

## MINUTES OF BOARD MEETING

January 9, 2023

The meeting of the Trustees of Lane Public Library was held at the Lane Administration Center on Monday, January 9, 2023.

Trustees Present: Ms. Nancy O'Neill, Ms. Marcia Koenig, Dr. Brenda Dales, Mr. Jake Richards, Ms. Joni Cop, and Mr. Chuck Goins, the new Board Member.

Trustees Absent: Ms. Karen Whalen

Management Present: Mr. Joseph Greenward, Director and Mr. Robert Carringer, Fiscal Officer.

1) The meeting was called to order by Ms. O'Neill.

2) The Oath of Office was administered to Mr. Chuck Goins by Rob Carringer. Mr. Goins was appointed to his term by the Hamilton City School Board of Education, to serve January 2023 through December 2029.

3) The Board, on a motion by Ms. Koenig, seconded by Ms. Copas, and all members present voting aye, adjourned to go into the annual reorganizational meeting.

4) The Lane Public Library Board of Trustees for 2023 are the following:

Nancy O'Neill  
Marcia Koenig  
Brenda Dales  
Jake Richards  
Karen Whalen  
Joni Copas  
Chuck Goins

5) The following slate of officers for 2023 were accepted by a motion from Ms. Copas and seconded by Ms. Koenig:

President – Marcia Koenig  
Vice-President – Brenda Dales  
Secretary – Jake Richards

All members present voted aye.

6) Mr. Goins moved and Ms. Copas seconded the motion to appoint Joseph Greenward as Director and Rob Carringer as the Fiscal Officer for 2023. The motion carried with all members present voting aye.

7) The reorganizational meeting was adjourned and the regular Board meeting was restarted by a motion from Dr. Dales. This was seconded by Ms. Copas, and all those present voted ayes.

8) The Board Meeting was called to order by Board President, Ms. Marcia Koenig.

9) Director and Fiscal Officer Reports

a. Director's Report

Our Winter Reading Challenge kicked off January 1<sup>st</sup> and runs through the 31<sup>st</sup>. There are actually two challenges for each age group to participate in, the "Cozy Up and Read" challenge and the "Brrr-ingo" challenge. You can participate in one or both challenges and we have prizes in each age group for both. Participants can log their progress in the Beanstack app or website just as we do for the Summer Reading Program. One of the prizes is a Lane-branded mug that we had printed over at the MidPointe Makerspace. We are looking into getting a similar printer for our Tech Center, as we were able to produce high quality mugs for \$3.50 each, and we think not only could we make good use of that, but the public would enjoy it as well.

We have received the cases for the 300 mobile hotspots that were mentioned at the last Board meeting, so they began circulating last week. As a reminder, these were purchased with money we received from the Emergency Connectivity Fund. The hotspots circulate for 14 days with no renewals allowed.

Celeste Swanson, our Youth Services Coordinator, worked with a group of librarians around Ohio to submit a program proposal called Reimagining School Readiness for the ALA Annual Conference this summer. Their proposal was accepted, so they will be traveling to the conference to present to librarians from around the country. In addition, Celeste was invited to join the YALSA nonfiction 2024 Committee. Celeste has done an outstanding job of being active in our community not only locally, but in the larger professional community both in Ohio and nationally.

A summary of the German Village Christmas Walk from Emmy Piatt: "For the 2022 GV Christmas Walk (12/4) we had markedly fewer extra patrons in the building than in the 'Walk' years before COVID, but still saw a couple hundred more building visitors than on a normal Sunday, with about 40 participating in holiday crafts, which were creating ornaments for our Christmas tree in the children's area and to take home, and 55 attending our music performance from the Chris Comer Trio. There is a lot of 'competition' for attendance, with an increasing number of holiday events in Hamilton. This year the GV Walk committee currently numbered 5 (two of these being Amy and I) active participants. I'm unsure about the future of the GV Christmas Walk, as the amount of physical and planning work, PR, along with the lack of people to do said work and an aging committee have made it an untenable situation."

The Tech Center has received the vinyl printer that has been mentioned at previous Board meetings. The printer cost \$17,695 and was paid out of the Roesel Fund. The printer will be used regularly for in-house PR materials and will also be available for public use. Staff have been trained on the printer, but we are still working out pricing for public use, but we plan to have it available for use in February. The Epson printer that we purchased can print up to 64" banners.

AARP will be back here at the Administration Center offering their free tax assistant beginning in February. Appointments will be available Tuesday-Friday, 9:00am to 2:30pm. As a result, we will be making alternate arrangements for the next few Board meetings.

b. Fiscal Officer's Report

Mr. Carringer let the Board know the Library had a net surplus of \$2.162 million in the General Operating Fund for 2022. Revenues for the General Operating Fund were \$9.131 million for 2022. This was a \$286 thousand increase in revenues compared to 2021. The revenue increase can be attributed to State Income Tax Receipts (PLF) of \$335 thousand, and Contributions of \$3 thousand. This was offset by \$2 thousand decrease in Grants, and \$48 thousand decrease in Earnings on Investments, and decrease in 2022. The General Operating Fund Expenses were \$6.969 million. This reflected an increase in expenses of about \$773 thousand over 2021. An increase in Salaries/Benefits of \$554 thousand, Supplies of \$ 22 thousand, Purchase Contracts & Services of \$134 thousand and Capital Outlays of \$76 thousand. This was offset by a decrease in Materials of \$1 thousand and Miscellaneous Expenses of \$12 thousand for 2022.

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

- a. Approval of the minutes of December 12, 2022 Board Meeting
- b. Acceptance of the Fiscal Officer's Financial Statements for December 2022 - \$24,575,446.19
- c. Approval of investments as of December 31, 2022 - \$17,737,108.42  
**(Exhibit #2022-12-01)**
- d. Approval and acknowledgement of gifts received in the month of December 2022  
**(Exhibit #2022-12-02)**
- e. Approval of staff changes for December 2022 **(Exhibit #2022-12-03)**
- f. December 2022 Stats **(Exhibit #2022-12-04)**

11) Citizen's Input: None

12) Old Business

- a. Update on New Fairfield Township Library Project

There have been no changes since the December Board Meeting. We are waiting on the various government entities to finalize the specifics on the easements.

13) New Business

- a. Permission to sell/discard library materials

Ms. Copas moved and Dr. Dales seconded the motion to give the Library the approval to sell and discard library materials throughout the year. All members present voted aye.

b. Director and Fiscal Officer Signing Authority

During the normal course of library business with investment firms, legal counsel, and other vendors, the Director and Fiscal Officer are asked to prove they have the authority to sign documents for the library. This authorization is requested from the Board on an annual basis.

Dr. Dales presented a motion to authorize the Director and Fiscal Officer to sign documents for the Library. This was seconded by Ms. O'Neill, and all those present voted aye.

c.) 2023 Trustee Listing and Board Committee Appointments (**Exhibit #2022-12-05**)

The Board was given a listing of current Board Trustees with contact information and Board Committee assignments.

14) General Comments

- a. Mr. Carringer let the Board know that he would be retiring sometime during the 1<sup>st</sup> half of 2024. Discussion took place on the potential time frame to begin the hiring process and what the hiring process specifics would be. The Board President, Ms. Koenig, requested the Library Human Resources Manager and/or Library Director keep the Board abreast of the hiring process at each Board Meeting during the year.
- b. The meeting was adjourned at 4:50 p.m. on a motion from Mr. Richards, seconded by Ms. Copas with all members present voting aye.
- c. The next regularly scheduled meeting of the Board will be held on Monday, February 13, 2023 at 4:00 pm.

Respectfully submitted,

Ms. Marcia Koenig  
President

Mr. Jake Richards  
Secretary

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LPL INVESTMENTS  
 Exhibit #2022-12-01  
 As of December 31, 2022

BANK	PURCHASE DATE	INVESTMENT AMOUNT	NO. OF DAYS	INTEREST RATE	MATURITY DATE	INTEREST TO BE EARNED	BANK NO.	FUND
FIRST FINANCIAL	Jan 1 2023	\$ 82,859.74	30	2.30%	Jan 31 2023	\$ 156.64	12	GIFTS & MEM 110
FIRST FINANCIAL	Jan 1 2023	\$ 64,608.44	30	2.30%	Jan 31 2023	\$ 122.14	10	ARCHIVES FUND 220
FIRST FINANCIAL	Jan 1 2023	\$ 13,031.08	30	2.30%	Jan 31 2023	\$ 24.63	56	ARCHIVES 220
FIRST FINANCIAL	Jan 1 2023	\$ -	30	2.30%	Jan 31 2023	\$ -	22	FITTON FUND 130
FIRST FINANCIAL	Jan 1 2023	\$ -	30	2.30%	Jan 31 2023	\$ -	81	JOHN W SMITH FUND 235
FIRST FINANCIAL	Jan 1 2023	\$ 80,761.02	30	2.30%	Jan 31 2023	\$ 152.67	70	GIFT-MEM OXB FUND 140
FIRST FINANCIAL	Jan 1 2023	\$ 225,659.31	30	2.30%	Jan 31 2023	\$ 426.59	28	GENERAL FUND 101
FIRST FINANCIAL	Jan 1 2023	\$ -	30	2.30%	Jan 31 2023	\$ -	14	CALDWELL FUND 151
FIRST FINANCIAL	Jan 1 2023	\$ 10,129.79	30	2.30%	Jan 31 2023	\$ 19.15	31	ELMER B. & THELMA M. ROSE FUND 125
FIRST FINANCIAL	Jan 1 2023	\$ 2,511,033.66	30	2.30%	Jan 31 2023	\$ 4,746.89	41	CAPITAL PROJECTS 401
FIRST FINANCIAL	Jan 1 2023	\$ 181,947.78	30	2.30%	Jan 31 2023	\$ 343.96	69	BUILDING MAINT 405
STAR OHIO	Jan 1 2023	\$ 212,863.17	30	4.58%	Jan 31 2023	\$ 801.30	2	GENERAL FUND 101
STAR OHIO	Jan 1 2023	\$ 2,447,455.76	30	4.58%	Jan 31 2023	\$ 9,213.16	4	CAPITAL PROJECTS 401
MEEDER INVST FUNDS	Jan 1 2023	\$ 68,350.16	30	VAR		\$ -	40	ELMER B. & THELMA M. ROSE FUND 125
MEEDER INVST FUNDS	Jan 1 2023	\$ 7,717,041.24	30	VAR			38	GENERAL FUND 101
NATIONAL RETIREMENT	GOVT FUNDS	\$ -					45	LATTA FUND 175
NATIONAL RETIREMENT	MUTUAL FUND	\$ 119,891.32					19	HAVIGHURST FUND 254
NATIONAL RETIREMENT	MUTUAL FUND	\$ 4,001,475.95					82/83	ROESEL FUND 165
<b>TOTAL INVESTMENTS</b>		<b>\$ 17,737,108.42</b>						

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GIFTS AND ACKNOWLEDGEMENTS EXHIBIT #2022-12-02

Dec-22	DONOR	TYPE OF DONATION	PURPOSE OF DONATION	IN MEMORY/HONOR	LOCATION	AMOUNT
7-Dec-2022	Samuel and Barbara Beeler	Unrestricted Contribution		Katherine Hughes Beeler	LAC	\$300.00
8-Dec-2022	Anonymous	Unrestricted Contribution			FFB	\$10.00
12-Dec-2022	Estate of Alice Abate	Unrestricted Contribution			LAC	\$10,000.00
16-Dec-2022	Ann C. Regan	Unrestricted Contribution		Robert T. Regan	FFB	\$1,000.00
19-Dec-2022	Anonymous	Unrestricted Contribution			FFB	\$20.00
19-Dec-2022	Robert Sefton Smith	Restricted Contribution	Oxford DVD Collection		OXB	\$500.00
27-Dec-2022	Trouveres Club of Hamilton, Ohio	Unrestricted Contribution		Mrs. Vicki (William) Brunner	LAC	\$35.00
	Total					\$11,865.00

Dec-22

STAFF CHANGES

EXHIBIT #2022-12-03

Staff Changes: Hires

Date	Name	Position	Hours	Grade	Dept	Location
	NONE					

Staff Changes: Terminations

Date	Name	Position	Hours	Grade	Dept	Location
1-Dec-2022	Savannah Slaby	Public Services Associate	20.0	3	1200	HAM
30-Nov-2022	Constance Everhart	Shelver	16.0	0	1304	OXB

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					

