



Board of Trustees of the Louisville Public Library
Board Meeting Minutes
August 19, 2024 6:00 PM

Board of Trustee members present:

Michelle Biery, Bill Jeffries,
Angie Burick, Becky Kiko,
Brian Kandel

Board of Trustee members absent:

Cindy Walton, Courtney Aljancic

Staff members present:

Brock Hutchison, Director
Deb Long, Assistant Director
Migdalia Soza, Fiscal Officer
Ambritt Green, Deputy Fiscal Officer
Lori Woodring, Activities & Events Assistant

1. The meeting was called to order at 6:00 p.m. by Preident Michelle Biery.

2. Public Participation – None

3. Additions/corrections to the Agenda / Correspondence to the Board of Trustees

a. Louisville City School District Notice: Nullification of Section 17 of the 2010 Real Estate Exchange Agreement and Lease-Back

The Board discussed the best ways to move forward and asked Director Hutchison to speak with legal counsel regarding an "as-is" clause.

4. Motion to approve items on the Consent Agenda:

a. Approval of the Minutes:

i. June 17, 2024 Regular Meeting Minutes

ii. July 29, 2024 Special Meeting Minutes

b. Acceptance of Gifts, Honoraria, Reimbursements and Claims

Gifts, Honoraria, Reimbursements and Claims

Linda & Robert Wilson		Donation for New Bldg.	\$500.00
Sarah Gold	PayPal	Donation for New Bldg.	\$100.00

Emily Hoza	PayPal	Donation for New Bldg.	\$100.00
Nimishillen Grange		Donation for Summer Reading	\$500.00
Casey Ellington		Donation for New Bldg.	\$200.00
Mary Z. Danals		Donation for New Bldg.	\$500.00
Doris & Floyd Kimble Foundation		Donation for New Bldg.	\$15,000.00
Elmer & Dorothy Jacob LCFNDA		Donation for New Bldg.	\$2500.00
Total			\$19,400.00

c. Acceptance of the Staff Continuing Education Report

Migdalia Soza

June 7 – NE Ohio Regional Library System Human Resource/Fiscal Officer Networking Meeting – In person

June 7 – Managing Behavioral Health Issues under the ADA + FMLA

June 11 – BWC Monthly Employee Update

Ambritt Green

June 25 – Excel Drop-in Q & A

July 18 – UAN Payroll Module Training – Frequencies, Earnings & Leave, Additional Information, Add Employee Wizard, Conversion Wages

July 18 – UAN – Common Employee Changes

d. Acceptance of the Personnel Changes

Cheryl Foit resigned as Maintenance Assistant effective July 9, 2024.

Christy Green was hired as Shelver effective July 29, 2024.

e. Disposal of Inventory

Makerspace equipment	657
Makerspace equipment	656
Makerspace equipment	583
Dell Docking Station	1173
HP Port Replicator	938
Makerspace equipment	1008
Apple iPad	1163
Hard Drive	1263
Makerspace equipment	398
Thinkpad Hard Drive	920

f. Acceptance of the Monthly Statistical Report – June & July 2024

R67-2024 Ms. Burick moved/Mr. Jeffries seconded a motion to accept the consent agenda as presented.

ROLL CALL:

AYES: Angie Burick, Bill Jeffries, Becky Kiko, Brian Kandel, Michelle Biery

NAYS: None

Motion carried with all voting in the affirmative.

6. Report of the Fiscal Officer

a. Financial Report

The Financial Statements for all the funds for the months of June (Appendix A) July (Appendix B) and Payment Listings for the months of June (Appendix C) July (Appendix D) were distributed to the Board.

b. Chart of Accounts

Added: None

c. Transfers from Contingency

\$500 - SRP Nimishillen Grange

d. Amend Estimated Resources

On July 29, 2024 Resolution 64-2024 was passed to transfer the \$153,769.72 (sale of the Church St. House) from the General Fund to the 21st Century Fund. We are also required to pass a resolution to Amend our Estimated Resources as well as an Amendment for our Appropriations totaling the \$153,769.72.

R68-2024 Mr. Jeffries moved/Ms. Biery seconded a motion to approve sending to our Stark County Auditor an Amendment for our Estimated Resources as well as an Amendment for our Appropriations totaling \$153,769.72.

ROLL CALL:

AYES: Angie Burick, Bill Jeffries, Becky Kiko, Brian Kandel, Michelle Biery

NAYS: None

Motion carried with all voting in the affirmative.

e. Amend Appropriations for Bond Retirement Fund

We are also required to pass a resolution to Transfer Out of our General Fund \$116,273.00 from PLF Monies received to the Bond Retirement Fund for our first Debt

Service payment.

R69-2024 Mr. Kandel moved/Ms. Burick seconded a motion to approve sending to our Stark County Auditor an Amendment for our Appropriations totaling \$116,273.00.

ROLL CALL:

AYES: Angie Burick, Bill Jeffries, Becky Kiko, Brian Kandel, Michelle Biery

NAYS: None

Motion carried with all voting in the affirmative.

7. Old Business

a. Major Donor Tours

Director Hutchison has led three tours of the site with potential donors. Five more tours are currently scheduled. Director Hutchison asked the Board to please reach out to their contacts and schedule a time with him to tour the site.

8. New Business

a. Food for Fines

The Library would like to offer a food for fines program in October. This program allows late fees to be waived for bringing in food items. This only allows for late fees to be waived, not missing, lost or damaged fines.
All items brought in will be given to the Louisville Community Cupboard.

R70-2024 Ms. Kiko moved/Ms. Burick seconded a motion to approve the Food for Fines program.

ROLL CALL:

AYES: Angie Burick, Bill Jeffries, Becky Kiko, Brian Kandel, Michelle Biery

NAYS: None

Motion carried with all voting in the affirmative.

b. Stark County Public Library Fund Distribution

Directors of the seven Stark County public library systems have discussed the current funding formula and agreed to keep the distribution formula frozen.

R71-2024 Mr. Kandel moved/Mr. Jeffries seconded a motion to approve the Board of Trustees of the Louisville Public Library to accept a fixed Stark County PLF distribution rate of 4.56166963 for the distribution years 2026-2030.

ROLL CALL:

AYES: Angie Burick, Bill Jeffries, Becky Kiko, Brian Kandel, Michelle Biery

NAYS: None

Motion carried with all voting in the affirmative.

c. Constitution Day Parade Closing

Director Hutchison recommended that the library should close on Sunday, September 22, 2024 due to the Constitution Day Parade.

Reasons for this recommendation:

1. Traffic at the library is historically light on parade day.
2. Library staff will be riding the book bike and/or walking in the parade.
3. Director Hutchison is leading the set up and marshalling the parade.

R72-2024 Ms. Burick moved/Ms. Kiko seconded a motion to close the library on Sunday, September 22, 2024 for the Constitution Parade.

ROLL CALL:

AYES: Angie Burick, Bill Jeffries, Becky Kiko, Brian Kandel, Michelle Biery

NAYS: None

Motion carried with all voting in the affirmative.

9. Report of the Library Director

a. My Calendar of Events

- June 18 – Director’s Advisory Committee Meeting
- June 22 – Chamberfest at Metzger Park
- June 25 – Construction Meeting
- July 6 – Meet with Rob Johnson, Spotlight Media Network
- July 9 – Construction Meeting
- July 9 – Rotary Board Meeting
- July 12 – Friends of the Library Meeting
- July 12 – Second Friday Downtown
- July 23 – Construction Meeting

- July 24 – Speaker at Rotary
- July 26 – Library Directors Meeting
- August 1 – Construction Meeting
- August 6 – Rotary Board Meeting
- August 9 – Friends of the Library Meeting
- August 9 – Second Fridays Downtown
- August 16 – Meeting with St. Thomas Aquinas

b. Introduction to Staff

Lori Woodring presented to the Board of Trustees what she does at the Library. She is a former teacher, who now does children’s programming, outreach and passports at the Library.

c. Assistant Library Director

Summary: Summer Reading Program 2024 Adventure Begins at Your Library!

2024 Registrations

- Wanderers ages 0-5: 152
- Explorers ages 6-12: 283
- Passengers ages 13-17: 67
- Tourists ages 18+: 249

Approximately 20,000 tickets were earned and submitted for prizes.

	2023	2024
June Programs	37	49
June Attendance	1788	1512

July Programs	46	56
July Attendance	1531	1178

Summer Reading Registration	670	795
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Summer Reading Programs	82	102
Summer Reading Attendance	3319	2637

Interim Events

- Thursday, August 8: **Dolly Parton Imagination Library Graduation** 6pm @ LPL
- Friday, August 23 **Tailgate Party** 4-6:30pm on the green space
- September 3-6 **No Programs Week & Craftageddon**

Fall/Winter Programming starting Sept 9

Mondays

- **Story Time** 10:30am @ LPL
- **Sibling Shenanigans** if no LCSD 10:30am @ LPL
- **Pokemon** 3-5pm @ LPL
- One-offs or Monthly programs

Tuesdays

- YCare 3:15pm @ LES
- **NEW Teen Dungeons & Dragons** 1st & 3rd Tuesdays, 3-5pm @ LPL
- **NEW** 2nd & 4th Tuesdays
 - **Bed Time Story Time** 6pm @ LPL
 - **Sleepytime Shenanigans** 6pm @ LPL

Wednesdays

- **Story Time** 10:30 @ DC
- **Sibling Shenanigans** if no LCSD 10:30 @ DC
- Sensory Appt 2pm @ DC
- **RETURNING Adult Crafting** 6pm @ LPL

Thursdays

- **NEW** Adult programming 10:30-12 @ LPL
 - 1st Thurs **What Are You Reading? BYOB Book Club**
 - 2nd Thurs **Crafters Unite!**
 - 3rd Thurs **Coloring for Adults**
 - 4th Thurs **In Quiet Company: Introverts' Social Hour**
 - 5th Thurs **Library Speakers Consortium**
- **Teen Chill** 3-5pm @ LPL
- **Game On!** 3-5pm @ LPL, including some special themes:
 - Aug 15: Backyard Picnic, with free hot dogs and slushies
 - November 7: Game On! Unplugged, scavenger hunt and board games
 - December 19: Reindeer Games, follow the map, play minigames, collect tokens
- Jodi's Distractionary Tactics 3-5pm @ LPL
- Sensory Appt 6pm @ DC

Fridays

- **RETURNING, New Day & Time, Adult Chair Yoga** 10am @ DC

Monthly Programs (starting September 9)

- **RETURNING Painting with Bob Ross** (2nd Monday) 6pm @ LPL
- **NEW Most Delicious Book Club Ever!** (last Monday) 6pm @ LPL
- **RETURNING, Enhanced: visits to Fairhope & Shepherd's Gate preschools** (3rd Friday)
- **NEW Teens After Hours** (3rd Thursday) 7:30-9pm @ LPL
 - September 19: Smashmug
 - October 31: Teen Halloween Fear Factor
 - November 21: Video Game Tournament
 - December 19: Nerf Wars

Fall/Winter Events

- Saturday, September 7 **Mysteries of the Paranormal** 8pm @ LPL
- Thursday, September 19 **Talk Like a Pirate Day!** All day
- Monday, September 23 **Medicare 101** 5:30pm @ LPL
- Friday, October 11 *Special programming in development for LCSD day off school*
- Monday, October 14 **LNHS Cemetery Walk** (for adults) 6pm @ Union Cemetery
- Saturday, October 19 **Trick or Treat at the Library** 5-8pm @ LPL
- Monday, October 21 **Superstitions** McKinley Museum 6pm @ LPL
- Thursday, October 24 **LNHS Cemetery Walk** (for teens) 6pm @ Union Cemetery
- Monday, November 11 **Medicare 101** 5:30pm @ LPL
- Friday, November 29 *Special programming in development for LCSD day off school*
- Saturday, December 7 **Santa Day!** 3-5pm @ LPL
- *Winter Reading: Special programming in development for LCSD Christmas Break December 23-January 3*

d. Fundraising Update

We have currently raised \$614,436 which includes actual money, pledges and in-kind donations.

The donor leaf program has raised \$21,325.

Naming Opportunities have raised \$128,700 and \$22,300 in pledges.

Naming Opportunities Completed:

Children's Area

Gardens A-D

Naming Opportunities Actively In-Progress:

Garden E

Patio Area A

Grant Opportunities:

State of Ohio Capital Bill – Denied – Request for \$750,000

Doris and Floyd Kimble Foundation – Received – Request for \$15,000

Norfolk Southern Thriving Communities Grant – Denied – Request for \$50,000

Ohio Department of Natural Resources (NatureWorks) – Applied - \$72,920

12. Adjournment

R73-2024 Ms. Burick moved/Ms. Kiko seconded a motion to adjourn the meeting at 7:01 p.m.

Respectfully submitted,

Michelle Biery, President
Louisville Public Library Board of Trustees

Mr. Bill Jeffries, Secretary
Louisville Public Library Board of Trustees