

**MINUTES OF THE BOARD OF TRUSTEES OF THE PUBLIC LIBRARY  
OF CINCINNATI AND HAMILTON COUNTY**

Date: October 6, 2020

Meeting: Regular

Place: Virtual

**REGULAR MEETING**

***CALL TO ORDER***

**ROLL CALL**

Trustees Present: Ms. Allen, Ms. Clemons (left before Consent Agenda), Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Olson (left before Consent Agenda) and Ms. Redden

Trustees Absent: None

Present: Paula Brehm-Heeger, Molly DeFosse, Brett Bonfield, Staci Dennison, Kyla Hardin, Holbrook Sample, and Beth Yoke

***PUBLIC COMMENTS***

NONE

***ACTION ITEMS***

Mrs. LaMacchia moved the following:

- Approve the proposed Board meeting dates for 2021
  - Tuesday, February 9, 2021, 4:30 p.m. (Main Library, Tower Room or Virtual)
  - Tuesday, April 6, 2021, 4:30 p.m. (Price Hill or Virtual)
  - Tuesday, June 8, 2021, 9:30 a.m. (Main Library, Tower Room or Virtual)
  - Tuesday August 10, 2021, 9:30 a.m. (Deer Park or Virtual)

- Tuesday, October 12, 2021, 4:30 p.m. (Symmes Township or Virtual)
- Tuesday, December 14, 2021 (Annual and Regular) 4:30 p.m. (Main Library, Tower Room or Virtual)
- Approve the proposed holiday closing schedule for 2021. Employees are paid holiday time for all closed dates except for Easter and the early closing on New Year's Eve, are in accordance with the Library's Holiday Policy.
  - Friday, January 1 – New Year's Day
  - Monday, January 18 – Martin Luther King Jr. Day
  - Sunday, April 4 – Easter
  - Monday, May 31 – Memorial Day
  - Saturday, June 19 – Juneteenth
  - Sunday, July 4 – Independence Day
  - Monday, September 6 – Labor Day
  - Thursday, November 25 – Thanksgiving Day
  - Friday, December 24 – Christmas Eve
  - Saturday, December 25 – Christmas Day
  - Friday, December 31 – New Year's Eve close at 5:00 p.m.
  - Saturday, January 1, 2021 – New Year's Day

Ms. Allen seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Ms. Kohnen, Mr. Hendon, Mrs. LaMacchia, Mr. Olson, Ms. Redden...7 ayes. The motion carried. **(35-2020)**

Mr. Hendon moved the following:

- Approve the following resolution for acceptance of 2021 tax levy rates and amounts by roll call vote:

**Resolution Accepting the Amounts and Rates as Determined by the Budget Commission & Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor**

Board of Trustees  
Rev. Code, Secs. 5705.34

**WHERE AS**, This Board of Trustees of the Public Library of Cincinnati and Hamilton County in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1<sup>st</sup>, 2021; and

**WHERE AS**, The Budget Commission of Hamilton County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board and what part thereof is without, and what part within the ten mill limitation; therefore be it

**RESOLVED**, By the Board of Trustees of the Public Library of Cincinnati and Hamilton County, Hamilton County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

**RESOLVED**, That there be and is hereby levied on the tax duplicate of said Joint District the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

**SCHEDULE A  
SUMMARY OF THE AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY THE BUDGET COMMISSION  
AND COUNTY AUDITOR'S ESTIMATED TAX RATES**

	Amount Approved by Budget Commission Inside 10M Limitation	Amount to be Derived from Levies Outside 10M Limitation	Tangible P.P. & P.U.P.P. State Reimbursements	Gross Levy Proceeds	County Auditor's Estimate of the Tax Rate to be Levied		
					Outside	Inside	TOTAL
					GENERAL FUND	0	37,717,596
BOND	0	0	0	0	0.00	0.00	0.00
X8	0	0	0	0	0.00	0.00	0.00
X7	0	0	0	0	0.00	0.00	0.00
X6	0	0	0	0	0.00	0.00	0.00
X5	0	0	0	0	0.00	0.00	0.00
X4	0	0	0	0	0.00	0.00	0.00
X3	0	0	0	0	0.00	0.00	0.00
X2	0	0	0	0	0.00	0.00	0.00
X1	0	0	0	0	0.00	0.00	0.00
NEW	0	0	0	0	0.00	0.00	0.00
<b>TOTAL</b>	<b>0</b>	<b>37,717,596</b>	<b>0</b>	<b>37,717,596</b>	<b>2.00</b>	<b>0.00</b>	<b>2.00</b>

**SCHEDULE B  
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES**

CURRENT EXPENSE LEVIES	Authorized on:	PERIOD OF TIME	Mills	Fiscal Year
	November 5, 2013 May 8, 2018	10 Years	1.00	18,517,596
		10 Years	1.00	19,200,000
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
	Proposed TOTAL		2.00	37,717,596
<b>X8</b>	Authorized on:	0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
	Proposed TOTAL		0.00	0
<b>X7</b>	Authorized on:	0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
	Election Date TOTAL		0.00	0
<b>X6</b>	Authorized on:	0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
	Enter Date of Election TOTAL		0.00	0
<b>X5</b>	Authorized on:	0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
		0	0.00	0
	Enter Date of Election TOTAL		0.00	0

and be it further

**RESOLVED**, That the Clerk of this Board be, and is hereby directed to certify a copy of the Resolution to the County Auditor of Hamilton County.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Ms. Kohnen, Mr. Hendon, Mrs. LaMacchia, Mr. Olson, Ms. Redden...7 ayes. The motion carried. **(36-2020)**

Mr. Hendon moved the following:

- Approve the following revisions of the 2020 estimated resources and annual appropriations for the LSTA Grant Fund by roll call vote:

		As previously reported	Revision	As Newly Amended
<i>Sources</i>				
<b>LSTA Grant Fund</b>				
	Intergovernmental Revenue Federal Funding	-	3,000.00	3,000.00
<i>Appropriations</i>				
<b>LSTA Grant Fund</b>				
	Supplies General Administrative	-	3,000.00	3,000.00

During the summer, the Library applied for and received an LSTA Cares Act mini grant of \$3,000. The grant will be used for PPE.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Ms. Kohnen, Mr. Hendon, Mrs. LaMacchia, Mr. Olson, Ms. Redden...7 ayes. The motion carried. **(37-2020)**

Mr. Hendon moved the following:

- Approval by roll call vote to waive public bidding based on **“urgent necessity”** (as permitted in ORC 3375.41), considering emerging evidence surrounding airborne transmission of COVID-19, to install Bi-polar Ionization at selected library-owned facilities. In addition, authorize Paula Brehm-Heeger, Eva Jane Romaine Coombe Director to enter into a contract with a contractor, to be determined after solicitations by Motz Engineering, and authority to approve change orders as necessary and to execute the Certificate of Substantial Completion. The contract amount and any change orders will be reported to the board for confirmation in December. Interim progress reports will be shared with the Board President and the Chair of the Finance, Facilities and Audit Committee.

Since March, the United States has been under a national emergency concerning the novel coronavirus outbreak. Since that time, the Centers for Disease Control and Prevention (CDC) has recommended improving building ventilation systems to help reduce the risk of airborne transmission of the virus. Library administration has been evaluating options for air quality improvement at library facilities and found Bi-polar Ionization to be the most efficient and effective way to combat airborne transmission of this disease.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Ms. Kohnen (abstained), Mr. Hendon, Mrs. LaMacchia, Mr. Olson, Ms. Redden...7 ayes. The motion carried. **(38-2020)**

Mr. Hendon moved the following:

- Authorize the Eva Jane Romaine Coombe Director to enter into a contract with Turner Construction as the firm most qualified for the Construction Manager at Risk for the Main Library Renovation Plaza and Interior Renovations Project. The ranking of the three firms is as follows:
  1. Turner Construction Company
  2. Skanska USA Building Inc.
  3. Pepper Construction Company

We received Statements of Qualification from four firms:

HGC Construction  
Pepper Construction Company  
Skanska USA Building Inc.  
Turner Construction Company

The Library invited all four firms to submit a request for proposal and to participate in interviews on October 2, 2020. The Construction Manager at Risk Evaluation Committee reviewed the submitted proposals for technical qualifications and fixed fee preconstruction pricing and interviewed the firms.

Each of the firms brought different strengths to the project and all of them put forth a very thoughtful proposal. During the interviews, the firms shared additional details related to their proposals.

It was a very close decision. The distinguishing factors in the selection include:

- Performance history with similar projects, most notably the work done at the Cincinnati Museum Center at Union Terminal
  - Approach to procurement and reputation in the local area
  - Demonstrated ability capacity, and potential to easily transition to and manage all phases of the project
- Authorize the Eva Jane Romaine Coombe Director to enter into a contract with Megen Construction for the Walnut Hills Branch GMP (Guaranteed Maximum Price) as long as the submitted GMP is equal to or less than the budget of \$8,365,000 (including CM general conditions) established for construction during the design process.

The architect has completed the construction documents. They have been submitted to Megen Construction to finalize their GMP Proposal. The proposal is due to the Library on October 23, 2020.

- Confirm the following approved change orders for the Price Hill Branch project:

Contractor	Trade Contract	Number	Purpose	Amount
Jostin Construction	TC-01 General Trades	#3	Upsize fire service	\$ 2,530.00
SSRG	TC-02 Masonry	#3	stairs, ducts, floor joists	\$ 13,672.58
CHC Manufacturing	TC-03 Structural Steel	#3	Stair modifications	\$ 456.00
Geiger Construction Products	TC-04 Window/Storefront	#3	Sliding entry door change	\$ 10,044.00
OK Interiors Corp	TC-05 Framing/Drywall	#2	Revised kitchenette	\$ (729.43)
Performance Construction	TC-07 Plumbing	#1	Design adjustments to meet code	\$ 707.87
Geiler Company	TC-08 HVAC	#1	Design adjustments to meet code	\$ 19,112.29
Delta Electrical Constructors Inc.	TC-09 Electrical	#2	Revised kitch., design adj to meet code	\$ 6,034.00

Both the existing and new addition are under roof and all exterior wall systems are installed and the entire building is now considered “dried-in.” Most of the interior spaces have stud walls framed, inspected and are ready for drywall installation. The exterior site work to regrade and install underground utilities is now in progress to prepare for parking lot paving this fall. Most of the above ceiling ductwork is complete and is now in the process of being tested and inspected. Owner occupancy is still on track to occur in the 1<sup>st</sup> quarter of 2021.

- Confirm the following approved change orders for the Energy Retrofit Project:

Contractor	Trade Contract	Change orde	Purpose	Amount
Preferred Fire Protection, Inc.	TC-01 Fire Suppression	#3	Replace valve	\$ 2,800.00

All of the contractors have completed their work and the equipment is installed and punch list items are almost complete. Given, the urgent necessity with regard to the installation of the Bi-polar ionization, we will keep this project open until that work is complete.

- Approval to close the Groesbeck Branch at the end of the day on November 13, 2020 and plan to reopen on Monday, December 14, 2020

The next refresh will be at the Groesbeck Branch where Facilities staff will install new carpet and provide a fresh coat of paint throughout the branch. In addition, the staff will work to install storefront to create three small study rooms. These rooms are in high demand wherever they are located.

Mrs. LaMacchia seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Ms. Kohnen, Mr. Hendon, Mrs. LaMacchia, Mr. Olson, Ms. Redden...7 ayes. The motion carried. **(39-2020)**

Ms. Allen moved for the following:

- Approve the recommendation that the premium cost share remain the same, employee 16% - employer 84%, for both the current HSA and low deductible PPO medical benefit plans and a cost share of employee 5% - employer 95% for the higher deductible PPO plan. In addition, it is recommended that the dental plan cost share remain the same; employee 35% - employer 65%, and that the Library continue to contribute 25% (pro-rated as necessary) towards the deductible into the employee's Health Savings Account for staff participating in the HSA plan.

Several months ago, our insurance benefits broker notified us that we were facing a significant increase in our renewal of medical benefits for 2021. We immediately began working with them to reduce the increase and investigate other options.

A staff work group was formed to evaluate different carriers, plans and contribution options as our benefits broker sought proposals from multiple carriers, with only limited response and interest in our business because of our recent claims experience. As new claims data was released, the Human Resources team also requested for the broker to return to the carriers with this most recent claims data that indicated a better renewal could be offered. After significant back and forth with the broker, we were notified of the latest negotiation of a 10% increase for our medical benefits.

After an intense internal review and careful consideration, we have decided to change brokers from Strategic Benefits to USI in the hopes of gaining fresh perspective and new approaches to our benefits strategy.

Ms. Redden seconded.

Voting for the motion: Ms. Allen, Ms. Clemons, Ms. Kohnen, Mr. Hendon, Mrs. LaMacchia, Mr. Olson, Ms. Redden...7 ayes. The motion carried. **(40-2020)**

## ***INFORMATIONAL ITEMS***

### **EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT**

Ms. Brehm-Heeger reported that:

- During such unusual and often challenging times, investing in staff morale and communication is essential and will be an on-going effort. In the short term, we are prioritizing activities such as hosting our Annual Staff and Retiree Recognition Program in early November (details of the program in this month's Human Resources Report). I have also initiated one-on-one check-in meetings between me and managers and team leaders across all departments and divisions. These meetings have been invaluable in sharing information and providing details about front-line delivery of service in a pandemic situation. As always, I am inspired by and in awe of our fantastic management team.
- The Library hosted State Representative Catherine Ingram for a Main Library visit in late September, where she had the opportunity to observe staff providing customized workforce development assistance and to learn more about the recently completed energy retrofit project and plans for Phase 1 of the FMP Main Library project. Representative Ingram also received a T-shirt highlighting the Library's new brand and logo.
- Recently I was invited to join the Special Districts National Advisory Board. The Special Districts Program, developed by AT&T and Government Technologies, is a program designed for special district leaders across the United States. Special districts, such as port authorities, water, transit, and park districts, make up the largest portion of government agencies. Through media, regional and national events, and an awards program, special districts leaders nationwide connect, share, and learn from one another through the program.
- The Quarterly Statistical Highlight for the 3rd quarter of 2020 (June 2020 – September 2020) is included in this month's documents. This report highlights use of the Library's public-facing technology since our July reopening of in-person service. Community members continue to rely on us for essential technology access. Statistics have been impacted by the pandemic in a variety of ways including the need to social distance users by removing devices and furniture.
- This year the 15 locations serving as polling places on election day, November 3, will be closed for library service. These locations include Corryville, Green Township, Groesbeck, Harrison, Hyde Park, Oakley, Madeira, Main Library (South Building),



Mariemont, Monfort Heights, North Central, Reading, Sharonville, Symmes Township, and Westwood.

## **FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT**

Mr. Hendon reported that:

- The Library was presented with the Ohio Auditor of State Award with Distinction by Keith Faber, Auditor of State on Sept. 28, 2020. The award is presented to local governments and school districts who meet the criteria of a “clean” audit report; the entity must file financial reports with the Auditor of State’s office by the statutory due date, without extension, via the Hinkle System, on a GAAP accounting basis and prepare a CAFR (Comprehensive Annual Financial Report); and the audit report does not contain any findings for recovery, material citations, material weaknesses, significant deficiencies, Uniform Guidance (Single Audit) findings or questioned costs and the entity’s management letter contains no comments related to Ethics referrals, questioned costs less than the threshold per the Uniform Guidance, lack of timely report submission, Bank reconciliation issues, failure to obtain a timely Single Audit in accordance with Uniform Guidance, findings for recovery less than \$500, public meetings or public records issues and the entity has no other financial or other concerns.
- At the end of August, the Library received notice that Derrick Blassingame had filed a Plaintiff’s Motion for Temporary Restraining Order, Preliminary Injunctive Relief, and Complaint of Malicious Prosecution naming the Library, the Board President, and two staff members as defendants. The Hamilton County Prosecutor’s Office is representing the Library in this matter. Mr. Blassingame is a customer of the Library.

## **HUMAN RESOURCES COMMITTEE REPORT**

Ms. Allen reported that:

- As we continue to identify the evolving service needs of the community and in an effort to address immediate staffing needs, vacancies in public service positions are being posted. First consideration is being given to our furloughed staff when filling these positions. At this time, of our 58 furloughed staff members: 22 staff have returned; 3 staff have retired; and 2 staff have resigned. Additionally, of our 106 furloughed staff who are 12 hours per week, six have returned and seven have resigned.
- The Library is continuing work on our Diversity, Equity and Inclusion initiative. Human Resources Manager, Michelle Matthews, will lead the staff planning team for this

initiative. Listening Sessions have been planned in coordination with Design Impact, a nonprofit social innovation firm that focuses on designing processes to address systemic inequities. There will be five Listening Sessions, the first of which is scheduled to take place next week. Hearing from our staff is a critical component and will help guide our work toward an Action Plan that will help move our organization forward. We will also be partnering with DEI Consultant, Jennifer Ingram, for assistance in process and policy review to continue our growth.

- This year's Staff Recognition Program will take place on Tuesday, November 10th, from 9– 9:45 a.m. Due to the challenges presented by the pandemic, the event will be held in a virtual setting, via the Library's Microsoft Teams platform. We will recognize staff members who have achieved a milestone for years of service and the recipient of the Impact Award and Bunny Dehner Prize. The Rookie of the Year award winner will also be announced. Additionally, we will be showing our appreciation to our volunteers in a different way this year. Volunteers will be sent a heartfelt thank you note and token of our appreciation through mail in November, rather than gathering for an in-person event.

## **OPERATIONS COMMITTEE REPORT**

Ms. Redden reported that:

- Beginning on October 5, TechCenter services, which have been operating in the first floor of the North Building at the Downtown Main Library, will double the number of customers it can serve by expanding to the second floor of the North Building, and will also provide space for "Bring Your Own Device" Wi-Fi service in the Bridge between the North and South buildings. In addition, the Popular Library, which has begun offering browsing of teen and children books over the last few weeks, will continue to expand its collection, making the South Building a hub for customers who are interested in borrowing materials, and the North Building a hub for technology. All branches that are open for in-person service will increase the time that customers can stay in the building on October 5 from one hour to two hours.
- The Walnut Hills Branch Library at 2533 Kemper Lane will need to be closed starting at the end of business on Thursday, October 29 at 6:00 p.m. and will remain closed for the duration of its renovation, approximately 16-18 months. The Library will begin offering service to Walnut Hills and the surrounding communities in its new, temporary space at 961 McMillan Street on Monday, November 2 at 10:00 a.m. Closing for two business days will allow staff members to complete the move and prepare for service in the temporary branch.

- During this unique school year, Outreach Services is providing support to 243 classrooms at 39 schools throughout Hamilton County. In September, these schools received 5,000 items that supplement classroom curriculum as well as virtual programming. Outreach also actively promoted downloadable classroom cards so that students can access the vast digital content offered by our Library.

In addition to our delivered collection service, Outreach continues to provide support to older adults and individuals who cannot connect to the library through traditional means. The In the Mail program, which allows homebound residents to receive materials through the mail, served over 230 individuals in September. Outreach delivered library materials to 1,025 residents at 103 senior facilities throughout Hamilton County.

### **STRATEGY COMMITTEE REPORT**

Mrs. LaMacchia introduced:

- Marketing Content Team Leader, Liz Forman who talked about how CHPL is launching a campaign beginning Oct. 22 and running through Dec. 2. Keeping the community informed that we are open and offering services – both in-person and online – is the number one priority after a short customer awareness survey was run in early September. The survey showed that while customers seem to know they can get materials from the Library, they were mostly unaware of the other services we are offering. The campaign will feature TV spots on local cable TV as well as on streaming services (such as Hulu) and social media platforms. The new brand will be featured with the overall message that we're open to all minds of all kinds and our awesome staff is here to serve the community. Paid media will be supplemented with blog posts and other features showing how our staff are adapting and finding unique ways to assist our community members.

Mrs. LaMacchia reported that:

- Library staff are creating short, informative videos that show how to use online resources, such as Homework HelpNow, as well as videos that help students with specific tasks, like getting started on research for a school assignment
  - Distributed over 11,000 library cards in September to teachers and students

Community Engagement Initiatives

- COVID-19 Testing
  - In partnership with UC Health Test & Protect and The Health Collaborative

- 11 a.m. – 5:30 p.m. on Fridays or Saturdays; 4-5 branch locations each week to allow equitable access across the county
- Testing will be in parking lots or branch outdoor spaces
- Testing is walk up only (not appointment based)—this is not drive-up testing
- Testing is free unless individuals can easily provide their own insurance information
- Test results will be provided by UCHHealth in 24-48 hours
- Voter Registration & Election Preparations
  - All locations are providing forms for voter registration and requesting a mail-in ballot.
  - 15 of our locations will be polling locations this election
  - We are working with the League of Women Voters and the Greater Cincinnati Voter Collaborative to provide information to the public, including:
    - Public blog: a [post](#) about voter rights and an [earlier one](#) that provides more basic how-to-vote information.
    - Events: we have a few voter [registration events](#) planned, such as this [virtual event](#), which will provide strategies for identifying authoritative sources of information
    - Links to resources: a [page with voting information](#) is available on the website
- Wellness Checks
  - The Library, in collaboration with The Christ College of Nursing & Health Sciences, is offering free wellness checks. This September and October, Senior Nursing Students will be conducting health-related educational sessions and screenings at several locations, including blood pressure checks, dietary counseling, medication and allergy education, and health promotion strategies. Locations include the Main Library, Avondale, College Hill, Madisonville, and West End.

## Customer Experience

- Creating a New Customer Experience Framework
  - The Library currently has two internal project teams working to re-envision our customer experience based on all the changes that the pandemic has brought. One team is focused specifically on the downtown Main Library, while the other is more broadly focused on the entire library system. The planning groups consist of Main Library and Branch staff who will focus on the short-term (remaining months of 2020) and the longer-horizon of 2021-2022. These groups are engaged with Group 4, which had started the work with Library staff at all levels of re-imagining service in the spring before the pandemic. These teams will develop a Customer Experience Framework that has new and imaginative concepts and

technology that will work to both elevate and reimagine the Library experience, and that will provide the highest quality service to our community when they need us the most. The planning framework that the two teams develop will set a course that aligns internally with our new brand and the Facility Master Plan, as we work to determine how to operate long-term in a pandemic and prepare for large-scale projects such as the Vine Street Plaza project. The goal is to make sure our community's needs, stated interests (e.g. from listening sessions and the recently completed customer survey) and safety are prioritized, along with responsible stewardship of resources, appropriate staffing, and creative, flexible use of the Library's physical space, technology, and collection.

- Community Engagement in Facility Master Plan (FMP) Implementation
  - As FMP implementation moves forward, so does community engagement. Here are some recent and upcoming activities:
    - On Sept. 30, the Library and Fishbeck co-hosted a virtual information session to share the final design for the renovation and expansion of the Walnut Hills Branch Library. The session was recorded and emailed out to cardholders in the greater Walnut Hills area.
    - A Walnut Hills groundbreaking event is being planned for fall, with the exact date still to be determined.
    - Prior to the pandemic, the Library had planned a community information session for each of the five planning zones, to increase awareness about the FMP. Two were completed before the pandemic and the rest were postponed. We plan to hold these this fall online.
    - Price Hill area cardholders are receiving periodic email blasts about progress on the renovation and expansion.
    - Once work on Walnut Hills gets underway, we'll turn our focus to Deer Park, and invite the community to a virtual information session before the end of 2020.

## Programs

- Summer Learning Recap
  - Items distributed included:
    - 6,194 summer meals
    - 28,216 brand new books for youth
    - 24,608 STEM activity booklets
    - 16,073 take-and-make kits,
    - 7,681 coupons to local food venues
    - and 328 grand prizes.
- Programming & Content

- 70 live virtual programs for youth held for 517 participants
- 61 live, in-person and outdoor programs for youth held for 797 participants
- 111 pre-recorded videos posted to the Library's YouTube channel for 32,196 views
- 16 Facebook Live programs held for 16,080 total views
- 331 Beanstack users recorded 695 learning activities and logged 42,403 reading minutes
- Upcoming Virtual and Outdoor Programs of Note
  - Adult Information & Education
    - High School Equivalency Exam Preparation, online series
    - Life 101 online series, which includes topics such as budgeting, improving computer skills, finding social services to meet your needs, and more
  - Adult Social Connectivity & Entertainment
    - Memory Cafe, Mon. Oct. 12th from 4 – 5 p.m. at Blue Ash
  - Early Literacy & Social Skills
    - Storytime in Spanish, Sat. Oct. 10th from 11 – 11:30 a.m., online
  - Youth Education
    - Hands-on Science, Sat. Oct. 10th from 2 – 3 p.m. at Westwood
  - Youth Entertainment & Self-Expression
    - Creative Writing Workshop for Teens, Wed. Oct. 14th from 7-8 p.m., online
  - Community Connections
    - The Veterans' Day commemoration will take place online this year. A staff planning team is working out the format and logistics. More details will be shared as their work advances.

## **DEVELOPMENT COMMITTEE REPORT**

Mrs. LaMacchia reported that:

- The Library submitted a joint proposal to the Institute of Museum and Library Services (IMLS) with Cincinnati Museum Center to help bridge the digital divide in our community. Over the next two years, staff from the Library and Cincinnati Museum Center will be working in the West End, Price Hill, Westwood, St. Bernard and Avondale communities to provide devices, technical assistance and virtual programming. This is the first IMLS grant that the Library has received.
- The H.B., E.W., & F.R. Luther Foundation has renewed their support of the Library's summer program with a significant contribution. The Microsoft Store made a generous

in-kind donation of Xbox gaming systems, games and accessories. Additional grant funding requests have been submitted and are under review.

Planning for the Library Foundation's annual campaign is underway. The first phase of the campaign begins in October with the Library's employee giving campaign. Staff can make a monetary donation or to "opt-in" (at no cost) through designating the Library Foundation as their charity through the Amazon Smiles and Kroger Community Rewards giving programs.

- The Friends' hosted three "Donate Days" in the Library's Distribution Center's parking lot on August 15th, August 22nd and September 12th. These events collectively hosted 541 cars and one U-Haul truck.

The Friends' have scheduled three additional "Donate Days at Branches" from 9 a.m. to noon on:

- October 10<sup>th</sup> at the Loveland Branch,
- October 17<sup>th</sup> at the Sharonville Branch
- October 24<sup>th</sup> at the Harrison Branch

These events are designed to help collect donated materials from customers and alleviate the need to accept donations at branches due to the pandemic.

## ***CONSENT AGENDA ITEMS***

Mrs. LaMacchia moved the Board approve the consent agenda as follows:

- Minutes of the Regular Meeting held August 11, 2020.
- Minutes of the Special Meeting held September 8, 2020.
- Monthly Financial Reports – for the periods ending August 31, 2020 and September 30, 2020.
- Marketing Board Report – August 2020 and September 2020.
- Contributions, Gifts, and Donations – August 1, 2020 – September 30, 2020

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000  
August 1, 2020 - September 30, 2020

8/14/2020 Library Foundation  
8/14/2020 Library Foundation

FCC - West End Support  
Maxwell Weaver - Summer Support

10,000.00  
5,000.00

- Personnel Change Report reflects changes through September 19, 2020.

<b>ACTION</b>	<b>FULL NAME</b>	<b>AGENCY</b>	<b>JOB TITLE</b>	<b>FTE</b>	<b>GRADE</b>	<b>EFFECTIVE DATE</b>
Appointment	Godbey, Joseph W	Maintenance Services	Maintenance Technician Entry Level	1.00	03	08/09/2020
Appointment	Ford, Thomas A	Maintenance Services	Maintenance Technician	1.00	05	09/06/2020
Appointment	Edwards, Sidney N	Avondale Branch	Library Services Assistant	0.60	03	09/16/2020
Change	Gabotero, Chelsea R	Education & Homework Support	Education & Homework Support Assistant	1.00	04	08/09/2020
Change	Satterthwaite, Taylor M	Education & Homework Support	Education & Homework Support Assistant	0.60	04	09/06/2020
Change	Moore, Zachary R	Sorting & Materials Retrieval	Sorter	1.00	01	08/09/2020
Change	Amrein, Clarity M	St Bernard Branch	Senior Library Services Assistant	1.00	04	08/23/2020
Change	Hallenberg, Albert L	Popular Library	Senior Library Services Assistant	1.00	04	08/23/2020
Change	Mock, Sallie	Popular Library	Library Services Assistant	1.00	03	07/26/2020
Change	Wood, Colleen M	Covedale Branch	Senior Library Services Assistant	0.50	04	08/09/2020
Change	Bertke, Dorothy A	Anderson Branch	Library Services Assistant	1.00	03	08/09/2020
Change	Schultz, Tina M	Techcenter / Makerspace	TechCenter\Makerspace Technician	1.00	04	07/26/2020
Change	Richter, Michael S	Madeira Branch	Senior Library Services Assistant	1.00	04	08/09/2020
Change	Allan, Macy E	Pleasant Ridge Branch	Senior Library Services Assistant	1.00	04	08/09/2020
Change	McKenzie, Sierra S	Avondale Branch	Library Services Assistant	1.00	03	07/26/2020



<u>ACTION</u>	<u>FULL NAME</u>	<u>AGENCY</u>	<u>JOB TITLE</u>	<u>FTE</u>	<u>GRADE</u>	<u>EFFECTIVE DATE</u>
Change	Thomas, Songhay	Virtual Information Center	Library Services Assistant	1.00	03	08/09/2020
Change	Crownover, Jeremiah J	Techcenter / Makerspace	TechCenter\Makerspace Technician	1.00	04	08/09/2020
Change	Daulton, Kelsea J	Sorting & Materials Retrieval	Sorter	1.00	01	08/23/2020
Change	Trester, Lauren V	Popular Library	Shelver	0.60	01	09/06/2020
Change	Brown, Taylor D	Popular Library	Library Services Assistant	1.00	03	08/09/2020
Change	Desiderio, Joseph F	Popular Library	Senior Library Services Assistant	1.00	04	08/09/2020
Departure	Becker, Joshua T.	Marketing	Senior Web Developer	0.60	11	07/25/2020
Departure	Dickhaus, Joseph A.	North Central Branch	Library Services Assistant	0.60	03	07/22/2020
Departure	Acheson, Phoebe	Information & Reference Dept	Information & Reference Team Leader	1.00	08	07/25/2020
Departure	Ahlers, Andrew P.	Clifton Branch	Library Services Assistant	0.50	03	08/06/2020
Departure	Easterling, Douglas H.	St Bernard Branch	Shelver	0.30	01	08/18/2020
Departure	Chapman, Myko M.	Sharonville Branch	Library Services Assistant	0.50	03	08/22/2020
Departure	Cox, Andrew S.	Norwood Branch	Senior Library Services Assistant	1.00	04	08/29/2020
Departure	Miller, Jordan M.	Service Operations	Floater	1.00	05	09/08/2020
Departure	Kroener, Kelly L.	Popular Library	Library Services Assistant	1.00	03	09/09/2020
Departure	Chu, Kyle L.	Madeira Branch	Shelver	0.30	01	08/01/2020
Departure	Gutjahr, Christine L.	West End Branch	Library Services Assistant	0.50	03	08/17/2020
Departure	Womack, Karin E.	Sharonville Branch	Senior Library Services Assistant	0.50	04	08/20/2020
Departure	Kawanari, Audrey A.	Outreach Services	Shelver	1.00	01	08/22/2020
Departure	Mechley, Abigail N.	St Bernard Branch	Library Services Assistant	0.60	03	08/26/2020
Departure	Rockstroh, Laura G.	Hyde Park Branch	Library Services Assistant	0.50	03	09/02/2020
Departure	Dyson, Jessica L.	Walnut Hills Branch	Library Services Assistant	0.60	03	07/18/2020
Departure	Dudak, Leah T.	Popular Library	Reference Librarian	1.00	07	08/06/2020
Departure	Dovel, Rachel K.	St Bernard Branch	Library Services Assistant	0.50	03	08/28/2020

<u>ACTION</u>	<u>FULL NAME</u>	<u>AGENCY</u>	<u>JOB TITLE</u>	<u>FTE</u>	<u>GRADE</u>	<u>EFFECTIVE DATE</u>
Departure	Kutcher, Nat L.	Corryville Branch	Senior Library Services Assistant	0.50	04	09/04/2020
Departure	Necessary, Robin R.	HVAC Services	HVAC Technician	1.00	06	09/04/2020
Departure	Vanguard, Max	Facility Operations	Electrician	1.00	06	09/11/2020
Departure	Gray, Emmanuel-Sathya A.	Sorting & Materials Retrieval	Sorter	1.00	01	07/24/2020
Departure	Nelson, Suniti C.	Clifton Branch	Library Services Assistant	0.50	03	08/08/2020
Departure	Song, Maria H.	Groesbeck Branch	Shelver	0.30	01	08/10/2020
Departure	Kuhl, Correna R.	Popular Library	Senior Library Services Assistant	1.00	04	08/14/2020
Departure	Luce, Emma D.	Avondale Branch	Homework Help Aide	0.30	01	08/21/2020
Departure	Gasper, Andrew J.	Techcenter / Makerspace	TechCenter\Makerspace Technician	0.50	04	07/27/2020
Promotion	Gibson, Corey S	Techcenter / Makerspace	TechCenter/Makerspace Team Leader	1.00	08	08/09/2020
Promotion	Elliott, Grace E	Madeira Branch	Library Services Assistant	0.60	03	08/09/2020
Promotion	Cohn, Sasha E	Madeira Branch	Library Services Assistant	0.60	03	08/09/2020
Promotion	Gutjahr, Christine L	West End Branch	Library Services Assistant	0.50	03	07/26/2020
Retirement	Havlick, Wendy C.	Cataloging & Processing	Cataloger	1.00	07	07/24/2020
Retirement	Hauenstein, Cynthia M.	Materials Selection & Acq	Collection Development Librarian	0.50	07	08/31/2020
Retirement	Norman, David S.	Information & Reference Dept	Senior Library Services Assistant	1.00	04	08/31/2020

- Statistical Report for October 2020.
- Quarterly Statistical Highlights – June 2020 – September 2020.
- Investment Report (summary of invested balances) as of September 30, 2020.

### **Investment Summary as of September 30, 2020**

Amount	Amount
<u>As of 8/31/2020</u>	<u>As of 9/30/2020</u>

**Fifth Third Investment:**

General Fund	\$4,000,000.00	\$4,000,000.00
Building and Repair	\$12,000,000.00	\$12,000,000.00
<b>Total</b>	<b>\$16,000,000.00</b>	<b>\$16,000,000.00</b>

**Fifth Third Operating Account:**

General Fund	8,743,580.53	26,072,019.19
Insurance Reserve	230,000.00	230,000.00
Special Revenue		
Funds	810,718.58	1,832,434.70
Building and Repair	20,377,743.01	19,877,599.17
Permanent Trust		
Funds	1,357,101.60	1,343,638.08
<b>Total</b>	<b>\$31,519,143.72</b>	<b>\$49,355,691.14</b>

**STAR Ohio:**

Building and Repair	1,118,522.65	1,118,799.69
<b>Total</b>	<b>\$1,118,522.65</b>	<b>\$1,118,799.69</b>

**U.S. Bank Managed Investments (Trust Funds):**

<b>Total</b>	<b>\$6,767,979.00</b>	<b>\$6,767,979.00</b>
	<b><u>\$55,405,645.37</u></b>	<b><u>\$73,242,469.83</u></b>

Ms. Redden seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, and Ms. Redden... 5 ayes. The motion carried. (41-2020).

The Regular Meeting was then adjourned.

---

President

---

Attest: Secretary