

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
October 13, 2016

The Board of Trustees of the Pickerington Public Library met in regular session on Thursday, October 13, 2016 at 7:06 p.m. in the library at 201 Opportunity Way. Members present were Cristie Hammond, Mark Smith, Mary Herron, Mike Jones, Cheryl Ricketts and Robert Mapes. 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

Approval of minutes

Cristie asked for approval for the regularly scheduled board meeting from September 8, 2016.

**10-1-16 Motion to Approve the Regular Meeting Minutes for September 8, 2016.**

Mark Smith made a motion to approve the September 8, 2016 board meeting minutes. Mary Herron seconded the motion. Minutes were approved with no changes.

Roll call vote: Michael Jones – yes, Cristie Hammond – yes, Mark Smith – yes, Cheryl Ricketts – yes, Mary Herron – yes

Public Participation -none

Friends of the Library Report – no report this month. Tony reminded the Board that the book sale is the first week of November.

Finance Committee

Fiscal Officer's Report

Brenda Oliver presented the financial report for the month of September. She asked if there were any questions. Cheryl Ricketts asked what was covered in the Finance meeting. Brenda briefly went over the Finance Committee agenda and explained that more details will be covered during the Board meeting.

Other Committee Reports

Levy – A \$75.00 donation was made to the Levy PAC by Maribah Mansfield in honor of Bob Mapes' birthday that has just passed.

Personnel - Committee did not meet but there will be a discussion later in the meeting.

## Director's Report

Circulation – Overall circulation there was a -6% decrease for the month. Every category was down by a few circs except Adult Non-Fiction, DVDs and digital circulation.

Digital Circulation – Up to 8.9% of overall circulation for the month which is a 24.1% increase for the month with a 34.1% increase over last year.

Social media – more followers in every category.

Security Incidents – 1 incident.

User visits – overall visits – 13932 with an average of 480 user visits per day.

Homework Help Center – Average number of kids per month – 96. Most help offered is math with 54%. Most attendees are from junior high with 62%.

Cheryl asked whether stats showed repeat visitors. Students do sign in; data is not broken down that far yet. There is a student from OU working on a data collection project.

Media hits – 10 more than last month. Last month as well as this month there was a radio interview with Refreshing 90.9 fm.

Facilities Report – Have purchased a software program called Maintenance Edge from Dude Solutions to help set up daily workload for maintenance and IT as well as planned maintenance services. New Receptacles – Bryon has been replacing regular with ones that have USB ports.

HHC Remodel Update – Meeting will be scheduled to review the drawings in November.

## Miscellaneous Information

### Personnel update

Debbie Madison – Patron Services Associate  
Matilda Davis Northrup – Patron Services Staff

### Staff Development

#### Staff Development Day

Workshops – Generational Differences, Workplace Safety and Electronic Resources.

### Fine Free

Worthington Libraries went fine free October 1. CML Libraries are scheduled to go fine free on January 1. Fines at PPL have decreased due to automatic renewals. Fines were introduced to encourage items to be returned; they have been turned into a punishment.

Cheryl asked about the possibility of a consortium card to allow all libraries to honor each other's blocks on library cards. Tony said that at this time, conversations held during meetings he has attended, majority of directors and libraries are not for a consortium card. Things may change after CML goes fine free.

Tony shared that a library card purge has been recently completed by Kent. Kent said that cards that had \$24.99 or less were purged. Anything over that stays in the system. Tony said that this year a judge ruled that library fines and fees cannot be reported to a credit bureau. Library directors are lobbying for library fines and fees are reportable to credit bureaus because this is public money. At the end of this year, PPL will evaluate whether the library will continue to use a collection agency.

### Assistant Directors Report

Ironwood Wolves was very successful with 74 attendees.

Mango News: September was the biggest month in terms of usage – 146 sessions. Talk Like a Pirate Day was a success. Mango has also added a long anticipated English for Somali Speakers course.

Emergency Plan: Library had a first fire drill in several years. Staff did well, had the building emptied within 2-3 minutes. Good response time from monitoring company.

### Old Business

### New Business

### Donations

Sybrina King donated a T1-73 calculator for the Homework Help Center.

Bob Mapes entered the meeting at 7:40 p.m.

### Resolution to approve the transfer

The library has experienced an increase in building maintenance, printing, Overdrive usage and cataloging supplies.

**10-2-16 Resolution to approve the transfer to 1000-100-331-0000 Maintenance and Repair on Facilities \$3,000, 1000-100-351-3560 Rents & Leases – Lease Equipment \$2,000, 1000-100-411-4120 Books & Pamphlets (E-books) \$7,000, and 1000-100-451-2130 General Admin Supplies (Cataloging) \$500 from 1000-100-361-0000 Electricity \$12,500.**

Cheryl Ricketts made a motion to approve the transfer to 1000-100-331-0000 Maintenance and Repair on Facilities \$3,000, 1000-100-351-3560 Rents & Leases – Lease Equipment \$2,000, 1000-100-411-4120 Books & Pamphlets (E-books) \$7,000,

and 1000-100-451-2130 General Admin Supplies (Cataloging) \$500 from 1000-100-361-0000 Electricity \$12,500. Mark Smith seconded the motion.

Roll call vote: Michael Jones – yes, Cristie Hammond – yes, Mark Smith – yes, Cheryl Ricketts – yes, Mary Herron – yes, Robert Mapes – yes.

### Credit Card Policy

Last month, the State Auditor of Ohio, Dave Yost, issued an updated memo outlining new credit card expectations. This memo led to a thorough review of the library's credit card policy. The review identified several gaps that needed addressed along with the additional information required by the Auditor's Office. As with all of the updated policies in the past year, the Board Policy has been separated from the administrative procedure. Additionally, the updated policy clearly defines credit card distribution, authorized use of the library issued credit cards. Finally, the policy is now in line with the expectations issued by the Ohio Auditor's Office. Four different library system's credit card policies were used to update the policy.

Mary asked about protection for the credit cards. Brenda monitors the accounts. The bank also notifies her if there issues. Mike asked what would happen if Tony needed an increase to the limit on his card. Tony said he would use a purchase order if the amount was higher than the approved amount.

### **10-3 -16 Resolution to approve the Credit Card Policy as presented**

Mary Herron made a motion to approve the Credit Card Policy as presented and Mike Jones seconded. Motion passed with roll call.

Roll call vote: Michael Jones – yes, Cristie Hammond – yes, Mark Smith – yes, Cheryl Ricketts – yes, Mary Herron – yes, Robert Mapes – yes.



## **Pickerington Public Library**

### **Credit Card Policy**

Board Policy:

DATE APPROVED: 10/13/2016

EFFECTIVE DATE: 10/13/2016

REPLACING POLICY EFFECTIVE: 2/14/2011

The goal of the Pickerington Public Library Credit Card Policy is to improve the efficiency of purchases, while reducing transaction costs and maintaining integrity and control of the purchasing processes. In accordance with Ohio Revised Code (ORC) § 3375.392 , the Board of Trustees (the Board) authorizes the use of Credit Cards as a means to pay for expenses related to Pickerington Public Library (PPL) business. The debt incurred as a result of the use of the credit card shall be paid from PPL funds.

Misuse of a library issued credit card by any employee of PPL is subject to ORC § 2913.21 and PPL discipline up to and including termination. The employee also may be found personally liable to PPL in a civil action.

Any employee of PPL who is authorized to use a credit card that PPL holds and who suspects the loss, the theft, or another person's possible unauthorized use of the credit card shall notify PPL's Fiscal Officer or Library Director immediately of the suspected loss, theft, or possible unauthorized use.

The employee may be held personally liable to PPL for any unauthorized debt resulting from the credit card's loss, theft, or third party unauthorized use in the amount of up to \$50.00 or the amount charged to the Credit Card as a result of the loss, theft, or third-party unauthorized use, whichever is less.

This policy provides internal controls to ensure that employees comply with all applicable laws. Credit cards may be provided to the director, assistant director and department managers.

The director has the authority to authorize the issuance of credit cards to employees based on job requirements. Credit card limits will be determined by the director. There is no cash access feature on the credit card. Library credit cards will be safeguarded to prevent loss, theft of public funds or unauthorized use. Library credit cards must be used for a proper library purpose and personal use of library credit cards is strictly prohibited.

**Administrative Procedure:**

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

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

**REPLACING PROCEDURE EFFECTIVE:** New Procedure

#### A. Credit Card Distribution:

1. As a general rule, credit card issuance should be minimized and issued only to staff who must routinely utilize a credit card while fulfilling job responsibilities.

- a. The Following chart identifies positions that routinely need the use of a library credit card in order to perform their regular duties.

<b>Position</b>	<b>Credit Limit</b>
Director	\$10,000
Assistant Director	\$5,000
Facilities Manager	\$1,000
Youth Services Manager	\$1,000
Adult Services Manager	\$1,000

- b. The Director may approve the temporary increase of a credit limit when necessary.
2. The Fiscal Officer will ensure the Credit Card Policy Review form is completed before filling out the application for the credit card.
3. The Fiscal Officer will meet with the employee to review the credit card policy and review the appropriate credit card usage procedures before issuing the credit card.
4. In the event of a cardholder's separation or extended leave of absence from PPL, the Fiscal Officer will facilitate the cancellation of the card. The card must be returned to the Fiscal Officer if the employee is separated from PPL.

#### B. Authorized Use:

1. The Director and Fiscal Officer shall establish the types of goods/services allowable for purchase with a credit card.
2. At no time shall a credit card be authorized for the payment of employee salaries.
3. Cash withdrawals or advances are not permitted when using a credit card
4. The Director shall establish transactional and/or total credit limits for each credit card user.
5. The credit cards can only be used when:
  - a. The items and/or services to be purchased are for the official use of PPL.
  - b. The types of items and/or services to be purchased are those established by the Director and Fiscal Officer.
  - c. The cost does not exceed the transaction limit established by the Director.
6. The credit card is to be used for PPL business only. The use of the credit card to acquire or purchase goods and services for other than the official use of PPL is misuse of the card, and is subject to sanctions as outlined above.

#### C. Purchase Approval, Use, and Purchase Review:

1. Procedure for using a library issued Credit Card:
  - i. Cardholder:
    - a. Obtain approval from the Director to use credit card
    - b. Make purchase with Credit Card
    - c. Submit a Purchase Order (PO) Request Form to Director for final approval of purchase
2. The Cardholder will retain and submit itemized, detailed vendor's receipts, records of telephone and/or internet orders

3. The library does not pay sales tax on purchases, and it is the responsibility of the employee completing the purchase to obtain a tax-exempt certificate from the Fiscal Officer or Director prior to credit card purchase. The Director and Fiscal Officer will review the credit card statements, requisition forms and receipts to ensure their proper use.

D. Misuse and Abuse:

1. In accordance with ORC § 2913.21, no person shall:
  - a. Practice deception for the purpose of procuring the issuance of a credit card.
  - b. Knowingly buy or sell a library issued credit card from or to a person other than the issuer.
2. No person, with purpose to defraud, shall:
  - a. Obtain control over a credit card as security for a debt.
  - b. Obtain property or services by the use of a credit card, in one or more transactions, knowing or having reasonable cause to believe that the card has expired or been revoked, or was obtained, is retained, or is being used in violation of law.
  - c. Furnish property or services upon presentation of a credit card, knowing that the card is being used in violation of law.
  - d. Represent or cause to be represented to the issuer of a credit card that property or services have been furnished, knowing that the representation is false.
3. No person, with purpose to violate this section, shall receive, possess, control, or dispose of a credit card.
4. Violation of this section may be subject to penalties associated with misuse of credit cards, as defined in ORC § 2913.21 (D)(1), (D)(2), (D)(3) and (D)(4), ranging from misdemeanor of the first degree to felony of the second degree.

**Credit Card Policy Employee Acknowledgement**

I hereby acknowledge that I have received a copy of the Pickerington Public Library's Credit Card Policy and Procedures. I have read this policy and clarified with the Director or Fiscal Officer any questions that I might have. I understand that as the cardholder I am responsible for all charges incurred on the credit card. I agree to comply with all the requirements contained therein and understand that appropriate disciplinary action will be taken if I am found in violation of the policy or procedures and that the library will require restitution if the credit card is improperly used.

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Director Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Educational Reimbursement Policy

Earlier, this year, the Homework Help Center Coordinator asked if the library would pay or help pay to renew her teaching license. The initial response was no because she is a part time employee and educational reimbursement does not allow to reimbursement to part time staff. Through discussions with managers and research of other library's tuition reimburse policies, and considering our strategy of staffing specialized personnel, it has been determined that this policy needed updated. The revised policy includes educational reimbursement for employees at a prorated rate and includes part time staff. Another major change is that we now prorate from an average range of hours worked versus full time or part time status. Finally, administrative procedure was separated from the Board Policy.

Cheryl asked if the education has to relate to the job. Yes, it is covered in the policy. Mike asked if there was anything about after the degree was obtained. It is also covered.

#### **10-4-16 Resolution to approve the Educational Reimbursement Policy**

Cheryl Ricketts made a motion to approve the Educational Reimbursement Policy as presented. Mary Herron seconded the motion. Motion passed with roll call.

Roll call vote: Michael Jones – yes, Cristie Hammond – yes, Mark Smith – yes, Cheryl Ricketts – yes, Mary Herron – yes, Robert Mapes – yes.



### **Pickerington Public Library**

### **Educational Reimbursement**

**Board Policy:**

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

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

**REPLACING POLICY EFFECTIVE:** 2/14/2011

The Pickerington Public Library may provide educational reimbursement to its employees in accordance with the guidelines below.

Tuition reimbursement may be provided only for accredited courses in library science and/or job related courses at the college/graduate level.

Requirements for educational reimbursement include the following:

- a. All Library Employees are eligible.

- b. Employees must have completed one (1) year of continuous service with the Library.
- c. Educational reimbursement to any one employee shall not exceed one thousand (\$1,000.00) dollars per year. Exceptions to this limit may be made from time to time at the discretion of the Library Board.
- d. Reimbursement amounts are determined based on the average number of hours an employee works with forty (40) hours resulting in the maximum reimbursement.
- e. Part time employees are eligible for reimbursement on a prorated basis.
- f. The employee must continue employment while participating in the course of study and must perform library duties satisfactorily.
- g. Courses must be taken for credit.

After receiving reimbursement by the Library, the Library expects the employee to remain on staff for at least one (1) year or reimburse the library for that year's educational reimbursement amount.

**Administrative Procedure:**

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

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

**REPLACING PROCEDURE EFFECTIVE:** New Procedure

### **Work/Class Load Expectations**

- A. Class attendance and completion of study assignments are to be accomplished outside of the employee's regular working hours, although the employee may request that his/her schedule be altered to allow for class attendance. It is expected that educational activities will not interfere with the employee's work.
- B. Unsatisfactory job performance during enrollment may result in forfeiture of educational reimbursement.

### **Reimbursement Requests**

- A. All requests for educational reimbursement shall be made in writing to the Director prior to the first day of class. The request shall include the name of the institution, the name and course number, a description of the course content, and the cost of the course.
- B. The Director will notify the employee in writing of the approval or denial of the request for educational reimbursement. If the request is denied an explanation for denial will be given.
- C. The Director, in considering a request for educational reimbursement, shall consider, but is not limited to the following factors:
  - 1. The nature and purpose of the course of study;
  - 2. The benefits to be received by the employee and the Library;
  - 3. The level of responsibility and length of service of the employee;
  - 4. The potential lost time or productivity while the employee attends the program;
  - 5. The estimated cost;
  - 6. The Library's annual budget for educational reimbursement.
- D. Upon completion of the course, the employee is to submit to the Human Resources Manager a certified transcript of grades received and a receipt for tuition

costs. The Library will then reimburse the applicable fee. Reimbursement will not include registration fees, books, travel, meals, and/or other incidental costs.

E. Education reimbursement will be based upon a completed course with a grade of “B” or higher. There will be no reimbursement for a grade lower than a “B”.

F. An employee who voluntarily leaves employment with the library or is terminated for cause prior to completing a course will not be reimbursed for the expenses associated with the course.

G. Records of all educational programs completed by the employee will be maintained in his/her personnel file.

### Mileage Reimbursement Policy

After updating the Reimbursement for Travel Policy, we discovered that the language needed updated too. The major change to this updated policy is that it allows for staff to be reimbursed for mileage for travel within the city of Pickerington. The administrative procedure is also separated from the Board Policy.

### **10-5-16 Resolution to approve changes to Mileage Reimbursement Policy.**

Mike Jones made a motion to approve the amended Mileage Reimbursement Policy as presented. Mark Smith seconded the motion. Motion passed with roll call.

Roll call vote: Michael Jones – yes, Cristie Hammond – yes, Mark Smith – yes, Cheryl Ricketts – yes, Mary Herron – yes, Robert Mapes – yes.



## **Pickerington Public Library**

### **Mileage Reimbursement Policy**

Board Policy:

DATE REVIEWED: 10/13/2016  
DATE APPROVED: 10/13/2016  
EFFECTIVE DATE: 10/13/2016  
REPLACING POLICY EFFECTIVE: 1/12/2015

Staff may be reimbursed for travel expenses if they must use their personal vehicle for Library related work/business.

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

Mileage reimbursement for travel in privately owned vehicles will be at the Internal Revenue Service allowable rate per mile. The Fiscal Officer is responsible for communicating the reimbursement rate to staff.

The mileage reimbursement will be deemed to cover all expenses incurred by use of the privately owned vehicle including oil, gasoline, tires, depreciation, insurance, parking and traffic tickets, liability for damages, and all other expenses of operation.

**Administrative Procedure:**

**DATE REVIEWED: 10/13/2016**  
**DATE APPROVED: 10/13/2016**  
**EFFECTIVE DATE: 10/13/2016**  
**REPLACING POLICY EFFECTIVE: 1/12/2015**

### **Mileage Reimbursement**

- A. Reimbursement is calculated from an employee's regularly scheduled work site and uses the most direct route.
- B. The Employee should use an online mapping search engines (MapQuest Google Maps, etc) or the odometer on their vehicle to determine the mileage.
- C. Mileage in excess of 150 miles round-trip will require approval by the Library Director prior to the trip being undertaken.
- D. If the mileage amount submitted is questionable (i.e., too high or too low) it will be reviewed with the employee.

To receive reimbursement for mileage an employee must submit a Mileage Statement to the Director within 30 days of the event. Mileage will be reimbursed monthly.

### Reimbursement for Travel Policy

With more staff traveling outside of the library for training and conferences to fulfil the strategic focus of staffing specialized personnel, changes were needed to cover the gaps and better outline expectations for staff when traveling outside of the library for work. The previous policy covered transportation, meals and lodging. Additionally, the previous policy prohibited reimbursement for travel inside the Pickerington city Limits. Because the boundaries of the City and Township are extremely nonlinear, we felt this was an outdated way to look at mileage reimbursement.

Cheryl questioned that if staff was traveling, even outside of normal work hours, that there may be a possibility that reimbursement was needed for travel time; that if it is a work requirement staff should be reimbursed. Tony agreed to double check.

### **10-6-2016 Table Reimbursement for Travel Policy.**

Cheryl Ricketts moved to table the Reimbursement for Travel Policy until the next meeting. Mark Smith seconded the motion. Motion passed with roll call.

Roll call vote: Michael Jones – yes, Cristie Hammond – yes, Mark Smith – yes, Cheryl Ricketts – yes, Mary Herron – yes, Robert Mapes – yes. Motion approved.

### Employee Use of Equipment

When SMM was installed, staff discounts were not put into the system. It was done after a staff request. However, this spurred an investigation whether or not staff discounts were ethical. After research and speaking the OLC's Legal advisor, it was determined that these discounts aren't appropriate for the library to offer. While they aren't unethical, they are not appropriate. This updated policy has all discounts removed except borrowing privileges. Additionally, it defines Board Policy from administrative procedure. Finally, the name of the policy needs changed to Employee Use of Equipment and Borrowing Privileges.

### **10-7-16 Resolution to approve the changes to the Use of Equipment and Resources Policy and change the name to Employee Use of Equipment and Borrowing Privileges.**

Mary Herron made a motion to approve the changes. Mike Jones seconded. Motion passed with roll call.

Roll call vote: Michael Jones – yes, Cristie Hammond – yes, Mark Smith – yes, Cheryl Ricketts – yes, Mary Herron – yes, Robert Mapes – yes. Motion approved.



Pickerington Public Library

### Employee Use of Equipment & Borrowing Privileges

**Board Policy:**

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

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

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

It is the policy of the library to make some library equipment available to employees for personal use. An employee is encouraged to take advantage of these privileges but not to abuse them. All employees are expected to pay the same rates for equipment related services provided to the public

The Library encourages staff to use the Library's collection for personal or professional pursuits. An employee will follow the same rules of borrowing library materials as a

patron with the following exception: an employee will not be responsible for fines on overdue items. The employee is responsible for paying replacement costs on lost/damaged items.

Administrative Procedure:

DATE APPROVED: 5/12/2016

EFFECTIVE DATE: 5/12/2016

REPLACING PROCEDURE EFFECTIVE: New Procedure

## **Borrowing Privileges**

A. Employees must check out library materials according to borrowing procedures. Materials that are removed from the premises without being checked-out will be considered stolen.

B. Employees are generally exempt from overdue fines. However, employees are expected to follow the same rules for borrowing, renewing, reserving and returning materials as any customer. Failure to do so will lead to disciplinary action, up to and including discharge.

C. The Director or designee has the authority to recall borrowed library materials and collect fines from employees. An employee will have twenty-four (24) hours to return the requested library material. If not returned, a fine will be incurred, either from the time the overdue notice was sent or from the time the Director or designee requested the material, whichever comes first. For borrowed DVDs, a fine will be charged for the entire overdue period. Fine free privileges will be stopped until all fines are paid and/or the conditions are met.

D. Quick Reads – Employees are allowed to check out materials on Quick Read status once they have circulated for at least two (2) weeks.

E. Upon termination of employment, fine free privileges will cease.

## Executive Session

### **10-8-16 Motion to go into Executive Session – Purchase of Property (ORC 121.22 (G) (2))**

Cristie Hammond made a motion to go into Executive Session –Purchase of Property (ORC 121.22 (G) (2)) Mark Smith seconded.

Roll call vote: Michael Jones – yes, Cristie Hammond – yes, Mark Smith – yes, Cheryl Ricketts – yes, Mary Herron – yes, Robert Mapes – yes. Motion approved.

8:03 p.m. went into Executive Session

### **10-9-16 Motion to leave Executive Session – Purchase of Property (ORC 121.22 (G) (2))**

Mike Jones made a motion to leave Executive Session – Purchase of Property (**ORC 121.22 (G) (2)**). Mark Smith seconded.

Roll call vote: Michael Jones – yes, Cristie Hammond – yes, Mark Smith – yes, Cheryl Ricketts – yes, Mary Herron – yes, Robert Mapes – yes. Motion approved.

8:37 p.m. left Executive Session

**10-10-16 Motion to decline current offer from Ohio University to purchase the Pickerington property for 1.2 million.**

Mark Smith made a motion to decline current offer from Ohio University. Mike Jones seconded. Motion passed.

Roll call vote: Michael Jones – yes, Cristie Hammond – yes, Mark Smith – yes, Cheryl Ricketts – yes, Mary Herron – yes, Robert Mapes – yes. Motion approved.

**10-11-16 Motion to negotiate a 5 year lease based on the letter of intent from Sycamore Plaza.**

Mike Jones made a motion to negotiate a 5 year lease based on the letter of intent from Sycamore Plaza. Mary Herron seconded.

Roll call vote: Mark Smith – no, Cristie Hammond – yes, Mary Herron – yes, Robert Mapes – yes, Mike Jones - yes, Cheryl Ricketts – no. Motion passed with majority.

**10-12-16 Motion to go into Executive Session – Director and Fiscal Officer Compensation (ORC 121.22 (G) (1))**

Mary Herron made a motion to go into Executive Session –Director and Fiscal Officer Compensation (**ORC 121.22 (G) (1)**) Cheryl Ricketts seconded.

Roll call vote: Michael Jones – yes, Cristie Hammond – yes, Mark Smith – yes, Cheryl Ricketts – yes, Mary Herron – yes, Robert Mapes – yes. Motion approved.

8:47 p.m. went into Executive Session.

**10-13-16 Motion to leave Executive Session – Director and Fiscal Officer Compensation (ORC 121.22 (G) (1))**

Mark Smith made a motion to leave Executive Session – Director and Fiscal Officer Compensation (**ORC 121.22 (G) (1)**). Cheryl Ricketts seconded.

Roll call vote: Michael Jones – yes, Cristie Hammond – yes, Mark Smith – yes, Cheryl Ricketts – yes, Mary Herron – yes, Robert Mapes – yes. Motion approved.

9:13 p.m. left Executive Session.

**10-14-16 Motion made to give Tony Howard a wage increase of 3.5% retroactive to his anniversary date of August 17**

Motion made by Cristie Hammond to give Tony Howard a wage increase of 3.5%. Bob Mapes seconded. Motion passed with roll call.

Roll call vote: Michael Jones – yes, Cristie Hammond – yes, Mark Smith – yes, Cheryl Ricketts – yes, Mary Herron – yes, Robert Mapes – yes. Motion passed.

The Board decided not to vote on the Fiscal Officer's wage increase until January 2017.

For the good of the order

**Next Board Meeting:**

FAB Committee Meeting

November 10, 2016 at 6:30 p.m. (Meeting Room B)

Regular Board Meeting

November 10, 2016 at 7:00 p.m. (Meeting Room A)

Cristie Hammond adjourned the meeting at 9:15 pm.

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Cristie Hammond  
Library Board President

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Robert Mapes  
Library Board Secretary