

MINUTES OF BOARD
MEETING

October 18, 2021

The meeting of the Trustees of Lane Public Library was held at Lane Administration Center on Monday, October 18, 2021 with Trustees Ms. Sandy Pizzano, Ms. Nancy O'Neill, Ms. Marcia Koenig, Mr. Ted Pickerill, Dr. Brenda Dales, and Mr. Jake Richards were present. Ms. Karen Whalen 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 a couple of COVID cases with our staff, as well as, a number of staff members who have had to miss work due to exposure or their children being exposed at school, but there were no disruptions to public service this month. We began offering in-person, in-building programming this month and attendance has been steadily rising as our patrons get comfortable being back in the library. As mentioned last month, we received 10,000 COVID home test kits from the State, and we have distributed over 8,000 of them at the branches. The availability of the tests was featured on a Cincinnati news program, causing a large initial spike in demand. We have ordered additional test kits from the State, and hope to have those available soon. We also had the ionization system installed to our HVAC systems at all locations except the Tech Center this month.

One program of note this month was a sensory-friendly storytime at Fairfield. This series of programs was initially scheduled to start in March, 2020, so staff were thrilled to finally be able to offer this program. The branch had 2 therapists from ABC Pediatrics and a representative from the Butler Co. Board of DD to assist patrons and offer therapeutic advice and support.

The real highlight of the month was the Hispanic Heritage Festival on October 2nd at the Fairfield Branch. We had 32 community organizations in the library for the Resource Expo. The Society of Hispanic Professional Engineers hosted 3 different STEM programs for kids and teens. The Butler Co. General Health District was on-site providing COVID vaccines. We had food trucks with Columbian, Puerto Rican, Mexican and Venezuelan food. The City's Police and Fire departments were there for a touch a vehicle event. We had bands playing all afternoon on the Village Green with our sponsor La Mega Radio 97.7, and we had raffles with generous prizes donated by HBG Publishers, Little Libros and Chronicle Books. This was one of the most impressive events that this library has produced in my time here and all credit goes to Odalis Jimenez and April Huerta. It was impossible to keep an accurate count of overall attendance, but the door counts for the day showed over 1,000 visitors.

I want to pass along the staff's great appreciation for the adjustments to the salary ranges and current salaries that the Board passed at our last meeting. I received

over 30 direct emails from staff thanking the Board for taking this action, and heard from the branch managers about the positive effects this had on staff at their locations.

b. Fiscal Officer's Report

The PLF (Public Library Fund) through October 2021 has reflected an increase of \$680K (15%) when compared to October 2020. This can be attributed to an increase in sales tax revenue and income tax revenue for the first ten months of 2021. Through September 2021, General Operating Fund YTD revenues were 8% higher than YTD September 2020. This can be attributed primarily to the PLF increase of \$616k for the year and First Half Real Estate Tax receipt increase of \$35K for 2021. This was offset by Patron Fines and Fees YTD decrease through August 2021 of \$7K and YTD Earnings on Investments through September 2021 of \$76k.

YTD General Operating Expenses through September 2021 are \$96K less when compared to September 2020 (this does not include transfer of funds made in September 2021):

- Salaries/Benefit2	\$96K Decrease
- Supplies	3K Increase
- Purchased & Contracted Services	16K Increase
- Library Materials	18K Increase
- Capital Outlays	62K Decrease
- Other	21K Increase

3) All items under the consent agenda were approved by a motion from 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 September 15, 2021 Board Meeting
- b. Acceptance of the Fiscal Officer's Financial Statements for September 2021 – \$22,470,820.02
- c. Approval of investments as of September 30, 2021 - \$17,792,408.92
(Exhibit #2021-08-01)
- d. Approval and acknowledgement of gifts received in September 2021
(Exhibit 2021-08-02)
- e. Approval of staff changes for September 2021 **(Exhibit #2021-08-03)**
- f. September 2021 Stats **(Exhibit #2021-08-04)**

4) Citizen's Input: None

5) Old Business:

- a. Hamilton HVAC System Project

The installation of the Hamilton HVAC is complete but there appears to be an issue with condensation on the rooftop unit. Daikin has accepted responsibility and believes the heat exchanger gasket needs to be replaced. This should be done by mid-November.

b. Oxford Branch HVAC Controls

The Oxford Branch HVAC System appears to be working very well since the controls have been updated. The next test will be how the system functions during the winter months. We will update the Board if there are any other issues.

c. Surplus Funds Issue with Butler County Auditor

The Library will present its case to the Butler County Budget Commission on November 4, 2021. We had requested an earlier meeting with the Butler County Auditors Office to update them on our plans for the surplus funds but they preferred we present our case to the Budget Commission.

d. Fairfield Township Land Purchase

The Library met with Fairfield Township representatives to review the parcel of land for sale at the corner of Gilmore Road and Hamilton-Mason Road. This Township location has 13 acres for sale for \$100,000 per acre. The Library has decided to have a site survey of the land done. This will help determine the best area to place the Library on the property and how much acreage the library may need to purchase. Once we are satisfied the property will work for the Library, a non-binding Letter of Intent will be issued while negotiations to purchase the property, continue.

6) New Business

a. Holidays

Library Management has requested changes to the Holiday section of the Employee Handbook. For Martin Luther King Day, the Library will officially be closed on that day. The new holiday, Juneteenth (June 19th), will become a floating holiday. Full-Time staff will have until August 31st to take this holiday.

Ms. Koenig presented a motion to officially close the Library on Martin Luther King Day and give full-time staff ,Juneteenth, as a new floating holiday to be used by August 31st. This was seconded by Ms. Pizzano and all those present voted aye.

b. Sick-Leave for Part-Time Staff

The change request for Part-time Sick Leave has been tabled for the time being. Library Management has additional questions that need to be answered.

7) General Comments

- a. At the November Board Meeting, Chapter 2 of the Trustee By-Laws will be reviewed.

- b. The meeting was adjourned at 4:50 p.m. on a motion from Ms. O'Neill seconded by Mr. Richards with all members present voting aye.
- c. The next regularly scheduled meeting of the Board will be held on Monday, November 15, 2021 at 4:00 P.M. Please note this is a change from our meeting of November 8th.

Respectfully submitted,

Ms. Sandy Pizzano
President

Ms. Marcia Koenig
Secretary

LPL INVESTMENTS
As of September 30, 2021

Exhibit #2021-09-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Oct 1 2021	\$ 82,225.38	30	0.10%	Oct 31 2021	\$ 6.76	12	GIFTS & MEM 110
FIRST FINANCIAL	Oct 1 2021	\$ 64,113.78	30	0.10%	Oct 31 2021	\$ 5.27	10	ARCHIVES FUND 220
FIRST FINANCIAL	Oct 1 2021	\$ 12,931.30	30	0.10%	Oct 31 2021	\$ 1.06	56	ARCHIVES 220
FIRST FINANCIAL	Oct 1 2021	\$ 38,357.83	30	0.10%	Oct 31 2021	\$ 3.15	22	FITTON FUND 130
FIRST FINANCIAL	Oct 1 2021	\$ 31,993.53	30	0.10%	Oct 31 2021	\$ 2.63	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	Oct 1 2021	\$ 80,142.70	30	0.10%	Oct 31 2021	\$ 6.59	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Oct 1 2021	\$ 223,931.64	30	0.10%	Oct 31 2021	\$ 18.41	28	GENERAL FUND 101
FIRST FINANCIAL	Oct 1 2021	\$ 1,923.25	30	0.10%	Oct 31 2021	\$ 0.16	14	CALDWELL FUND 151
FIRST FINANCIAL	Oct 1 2021	\$ 10,052.27	30	0.10%	Oct 31 2021	\$ 0.83	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	Oct 1 2021	\$ 2,491,808.85	30	0.10%	Oct 31 2021	\$ 204.81	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	Oct 1 2021	\$ 300,554.76	30	0.10%	Oct 31 2021	\$ 24.70	69	BUILDING MAINT 405
STAR OHIO	Oct 1 2021	\$ 209,239.68	30	0.10%	Oct 31 2021	\$ 17.20	2	GENERAL FUND 101
STAR OHIO PLUS	Oct 1 2021	\$ -	30	0.10%	Oct 31 2021	\$ -	21	GENERAL FUND 101
STAR OHIO PLUS	Oct 1 2021	\$ 2,406,351.06	30	0.10%	Oct 31 2021	\$ 197.78	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Oct 1 2021	\$ 67,314.75	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Oct 1 2021	\$ 7,600,417.27	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ 313,099.66					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 118,825.48					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 3,739,125.73					82/83	ROESEL FUND 165
TOTAL INVESTMENTS		\$ 17,792,408.92						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2021-09-02

Sep-21	DONOR	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
7-Sep-2021	Kathleen Carels	Unrestricted Contribution	Gil Siegel	OXB	\$50.00
13-Sep-2021	Arline Wenning	Restricted Contribution	John Francis Patrick Meakin	FFB	\$50.00
Total					\$100.00

Sep-21 STAFF CHANGES
EXHIBIT #2021-09-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
1-Sep-21	Catherine Hirsch	Librarian	37.5	4	1100	HAM
20-Sep-2021	Maria Wendt	Public Services Associate	20.0	3	1204	OXB
27-Sep-2021	Amy Carmichael	Librarian	37.5	4	1100	HAM

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
4-Sep-2021	Rebecca Evans	Librarian	20.0	4	1104	OXB
9-Sep-2021	Alyssa Childs	Librarian	37.5	4	1100	HAM
22-Sep-2021	Stephanie Cueto	Public Services Associate	0.0	3	1208	TECH CNTR
22-Sep-2021	Michael Barilleaux	Public Services Associate	0.0	3	1208	TECH CNTR
22-Sep-2021	Ashley Houchens	Public Services Associate	0.0	3	1201	BKM
22-Sep-2021	Logan Turner	Public Services Associate	0.0	3	1208	TECH CNTR

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						

