

MINUTES OF BOARD MEETING

April 10, 2023

The meeting of the Trustees of Lane Public Library was held at the Lane Fairfield Branch Library on Monday, April 10, 2023.

Trustees Present: Dr. Brenda Dales, Ms. Nancy O'Neill, Mr. Jake Richards, Ms. Karen Whalen, Ms. Joni Copas, and Mr. Chuck Goins

Trustee Absent: Ms. Marcia Koenig

Management Present: Mr. Joseph Greenward, Director; Mr. Robert Carringer, Fiscal Officer; Mr. Bryan Isay, Human Resources Manager; Ms. Valerie Simmons, Lane Fairfield Library Branch Manager; Ms. Linsey Milillo, Lane Fairfield Library Assistant Branch Manager; Ms. Jennifer Stapleton, Lane Fairfield Library Support Services Supervisor

1) Call to Order

- a. The meeting was called to order by Dr Dales.

2) Director and Fiscal Officer Reports

- a. Director's Report

On March 20th, a Fairfield staff member, Connor, noticed a patron who had fallen on the floor and notified another staff member, Emma who called Valerie to report the situation. Valerie ran back and checked the patron who quickly became unresponsive. While Emma called 911, a patron joined Valerie who also knew cpr. They were able to get her on her back, and Laura Barnette prompted Connor to run and get the AED machine. The helpful patron and Valerie got the pads on the person and proceeded to follow its instructions to shock and provide cpr. When the EMTs arrived, they took over her care and staff were able to look for ID and call a family member. After the fact, Fairfield heard from both the Fire Chief and the patron's father that she had 100% blockage that would have ended her life without immediate emergency medical care. The AED machine, the training they had to use it and provide CPR, and the calm and quick reaction from Valerie and her staff allowed them to save her life. The patron is currently out of the hospital and continuing to recover. The Fire Chief met with Fairfield staff at the time of the event once everything was winding down, and told them how impressed he was that we had an AED machine and that staff knew how to use it. He commented about their quick response. He wants to recognize Valerie and her staff's efforts at an upcoming City Council meeting.

On March 27th, Amanda Toth and Matthew Leffler met with two members of the Ohio Cyber Range Institute, as well as a staff member from OPLIN, and a staff member from UC's Cyber Range Institute program. The Tech Center, and all of Lane by extension, will be the pilot library for the OCRI to expand their services and access to libraries. We will be a location where students of the OCRI can access the Cyber Range and complete the courses and projects necessary to obtain a basic certification, or as a physical location to

do the coursework necessary to finish the official OCRI bootcamps and get the voucher for the certification classes (Network+, Security+, etc). At this point, we are waiting for OPLIN and the OCRI staff members to work on authentication procedures.

As mentioned at our previous Board meeting, Lane will be partnering with One City, One Book this fall for the citywide reading initiative. Our first choice for a book was Circe by Madeline Miller, but Ms. Miller is not accepting any speaking engagements this year due to ongoing health issues. We have moved on to our second choice, which is Lessons in Chemistry by Bonnie Garmus. Ms. Garmus lives in England, but as luck would have it, will be in the States in late October for a couple other speaking gigs, and it sounds like we have a good chance of getting on her schedule. I'm just waiting for confirmation on the availability of Parrish Auditorium before moving forward with a formal offer.

Brad Spurlock continues to offer excellent local history programming throughout our branches, and is being recognized for his efforts. Following his Hamilton's Italian Heritage program at the Hamilton branch, he was invited by Daniele Fioretti, an Italian professor at Miami to give an abbreviated version of the program to an Italian class. On March 23, Brad did a program at Fairfield on the Mound Builders, covering the Adena, Hopewell, and Fort Ancient eras of Native Americans from the Woodland Period. Following the program, he was approached by an Oxford City Councilperson who was in attendance and asked about the presence of Native American sites in Oxford. He was also asked, through the Oxford HAPC, to assist with developing legislation for Oxford to preserve/deal with any sites that might be identified in the future. The HAPC will be discussing this at their next meeting on 4/12 and Brad will be in attendance.

As you may have noticed or been aware from previous Board meetings, our shelves have not been as stocked as we would like over the past number of months, so I thought I would update the Board. This is not a result of us spending less on collections, but a number of other factors including switching our book leasing program and the multiple outages from Baker and Taylor last year. Katrina is working hard to address this issue, but to do it in a way that builds quality collections well-suited to our patrons takes a bit of time. We did have a good deal of credit left at Baker and Taylor from last year due to their outages, and Katrina is using that quickly to build summer reading collections, obtain copies of titles for book clubs, boost our quantity on items that have a holds list, and stock up our shelves. Katrina also started a paperback leasing program through Baker and Taylor that has proven very popular with 70% of the titles currently checked out. We've made the change back to McNaughton's for our hardcover leased titles, and Katrina is currently building that collection back up.

b. Fiscal Officer's Report

The PLF (Public Library Fund) receipts through April 2023 reflected an increase of \$84K (4.3%) when compared to the same period in 2022. Total PLF receipts through March 2023 have increased \$81k (5.3%) when compared to the same period last year. Our revenue receipts for the first four months of 2023 show a positive trend. I hope that continues for the remainder of the year.

General Operating Expenses have increased \$165K through March 2023 when compared to 2022:

- Salaries/Benefits	\$85K Increase
- Supplies	18K Increase
- Purchased & Contracted Services	9K Increase

- | | |
|---------------------|----------------|
| - Library Materials | 75K Increase |
| - Capital Outlays | (25K) Decrease |
| - Other | 3K Increase |

Salaries and Benefits increased 7.3% when compared to same period in 2022. This increase can be attributed to increase in wages and health insurance costs. In addition, the Library Materials increase is the result of purchasing more digital content for our patrons.

3) Consent Agenda

All items under the consent agenda were approved by a motion from Mr. Goins, 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 March 13, 2023 Board Meeting
- b) Acceptance of the Fiscal Officer's Financial Statements for March 2023 – \$24,127,049.35
- c) Approval of Investments as of March 31, 2023 - \$17,507,041.77 **(Exhibit #2023-03-01)**
- d) Approval and acknowledgement of gifts received in March 2023 – **(Exhibit #2023-03-02)**
- e) Approval of staff changes for March 2023 - **(Exhibit #2023-03-03)**

4) Citizen's Input – None

5) Old Business

- a) Update on Mural for the Lane Hamilton Library Branch

The mural selected for the Lane Hamilton Library Branch was "River Girl". There were some minor changes made based on the discussion at last months Board Meeting. The mural should be completed this summer.

- b) Update for New Fairfield Township Branch

We still seem to be at a stand still finalizing the purchase of the property for the New Lane Fairfield Township Library Branch. We are waiting on the original land parcel to be split into two parcels and a new legal description prepared for the new parcel.

- c) Update on Hiring Process for New Fiscal Officer

Bryan Isay, Human Resources Manager, presented to the Board Members an updated job description for the Fiscal Officer position. The only change was to include a section on the Facility Manager position that directly reports to the Fiscal Officer.

Ms. O'Neill presented a motion to approve the updated job description for the Fiscal Officer position. This was seconded by Ms. Copas and all those present voted aye.

6) New Business

a) Update of Staff Handbook

Bryan Isay, Human Resources Manager, presented to the Board Members the updated Staff Handbook. The handbook has been reviewed by our legal counsel to insure it properly reflects all legal requirements. Mr. Isay reviewed the following changes in our handbook that will directly impact our staff on a daily basis:

- Anti-Harassment policy has been updated to be more inclusive including transgender status, gender preference and identity
- Benefit eligibility has been changed from 30 days to 31 days to align our benefit dates with Butler Health Care. New staff benefits become available on the first day of the month following (31) days after Library staff are appointed.
- Holidays must be earned before taken unless management gives all employees the option to take holiday time early.
- Telecommuting commuting has been updated to be more flexible for staff who have the ability to work from home on a regular basis.
- When a branch or location is closed due to an emergency, employees not scheduled to work because of scheduled vacation or continuing sick leave will be charged for the leave regardless of the declared emergency.
- Full-time employees shall be granted three work days per occurrence for attendance at funerals and religious observances in Ohio and contiguous states in conjunction with the death of a member of the employee's immediate family. Up to five paid days may be granted for funerals that are outside a fifty-mile radius of an employee's work location.

Mr. Richards presented a motion to approve the changes to the Staff Handbook. This was seconded by Ms. Whalen and all those present voted aye.

b) Educational Reimbursement Program Policy

During the process of reviewing our updated Staff Handbook, legal counsel recommended a separate Educational Reimbursement Program Policy be documented. The new policy still represents what has been and is in the Staff Handbook but now includes the necessary legalize to better protect the Library.

Ms. O'Neill presented a motion to approve the Educational Reimbursement Program Policy. This was seconded by Mr. Goins and all those present voted aye.

c) Update on Lane Fairfield Library Branch

Valerie Simmons, along with Linsey Milillo and Jennifer Stapleton, gave the Board an overview of the various activities and programs the staff are providing to the patrons of the Library.

Ms. Simmons thanked the Board for all of the support over the years.

The Fairfield Management presented various statistics on the activity taking place at the Branch.

STATISTICS

FFB Materials Checkouts: 381,100

Average of 37,758 items per month Account for a little more than 28% of Lane's overall circulation

Visitors: 157,900

Average of 13,783 per month

Accounts for around 47 % of overall visitors

Computer Tutor Sessions: 39 formally booked sessions

PS4 Checkouts: 104

Average of about 8.7 / month

Newspaper Signouts = 748

Study Room Bookings: Clock Tower = 903 Tutor Room = 751

Conference Room = 428 Average is 173.5 bookings / month

Programs Conducted - In house and outreach combined: Child = 228

Teen = 44

Adult = 79

TOTAL: 351

Attendance - In house and outreach combined: Child = 7494

Teen = 986

Adult = 3562

TOTAL: 12,042

FAIRFIELD BRANCH STRATEGY

The Fairfield Branch Strategy was developed by Branch Management using the Library's Strategic Plan as a guide.

- INTENTION: Leadership, Efforts, and Priorities
- DIVERSITY& INCLUSION: Materials, Programing, and Staffing
- PARTNERSHIPS: Community Connections, Outreach, and Participation

EFFORTS and KEY PARTNERS

Numerous events and programs took place during 2022 with the help of community businesses and organizations

7) General Comments

- a) The meeting was adjourned at 5:05 p.m. on a motion from Ms. O'Neill, seconded by Ms. Copas with all members present voting aye.
- b) The next regularly scheduled meeting of the Board will be held on Monday, May 8, 2023 at 4:00 P.M

Respectfully submitted.

Ms. Brenda Dales
Vice - President

Mr. Jake Richards
Secretary

LPL INVESTMENTS
As of March 31, 2023

Exhibit #2023-03-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Apr 1 2023	\$ 83,433.58	30	2.30%	Apr 30 2023	\$ 157.72	12	GIFTS & MEM 110
FIRST FINANCIAL	Apr 1 2023	\$ 65,055.89	30	2.30%	Apr 30 2023	\$ 122.98	10	ARCHIVES FUND 220
FIRST FINANCIAL	Apr 1 2023	\$ 13,121.33	30	2.30%	Apr 30 2023	\$ 24.80	56	ARCHIVES 220
FIRST FINANCIAL	Apr 1 2023	\$ 81,320.32	30	2.30%	Apr 30 2023	\$ 153.73	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Apr 1 2023	\$ 227,222.10	30	2.30%	Apr 30 2023	\$ 429.54	28	GENERAL FUND 101
FIRST FINANCIAL	Apr 1 2023	\$ 10,199.94	30	2.30%	Apr 30 2023	\$ 19.28	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	Apr 1 2023	\$ 2,528,423.81	30	2.30%	Apr 30 2023	\$ 4,779.76	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	Apr 1 2023	\$ 183,207.85	30	2.30%	Apr 30 2023	\$ 346.34	69	BUILDING MAINT 405
STAR OHIO	Apr 1 2023	\$ 215,355.60	30	4.58%	Apr 30 2023	\$ 810.68	2	GENERAL FUND 101
STAR OHIO	Apr 1 2023	\$ 2,476,113.30	30	4.58%	Apr 30 2023	\$ 9,321.04	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Apr 1 2023	\$ 68,569.38	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Apr 1 2023	\$ 7,741,734.31	30	VAR			38	GENERAL FUND 101
9258 WEALTH MGMNT	MUTUAL FUND	\$ 3,813,284.36					82/83	ROESEL FUND 165
TOTAL INVESTMENTS		\$ 17,507,041.77						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2023-03-02

Mar-23	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
20-Mar-2023	Mary Pat Essman	Unrestricted Donation		Rebecca Carringer	LAC	\$100.00
20-Mar-2023	John and Carol Bowling	Unrestricted Donation		Rebecca Carringer	LAC	\$100.00
24-Mar-2023	Joan D Witt	Unrestricted Donation		Al Wiebe	LAC	\$25.00
	Total					\$225.00

Mar-23 STAFF CHANGES EXHIBIT #2023-03-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
20-Mar-2023	Emmett Tallarigo	Public Services Associate	25.0	3	1201	BKM

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					

Community connections, outreach,
participation