

MINUTES OF SPECIAL BOARD MEETING
September 14, 2020

The Regular Board Meeting of the Trustees of Lane Public Library was held via video conferencing on Monday, September 14, 2020, with Trustees Ted Pickerill, Sandy Pizzano, Nancy O'Neill, Marcia Koenig, Brenda Dales, and Daniel Hall present.

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

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

2) Director and Fiscal Officer Reports

a. Director's Report

The new Tech Center is almost entirely finished. The renovation work by the contractors has been completed and the furniture has been installed. Interior and exterior signage is the only outstanding issue that is still being addressed. We pushed back the opening to September 28th due to some scheduling issues. The Tech Center will continue to be by appointment only and walk-ins if they can be accommodated. There have been a number of change orders through the process and the cost ran slightly over the original estimate, so we will bring those to the Board for review and approval at the next meeting.

We have had no new cases of COVID among our staff since the last meeting. We did, however, have to change our quarantine process for materials as a result of the latest round of results from the Battelle study. Their latest testing was of the virus's lifespan on stacked materials, which showed it was still present after 6 days. We've lengthened our quarantine time to 7 days as there is no way for us to quarantine items without stacking them. We are also keeping an eye on developments in Oxford and may need to adjust our service levels at that branch depending on how things develop given the rise in cases related to the return of Miami students.

Fran Meyer and our Outreach team has contacted all school districts in our service area to explore how we can continue to support them in this environment. Most of these efforts are focused on expanding access to our digital collections. The exception to that is Talawanda who have requested community stops to fill in the gap left by the school libraries not being open. Fran has scheduled seven community stops and will do these on Wednesdays.

OhioLink service will be returning for our patrons on September 30th. Brad Spurlock is working with a Geography professor and her students at Miami to develop a GIS Story Map for Hamilton, which will be an online street map with numerous pins you can click to get stories and pictures of different buildings, organizations, individuals and events important to Hamilton's history. The professor has previously done one for Middletown and it is quite impressive.

b. Fiscal Officer's Report

The PLF amount for August increased \$151 thousand (37%) compared to August 2019. This is primarily attributed to 2019 Income tax returns and estimated tax payments received in July 2020 not April 2020. Filing of 2019 Income Tax returns was extended until July 15, 2020 because of the COVID-19 Virus. The August 2020 YTD PLF amount is just under 2% (\$63 thousand) less than same period in 2019. Compared to the State Budget, PLF is down 3.5% or \$127 thousand for the year.

The September 2020 PLF of \$515 thousand was an increase of \$29 thousand when compared to September 2019. The September 2020 YTD PLF of \$4,005 million is \$33 thousand less than September 2010 PLF amount.

The August 2020 YTD General Operating Expenses are \$419 thousand less than August 2019 YTD expenses. Purchases/Contracted Services are \$135 thousand less than 2019. Library Materials are \$247 thousand less than 2019.

The Library received \$100 thousand in grant funds to cover the additional expenses incurred by the Library for Coronavirus supplies and services. The grant will be for expenses incurred during the period March 1st through December 30th. Through the end of August 2020, the library has spent about \$61 thousand for supplies and services associated with the Coronavirus.

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

- a. Approval of the minutes of August 10, 2020 Board Meeting
- b. Acceptance of the Clerk's Financial Statement for August 31, 2020- \$19,280,563.46
- c. Approval of Investments as of August 31, 2020 - \$15,308,829.87
(Exhibit #2020-08-01)
- d. Approval and acknowledgement of gifts received in the month of August 2020
(Exhibit #2020-08-02)
- e. Approval of staff changes for August 2020 **(Exhibit #2020-08-03)**

4) Citizen's Input: None

5) Old Business

- a. Update Hamilton Exterior Painting and Cupola Renovation Project

The Hamilton Exterior Painting Project is going well. The building has been pressured cleaned and further examined for areas that will need additional attention. The south side of the building has been scrapped, caulked, primed and painted. The west side is now being done. In the next day or so, the carpenters will start fabricating the cupola's exterior wall panels. By mid-week, work will start on fences, benches, and light poles. At the end of the week, focus will be on the north side entrance so priming and painting can occur early next week. The project is expected to be completed in early October.

- b. Update Oxford HVAC Controls Project.

The Oxford HVAC Controls Project is also going well. A few days were spent onsite to verify equipment and begin implementing the toolbox that will allow migration to the new system. They have remotely worked through the initial design and architectural plan and for the next week will be focusing on replacing the control system for the air handler. This process should uncover any additional problems that need to be addressed before replacing other equipment such as the VAV's. The project is anticipated to be completed in early October.

6) New Business

a. Resolution Accepting Levy Amounts and Rates for 2021

RESOLUTION

#01-2020

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

(Board of Trustees)

Rev. Code, Secs. 5704.34, 5705.35

WHEREAS, This Board in accordance with the provision of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2021: and

WHEREAS, the Budget Commission of Butler County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within the ten mill tax limitation; therefore be it

RESOLVED, By the Board of Trustees of the Lane Public Library, Butler County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Library the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION, AND COUNTY AUDITOR'S ESTIMATED TAX RATES

FUND	AMOUNT APPROVED BY BUDGET COMMISSION INSIDE 10 MILL LIMITATION	AMOUNT TO BE DERIVED FROM LEVIES OUTSIDE 10 MILL LIMITATION	COUNTY AUDITOR'S ESTIMATE OF TAX RATE TO BE LEVIED	
			INSIDE 10 MILL LIMIT	OUTSIDE 10 MILL LIMIT
GENERAL FUND		2,450,000.00		0.75
GENERAL BOND RETIREMENT FUND				
PARK FUND				
RECREATION FUND				
POLICE PENSION				
FIRE PENSION				
CHARTER AMENDMENT				
ONE MILL IMPROVEMENT				
MIAMI CONSERVANCY				
LIBRARY BONDS				
TOTAL	0.00	2,450,000.00	0.00	0.75

SCHEDULE B
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	COUNTY AUDITOR'S ESTIMATE OF YIELD OF LEVY (Carry to Schedule A)	MAXIMUM RATE AUTHORIZED TO BE LEVIED
GENERAL FUND Current expense levy authorized by voters on not to exceed years.		
TOTAL GENERAL FUND OUTSIDE 10 MILL LIMITATION	0.00	0.00
SPECIAL LEVY FUNDS: Levy authorized by voters on , not to exceed years.		

and be it further

RESOLVED, That the Clerk of this Board be, and she is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Ms. Koenig presented a motion to accept the resolution for amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. This was seconded by Dr. Hall and roll call vote was taken.

Roll Call Vote:

Mr. Pickerill	Aye
Ms. Pizzano	Aye
Ms. O'Neill	Aye
Dr. Hall	Aye
Ms. Koenig	Aye
Dr. Dales	Aye

- b. Approve Amended 2020 Appropriations Budget

The receipt of the Coronavirus Relief Fund Grant requires the Library to amend the 2020 Appropriation Budget.

RESOLUTION # 2-2020 – AMEND 2020 APPROPRIATIONS

**Resolution to amend 2020 Appropriations Budget to account
for Coronavirus Relief Fund Grant**

BE IT RESOLVED, By the Board of Trustees of Lane Public Library, Butler County, Ohio approved the 2020 Appropriations Budget at the December 9, 2019 Board Meeting. On August 25, 2020, the Library received \$100,000.00 Coronavirus Relief Fund Grant from the Ohio Office of Budget and Management to cover the unexpected costs associated with the Coronavirus not included in the original 2020 Appropriations Budget. The Budget needs to be amended to account for the grant funds received and the necessary expenditures incurred due to the Coronavirus public health emergency. The funds will be set up under a new Special Revenue Fund. These funds will be used to reimburse the General Operating Fund for expenses incurred since March 1, 2020 and future expenses until December 30, 2020. Any unused funds will be

returned to the Ohio Office of Budget and Management. The Original and Amended 2020 Appropriation Budget are as follows:

	<u>ORIGINAL</u>	<u>AMENDED</u>
General Operating Fund	\$8,546,037.00	\$8,546,037.00
General Special Funds	\$1,384,199.00	\$1,384,199.00
Special Revenue Funds	\$440,079.00	\$540,079.00
Capital Projects	\$400,000.00	\$400,000.00
Building Maintenance	<u>\$320,000.00</u>	<u>\$320,000.00</u>
TOTAL APPROPRIATIONS	\$ 11,090,315.00	\$11,190,315.00

AND BE IT FURTHER RESOLVED, That any resolution, rule or order in conflict with the provisions of this resolution shall be held naught and wholly void.

Dr. Hall presented a motion to approve the amended 2020 Appropriations Budget. The motion was seconded by Ms. Pizzano and roll call vote was taken.

Roll Call Vote:

Mr. Pickerill	Aye
Ms. Pizzano	Aye
Ms. O'Neill	Aye
Dr. Hall	Aye
Ms. Koenig	Aye
Dr. Dales	Aye

c. New Job Description: Facilities Manager (Exhibit #2020-08-05)

Library Management is requesting the new position of Facility Manager be established.

Over the years, facility management was directed by the Library Director and most recently, the Fiscal Officer. There were two Maintenance Managers that were directly responsible for two of the branches: Hamilton And Fairfield. These individuals were responsible for performing the maintenance themselves or seeing that outside vendors were brought in to fix the problem. Occasionally they would handle the same type of services at the other Library locations. For larger projects, the Director and Fiscal Officer would work with the architects and outside contractors. Currently, the Library has five facilities either owned or leased that the library is responsible for varying degrees of maintenance. The time has come for a more centralize facility management department within the Library. The Facility Manager will oversee this department. The overall intent is to have a more streamlined internal system for reporting problems. Then facility management will prioritize how and when the work will be done. Library Management envisions this position also performing long term planning on maintenance work to be done and being the representative for the Library on construction and renovation projects.

Ms. Koenig presented a motion to approve the Facility Manager position. This was seconded by Dr. Dales and all those present voted ayes.

7.) Ms. O'Neill present a motion the adjourn the meeting. This was seconded by Ms. Pizzano and all those present voted ayes.

Respectfully Submitted,

Ted Pickerill, President

Nancy O'Neill, Secretary

LPL INVESTMENTS
As of August 31, 2020

Exhibit #2020-08-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Sept 1 2020	\$ 82,094.52	30	1.40%	Sept 30 2020	\$ 94.46	12	GIFTS & MEM 110
FIRST FINANCIAL	Sept 1 2020	\$ 64,011.75	30	1.40%	Sept 30 2020	\$ 73.66	10	ARCHIVES FUND 220
FIRST FINANCIAL	Sept 1 2020	\$ 12,910.71	30	1.40%	Sept 30 2020	\$ 14.86	56	ARCHIVES 220
FIRST FINANCIAL	Sept 1 2020	\$ 38,296.78	30	1.40%	Sept 30 2020	\$ 44.07	22	FITTON FUND 130
FIRST FINANCIAL	Sept 1 2020	\$ 31,942.59	30	1.40%	Sept 30 2020	\$ 36.76	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	Sept 1 2020	\$ 80,015.14	30	1.40%	Sept 30 2020	\$ 92.07	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Sept 1 2020	\$ 223,575.23	30	1.40%	Sept 30 2020	\$ 257.26	28	GENERAL FUND 101
FIRST FINANCIAL	Sept 1 2020	\$ 1,920.18	30	1.40%	Sept 30 2020	\$ 2.21	14	CALDWELL FUND 151
FIRST FINANCIAL	Sept 1 2020	\$ 10,036.28	30	1.40%	Sept 30 2020	\$ 11.55	31	ELMER B. & THELMA M. ROSE FUND 125
STAR OHIO	Sept 1 2020	\$ 208,998.84		VAR	Sept 30 2020		2	GENERAL FUND 101
STAR OHIO PLUS	Sept 1 2020	\$ 2,314,384.69	30	2.30%	Sept 30 2020	\$ 4,375.14	21	GENERAL FUND 101
STAR OHIO PLUS	Sept 1 2020	\$ 88,929.14	30	2.30%	Sept 30 2020	\$ 168.11	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Sept 1 2020	\$ 66,459.53	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Sept 1 2020	\$ 7,504,084.47	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ 313,065.99					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 218,300.60					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 4,049,803.43					82/83	ROESEL FUND 165
TOTAL INVESTMENTS		\$ 15,308,829.87						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2020-08-02

Aug-20	DONOR	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
6-Aug-2020	Debbie Chaney	Unrestricted Contribution	Bonnie Kousma	HAM	\$50.00

Aug-20 STAFF CHANGES
EXHIBIT #2020-08-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
10-Aug-2020	Emily Hicks	Public Service Associate	20.0	3	1207	SML

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
21-Aug-2020	Logan Turner	Public Service Associate	SUB	3	1208	CTC

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

AUGUST 2020 STATS SHEET

Exhibit #2020-8-4

PATRON USAGE	BKM	BKM 2019	FFB	FFB 2019	LPL	LPL 2019	OXB	OXB 2019	TECH	TECH 2019	TOTAL	TOTAL 2019
Print	4,572	5,205	21,305	32,642	15,933	20,936	12,746	16,991			54,556	75,774
AV	1,143	925	14,703	23,083	13,873	19,905	7,983	10,048			37,702	53,961
Media (Hoopla & Freegal)											7,387	6,020
eBooks (Ohio, Zinio & Freading)											20,235	15,879
OhioLink & SearchOhio											2,207	
Total CKO's	5,715	6,130	36,008	55,725	29,806	40,841	20,729	27,039			122,087	151,634
Year To Date	55,449	86,998	219,018	422,171	173,662	299,815	123,463	204,084			806,174	1,197,266
Internet Sessions			1,590	4,587	1,762	4,481	494	1,576	55	1170	3,901	11,814
Internet Hours			793	3,683	907	3,382	265	1,328	42	1270	2,007	9,663
Self CKO's			9,968	24,072	4,615	14,294	3,906	9,550			18,489	47,916
Visitors			7,786	22,830	6,464	15,922	3,654	11,261	369	4540	18,273	54,553

ADULT PROGRAMS	SMITH	SMITH 2019	FFB	FFB 2019	LPL	LPL 2019	OXB	OXB 2019	TECH	TECH 2019	TOTAL	TOTAL 2019
In Library # Conducted	0	0	0	3	0	8	0	4	0	7	0	22
In Library - Attendance	0	0	0	31	0	163	0	280	0	25	0	499
Outreach # Conducted	0	1	0	1	0	0	0	2	0	1	0	4
Outreach - Attendance	0	41	0	51	0	0	0	43	0	99	0	193
TEEN PROGRAMS												
In Library # Conducted	0	0	0	5	0	0	0	1	0	2	0	8
In Library - Attendance	0	0	0	100	0	0	0	0	0	29	0	129
Outreach # Conducted	0	0	0	0	0	0	0	0	0	0	0	0
Outreach - Attendance	0	0	0	0	0	0	0	0	0	0	0	0
CHILDREN PROGRAMS												
In Library # Conducted	0	0	0	16	0	8	0	14	0	0	0	38
In Library - Attendance	0	0	0	420	0	288	0	348	0	0	0	1056
Outreach # Conducted	0	0	0	1	0	0	0	5	0	1	0	7
Outreach - Attendance	0	0	0	62	0	0	0	261	0	24	0	347

POSITION DESCRIPTION

Exhibit #2020-08-05

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: Facilities Manager
GRADE: 6
REPORTS TO: Fiscal Officer FLSA: Exempt

JOB RESPONSIBILITIES:

- Offers consistently excellent customer service
- Plans, directs, oversees and performs maintenance, repair, housekeeping, security and groundskeeping functions of the library system facilities and motor vehicle fleet and management of staff.
- Establishes long-range plan to upgrade or replace facilities and equipment based on their expected life cycle.
- Establishes and maintains an annual budget in line with the long-range facilities plan.
- Selects, trains, supervises, schedules, and evaluates maintenance and delivery personnel for the library system.
- Selects and evaluates contract services, including but not limited to library security, contract cleaning, snow removal, landscape maintenance.
- Selects and buys motor vehicles.
- Develops and maintains a fire alarm, burglar alarm and key card security system for all library buildings.
- Ensures compliance with OSHA/safety regulations in all facilities.
- Establishes and maintains a repair work order system and preventative maintenance schedules for buildings, grounds, furniture, equipment and vehicles.
- Makes periodic inspections of buildings and equipment.
- Writes project specifications and defines scope of project work for facilities repairs and improvements and for vehicle maintenance and replacement; secures bids and recommends contract awards.
- Works with architects, engineers, contractors, specialists, library staff and administration, to define the details of various projects.
- Maintains stock of repair parts and materials; initiates material, equipment and contract work purchase orders.
- Manages and facilitates disposal of surplus equipment and library property.
- Acts as project manager/inspector for construction, expansion and/or remodeling of library facilities.
- Keeps informed of current trends and issues in facility management and participates in activities of professional organization and shares the information with appropriate staff
- 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 facility maintenance and construction
- Demonstrates ability to see the big picture and make contributions that allow the library to move forward
- 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 the Fiscal Officer 's guidelines
- Maintains professionalism and adheres to library policies and staff code

REQUIRED EDUCATION/ EXPERIENCE:

- Requires an associate's degree or completion of a technical specialty program or equivalent along with a certification in a related field
- Three to four years of related experience or any equivalent combination of experience and training.
- Demonstrate project management experience with new construction and renovation projects.
- Demonstrates facility maintenance, administrative, budgetary, supervisory and leadership experience.

OTHER REQUIREMENTS:

- Works assigned schedule, which includes evenings and weekends
- Assists other agencies/departments, as needed
- Valid driver's license with a good driving record
- Ability to lift 50 lbs
- Must pass criminal and BMV background checks