

**FAIRFIELD COUNTY DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MARCH 19, 2024**

The Fairfield County District Library Board of Trustees met for its regular meeting on Tuesday, March 19, 2024 at the Main Library, 219 N. Broad Street, Lancaster, Ohio.

TRUSTEES PRESENT WERE: Mark Bohach, Lisa Evangelista, Bryan Everitt, Nathan Hale, Margaret Quamme, Makaila Tussing, and Matt Wideman.

Also attending were Becky Schaade, Library Director; Alyssa England, Fiscal Officer; and Leslie Yost, Administration Assistant.

The meeting was called to order at 10:15 a.m. by Matt Wideman, President.

22-24 APPROVE AGENDA

Be it resolved, upon motion by Bryan Everitt, seconded by Makaila Tussing, that the Board of Trustees approves the agenda.

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; Margaret Quamme, "Aye"; and Makaila Tussing, "Aye". The President declared the motion adopted.

FRIENDS OF THE LIBRARY REPORT – Becky Schaade

- The Friends of the Library Book Donation Day is set for Thursday, April 25 from noon to 6:00 p.m. There will be three to five members per shift to help receive used book donations.
- The annual book sale will be held on May 3, May 4, and May 5.
- The Garret Players' performances of Finishing School were a success raising approximately \$1,017 for the Friends.

PUBLIC PARTICIPATION

There was no public participation.

DIRECTOR'S REPORT – Becky Schaade

- The date for the migration of the Westerville Public Library into the Central Library Consortium (CLC) has changed from November 11, 2024 to November 18, 2024.
- OPLIN has paid for libraries to receive the LinkedIn Learning database for the past six years but will be discontinuing this program at the end of May. As a result, CLC requested quotes for all individual libraries through OhioNet. For these libraries to receive a 15% discount, at least 25 libraries statewide would have to sign up which Schaade believes will happen. The total cost to FCDL with the 15% discount would be \$13,230.00 for one year of access. After looking at usage, stats, and data platforms of previous databases being Gale Course and Learning Express, Schaade recommended purchasing LinkedIn Learning. After Board discussion, it was agreed to move forward with LinkedIn Learning.
- England signed the Library up for an Amazon Business Prime membership through OLC. This new program provides free Amazon Business Prime accounts to all OLC institutional members. The Library had been paying \$500 per year for a lower level type of this account. This new membership will provide free shipping on prime eligible items as well as additional discounts on some items at no cost to the library.
- The Ohio Legislature has opened the One Time Strategic Community Invest Fund (OTSCIF) to public libraries. The legislature looks for projects that are one time in nature, will not require additional state assistance for completion, and positively affect the lives of Ohio citizens. Schaade has applied to Senator Tim Schaffer to have OTSCIF monies pay for part of the chiller replacement project. She is asking him to consider funding \$100,000 of the chiller project and the

Library would match \$75,000 through the library's capital fund. Schaade's understanding is that there is quite a bit of competition for these funds.

- All FCDL locations will be closed to the public on Wednesday, April 24 for Staff Development Day. In the morning, staff will be assigned into four groups and will rotate through visits at The Georgian, Decorative Arts Center of Ohio, United Way, and Fairfield 2-1-1. Each organization has agreed to give a half hour presentation to staff regarding their latest projects and the resources they offer to the community. Afterwards, lunch will be provided by the Friends of the Library. In the afternoon there will be some short staff trainings, time to review policy updates, time for department meetings, and a presentation on Dementia Friendly Public Libraries from the Ohio Council for Cognitive Health.
- The Guiding Ohio Online LSTA grant administered by the State Library allows public libraries in rural Ohio to hire a dedicated technology trainer. The trainer would be an independent contractor who can assist with computer instruction, technology-focused community outreach, one-on-one instruction, and other technology related duties. LSTA funding would cover 75% of the project costs and the remaining 25% must come from local cash match. FCDL has partnered with the Pickaway County Library (PCL) to apply for a tech trainer for the upcoming July 1, 2024 through June 30, 2025 fiscal year. Collaborating with PCL allows both libraries to share some of the administrative burden and demonstrate partnerships, which the grant committee has favored, as well as potentially get more/better candidates by having a larger compliment of hours for the trainer to work. FCDL would plan to have the trainer Mondays, Wednesdays, and Fridays and PCL would have the trainer Tuesdays and Thursdays. FCDL would be the financial administrator of the grant. This program runs for one year increments and libraries can reapply for up to five years. After five years the libraries would have to take a pause as LSTA funds are not intended to be used for operational needs.
- The Library has posted a position internally for a part time Library Assistant III in Adult Services. This will bring that department back to pre-pandemic staffing levels. In 2023, there were 46 full time equivalent employees and in 2019 there were 48. Before 2008, there were 61 full time employees.
- After meeting with public service coordinators, it was decided to create a position for a Community Engagement Librarian under the Outreach department. This person would have an MLIS and be responsible for providing information about the library at a variety of adult and children community events. This will be a library professional who will have to work evenings and weekends and whose job focus will be on community engagement but also will be able fill in at the Main Library. Schaade's goal would be to have someone in place before summer.

SECRETARY'S REPORT

23-24 FEBRUARY REGULAR MEETING MINUTES

Be it resolved, upon motion by Lisa Evangelista, seconded by Bryan Everitt, that the minutes of the February 20, 2024 regular meeting be approved as submitted.

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; Margaret Quamme, "Aye"; and Makaila Tussing, "Aye". The President declared the motion adopted.

FINANCIAL REPORT – Alyssa England

- The Public Library fund was up 1.99% or \$4,200.00 above estimates for the month of February.
- England and Schaade met with Jamie Culver from Stifel Financial to discuss the investments for the trust accounts given to the Library by the now dissolved Library Foundation. These funds are set up that only interest received can be used for the purposes stated in the trust. Culver recommended purchasing CDs as they are currently making 5%. The trust accounts amount to \$67,000.00 which include restricted and unrestricted funds.

24-24 FINANCIAL REPORT & CHECK REGISTER

Be it resolved, upon motion by Nathan Hale, seconded by Mark Bohach, that the financial report and the check register as of February 29, 2024 be approved as submitted.

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; Margaret Quamme, "Aye"; and Makaila Tussing, "Aye". The President declared the motion adopted.

DONATION

25-24 DONATION - UNRESTRICTED

Be it resolved, upon motion by Makaila Tussing, seconded by Bryan Everitt, that the following unrestricted donation be accepted:

\$15.00 from Ms. Kathleen Beall

Roll call vote: Mark Bohach, "Aye"; Lisa Evangelista, "Aye"; Bryan Everitt, "Aye"; Nathan Hale, "Aye"; Margaret Quamme, "Aye"; and Makaila Tussing, "Aye". The President declared the motion adopted.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

There being no further business, the meeting adjourned at 11:04 a.m.