

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
March 10, 2016

The Board of Trustees of the Pickerington Public Library met in regular session on Thursday, March 10th at 7:05 p.m. in the library at 201 Opportunity Way. Members present were Cristie Hammond, Michelle Shirer, Michael Jones, Mark Smith, Cheryl Ricketts and Robert Mapes. Absent member: Dan Griscom. Staff members present: Tony Howard, Library Director, Kent Daniels, Assistant Director, Brenda Oliver, Fiscal Officer/Human Resources Manager and Colleen Bauman, Community Relations Coordinator. Others present: Kathy Bowden, President of the Friends

Excused Absences: Dan Griscom

Approval of Minutes of February meeting

**3-1-16 Motion to Approve the Meeting Minutes for February 11, 2016.**

Mark Smith made a motion to approve the February 11, 2016 board meeting minutes. Mike Jones seconded the motion. Motion passed.

Public Participation – none

Friends of the Library Report – Kathy Bowden announced the hours of the spring book sale. April 6-10, 2016. Member sale is Wednesday, April 6.

Cheryl asked about better promotion for the Friends. Tony said that he and Cathy will be setting up a time to sit down and talk about the partnership. Tony will check into adding a note on the bottom of the patron receipts.

Bob Mapes entered the meeting at 7:11 p.m.

Finance Committee

Fiscal Officer's Report

Brenda introduced the February financial report and asked if there were any questions. There were none. She informed the board of the items discussed during the Finance Committee meeting which included: projected branch costs, 2016 Permanent appropriations and branch account codes.

Other Committee Reports

Meetings will be set up next week.

Cristie thanked Kenton Daniels for his help in stepping up in Tony's absence.

Director's Report

## Monthly Statistical Overview

### **Circulation**

17.8% increase in overall circulation (Print and Digital) (47512)  
still mostly attributed to digital collections and renewals  
91% of overall circulation was print circulation  
11.9% increase in print circulation  
1<sup>st</sup> time circulation  
52.5% of overall circulation was first time checkouts  
-3% decrease in first time print circulation from last year

### **Renewals**

39% of the total circulation was from renewals  
57% increase over last year  
9% of overall circulation was Digital Collections circulation  
38.5% increase over last year

150 newly registered patrons  
-37.6 decrease in new patrons over last year

Cheryl Ricketts asked about decrease in new cards. Kenton explained that last year a big push for new cards was done at the high schools. This is planned for this year also, just later in the spring.

### Programming

Children's – 1316 participants in 79 programs. Big Violet introduction day.  
Teen's – 0  
Adult – 11 participants in 2 programs.

### Homework Help

113 students with an average of 6.6 students per day. The work that Erikka has been doing is starting to pay off. Tony is pleased with the process.

Mike Jones asked how many students the HHC could serve with current staff and resources. Tony answered 35 students.

### Security Incidents

13 incidents  
-5 noise and behavior issue  
-2 pornography on laptop  
-2 intentionally destroying or defacing library property  
---urine on floor in men's public restroom  
---feces on floor in men's public restroom  
2 slip and falls  
-Staff member fell on ice

-Intern fell on ice

1 Child broke glass jar during program – no injuries

1 staff illness-staff member needed to be transported to hospital

Tony shared that a new door counter was installed. It counts both adults and children.

This information will be used to guide staffing and programming.

### Assistant Director's Report

Kent shared flyers on upcoming programs. Beverly Lewis author visit and SCA event. The 24 hour lockers usage has picked up with some patrons almost exclusively using this service to be able to pick up items after hours. Kent passed around one of the mobile hot spots to the Board. Tony explained how the plan through Sprint is structured. There is a monthly fee which is part of the collection budget. Initially they will be located behind the Courtesy Desk. They check out for two weeks at a time with the fines being the same as a DVD \$.50 per day. Device will be turned off if late. Patrons will be charged for replacement of device. There will be 18 circulating for the public. Mango Day was held. Data shows it is being used. There are 71 languages available through Mango. There will be another program in July.

### Old Business

### New Business

Whiteboard Donation from Mike Orozco. This is a used mobile whiteboard that when information is written on it can be printed off.

Changes to the Unexpected Closing Policy - At the February Board meeting the policy was approved with the addition of notifying Nixle when the Library closes. Upon further investigation, it was discovered that the library would need to purchase a business membership plus a community engagement business package. It is a very expensive service. The Executive Team does not feel that this is a financially responsible purchase. Bob Mapes asked whether the library could use the Nixle service that the City of Pickerington has already purchased. Tony will reach out to the city to see if they are willing to allow the library to use the notification system.

### **3-2-2016 Motion to approve the removal of Nixle as a notification option on the Unexpected Closing Policy.**

Cheryl Ricketts made a motion to remove Nixle from the Unexpected Closing Policy. Mark Smith seconded the motion. Motion passed with roll call.

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

## Review of the Records Retention schedule

Brenda shared that every March, the Board reviews the records retention schedule and the items to be disposed. Bob asked if there was anything extra that needed to be added. Brenda answered not at this time. Cheryl Ricketts shared a copy of an example of a Recordkeeping Policy: record maintenance, retention and destruction. She thought that were some misalignments regarding the personnel record retention disposal. Tony said they will double check the policy and also any recommendations from OCL legal counsel before any records are disposed. He will give an update at the next meeting of his findings.

## 2016 Permanent Appropriations

Brenda shared the proposed 2016 Permanent Appropriations for the General, Homework Help Center and Capital Fund. Cristie said it was time for the Board to decide whether to move forward and to pursue a 2500 or 4500 square foot branch at the Stonecreek location. This would be an investment for using the Meilwes Estate donation. Cheryl questioned the timeline and whether the decision could wait until after the survey was complete. Tony answered that the financial rules for libraries say this is the timeline for permanent appropriations. He feels that the survey will help the library to decide what services to provide at the second location. Cheryl asked what happens to the money appropriated if not all is used. Brenda said it will roll into next year. It is more cost effective to do all the changes to the second site up front. The question was asked by Bob Mapes about renewal levy money covering the second site. Tony said the library may have to ask for a renewal with an increase. Discussion ensued about the importance of crafting a value message in regards to the levy.

### **3-3-2016 Motion to approve the 2016 General Fund Appropriations at \$2,492,200, Homework Help Center at \$5,250 and Capital fund at \$161,000.**

Cheryl Ricketts made a motion to approve the 2016 permanent appropriations at \$2,492,200, to reflect the 4500 square foot branch, Homework Help Center at \$5,250 and Capital fund at \$161,000. Bob Mapes seconded the motion. The motion passed with roll call.

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

## Transfer to Capital Fund

The Capital Projects Fund had an unencumbered balance of \$349,019.81 at the end of 2015. The library has already begun a couple of building projects at the current facility that will be deducted from this balance. The projected costs of building improvements, furniture and equipment for a branch are higher than the available balance in the Capital Projects Fund.

**3-4-2016 Motion to approve the transfer of \$575,000 from the General Fund Transfers Out 1000-910-910-0000 to the Capital Projects Fund revenue Transfers-In 4001-931-0000.**

Mark Smith made a motion to approve the transfer of \$575,000 from the General Fund Transfers Out 1000-910-910-0000 to the Capital Projects Fund revenue Transfers-In 4001-931-0000. Bob Mapes seconded the motion. Motion passed with roll call.

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

For the good of the order

Violet the Cow coloring books were introduced and passed out to the Board. There was mention of Dan Griscom's email to the Board about the possibility of stepping down due to scheduling conflicts. Tony will reach out to him next week. Tony asked if any of the Board were planning on attending legislative Day. Those interested to sign up online through OLC.

Meeting Adjourned at 8:11 p.m.

**Next Board Meeting:**

FAB Committee Meeting

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

Regular Board Meeting

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

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Cristie Hammond  
Library Board President

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Robert Mapes  
Library Board Secretary