

OBERLIN PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting held virtually via Zoom

March 11, 2021 Regular

President Bruce Ente called to order the regular meeting at 5:04 p.m. Roll call: Anita Lock, Megan Newson, Marcia Peterson, Patrick Prosser, Bethany Baker, Bruce Ente, and Meredith Gadsby were present. Also present were Darren McDonough, Director; Kristin Cioffi, Fiscal Officer; and Stephanie Jones, Director of The Bridge. Erin Shiba was present from the public.

Lock moved, seconded by Peterson, to accept Resolution # R-21-3-1, approving the minutes of the February 11, 2021, regular meeting. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the February 2021 financial reports, consisting of Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation. Cioffi noted that the Appropriation Status report displays Permanent appropriations as approved at the February meeting and reviewed the expenditure percentages. Cioffi reported that the library received a check for the first half of its property tax revenue today. Cioffi noted that the ballot language has been finalized for the library's upcoming renewal levy. Peterson moved, seconded by Gadsby, to accept Resolution # R-21-3-2, accepting the February 2021 Financial Reports. All present voted in favor.

MOTION PASSED

DIRECTOR'S REPORT

Director McDonough reported that the library will gradually add more browsing hours over the next couple of weeks. McDonough reported that the library will be a distribution site for COVID-19 tests, in conjunction with the State of Ohio and other county libraries. The tests utilize an app and give a result in 15 minutes. The kits will be ready to distribute early next week. The levy information has been finalized, and a nonpartisan informational fact sheet will be ready for distribution in a few weeks. Information will also be posted on the library's website and through social media. Ente asked if there would be value in the trustees previewing the fact sheet before it is printed. The consensus was that the trustees would like to preview the fact sheet before it is finalized. McDonough noted that he will email it to the Board when it is ready. Prosser asked about past library levies. Gadsby replied that the community has always been very supportive of levies in the past. There were several questions regarding the COVID-19 tests that McDonough answered. There were also questions about the monthly statistics that McDonough answered.

OBERLIN PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting held virtually via Zoom

March 11, 2021 Regular

McDonough introduced the Director of The Bridge, Stephanie Jones. He commented that it has been great to send computer users to The Bridge during the period of reduced occupancy due to COVID-19.

Stephanie Jones welcomed the new trustees to the Board. Jones gave an overview of the services offered at the Bridge during COVID-19, noting that it has been busy due to the lack of computers at the library. Popular services include printing, help with vaccine sign-ups, tax information, and wireless printing. Jones reported that the Bridge offers activities for Black History Month every year. This year's activities included distributing a word search and informational material and creating an informational video for the website. Jones noted that Women's History information is being distributed this month. Jones reported that Assistant Bridge Director Desmond Bowen has created and put the most popular computer classes online. Bowen is currently creating a new Facebook page and is looking into offering virtual computer classes. Jones reviewed the usage statistics for The Bridge. There was additional discussion, and many questions were asked and answered about The Bridge. Topics addressed included staffing, The Backspace, the 20th anniversary, and future plans for services. Ente thanked Jones for joining the meeting. Jones left at 5:53 p.m.

COMMITTEE REPORTS

BUILDING, FINANCE, & AUDIT

Baker reported that the committee met and discussed the current building audit, the need for cosmetic updates, and the Sustainable Reserve Program. Peterson reported that she contacted the city for information on long-term planning regarding demographic and housing trends. Prosser shared information about a weekly Oberlin Sustainability Lunch Series. The website for registering for the series is <http://tiny.cc/SustainabilityinOberlin>.

LIBRARY SERVICES

Prosser reported that the committee met and discussed thanking the staff for their work on the Black History Month offerings. They also discussed creating a tool for building Library services Committee agendas. The Library Services Committee moved and seconded to accept Resolution # R-21-3-3, approving the following:

OBERLIN PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting held virtually via Zoom

March 11, 2021 Regular

- commending the talented, tech-savvy Team Leaders (Rebecca, Amanda, Kelly, Erin, and Stephanie) for the excellent job they did to celebrate and honor Black History Month in February 2021;
- requesting Director McDonough to convey the Board's appreciation to his staff members.

The Board noted that the OPL website display for Black History Month is interactive, has a chock full of resources, is educational, and *uniquely Oberlin*. We look forward to seeing more such creative efforts in the future.

Before voting, the Trustees each expressed positive feedback on the Black History Month offerings. All present voted in favor.

MOTION PASSED

Lock reported that the committee discussed virtual storytimes and potential legal issues regarding copyright. Lock reported that after the meeting, she conducted additional research on the topic, including contacting other area libraries to discuss their offerings and any problems they may have encountered. Lock presented her findings, noting that other area libraries have not had any problems presenting virtual storytimes. She provided several citations and links on copyrights and permissions during the pandemic. McDonough thanked Lock for the information.

Lock reported the committee would like to propose that all the team leaders present updates to the Board and answer questions at the monthly Board meeting, as Jones just did. There was discussion, and the Board agreed with the proposal. Ente noted that the committee would work out the details of the proposal with McDonough.

Peterson left the meeting at 6:53 p.m.

PERSONNEL

Gadsby reported that the committee met and discussed one personnel change and one Personnel Policy change. Gadsby gave an overview of the personnel change and suggested postponing discussion on the policy change until the next meeting. The Personnel Committee moved and seconded to accept Resolution # R-21-3-4, approving a change in status for Public Services Team Member Jesse Hogan from part-time to full-time, effective 3-7-2021. All present voted in favor.

OBERLIN PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting held virtually via Zoom

March 11, 2021 Regular

MOTION PASSED

The Personnel Committee moved and seconded to accept Resolution # R-21-3-5, approving postponing discussion on the Personnel Policy change until the next meeting. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Baker reported that she attended the Friends of OPL meeting, and in the future, the Friends will be sending a liaison to the monthly Library Board meetings. She also reported that the Friends of OPL will start accepting book donations again soon.

NEW BUSINESS

Prosser and Ente reported that they both attended the OLC Trustees Workshop and found it beneficial. Topics addressed included Equity, Diversity, and Inclusion policies, Board/Director relationships, legal issues, and finance. Ente noted that Ohio Library Week is April 5-9, 2021, and OLC has several virtual meetings planned. McDonough noted that he will share information regarding Legislative Day with the Trustees. Ente reported that there is a bill to extend permission to hold virtual meetings currently in the Legislature.

Lock reported that she prepared a presentation on 2021 African-American Book Award winners and thanked Team Leaders Rebecca Wedge and Amanda Guttman for putting it on the library's website. Ente commented that Lock's work was impressive.

COMMUNICATIONS AND GIFTS

Lock moved, seconded by Gadsby to accept Resolution # R-21-3-6, to accept the following gift:

\$100.00 from Catherine Streitwieser in memory of Cynthia A. Dede

All present voted in favor.

MOTION PASSED

PUBLIC PARTICIPATION

OBERLIN PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting held virtually via Zoom

March 11, 2021 Regular

Erin Shiba commented that she appreciated Gadsby asking for clarification regarding the purpose of the Library Services Committee if they are not going to be a conduit for information from the Team Leaders. She thinks blue-sky thinking is great, including ideas on outreaching and working with the community, but cautioned that discussions of specific ideas on programming could be seen as micromanaging. Shiba stressed the importance that the Board and Team Leaders have a cordial relationship. Shiba encouraged Board members to stop by the library to talk with the Team Leaders and get to know them in person anytime.

Ente thanked Shiba and stressed that it was important for the Trustees to engage with the Team Leaders appropriately and respect the supervisory hierarchy within the library.

Ente noted the meeting schedule for next month had been emailed with McDonough's reports.

Lock moved, seconded by Newson, to adjourn. All present voted in favor. The meeting adjourned at 7:25 p.m.

President

Attest