

## MINUTES OF BOARD MEETING

June 14, 2021

The meeting of the Trustees of Lane Public Library was held at Lane Administration Center on Monday, June 14, 2021 with Trustees Ms. Sandy Pizzano, Ms. Nancy O'Neill, Ms. Marcia Koenig, Dr. Brenda Dales, and Ms. Karen Whalen were present. Mr. Ted Pickerill attended the meeting via telephone conference call and 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) Director and Fiscal Officer Reports

#### a. Director's Report

We had no staff members out with COVID over the past month, and no disruption to services based on exposure or quarantines. We were able to scale back many of our restrictions this month including no longer requiring masks for patrons, and only requiring them for staff when they are working the public service desks. We also eliminated our occupancy limits with the exception that certain smaller, contained areas may still have restrictions as determined by branch management. Time limits have also been eliminated, but we will still have a 2-hour time limit on public computer use due to our still limited number of available public computers. We are no longer quarantining materials, or doing daily health checks on our staff. Branches have returned some furniture to the public areas, and newspapers and magazines are now available for public browsing. Our summer programming plans will not change as the schedules have already been printed, and we are already offering numerous outdoor, in-person programming. We hope to begin offering indoor, in-person programming in the fall. We are not bringing back Sunday hours at this time, but will do so in the fall.

Our late colleague Tabby Peal's Memorial Garden was completed in May. Danielle White and Sarah Hedrick took the lead in planning the space and purchasing the plants. Bulbs will be planted in the fall when the time is right, so next year we will have more plants coming up. Everyone able to assist took time to dig and plant. Linsey selected a stone marker for the garden. There will be plenty of room for the plants to fill out over the years. They also added some decorative butterflies to the space.

OLC and the Center of Science and Industry (COSI) joined forces to support Ohio's families and capitalize on Summer Reading Programs! The Ohio Distance Learning Initiative is an effort being led by COSI and the State of Ohio, executed in collaboration with the Ohio Library Council as well as other museums and cultural institutions to provide up to 50 FREE Learning Lunchboxes to each of Ohio's 251 public library systems. The "Learning Lunchboxes" are hands-on fun kits built in partnership with NASA. The Space-themed kits provide five days' worth of learning content. The boxes promote integrated learning in science, technology, engineering, arts, math, and the humanities. Each box activity is aligned with Ohio learning standards. Our kits will be distributed through the Tech Center and the Bookmobile.

Victoria Ryan contacted us about the possibility of contributing the remaining funds from the Mad Anthony Writers Conference to the Lane Libraries to be used for public programs related to the literary or performing arts, and other literacy-building activities for the community. It was decided that Mad Anthony would donate \$8,000 to the Lane Public Library Fund at the Hamilton Community Foundation. We will hold at least one program annually with Mad Anthony listed as a sponsor for the event with these funds.

We are planning to hold a Grand Opening event for the Tech Center this fall to help promote our new services after having to open at a time that we could not hold such an event or even offer all the new services that we planned for the space. Amanda is planning to do an after-hours event with food and tours, and follow that up with a grand opening during our regular hours that will include a mini maker faire to show off everything you can create using our technology.

Lane staff continue to do an excellent job creating unique and entertaining virtual programs, but this month they were excited to finally be able to offer some in-person programs, including the Fairfield Farmers Market and the Hamilton Flea. We will continue to offer in-person, outdoor programming through the summer thanks to our partnerships with Hamilton Parks Conservancy, Fairfield Parks and Recreation, and Oxford Community Parks.

b. Fiscal Officer's Report

The PLF (Public Library Fund) for the first six months of 2021 has reflected an increase of \$581K (24%) when compared to the first six months of 2020. This can be attributed to an increase in sales tax revenue and income tax revenue for the first six months of 2021. State Tax receipts for the month of May 2021 were 34% higher than estimated Income Tax receipts. First Half Real Estate Tax receipts reflected a \$42K increase for 2021. This was offset by Patron Fines and Fees for the first five months of 2021 have decreased about \$8K and Earnings on Investments for 2021 are about \$38K less than 2020.

General Operating Expenses are \$232K less for 2021 when compared to 2020:

- Salaries/Benefits	\$103K Decrease
- Supplies	19K Decrease
- Purchased & Contracted Services	13K Decrease
- Library Materials	73K Decrease
- Capital Outlays	42K Decrease
- Other	18K Increase

3) All items under the consent agenda were approved by a motion of Ms. Koenig, 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 May 10, 2021 Board Meeting
- b. Acceptance of the Fiscal Officer's Financial Statements for May 2021 – \$21,386,394.81
- c. Approval of investments as of May 2021 - \$16,114,111.93  
**(Exhibit #2021-05-01)**
- d. Approval and acknowledgement of gifts received in May 2021.  
**(Exhibit 2021-05-02)**
- e. Approval of staff changes for May 2021 **(Exhibit #2021-05-03)**
- f. May 2021 Stats **(Exhibit #2021-05-04)**

4) Citizen's Input: None

5) Old Business:

a. Hamilton HVAC System Project

Demo work began on June 7<sup>th</sup>. Measuring for duct work will follow the demolition stage. Most of the VAV's were installed the afternoon of June 14<sup>th</sup>. The crane to install the large Roof Top Unit is expected to be on site Monday, June 28<sup>th</sup>. The project is expected to be completed by mid to late July.

6) New Business

a. Renew Depository Agreements

The Public Libraries in the State of Ohio are required to have a Depository Agreement with the Financial Institutions they want to use for depositories of public funds. The Agreement will last for five years and then needs to be renewed for any services between the library and the financial institution to continue. Since our current agreements will expire on August 21, 2021, I sent out notices to two financial institutions that act as public depositories for the library and both of banks returned the required documentation and agreements for our review and approval.

- First Financial Bank
- US Bank

The Board will need to pass a motion to use First Financial Bank and US Bank as public funds depositories for the library from August 22, 2021 through August 21, 2026.

Ms. Pizzano presented a motion to use the First Financial Bank and US Bank as public funds depositories for the Lane Public Library from August 22, 2021 through from August 21, 2026. This was seconded by Ms. Whalen and all those present voted aye.

b. Tuition Reimbursement Requests – Revised 2021 Summer Semester

Ms. Akiko Urayama originally requested tuition reimbursement for one course during the 2021 Summer Semester and that was approved at the May 2021 Board meeting. However, a course that wasn't initially going to be offered for the Summer Semester was later added to the Summer Semester schedule. Ms. Urayama requested the course be added to her 2021 Summer Semester Tuition Reimbursement Request. This would increase her total Summer Semester Tuition Reimbursement Request to \$2,070.00.

Ms. Koenig presented a motion to approve the additional course to Ms. Urayama's 2021 Summer Semester Tuition Reimbursements. This was seconded by Ms. O'Neil and all those present voted aye.

c. Tuition Reimbursement Requests – 2021 Fall Semester

Mr. Carringer presented to the Board the Tuition Reimbursement Requests for the 2021 Fall Semester. Mr. Carringer recommended the Board reimburse \$345.00 per credit hour.

On a motion by Ms. Koenig with a second from Ms. O'Neill, and all present voting in the affirmative, the following reimbursement requests for MLIS courses for the 2021 Fall Semester were approved:

Akiko Urayama	\$ 1,380.00 each semester
Symantha Hankins	\$ 2,070.00 each semester

d. 2021 Salary Increase effective June 25, 2021

Effective June 25, 2021, Library Management has requested an across-the-board increase for staff of 5.0%. Our PLF revenues through June 2021 have increased about 24%YTD. The General Operating Expenses have reflected a decrease of about 9% through May 2021. This increase does not include staff hired or promoted as of March 1, 2021 or after, Shelves were given a wage increase effective December 25, 2020, and employees with a Spring 2021 evaluation rating that does not meet expectations.

Ms. Koenig presented a motion to approve the salary increase effective June 25, 2021 as stated above. This was seconded by Ms. O'Neill and all those present voted aye.

e. 2021 Salary Range Adjustments Effective June 25, 2021

The 5% increase in salaries effective June 25, 2021 will require the Ending Salary Range for Ungraded, Grade 2, and Grade 3 positions to be adjusted. This is a temporary fix. All salary ranges are planning to be reviewed and properly adjusted for Starting and Ending Salary Ranges for September 2021 Board Meeting.

Ms. Koenig presented a motion to approve the adjustment to Ending Salary Ranges effective June 25, 2021 as stated above. This was seconded by Ms. O'Neill and all those present voted aye.

f. Executive Session

Mr. Pizzano presented a motion to go into Executive Session for the annual evaluations of the Director and Fiscal Officer. This was seconded by Ms. O'Neill and all those present voted by roll call.

Mr. Pickerill	Aye
Ms. Pizzano	Aye
Ms. O'Neill	Aye
Ms. Koenig	Aye
Dr. Dales	Aye
Ms. Whalen	Aye
Mr. Richards	Absent

Ms. O'Neill presented a motion to end Executive Session and return to the regular Board Meeting. This was seconded by Ms. Whalen and all those present voted aye.

g. Salary Increase for Director and Fiscal Officer

Ms. Koenig presented a motion to approve a salary increase of 5.0% for the Director and the Fiscal Officer effective June 25, 2021. This was seconded by Ms. O'Neill and all those present voted aye.

7) General Comments

- a. The meeting was adjourned at 4:45 p.m. on a motion from Dr. Dales, seconded by Ms. O'Neill with all members present voting aye.
- b. The next regularly scheduled meeting of the Board will be held on Monday, September 13, 2021 at 4:00 P.M

Respectfully submitted,

Ms. Sandy Pizzano  
President

Ms. Marcia Koenig  
Secretary

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

**Exhibit #2021-05-01**

<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	June 1 2021	\$ 82,195.46	30	0.10%	June 30 2021	\$ 6.76	12	GIFTS & MEM 110
FIRST FINANCIAL	June 1 2021	\$ 64,090.45	30	0.10%	June 30 2021	\$ 5.27	10	ARCHIVES FUND 220
FIRST FINANCIAL	June 1 2021	\$ 12,926.59	30	0.10%	June 30 2021	\$ 1.06	56	ARCHIVES 220
FIRST FINANCIAL	June 1 2021	\$ 38,343.88	30	0.10%	June 30 2021	\$ 3.15	22	FITTON FUND 130
FIRST FINANCIAL	June 1 2021	\$ 31,981.88	30	0.10%	June 30 2021	\$ 2.63	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	June 1 2021	\$ 80,113.54	30	0.10%	June 30 2021	\$ 6.58	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	June 1 2021	\$ 223,850.14	30	0.10%	June 30 2021	\$ 18.40	28	GENERAL FUND 101
FIRST FINANCIAL	June 1 2021	\$ 1,922.55	30	0.10%	June 30 2021	\$ 0.16	14	CALDWELL FUND 151
FIRST FINANCIAL	June 1 2021	\$ 10,048.62	30	0.10%	June 30 2021	\$ 0.83	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	June 1 2021	\$ 400,340.33	30	0.10%	June 30 2021	\$ 32.90	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	June 1 2021	\$ 500,425.37	30	0.10%	June 30 2021	\$ 41.13	69	BUILDING MAINT 405
STAR OHIO	June 1 2021	\$ 209,185.50	30	0.10%	June 30 2021	\$ 17.19	2	GENERAL FUND 101
STAR OHIO PLUS	June 1 2021	\$ 2,316,616.35	30	0.10%	June 30 2021	\$ 190.41	21	GENERAL FUND 101
STAR OHIO PLUS	June 1 2021	\$ 89,014.89	30	0.10%	June 30 2021	\$ 7.32	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	June 1 2021	\$ 67,132.11	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	June 1 2021	\$ 7,579,843.76	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ 313,089.39					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 118,823.22					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 3,974,167.90					82/83	ROESEL FUND 165
<b>TOTAL INVESTMENTS</b>		<b>\$ 16,114,111.93</b>						

**GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2021-05-02**

<b>May-21</b>	<b>DONOR</b>	<b>PURPOSE OF DONATION</b>	<b>IN MEMORY/HONOR</b>	<b>LOCATION</b>	<b>AMOUNT</b>
11-May-2021	Ryan P. Wyrick, Hamilton Bourbon Guild	Restricted Contribution		CUMMINS RM	\$300.00
20-May-2021	Margaret Blair	Unrestricted Contribution		HAM	\$20.00
	Total				\$320.00

**May-21 STAFF CHANGES EXHIBIT #2021-05-03**

**Staff Changes: Hires**

<b>Date</b>	<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Grade</b>	<b>Dept</b>	<b>Location</b>
12-May-2021	Michael Barilleaux	Public Service Associate	20.0	3	1208	Tech Center

**Staff Changes: Terminations**

<b>Date</b>	<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Grade</b>	<b>Dept</b>	<b>Location</b>
31-May-2021	Reznor Walden	Shelver	15.0	0	1202	FFB

**Staff Changes: From PT to FT or FT to PT**

<b>Date</b>	<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Grade</b>	<b>Dept</b>	<b>Location</b>
	None					

**Staff Changes: Promotions**

<b>Date</b>	<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Grade</b>	<b>Dept</b>	<b>Location</b>
	None					

**Staff Changes: Transfers**

<b>Date</b>	<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Grade</b>	<b>Dept</b>	<b>Location</b>
	None					

**Staff Changes: Pay Increase**

<b>Date</b>	<b>Name</b>	<b>Position</b>	<b>Hours</b>	<b>Grade</b>	<b>Dept</b>	<b>Location</b>
	None					





<b>VIRTUAL PROGRAMMING</b>							
<b>Exhibit #2021-05-04 PG2</b>							
<b>ADULT PROGRAMS</b>	<b>SMITH</b>	<b>FFB</b>	<b>LPL</b>	<b>OXB</b>	<b>TECH</b>	<b>SYSTEM WIDE</b>	<b>TOTAL</b>
# Virtual Programs		2			1		
# Live Virtual Programs		3		2	2		
Live Virtual Program Attendance		47		9	9		
# Virtual Outreach Programs							
Virtual Outreach Attendance							
<b>TEEN PROGRAMS</b>							
# Virtual Programs							
# Live Virtual Programs							
Live Virtual Program Attendance							
# Virtual Outreach Programs							
Virtual Outreach Attendance							
<b>CHILDREN PROGRAMS</b>							
# Virtual Programs							
# Live Virtual Programs		3					
Live Virtual Program Attendance		13					
# Virtual Outreach Programs		2					
Virtual Outreach Attendance		144					
<b>OTHER PROGRAMMING</b>							
<b>Exhibit #2021-05-04 PG3</b>							
<b>ADULT PROGRAMS</b>	<b>SMITH</b>	<b>FFB</b>	<b>LPL</b>	<b>OXB</b>	<b>TECH</b>	<b>SYSTEM WIDE</b>	<b>TOTAL</b>
# Take & Make Programs		2		1			
# Take & Make Kits Handed Out		80		40			
# Passive Programs							
# Passive Program Participants							
Outreach # Conducted							
Outreach - Attendance							
<b>TEEN PROGRAMS</b>							
# Take & Make Programs		1		1			
# Take & Make Kits Handed Out		40		30	5(leftovers)		
# Passive Programs							
# Passive Program Participants							
Outreach # Conducted							
Outreach - Attendance							
<b>CHILDREN PROGRAMS</b>							
# Take & Make Programs		2		6			
# Take & Make Kits Handed Out		280		273			
# Passive Programs		3					
# Passive Program Participants		28					
Outreach # Conducted				2			
Outreach - Attendance				83			