PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

November 10, 2016

The Board of Trustees of the Pickerington Public Library met in regular session on Thursday, November 10, 2016 at 7:02 p.m. in the library at 201 Opportunity Way. Members present were Cristie Hammond, Mark Smith, Mary Herron, Cheryl Ricketts, Mike Jones and Robert Mapes. Also present, Kathy Bowden, Friends of the Pickerington Public Library President. Staff members present: Tony Howard, Library Director, Kent Daniels, Assistant Director, Brenda Oliver, Fiscal Officer/Human Resources Manager and Colleen Bauman, Community Relations Coordinator.

Excused Absence: Michelle Shirer

Cristie asked for approval for the regularly scheduled board meeting minutes from October 13, 2016.

**11-01-16 Motion to Approve the Regular Meeting Minutes for October 13, 2016**

Mike Jones made a motion to approve the October 13, 2016 board meeting minutes. Cheryl Ricketts seconded the motion. Minutes were approved with no changes.

Roll call vote: Cristie Hammond – yes, Michael Jones – yes, Bob Mapes – yes, Michelle Shirer – excused, Mark Smith – yes, Cheryl Ricketts – yes, Mary Herron – yes. Motion passed with roll call.

Public Participation -none

Friends of the Library Report – Kathy reported that they don’t have totals from the book sale yet. The Friends are in the process of a big clean out of the shed. They have rented a dumpster to dispose of boxes. Cristie commended them on the reorganization.

Finance Committee

Fiscal Officer’s Report

Brenda Oliver presented the financial report for the month of October. She asked if there were any questions. There were none. Brenda shared the discussion items from the Finance Committee meeting.

Other Committee Reports

No reports.
Levy Committee is meeting Wednesday, November 16 at 6:30 p.m. in Meeting Room A.

Director’s Report

Tony shared his report.
Overall circulation – 3.2% decrease for the month but still a 6.6% increase for the year

Digital circulation - up 17.3% increase for the month with a 32.2% increase over last year.

New Patrons – 178 newly registered patrons – this is a 31% decrease for the month over last year. This is an expected decrease due to shared accounts with CLC libraries.

Programming – Children’s had 90 programs with 2029 participants. Trick or Treat had 240 patrons visiting the library during the two hour time frame. Teens had 8 programs with 23 participants. Up from last year, but not where we want to be. Working with the Teen Advisory Board to offer programs that teens want to attend.

Social Media – Looking at numbers to see if more needs to be done or if the library should be involved with the sites at all. Also looking at statistics to see what demographics are involved in the different mediums.

Security Incidents – 3 this month

Homework Help Center – Last school year the HHC averaged 6 students per day. This school year the average is 9 students per day.

Media hits – total from October is 42, up from 22 in September.

Facilities – Bryon has painted the shed. Staff breakroom furniture has arrived.

Miscellaneous – Replaced the AWE children’s computers and purchased a couple of Playaway View handheld tablets. Pickerington Garden Club has planted 500 daffodil bulbs around the wood-line perimeter of the property to give some color in the spring.

Assistant Director Report

Google Analytics is up and running on the website.
ABLE Classes – Kent is meeting with the ABLE staff to discuss more computer classes.
Cosplay Event – Preparing for 100-150 people; could be more.
Food Trucks – Building a list of contacts for local food truck vendors for future programs.
Reference Desk Tactic – Ongoing; still working with vendors to develop ideas and stay within budget.
Teen and Adult Craft Programs – Great attendance and a lot of good feedback indicating meaningful impact. The only cost is for the supplies.

Cristie added that she and her husband attended the Ironwood Wolves and Birds of Prey. Thoroughly enjoyed both and found them informative for all ages.

Old Business

New Business

Donations

Donation -Joyce Vaughn, a Pickerington resident, donated 29 books throughout 2016 worth $804.80. Most of the things Joyce donates are new best sellers and she has done this for numerous years. Bob Mapes asked about having a Patron of the Month recognition. Tony said he will look into the confidentially issue and what other libraries do.

Donation – Bloodsuckers Board Game by staff member Erikka Sawdey for addition to our collection. Board game valued at $17.59. Cristie asked Tony to thank her from the Board.

Homework Help Center Remodel

In late October, Architect Jay Boone from Moody Nolan completed the redesign of the Homework Help (HHC)/Tech Classroom. This redesign meets all requirements the library put forth in order to make the space more usable for library patrons and staff. It encloses the space while adhering to the design of the facility. The design resolves many of the noise issues within the space, from the kids during Homework Help time, background noise coming from the room and the air handler noise while using the room. Tony shared the drawings of the remodel. The total estimated cost of the remodel is $53,082. The Library’s Executive Leadership Team feels this is a reasonable estimate for what we are asking to be changed. Finally, the funds are available in our capital budget to cover all expenses for the project. Brenda added that the wording in the memorandum is incorrect; changes were made since it was typed. “C” on the agenda should come off. Also, on the memorandum, the action requested will be the first, third and fourth. 2nd one is absorbed into the fourth.

**11-02-16 Motion to approve the remodel of the Homework Help Center with estimated costs of $53,082**

Mark Smith made a motion to approve the remodel of the Homework Help Center with estimated costs of $53,082. Mary Herron seconded. Motion passed with roll call.

Roll call vote: Cristie Hammond – yes, Michael Jones – yes, Bob Mapes – yes, Michelle Shirer – excused, Mark Smith – yes, Cheryl Ricketts – yes, Mary Herron – yes.

**11-03-16 Motion to approve the advertisement of the Bid process for the Homework Help Center/Tech Classroom remodel**

Cheryl Rickets made a motion to approve the advertisement of the Bid process for the HHC/Tech Classroom remodel. Mary Herron seconded the motion. Motion passed with roll call.

Roll call vote: Cristie Hammond – yes, Michael Jones – yes, Bob Mapes – yes, Michelle Shirer – excused, Mark Smith – yes, Cheryl Ricketts – yes, Mary Herron – yes. Motion passed with roll call.

**Legal Notice**

Sealed bids will be received at the Fiscal Officer’s Office, Pickerington Public Library, 201 Opportunity Way, Pickerington OH 43147 until 12:00 noon, local time, Nov 28, 2016, when they will be publicly opened and read, for all labor, material and services necessary for the Homework Help Center Renovation Project (construction cost estimate = $53,082), all in accordance with Contract Documents prepared by Moody Nolan Inc. Direct all questions to Karen Danko at kdanko@moodynolan.com. Contract Documents may be examined at the Library and at Moody Nolan Inc., 300 Spruce St. Ste. 300, Columbus OH 43215, and will be provided electronically at no cost upon request to Karen Danko.

All bids must be accompanied by a Bid Guaranty as described in the Instructions to Bidders; Ohio prevailing wage rates are not required.

Pre-bid meeting: Nov 21, 2016 at 12 noon at the Library, 201 Opportunity Way, Pickerington.

No Bidder may withdraw its bid within sixty (60) days after the date of the bid opening. The Library reserves the right to waive irregularities and to reject any or all bids.

**11-04-16 Motion to authorize the Fiscal Officer to publicly open and read all bids after time for filing bids has expired and to report on the results at the next Board meeting**

Cheryl Ricketts made a motion to authorize the Fiscal Officer to publicly open and read all bids after time filing bids has expired and to report on the results at the next Board meeting. Mary Herron seconded. Motion passed with roll call.

Roll call vote: Cristie Hammond – yes, Michael Jones – yes, Bob Mapes – yes, Michelle Shirer – excused, Mark Smith – yes, Cheryl Ricketts – yes, Mary Herron – yes. Motion passed with roll call.

Reimbursement for Travel Policy

At the October Board meeting, Trustee Cheryl Ricketts asked that this policy be tabled in order to confirm that staff be compensated when travel is required. After reviewing federal laws and seeking legal opinion, it has been confirmed that our policy as written complies with the Fair Labor Standards Act (FLSA).

**11-05-16 Motion to approve the Reimbursement for Travel Policy**

Mary Herron made a motion to approve changes to the Reimbursement for Travel Policy. Cheryl Ricketts seconded.

Roll call vote: Cristie Hammond – yes, Michael Jones – yes, Bob Mapes – yes, Michelle Shirer – excused, Mark Smith – yes, Cheryl Ricketts – yes, Mary Herron – yes. Motion passed with roll call.



**Pickerington Public Library**

**Reimbursement for Travel**

**Board Policy: DATE REVIEWED: 11/10/2016**

 **DATE APPROVED: 10/13/2016**

 **EFFECTIVE DATE: 10/13/2016**

 **REPLACING POLICY EFFECTIVE: 1/12/2015**

The Library Board of Trustees (The Board) recognizes the need for staff to travel in order to conduct the business of the library. Any staff member attending an approved meeting, workshop, conference or to conduct Library business outside of the Library may request mileage reimbursement and when appropriate, meal, lodging and parking reimbursement.

Library staff are expected to use the library owned vehicle for travel in accordance to the Use of Library Owned Vehicle and Equipment policy.

The Board acknowledges that some opportunities may require out-of-town/overnight travel. The Library will comply with FLSA guidelines in regard to compensation for non-exempt employees. In addition, all employees will be reimbursed for travel expenses as outlined in the procedural paragraphs below.

The employee must obtain prior-approval for estimated travel expenses. All reimbursement requests should be for reasonable and necessary expenses. Staff approved to attend a meeting, workshop, conference or conduct library business will be paid for travel time to and from the temporary assignment; as well as attendance at the event.

The employee is expected to exercise the same care in incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds.

This policy does not intend to address every issue, exception or contingency that may arise in the course of travel.

**Administrative Procedure: DATE REVIEWED: 11/10/2016**

 **DATE APPROVED: 10/13/2016**

 **EFFECTIVE DATE: 10/13/2016**

 **REPLACING POLICY EFFECTIVE: 1/12/2015**

 **Transportation**

1. Actual mileage in excess of an employee’s normal commute is reimbursable and will be calculated at the IRS established rate.
2. The employee may use and will only be reimbursed for automobile travel in a private vehicle if the owner is insured under a liability policy that complies with Ohio Revised Code (ORC) Section 4509.51. The employee authorized for travel must maintain a valid driver’s license.
3. The use of air, train, bus or private vehicle shall be selected on the basis of the most reasonable and appropriate method – taking into account distance, time and total costs. Reimbursement for mileage may not exceed the cost of one (1) reasonably-priced airline ticket to the destination. Any frequent flyer miles or other travel incentives earned are to be credited to the library. Reimbursement for a rental car will be authorized only if its use is more economical than any other type of transportation.
4. Reasonable parking fees, tolls, taxi fees etc. will be reimbursed
5. Any gasoline, damages, needed service or repairs to private vehicles are the responsibility of the employee, as these costs are included in the per mile cost reimbursement.

**A. Compensation**

The Library will comply with FLSA guidelines in regard to compensation for non- exempt employees who are scheduled for out-of-town or overnight travel as follows:

1. Whether time spent traveling out of town as a passenger is compensable depends on the time of the day during which the travel occurred, and whether the travel results in an overnight stay.

a. Time spent traveling out of town *during* normal work hours on any day of the week *is* hours worked because the employee is simply substituting travel for other duties. This is true even if the travel occurs on an employee’s regular day off, such as Saturday or Sunday; if the hours spent traveling correspond to the employee’s normal work hours on a work day. For example, if the employee regularly works 10 a.m. to 6 p.m., Monday through Friday, travel between 10 a.m. and 6 p.m. on any day of the week, including weekends, is also work time. If an employee does not have a regular work shift, a regular work shift should be designated for purposes of determining compensable travel time. The schedule should be designated in advance of the traveling work week, and should not change from week to week.

2. Travel *outside* normal hours resulting in an overnight stay usually *is not* considered compensable hours worked (unless the employee performs work while a passenger).

3. During non-work hours, non-exempt employees are not authorized to utilize the Intranet, or remotely access email. Under extenuating circumstances (i.e., verify unexpected Library closing, review benefits information) non-exempt employees may do so for a limited period of time; however, they may not perform any work (i.e., respond to or take action on information read) without pre-approval from their manager. Employees are not compensated for such time

4. But if such travel outside normal working hours is part of a special *one-day* assignment, meaning that there is no overnight stay, then the time spent traveling during that day, even as a passenger *is* considered compensable hours worked. The employer can deduct the time that normally would be spent commuting, however.

5. Normal commuting trips occurring in a distant city (e.g. from hotel to work site and back), “down time” in the out-of-town city, as well as personal time such as sleep and meal time, are not hours worked. Business meals or working lunches are, however, considered hours worked.

6. General Rule Regarding Drivers of Vehicles: Travel by a driver beyond normal commuting distances is always hours worked. There is one exception to this rule. If an employee who is offered public transportation chooses instead to drive for personal convenience, then the time spent driving is not hours worked.

7. One Day Out-of-Town Business Trips: Uninterrupted travel to an out of town location which takes place in one day is hours worked. If the travel is interrupted (such as by travel to an airport and then travel via airplane to another city) then the travel to and from the airport in the “home” city is regarded as normal commuting time and therefore is not hours worked. The travel as a passenger by airplane within and outside the normal work hours is also hours worked.

**B. Overnight Travel:**

1. Overnight Out-of-Town Business Trips: Travel as a passenger outside normal work hours on any day of the week is not hours worked (so long as the employee doesn’t perform work while a passenger). This is true even if the travel occurs on an employee’s regular day off, such as Sunday or Saturday. For example, if the employee regularly works 10 a.m. to 6 p.m. Monday through Friday, travel between 10 a.m. and 6 p.m. on weekends is also work time. Whereas, travel outside shift hours even for the employer’s benefit is not hours worked.
2. If an employee does not have a regular work shift a regular work shift should be designated for the purpose of determining compensable travel time. The schedule should be designated in advance of the work week in which travel time is occurring, and should not change from week to week.
3. Travel that cuts across the work day on any day of the week is hours worked. In this situation, only the hours of the day which occur during the normal work day are considered hours worked. Normal commuting trips in the out of town city (such as from hotel to work site and back) are not hours worked.
4. Personal time out of town such as sleep and meal time is not hours worked. Business meals or working lunches are hours worked.

**C. Reimbursement:**

The following requirements relate to the Travel Reconciliation & Employee

Reimbursement process:

1. Receipts in General

1. The Library’s reimbursement policy is based on documentation of reasonable and actual expenses, supported by original receipts. Original, detailed and itemized receipts must be submitted for all travel expenses including airline, rail, hotels, meals, automobile rental, and incidentals.
2. For Library credit card purchases, original, detailed and itemized receipts must be submitted for all travel expenses including airline, rail, hotels, meals, automobile rental, and incidentals. Monthly credit card statements and/or travel agency invoices and statements alone are not acceptable as backup documentation.
3. The Library reserves the right to withhold reimbursement of expenditures lacking receipts and/or a valid reason for not submitting an original receipt.
4. Customary gratuities of up to 15% are reimbursable. Alcoholic beverages or costs associated with a guest are not reimbursable. Not all situations can be anticipated in the procedure. Therefore, general guidance is that only pre-approved expenses are reimbursable.

**D. Registration & Conference Fees**

1. Registration fees for a meeting or conference at which attendance has been approved should be completed using the Library credit card or by using a purchase order.
2. Registration fees paid directly by an individual will not be reimbursed until the conference is completed and proof of attendance is obtained by submitting the Conference/Workshop/Program/event Reimbursement Form.

**E. Airfares**

1. All Library approved air travel must be at the most reasonable and economical rate, not first class or business class. All travelers should use the least expensive airfare, including non-refundable and penalty fares, based on a two-hour "window" on either side of their preferred departure times. In accordance with the Ohio Ethics Commission’s Advisory Opinions, employees are prohibited from using frequent flyer miles accumulated on fares that were reimbursed or paid for by the Library. The lowest cost air travel should take precedence.
2. Travelers are strongly encouraged to book well in advance of travel to secure the lowest fares. In addition, travelers are encouraged to select special or promotional flights that may require significant advanced booking, use alternative airports, entail a connection, or feature departure and/or arrival times slightly different than originally specified by the traveler.
3. The Director or designee will make an assessment of the most reasonable method of travel to an event; in the event an attendee chooses to use an alternate method, lowest cost for transportation will be reimbursed with the attendee expected to make up the difference. It is acceptable if it is more economical to add an additional overnight lodging cost to save a greater cost on airfare.

**F. Rail Transportation**

1. The Library will reimburse the cost of railroad fare not to exceed the cost of the least expensive airfare.

**G. Private Automobile Transportation – Mileage Rate**

1. Travel using privately owned vehicles may be desirable to save time, transport equipment, or reduce cost when Library staff are traveling together. The rate of reimbursement is based on the Internal Revenue Service reimbursement rates at the time of travel. This reimbursement covers all fuel, maintenance, insurance, transportation, and operating costs. The Library does not assume responsibility for deductibles or other uninsured loss to the vehicle.
2. Tolls and reasonable parking charges will be reimbursed in addition to the mileage allowance. No reimbursement will be made for the cost of repairs to the vehicle or other such costs whether they result from the traveler’s actions or the actions of others. Costs for parking violations and moving violations are not reimbursable.
3. If, primarily for the convenience of the traveler, a personal automobile is used for approved travel to points more than 300 miles beyond the point of origin, the following applies:
	1. Reimbursement will not exceed the lesser of the cost of the per-mile reimbursement plus tolls, or
	2. The least expensive round-trip air fare between the nearest commercial airport serving the origin and destination cities, plus associated transfer costs to and from the airport.

**H. Rental Vehicles**

1. Rental vehicles should be used only, as follows:
	1. Economy, compact or subcompact vehicles should always be rented.
	2. Reimbursement will be made for other types of vehicles in exceptional cases (e.g., several travelers are riding in one vehicle, equipment being transported, etc
	3. Travelers should rent vehicles in the Library’s name with the authorized traveler as the named driver. Under no conditions should the authorized traveler allow another person to operate their rental vehicle.
	4. All detailed fuel receipts are required. Gas must not be purchased from any rental agency.
	5. Travelers must report all accidents to the Director and Fiscal Officer within 24 hours, and immediately when any accident results in any personal injury or towing of a vehicle. The traveler should follow the rental agency accident report instructions, in addition to forwarding a copy of the report to the Fiscal Officer.
	6. Renters should purchase the rental company’s minimum insurance coverage, i.e. collision and liability, which is reimbursable by the Library.

**I. Tolls & Parking Fees**

1. Tolls and reasonable parking charges will be reimbursed. Receipts should be submitted with the Conference/Workshop/Program/Event Reimbursement Request form.
2. Library credit cards may be used for these expenses. Original, detailed and itemized receipts must be submitted for all such expenses.

**J. Ground Transportation**

1. Taxi fares, including tips, are reimbursable where public transportation is not practical. This includes taxis between hotels and railroad stations or airports, between appointments or between hotels and places of temporary duty.
2. Shuttle, limousine, public transportation, or livery service to and from airports and railroad stations, plus reasonable tips is reimbursable, where such costs do not exceed the comparable taxi fare.

**K. Lodging**

1. Travelers must book standard accommodations in reasonably priced, commercial-class hotels and motels. Travelers should ask for government discounts at all hotels and motels.
2. Travelers will be reimbursed for the actual cost of lodging.
3. The Director or their designee will make an assessment of the most reasonable method of travel to an event; in the event an attendee chooses to use an alternate method, the lowest cost for transportation will be reimbursed with the attendee expected to make up the difference. It is acceptable if it is more economical to add an additional overnight lodging cost to save a greater cost on airfare.

**L. Extended Weekend Stays**

1. Because of the significant cost savings associated with airline reservations that include a Saturday night stay, Library personnel are allowed to extend business trips over Saturday when such a decision is cost-effective. To monitor this procedure, travelers must receive prior authorization from their supervisor and must include a calculation of net savings with any request for reimbursement. The calculation should include the difference in airfare quotes, and the incremental reimbursable expenses accumulated that result from the extra days stayed.

**M. Meals**

1. Per Diem rates at the time of travel are allowed for meals only and are based on the U.S. Government services Administration (GSA). The GSA establishes the maximum CONUS(Continental United States) Per Diem rates for federal travel customers. These rates are reviewed annually.
2. For foreign travel, Google: Foreign Per Diem Rates to locate the most current rates. The rates are listed by travel date/country/city. According to current government regulations, per diem allowances shall not exceed the maximum found on the government’s per diem web page.
3. Per Diem is defined as the maximum reimbursement for daily expenses. The Library’s reimbursement policy for meals is based on documentation of actual expenses. Original, detailed and itemized receipts must be submitted for reimbursement. The actual costs of all meals, even those less than or equal to $25.00, is required to be documented on the Conference/Workshop/Program/event Reimbursement Form
4. The Library’s reimbursement provision for gratuity is not to exceed 15% of the actual bill prior to tax being charged. Any gratuity paid above the 15% will not be reimbursed by the Library unless a valid reason for exceeding is documented and subsequently approved by the Director or his/her designee.
5. Payment for group meals while traveling is not recommended. Sometimes this is unavoidable due to restaurant policy or special circumstances.

**N. Telephone & Internet Access**

1. Telephone calls and faxes, specifically those necessary to obtain transportation and hotel reservations or to communicate with the office, are reimbursable. Internet access fees, when the Internet access is used for Library business are reimbursable.

**O. Tips**

Reasonable tips associated with baggage handling, storage and other services are reimbursable.

**P. Taxes**

The Library is exempt from state sales taxes. Other unavoidable local taxes (e.g., lodging, meals, car rental, etc.) on travel and business related services are allowable and reimbursable.

**Q. Travel Expenditures Not Reimbursable by the Library**

* Airline clubs
* Airline upgrades
* Books, magazines, newspapers for personal use
* Business or first-class airfares
* CD’s and DVD’s for personal use
* Child-care, babysitting, house-sitting, pet-sitting/kennel charges
* Commuting between home and PPL.
* Corporate Charge Card delinquency assessments. (An exception may be if the delinquency assessment is not due to the actions of the traveler)
* Costs incurred by a traveler’s failure to cancel transportation or hotel reservations in a timely fashion
* Evening-wear rentals
* Flowers
* Formal wear expenses
* Gifts
* Haircuts and personal grooming
* Laundry and dry-cleaning (An exception may be made for extended foreign travel with receipts)
* Passports, vaccinations, and visas, when not required as a specific and necessary condition of the travel assignment
* Personal entertainment expenses including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theatre movies, social activities, and related incidental costs
* Shoeshine services
* Travel accident insurance premiums and/or purchase of additional travel insurance
* Other expenses not directly related to the performance of the travel assignment

**R. Non PPL Employees Expenses**

Incremental costs for travel, lodging, meals or other travel expenses for non PPL employees will not be reimbursed. Please consult the Director and Fiscal Officer if special consideration is requested.

**S. Visas, Passports, Inoculations**

Fees for visas, passports, and inoculations are allowable when they are a specific and necessary condition of fulfilling a work assignment on behalf of the Library. For example, if foreign travel is authorized and a visa is necessary for travel, this is allowable.

**T. Falsified travel forms**

Falsification of a travel expense report is grounds for disciplinary action up to and including discharge.

**U. Late Reimbursement Requests**

Reimbursement requests over 30 days from the date of travel are not reimbursable.

Review/Feedback of the FOL/PPL Contract

Tony presented the draft of the agreement between the Library and the Friends. No vote is necessary at this time, he asked the Board to look over and give him feedback by email. Any further discussion will be held at the next Board meeting. Mike asked for clarification of the background of this action. Tony explained about book disposal practices now versus what is covered in the agreement. Merchandise placement in the library as well as the administrative side as it includes handling Friends money.

Ohio DAS Cooperative Purchasing Program

In an effort at becoming even more fiscally responsible with taxpayers funds, we have investigated the Cooperative Purchasing Program administered through the State’s Department of Administrative Services. (DAS). It will allow the library to leverage our purchasing power and find benefits and costs savings by buying goods and services through state negotiated contracts. There is a nominal fee of $100 per year for being a member of the cooperative.

**11-06-16 Motion to authorize the Library to participate in the State of Ohio Cooperative Purchasing Program.**

Mary Herron made a motion to authorize the Library to participate in the State of Ohio Cooperative Purchasing Program. Mark Smith seconded.

Roll call vote: Cristie Hammond – yes, Michael Jones – yes, Bob Mapes – yes, Michelle Shirer – excused, Mark Smith – yes, Cheryl Ricketts – yes, Mary Herron – yes. Motion passed with roll call.

Documents for posting Board Vacancy

Mark Smith’s second term will be ending December 31, 2016. A job description has been created to post to the public. At the last posting, there were a lot of questions from the public regarding requirements and wage. Timeline: the deadline to submit applications is 5 p.m. on Wednesday, December 7, 2016. Applications will be part of the December 8, 2016 Board packet. Discussion will be held during the December Board meeting. Applicant interviews can be set up for the January 12, 2017 Board meeting, Decision can be made at the February 9, 2017 meeting. Request can be sent to the Pickerington Local School District Board of Education for approval. The appointment could be done at their February meeting. The posting will be available on the website, in the library. The Board asked that Tony email out the job description to be able to send out to interested people.

For the good of the order

Tony shared the unofficial results of library levies in Ohio.

Cristie adjourned the meeting at 7:57 p.m.
Cristie called the meeting back to order at 7:57 p.m. for an update from Tony on the library branch.

Tony shared the library branch update. Tony and Brenda met with the owners of Storage One who had offered to build a building for the Library. Even with the build, there would be a lot of expenses for the library.

The Sycamore Plaza site has given the Library a discount on the lease. At this time, the lease is being read over by the attorneys on both sides. A special meeting may need to be scheduled.

**Next Board Meeting:**

FAB Committee Meeting

Thursday, December 8, 2016 at 6:30 p.m. (Conference room)

 Regular Board Meeting

Thursday, December 8, 2016 at 7:00 p.m. (Meeting Room A)

 Levy Committee Meeting

 Wednesday, November 16, 2016 6:30 p.m. (Meeting Room A)

Cristie Hammond adjourned the meeting at 8:02 p.m.

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 Cristie Hammond

 Library Board President

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 Robert Mapes

 Library Board Secretary