESCRIPTION

Exhibit #2021-02-05

As defined by its Board of Trustees, the mission of the Lane Public Library (LPL) and its staff members is "to provide and promote library resources to meet the educational, recreational, cultural, civic, and informational needs of the library's service area."

TITLE: Smith History Library & Cummins Room Manager

GRADE: 5

REPORTS TO: Branch Manager

FLSA: Exempt

JOB RESPONSIBILITIES:

- Offers consistently excellent customer service
- Plans, coordinates, evaluates, and maintains library services and resources for the Smith Library of Regional History and the Cummins Local History Room
- Hires, trains, supervises, coaches, evaluates and motivates staff
- Coordinates regional history and related services and projects for Lane Libraries
- Assists Public Relations and other library personnel to publicize collections and services
- Arranges and describes archives and manuscripts and other special collections materials; creates research tools and oversees preservation of materials
- Meets frequently with staff and maintains an atmosphere of open communication
- Prepares communications, budgets, personnel records, and administrative reports
- Provides direct assistance and instructions for customers and LPL staff members in locating and using Special Collections resources and services
- Interprets customer questions and advises customers of materials meeting their criteria
- Plans, promotes, implements, recommends and evaluates library programs, activities, exhibits, and displays
- Manages collection development for both the Smith History Library and the Cummins Room
- Assists in maintaining and orderly and inviting atmosphere for library customers
- Promotes Lane Libraries within the community
- Keeps informed of current trends and issues in librarianship and archiving and participates in activities of professional and community organizations
- Serves on various teams and committees
- Keeps up with e-mail and information posted on the staff site

REQUIRED SKILLS AND ABILITIES:

- Demonstrates interest/enthusiasm for history
- Organizes, analyzes, and prioritizes work skillfully and efficiently
- Provides leadership for and supervises personnel effectively
- Operates library computers and business equipment
- Communicates effectively
- Maintains confidentiality

- Works independently within Branch Manager's guidelines
- Maintains professionalism and adheres to library policies and staff code

REQUIRED EDUCATION/ EXPERIENCE:

- MLS degree from an ALA-accredited school or equivalent Master's level degree
- Education or equivalent experience in library archives and manuscript administration
- Knowledge of preservation and conservation of library materials
- Demonstrated library administrative, budgetary, supervisory, and leadership experience

OTHER REQUIREMENTS:

- Knowledge of local, regional, and state history and genealogy
- Works flexible schedule, which includes evenings and weekends
- Assists other agencies/departments, as needed
- Must pass criminal background check