

MINUTES OF REGULAR BOARD MEETING
October 12, 2020

The Regular Board Meeting of the Trustees of Lane Public Library was held via video conferencing on Monday, October 12, 2020, with Trustees Ted Pickerill, Sandy Pizzano, Nancy O'Neill, Marcia Koenig, and Brenda Dales present. Daniel Hall was absent.

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 opened on September 28th. We are still working on signage, but everything else is complete. Some of the new equipment and services we are planning for the new facility will not be available until next year. We will be opening up with a more regular schedule and getting rid of the appointment only model. We plan on advertising this change in order to draw some attention and new visitors to the space.

We have had no new cases of COVID among our staff since the last meeting, and have had to make no changes to our procedures. We continue to monitor the level of infection in our county and will implement service changes as needed.

We have been under a hiring freeze since March and currently have the following positions open: 4 part-time staff and 1 shelver at Fairfield, 1 full-time and 1 part-time staff at Hamilton, 3 part-time and 1 full-time staff at Oxford, and 1 full-time cataloger. At this point, we will evaluate positions as they come open, and may selectively fill some if it is needed to continue normal operations at the branch.

Brad Spurlock has been selected as the new Smith History Library Manager. He currently works at Hamilton and focuses on the Cummins room with a lot of his work being in the local history and genealogy areas.

The Take and Make craft kits continue to be very popular, and we've added some adult options to the service. The first adult Take and Make kit was for a macramé keychain and we distributed around 100, needing to restock at some locations. In addition, our virtual programming continues to grow and we've moved to recording these at the new Tech Center. We will be discussing plans to continue with these even when we are able to offer in person programming again, including the possibility of live-streaming some of our programs, now that we've built up a small audience for them.

b. Fiscal Officer's Report

The PLF amount for September 2020 increased \$29 thousand compared to September 2019. Year-to-Date the PLF through September 2020 is about \$34 thousand less than September 2019.

The October 2020 PLF of \$442 thousand was \$800 less than October 2019. The October 2020 YTD PLF of \$4,447 million is \$34 thousand less than October 2019 PLF amount.

The September 2020 YTD General Operating Expenses are \$430 thousand less than September 2019 YTD expenses. Purchases/Contracted Services are \$130 thousand less than 2019. Library Materials are \$279 thousand less than 2019.

Early 2020-year end projections for operating revenues is about \$8 million. Operating Expenses for 2020 are estimated to be about \$6.5 million. This does not include the \$500 thousand transfer from the General Fund to the Capital Projects Funds before year end.

3) All items under the consent agenda were approved by a motion of Ms. Pizzano, 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 14, 2020 Board Meeting
- b. Acceptance of the Clerk's Financial Statement for September 30, 2020- \$20,324,484.59
- c. Approval of Investments as of September 30, 2020 - \$15,323,394.47
(Exhibit #2020-09-01)
- d. Approval and acknowledgement of gifts received in the month of September 2020
(Exhibit #2020-09-02)
- e. Approval of staff changes for September 2020 **(Exhibit #2020-09-03)**
- f. September 2020 Circulation Statistics

4) Citizen's Input: None

5) Old Business

- a. Update Hamilton Exterior Painting and Cupola Renovation Project

The Hamilton Exterior Painting Project is very near completion. A few window sills need to be repaired and a couple of benches are to be painted.

- b. Update Oxford HVAC Controls Project.

The Oxford HVAC Controls Project appears to be going well. It is expected some of the HVAC equipment was to be cut over to the new Control software last week. Adjustments will continue to be made as needed to make sure the necessary HVAC equipment and sensors are working together properly. Hopefully, this phase of the project will be done in a couple of weeks.

6) New Business

- a. New Tech Center Cost Review.

The original renovation bid from our contractor, Kramer and Feldman, was for \$526,936. As with all renovation projects, there will be change orders. Since our building is older, there was a number of issues discovered during the renovation process. We had issues with electrical, plumbing, duct work, flooring, lighting and the ADA ramp. Our change orders totaled \$66,691.75 and the total cost from Kramer and Feldman were \$593,627.75.

We did have costs of \$30,605.12 for building permits, fire alarm and security systems. At this time, furniture and equipment costs have totaled \$100,654.39. There is about \$78,500 of equipment that has not been purchased because of the COVID-19 pandemic. Hopefully, the equipment will be purchased some time in the foreseeable future.

I estimate the total cost of the New Tech Center will be about \$800,000.

b. Executive Session

Ms. O'Neill presented a motion for the Board to go into Executive Session to discuss Employee Compensation. This was seconded by Dr. Dales 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. Koenig presented a motion to end Executive Session and return to the Regular Board Meeting. This was seconded by Ms. Pizzano and all those present voted aye.

c. Employee Salary Increase

When the Library was affected by the COVID-19 Pandemic in March 2020, we expected our revenues to decrease by about 20%. We made plans to decrease our operating expenditures in various areas. A hiring freeze was implemented and salary increases planned for June 2020 were not going to happen.

We did manage to pay our employees full salary during this time. In addition, we received a grant from the Federal Government through the State of Ohio to help pay for COVID-19 expenses we had incurred but had not specifically budgeted for in 2020. The biggest surprise was the anticipated revenue decline of 20% did not materialize. The State of Ohio PLF amount through October 2020 is less than 1% of the amount we received through October 2019. At this time, the Library has more than \$20 million in cash and investments.

We don't know what the future will bring especially concerning the COVID -19 Virus but with our revenues currently remaining at high levels and our ability to reduce some expenses, Library Management has recommended most staff receive a 2% salary increase effective with the pay period beginning October 10th. Shelves and staff receiving recent promotion are not eligible for an increase at this time.

Ms. Pizzano presented a motion to approve the 2% salary increase effective October 10, 2020 as stated above. Dr. Dales seconded the motion and all those present voted aye.

d. Closing the Library Saturday, December 26, 2020

Since the Christmas Holidays of December 24th and December 25th are on Thursday and Friday this year and the Library System is currently closed on

Sundays, Library Management has requested the Library close on Saturday, December 26th. This will give staff a much desired four-day Holiday weekend.

Ms. Koenig presented a motion to close the Lane Public Library System on Saturday, December 26, 2020. Ms. O'Neill seconded the motion and all those present voted aye.

7. Adjourn Meeting

Ms. Koenig presented a motion to adjourn the meeting. This was seconded by Ms. O'Neill and all those present voted aye.

Respectfully Submitted,

Ted Pickerill, President

Nancy O'Neill, Secretary

LPL INVESTMENTS
As of September 30, 2020

Exhibit #2020-09-01

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Oct 1 2020	\$ 82,104.61	30	1.40%	Oct 31 2020	\$ 94.48	12	GIFTS & MEM 110
FIRST FINANCIAL	Oct 1 2020	\$ 64,019.62	30	1.40%	Oct 31 2020	\$ 73.67	10	ARCHIVES FUND 220
FIRST FINANCIAL	Oct 1 2020	\$ 12,912.30	30	1.40%	Oct 31 2020	\$ 14.86	56	ARCHIVES 220
FIRST FINANCIAL	Oct 1 2020	\$ 38,301.49	30	1.40%	Oct 31 2020	\$ 44.07	22	FITTON FUND 130
FIRST FINANCIAL	Oct 1 2020	\$ 31,946.52	30	1.40%	Oct 31 2020	\$ 36.76	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	Oct 1 2020	\$ 80,024.98	30	1.40%	Oct 31 2020	\$ 92.08	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Oct 1 2020	\$ 223,602.72	30	1.40%	Oct 31 2020	\$ 257.30	28	GENERAL FUND 101
FIRST FINANCIAL	Oct 1 2020	\$ 1,920.42	30	1.40%	Oct 31 2020	\$ 2.21	14	CALDWELL FUND 151
FIRST FINANCIAL	Oct 1 2020	\$ 10,037.51	30	1.40%	Oct 31 2020	\$ 11.55	31	ELMER B. & THELMA M. ROSE FUND 125
STAR OHIO	Oct 1 2020	\$ 209,037.78		VAR	Oct 31 2020		2	GENERAL FUND 101
STAR OHIO PLUS	Oct 1 2020	\$ 2,314,860.26	30	2.30%	Oct 31 2020	\$ 4,376.04	21	GENERAL FUND 101
STAR OHIO PLUS	Oct 1 2020	\$ 88,947.41	30	2.30%	Oct 31 2020	\$ 168.15	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Oct 1 2020	\$ 66,553.55	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Oct 1 2020	\$ 7,514,674.68	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ 313,068.56					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 218,812.93					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 4,052,569.13					82/83	ROESEL FUND 165
TOTAL INVESTMENTS		\$ 15,323,394.47						

GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2020-09-02

Sep-20	DONOR	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
24-Sep-2020	Anonymous	Unrestricted Contribution	N/A	FFB	\$10.00
29-Sep-2020	Women's Club of Hamilton, Ohio	Unrestricted Contribution	Mrs. Robert (Nancy) Cottrell	HAM	\$25.00
29-Sep-2020	Trouveres Club	Unrestricted Contribution	Mrs. Robert (Nancy) Cottrell	HAM	\$35.00
29-Sep-2020	Mary Brodbeck	Unrestricted Contribution	N/A	FFB	\$50.00
Total					\$120.00

**Sep-20 STAFF CHANGES
EXHIBIT #2020-09-03**

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
11-Sep-2020	Matthew Benzing	Public Service Associate	20.0	3	1208	CTC
14-Sep-2020	Angela Shores	Public Service Associate	20.0	3	1208	CTC

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
27-Aug-2020	Michael Reisinger	Shelver	15.0	0	1300	LPL

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
27-Aug-2020	Hannah Denney Spurlock	Public Service Associate	SUB	3	1204	OXB

Staff Changes: Pay Increase

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

SEPTEMBER 2020 STATS SHEET

Exhibit 2020-09-04

PATRON USAGE

	BKM	BKM 2019	FFB	FFB 2019	LPL	LPL 2019	OXB	OXB 2019	TECH	TECH 2019	TOTAL	TOTAL 2019
Print	4,240	10,160	23,243	30,706	16,926	21,128	14,734	16,998			59,143	78,992
AV	372	1,045	11,679	21,860	10,041	19,124	5,628	9,177			27,720	51,206
Media (Hoopla & Freegal)											7,482	6,963
eBooks (Ohio, Zinio & Freeding)											16,361	15,248
OhioLink & SearchOhio											3,192	0
Total CKO's	4,612	11,205	34,922	52,566	26,967	40,252	20,362	26,175			113,898	152,409
Year To Date	60,061	98,203	253,940	474,737	200,629	340,067	143,825	230,259			920,072	1,349,675
Internet Sessions			1,896	4,716	1,729	3,880	497	1,424	60	922	4,182	10,942
Internet Hours			894	3,458	858	2,873	260	1,208	11	962	2,023	8,501
Self CKO's			10,837	22,494	4,784	13,524	4,199	9,357			19,820	45,375
Visitors			7,972	21,633	6,819	14,459	3,498	11,987	280	3871	18,569	51,950

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	7	0	9	1	1	1	20
In Library - Attendance	0	0	0	31	0	73	0	174	10	0	10	278
Outreach # Conducted	0	0	0	1	0	1	0	4	0	1	0	7
Outreach - Attendance	0	0	0	15	0	40	0	164	0	5	0	224
TEEN PROGRAMS												
In Library # Conducted	0	0	0	4	0	2	0	0	0	3	0	9
In Library - Attendance	0	0	0	235	0	16	0	0	0	22	0	273
Outreach # Conducted	0	0	0	1	0	6	0	0	0	0	0	7
Outreach - Attendance	0	0	0	58	0	657	0	0	0	0	0	715
CHILDREN PROGRAMS												
In Library # Conducted	0	0	0	21	0	17	0	23	0	0	0	61
In Library - Attendance	0	0	0	695	0	405	0	683	0	0	0	1783
Outreach # Conducted	0	0	0	4	0	7	0	5	0	0	0	16
Outreach - Attendance	0	0	0	135	0	274	0	260	0	0	0	669