

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Monday, December 14, 2015

The Board of Trustees of the Pickerington Public Library met in regular session on December 14, 2015 at 7:04 p.m. in the library at 201 Opportunity Way. Members present were Cristie Hammond, Michael Jones, Robert Mapes, Cheryl Ricketts, Michelle Shirer, and Mark Smith. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer and Colleen Bauman, Community Relations Coordinator and Kenton Daniels, Assistant Director. Others present: Kathy Bowden, President of the Friends, Mary Herron, and Sarah Novak.

Consent Agenda

Excused Absences – Dan Griscom

Approval of the Minutes - Minutes of the November meeting were presented.

12-1-15 Motion to Approve the Board Meeting Minutes for November 9, 2015 with no changes.

Cheryl Ricketts made a motion to approve the November board meeting minutes with no changes and Mike Jones seconded. Motion passed.

Fiscal Officer's Report

Brenda presented the financial report and bank reconciliation for November. November General Fund Revenue was \$80,643.30 making the total general fund \$1,738,685.37. There was a decline in patron fine income due to auto renewals. Surplus sale on November 16 resulted in additional income of \$509.50. Any items not sold were donated to other libraries. OPERS was higher due to 3 pay periods in October. Received and paid the final bill to auditors for 2013-2014 in the amount of \$4,400.00. Quarterly General Temp maintenance bill and the new website contract work were higher in the Other-Purchased/Contracted line. Library purchased 17 new patron computers under equipment. Total November general fund expenditures were \$145,226.00.

Michelle Shirer entered the meeting at 7:10 p.m.

Fiscal Officer Annual Review

Cristie explained that she and Mike Jones had discussed the Fiscal Officer annual review and decided that they would like input from the entire Board. Cristie will distribute a form to the Board for the next meeting to include notes from Tony. Discussion will be at the next meeting. Pay will be retroactive. Would like to find an appropriate time to do Brenda's and Tony's reviews at the same time.

Director's Report

Monthly Statistical Overview

Circulation had a 16.4 increase in overall circulation, print and digital of (46658). The library officially broke the half million mark (527033). 57% of the total print circulation was first time circulation. 18.2% increase in print circulation from last year (42976). 28.7% increase in Digital collections circulation. This represents 6.8% of the total circulation. 275 newly registered patrons in November; 11.8% increase in new patrons over last year.

Programming numbers were strong. Children's had 99 programs with 1687 participants. Teens had 19 for the Teen Writing series and Teen Advisory Board. Adult programs had 190 participants between the Ebook 101, Lightsaber class and Star Wars Day.

Homework Help Center has seen an increase in usage with 39 students. Once Erikka was moving out of her training phase and started communicating with the schools. The focus will be on refining data collection for HHC and increase the communication with the schools.

10 Security incidents were filed in November; 1 theft of patron property, 3 intentionally destroying or defacing library property, 2 creating unreasonable noise, 1 engaging in a sexual act, 1 evacuation due to gas leak, 1 missing child, and 1 inappropriate dress (no shoes).

Kent Daniels shared statistics on social media. Facebook: 1369, 10.7% increase, Twitter: 1097, 6.8% increase, Tumblr: 2695, 8% increase, Pinterest: 1462 12.4% increase.

Building projects update: Pillars are complete, project closed. Fish tank upgrades thanks to Friends. Tech Services workroom has been rearranged to increase efficiencies in workflow.

Mascot is finished but had to be altered slightly in the shoulders. She will be back later in the week. Copyright application is in process.

Staff entered and won first place in OPVBA Gingerbread House contest.

OU Pickerington- Cultivating a relationship with OU. First is a partnership with the Intern program. Looking at taking on a couple of interns. This is the first step in deepening the library's relationship.

Tony attended the Ambassadors reception for the Fairfield County Foundation.

New Staff members have been hired. Laura Hanby, Reference Librarian, Carol Gaal,

Youth Services Assistant and Lorraine Rice, Patron Services Staff. Currently in the process to fill the Patron Service Associate position.

Management Development, next meeting Tony will be handing out a book. *Managing Transitions and Making the Most of Change* by William Bridges. Managers will be reading a chapter per month and discussing at manager meetings.

2016 Tactical Plan – Tony shared with an email. Each tactical item supports the strategies. Each tactic has a project manager and project administrator. Projects are spread throughout the year to create a more organized approach. Tony explained that each project will be written out as a SCOPE Statement. Cheryl asked about completion timeline. Expectations are that each project is finished at the end of the quarter assigned. Updates will be given at monthly Board meetings. Mike Jones said the Tactical Plan is fantastic and excited about the progress.

Assistant Director's Report

Kenton shared new cases for the CDs. It will allow for consolidation of items with more flexibility on furniture and how space is used. Website is in the design stage which should be finished with the bulk of it by February 1. Lots of great programs are scheduled for 2016. Launching a new Lunch/Learn series will be held in the digital classroom. Hold lockers usage is up, with 3-4 requests per week.

Old Business

Bylaws Review and Discussion

Changes to the Bylaws are in red. Clarification of the definition between School Board and Library Board, those changes were noted. In section 3 of article 4 there was some debate on what a qualified elector was and whether it needed to be included or could be changed to resident. It is part of the Ohio Revised Code and needs to be kept in the bylaws. The actual law states that the majority of the trustees shall be qualified electors of the school district, but a minority may be qualified electors of the county who reside outside of the school district. In section 4 there was discussion regarding grandfathering in current trustees. Add wording after hiatus "Effective with trustee appointment date January 1 2016" that will put all Board members on equal terms with the opportunity of two more terms. There is also no way to remove a Board member once appointed to a term. Further items cleaned up. Additionally, changes to section 9 order of business for regular meetings as noted. Tony will make changes to be ready for vote at the next Board meeting.

New Business

2016 Library Operating Hours – Keep the existing hours Monday through Saturday, but make Sunday hours permanent. Traditionally the library ends Sunday operations at the end of the school year and reopens on Sundays around Labor Day. While this practice provides staff more time to devote to the Summer Reading Program, it limits access to our patrons. Summer is consistently the busiest months according to the data. Additionally, the recent hiring of the Homework Help Coordinator will offset some of the workload for the staff. Michelle said this is good for consistency for the public.

12-2-15 Motion to approve the changes to the 2016 Operating Hours as written.

Mark Smith made a motion to approve the 2016 Operating Hours as presented and Michelle Shirer seconded. Motion passed

2016 Holiday & scheduled closings – In making decisions regarding holiday closures for 2016, researched other CLC libraries holiday schedules. There are two items to note, Staff Development Day and New Year's Eve. October 10, 2016, planning on a professional development day and to be successful, the library will have to be closed. The second date is New Year's Eve. After data is collected, the decision will be to come back to the Board for a decision. If it is slow, the recommendation is to close on New Year's Eve, if not, the library will be open.

12-3-15 Motion to approve the changes to the 2016 Holiday Schedule as written with possible change to New Year's Eve.

Mark Smith made a motion to approve the changes to the 2016 Holiday schedule as written with possible change to New Year's Eve. Cheryl Ricketts seconded his motion. The motion passed.

Pickerington Public Library

Holiday & Scheduled Closings 2016

New Year's Day – January 1 – Closed

Easter – March 27 – Closed

Memorial Day – May 30 – Closed

Independence Eve – July 3 – Close at 5:00 pm

Independence Day – July 4 – Closed

Labor Day – September 5 – Closed

Columbus Day – October 10 – Closed (Professional Development)

Thanksgiving Eve – November 23 – Close at 5:00 pm

Thanksgiving Day – November 24 – Closed

Christmas Eve – December 24 – Closed

Christmas Day – December 25 – Closed

New Year's Eve – December 31 – Close at 5:00 pm

Resolution to Authorize the Fiscal Officer and Library Director to Transfer Funds as needed between the appropriation accounts for paying bills and unexpected expenses that arise during the final month of the year.

12-4-15 Motion to authorize the Fiscal Officer and Library Director to transfer funds as needed.

Bob Mapes made a motion to authorize the Fiscal Officer and Library Director to transfer funds as needed. Mike Jones seconded. Motion passed with roll call.

Roll call vote: Michael Jones – yes, Cristie Hammond – yes, Mark Smith – yes, Michelle Shirer – yes, Dan Griscom – absent, Robert Mapes – yes, and Cheryl Ricketts –yes

2016 Temporary Appropriations – The 2016 Temporary appropriations were presented. The total General Fund Appropriations are \$1,869,850, Homework Help Center \$4,750, and Capital Fund \$75,000.

12-5-15 Resolution to approve the 2016 Temporary Appropriations.

Bob Mapes made a motion to approve temporary appropriations. Mike Jones seconded. Motion passed with roll call.

Roll call vote: Michael Jones – yes, Cristie Hammond – yes, Mark Smith – yes, Michelle Shirer – yes, Dan Griscom – absent, Robert Mapes – yes, and Cheryl Ricketts –yes

Resolution for 2016 authorization to have the County Auditor release advance distribution of tax dollars to the library, instead of holding onto the funds until the end of

the year. Cheryl asked why the ask for release. Government entities have to ask for funds to be released.

12-5-15 Motion to authorize the County Auditor to release Advance Levy proceeds.

Cheryl Ricketts made a motion to approve the resolution for 2016 Authorization to have County Auditor Release Advance Distribution of Tax Dollars. Robert Mapes seconded. Motion passed with roll call.

Roll call vote: Michael Jones – yes, Cristie Hammond – yes, Mark Smith – yes, Michelle Shirer – yes, Dan Griscom – absent, Robert Mapes – yes, and Cheryl Ricketts –yes

Resolution to increase Youth Services Assistants and HHC hourly rates – tabled until the end of the meeting.

Donations

Morgan Terbovich \$418.69 to Teen Programming
Pickerington Garden Club \$50.00

President's Report

Cristie started the discussion for the 2016 Board Meeting schedule. Tony has put together a community meeting calendar. The Board discussed which days and weeks worked for them. Settled on second Thursday of each month starting in January 2016

12-6-15 Motion to change the Library Board of Trustees meeting to the second Thursday of each month

Mark Smith moved to make the change to the second Thursday of each month at 7 p.m. with the Finance Committee meeting at 6:30 p.m. Michelle Shirer seconded. Motion passed.

Friends of the Library Board Report

Kathy announced that the Friends made \$3,000.00 with the book sale.

Public Comments – Sarah Novak was welcomed and asked if she had any questions or comments. She asked if the changes in the Board meeting day would affect community groups. Tony explained that library business always takes precedence but that every effort would be made to relocate any groups that have already reserved space.

12-7-15 Motion to go into Executive Session – Compensation of a Public Employee (ORC 121.22G)

Mark Smith made a motion to go into Executive Session compensation of public employees (ORC 121.22G). Cheryl Ricketts seconded.

Roll call vote: Michael Jones – yes, Cristie Hammond – yes, Mark Smith – yes, Michelle Shirer – yes, Dan Griscom – absent, Robert Mapes – yes, and Cheryl Ricketts –yes. Motion approved.

8:10 pm went into executive session.

12-8-15 Motion to come out of Executive Session – Compensation of a Public Employee (ORC 121.22G)

Mark Smith made a motion to come out of Executive Session – Compensation of a Public Employee (ORC 121.22G). Robert Mapes seconded his motion.

Roll call vote: Michael Jones – yes, Cristie Hammond – yes, Mark Smith – yes, Michelle Shirer – yes, Dan Griscom – absent, Robert Mapes – yes, and Cheryl Ricketts –yes. Motion approved.

8:40 pm came out of executive session.

Meeting Adjourned at 8:40 p.m.

Next Board Meeting:

FAB Committee Meeting

Thursday January 14, 2016 at 6:30 p.m. (Meeting Room B)

Regular Board Meeting

Thursday, January 14, 2016 at 7:00 p.m. (Meeting Room A)

Cristie Hammond
Library Board President

Robert Mapes
Library Board Secretary