

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
February 9, 2017

The Board of Trustees of the Pickerington Public Library met in regular session on Thursday, February 9 at 7:31 p.m. in the library at 201 Opportunity Way. Members present were Cristie Hammond, Michelle Shirer, Mary Herron, Mike Jones, Cheryl Ricketts, Todd Stanley 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: none

Oath of Office

Mary Herron administered the Oath of Office to Todd Stanley. Cristie welcomed Todd to the Board.

Cristie asked for approval for the regularly scheduled board meeting from January 12, 2017.

Approval of Minutes

02-1-17 Motion to Approve the Regular Meeting Minutes for January 12, 2017.

Bob Mapes made a motion to approve the January 12, 2017 board meeting minutes. Mike Jones seconded the motion. Minutes were approved with no changes. Motion passed.

Public Participation -none

Friends of the Library Report – Cathy Bowden reported that the Annual general membership meeting will be held on Monday, February 20 at 6:30 p.m.

Finance Committee

Fiscal Officer's Report

Brenda Oliver presented the financial report for the month of January. She asked if there were any questions. There were none. Brenda did add that the state auditors are coming next week to pick up the records for the 2015/2016 audit.

Cheryl Ricketts entered the meeting at 7:37 p.m.

Michelle Shirer entered the meeting at 7:38 p.m.

Cristie mentioned the state budget put forth by Governor Kasich that includes cutting the library budget. Tony added to the Finance report that in planning the branch; the equipment purchasing lead time is longer than was anticipated. Tony asked the Board

if they could meet next week to approve the permanent appropriations. Thursday, February 16 at 6:30 p.m. was chosen as the best time by the Board. The information will be emailed out ahead of time to the Board.

Other Committee Reports

Mike Jones reported that the PAC has submitted the annual report to the Fairfield County Board of Elections. In 2016 there was \$570 in total contributions, expenditures of \$30.35 leaving a balance of \$5,785.93. Loan Balance that was being carried is now off the books.

Director's Report

Tony shared his report. 1st time circulation increased .8%. 2.8% decrease for the month of physical circulation. Digital circulation is up 10% overall circulation. We are finally caught up with the anniversary of shared patron accounts. Social media increases; Facebook 12% increase since June of 2016, Pinterest increased by 10.5%. Security incidents were up from the last couple of months, but typical for a winter month. Homework Help Center has had an 11% growth for the past 3 months. We have the right person in the job; a pizza party celebrated 100 A's. Pizza was donated by Jet's Pizza. Over 30 students enjoyed pizza and stayed to do homework. New audiovisual equipment was installed in the meeting room and small conference rooms in January. The equipment in the meeting room can be moved if needed to be used in other areas in the library. Homework Help Center project will be completed mid to late February. The reference desk project installation is to begin next week. Future projects in 2017 will include parking lot repairs, staff restroom remodeling, new carpet for Tech Services area, teen area redesign and the branch.

Tony presented a data project that shows statistics that are tracked throughout the year. This information will help in making decisions for the future. Tony also showed how the different projects and tasks are broken down for the opening of the branch.

Assistant Director Report

Kent presented his assistant director's report. LSTA grant has been submitted for a scanner and PC; should know status within 4 weeks. Several items have been successfully scanned by Ohio History Connection and are working on the web and social media features. Hold lockers have been very successful. There have been several instances where the lockers have been full and had a waiting list. 10 more lockers will be ordered for main library when the branch lockers are ordered. The library has signed with ABLE Academy to provide computer basics and citizenship classes.

Old Business

Board meeting dates and timing discussion

Cheryl brought up her challenges in being available for board meetings. Traveling out of the area does not always allow her to be in town for the meeting. Members discussed their schedules and which weeks and days are a challenge for them. It was decided to keep the meetings the same second Thursday at 7 p.m.

Official Appointment of Committees

Cristie shared the list of committees for 2017. Cristie also mentioned that community members may be invited to sit on the committees as well. Tony added that any board member or community may sit in on the committee meetings. Mike asked for clarification on who votes in the committee meetings. If there are decisions in the committee meetings to make recommendations to the board, only committee members vote on those recommendations.

Finance, Audit, Budget Committee

Cristie Hammond, Board President – **Committee Chair**
Brenda Oliver, Fiscal Officer
Tony Howard, Library Director
Mary Herron, Board Member
Sherry Neeper, Community Representative

Leadership Assessment

Cristie Hammond, Board President – **Committee Chair**
Cheryl Ricketts, Board Member
Mike Jones, Board Member

Advisory Committee to the PPL Fund of the Fairfield County Foundation & Fundraising

Michelle Shirer, Board Member – **Committee Chair**
Todd Stanley, Board Member
Tony Howard, Library Director
Kathy Bowden, Friends of the Library Representative
TBD, Community Representative

Levy Committee

Mike Jones, Board Vice President – **Committee Chair**
Bob Mapes, Board Member
Todd Stanley, Board Member

New Business

Donations

Sizzix Texture Boutique with a kit that is worth \$60.00. Donated by Mary Anne Fraser.

02-02-17 Resolution to adopt the updated versions of the Patron Code of Conduct Policy.

In December, during the Ohio Statehouse “Lame Duck” session, Senate Bill 199 was passed into law. The law is commonly referred to as the “Carry Conceal” Law. Changes to this law directly impact several of our policies and procedures. This memo is an overview of the changes to the Concealed Weapon’s Policy and the Patron Code of Conduct policy. As with all updates of the policies, the Administrative Procedure has been separated from the official Board Policy. The Patron Code of Conduct policy only had one change. The language of the sixth paragraph of the board policy was changed to conform to the current law. The last policy update was September 14, 2015.

Cheryl Ricketts made a motion to approve the updated version of the Patron Code of Conduct Policy. Robert Mapes seconded the motion.

Roll call vote: Robert Mapes-yes; Todd Stanley-yes; Cristie Hammond-yes; Michelle Shirer – yes; Mike Jones – yes; Cheryl Ricketts – yes; Mary Herron – yes. Motion passed.



Pickerington Public Library Patron Code of Conduct

Board Policy:

**DATE REVIEWED: 2/9/2017
DATE APPROVED: 2/9/2017
EFFECTIVE DATE: 2/9/2017**

REPLACING POLICY EFFECTIVE:

9/14/2015

In order to provide a comfortable environment for use of the Pickerington Public Library and on the library’s websites, the rules for patron behavior are listed below. The term patron addresses anyone on or utilizing library property. Any individual who repeatedly violates the library rules and regulations shall be denied the privilege of access to the library by the Board of Trustees. Specific violations with lengths of eviction are outlined in Appendix A. Any individual whose privileges have been denied may have the decision reviewed by the board.

The board authorizes the library director to bring to the attention of law enforcement authorities the identity of and circumstances involving those individuals who violate these rules. Individuals who have been evicted may be required to discuss the violation with a manager, the director, or assistant director before being readmitted. Juveniles may be required to bring a parent or guardian for such a conference.

Any individual evicted from the library has the right to appeal that eviction by following the steps outlined in the Eviction Procedure.

The library administration has the responsibility for maintaining order in the library and enforcing the established rules. The administration will maintain a Code of Conduct and ensure that the Patron Code of Conduct is posted prominently and communicated to library patrons in electronic and print formats. Library employees are authorized to bring to an individual’s attention any act or omission which violates

these rules and detracts from the decorum of the library. Such an individual will be asked to change the problem behavior to conform to the rules. If such change is not evident or forthcoming, that individual will be asked to leave the library property in accordance to Appendix A of the Patron Code of Conduct. Failure to leave, if asked, will result in the police being summoned. A violation of section 2911.21 of the Ohio Revised Code (Criminal Trespass) will be considered if the individual does not leave of his/her own accord.

Any misconduct that hinders the use of library materials or services, that disturbs the use of the library by other patrons or library staff, or endangers the safety of the patron in question or other patrons or library staff, is prohibited. The rules of conduct include but are not limited to:

1. Appropriate attire, including a fastened/closed shirt that is free of profanity must be worn.
2. Children under the age of nine must be accompanied by an adult. Responsibility for all children using the library rests with the parent/guardian or assigned chaperone, *not* with the library personnel.
3. Patrons must abide by the library's computer & Internet usage policy.
4. Patrons shall promptly leave the building at closing time or in an emergency.
5. Personal items are the sole responsibility of the owner. They should not be left unattended.
6. Behavior that interferes with library services and activities is prohibited.
This includes, but is not limited to:
 - Unreasonable noise (including radios and ringing/musical tones played by cell phones) or loud talking which interferes with the rights of others
 - Physical or verbal abuse of library patrons or staff
 - Profanity or other abusive language toward other library patrons or toward employees
 - Harassing others, either verbally or through actions. Deliberate repeated behavior that is intimidating, hostile, offensive, or adversely impacts staff work performance
 - Fighting on library property
 - Roughhousing or running in the building
 - Misuse of library furnishings, restroom facilities, materials, or equipment
 - Unauthorized removal or attempted removal of materials (liable to prosecution —see Ohio Revised Code 2935.041)
 - Animals in the building, except service animals or those used in programs authorized by library staff
 - Any illegal activity
 - Gambling, panhandling, soliciting money, any activity for personal profit
 - Trespassing, such as entering or remaining on premises after closing, or failing to leave property for violating the code of conduct
 - Engaging in or soliciting a sexual act
 - Loitering without intent to use the library's services
 - Consuming food or beverages, except in designated areas
 - Offensive body odor
 - Bathing, shaving, or washing clothes on library premises
 - Smoking, chewing tobacco, or using electronic cigarettes
 - Other acts disruptive to patrons or staff

The library does not permit weapons of any kind, either concealed or in plain view, in its facilities pursuant Ohio Revised Code, Section 2923.126, unless the owner of the weapon is a law enforcement officer.

The library reserves the right to inform law enforcement if any patron appears to be under the influence of any controlled substance.

The library reserves the right to limit the number of individuals who may gather together where ingress and egress are blocked.

The library reserves the right to inspect all bags, purses, briefcases, packs, personal listening equipment, overcoat or other items that might conceal library materials.

The above rules are based on powers granted to a public library Board of Trustees under the Ohio Revised Code, Section 3375.40(H). They will be posted prominently in the library building.

With everyone's cooperation with the above policy, the library will continue to be a pleasant environment for our patrons and visitors.

The Board of Trustees of the Pickerington Public Library reserves the right to change this policy without notice.

**Administrative Procedure:
2/9/2017**

DATE APPROVED:

**EFFECTIVE DATE: 2/9/2017
REPLACING PROCEDURE**

EFFECTIVE: 9/14/2015

Patrons and visitors who fail to abide by the Library's policies are subject to having their library privileges suspended and/or being evicted from all premises of the Pickerington Public Library. Eviction or suspension of library privileges will be based upon the following administrative procedural guidelines.

Under normal circumstances, evictions and suspensions should be decided upon and imposed by the director, assistant director, or department managers. However, in the absence or unavailability of any of the foregoing and if circumstances require prompt action, all staff are authorized to evict a patron from the premises for the day of a code of conduct violation.

In the event a staff member issues an eviction under the prior sentence, the staff member is required to review the eviction with his or her supervisor or the director to determine whether the eviction should be extended beyond one day in accordance to Appendix A as outlined in the Code of Conduct policy.

Library staff members are to address behavior by individuals that violates Patron Regulations, Code of Conduct, or related Library policies and procedures in the following manner:

A. Warnings:

1. All staff members are required to inform patrons immediately when improper conduct is observed or reported. Patrons should be given a chance to respond to the allegation before any action is taken against the patron. If, after giving the patron a chance to respond, the staff member still believes that the patron has engaged in improper conduct, the staff member should warn the patron so the patron has the opportunity to correct their behavior.

Under certain circumstances, a patron determined to have engaged in improper conduct will not be given the opportunity to correct their behavior and will be asked to leave immediately. These situations include conduct which poses a threat to the safety of the staff and other patrons and/or involves criminal activity. See Appendix A of the Code of Conduct.

2. A patron who has been warned of improper behavior may also be asked to leave immediately after a warning and asked not to return until the improper conduct is corrected.

3. Patrons being accused of conduct that would normally result in eviction of a day or less will be verbally informed of the allegations against them and be given an opportunity to respond verbally.

4. Patrons being accused of conduct that would normally result in eviction for more than a day will be given written notice of the allegations against them and the opportunity to respond in writing to the allegation.
5. If the patron being accused is a minor, his/her parents/guardians should be informed of the allegation and be given the opportunity to respond, if possible.
6. At the discretion of the director or assistant director, a minor child can be informed not to return to the library until the child's parent or guardian contacts a manager, the director, or the assistant director.
7. Managers may issue evictions for up to 30 days. The director or assistant director is required to approve evictions for greater than 30 days.
8. The department manager or his/her designee may mail the eviction notice to the adult evictee, or if a minor child to their parent or guardian.
9. Patrons being accused of conduct that poses a risk to the safety of other patrons or staff may not be permitted on the premises while an initial determination of their case is made. In such cases, the Library will act as quickly as possible in ruling on the patron's case.
10. Patrons accused of other conduct may be asked to leave the premises for the remainder of the day but will be allowed back on the premises while an initial determination of their case is made.
11. For allegations that could result in evictions longer than one day, the director or assistant director will mail the patron a written notice of the decision within one business day of making the decision, if the patron's address is known. The failure to mail the decision within one day will not make the eviction invalid.
12. Whenever possible, warnings and evictions issued to patrons should be witnessed by another staff member.
13. Staff members should attempt to identify the patron being warned and evicted by name. If additional information can be obtained, such as address, telephone number, and borrower card number, staff members should record this as well.
14. The patron's information as well as details about the warning and eviction, including date, time, and location of the situation, will be recorded on the incident report.

B. Rights of Redress:

Any patron evicted from Library premises has the right to appeal that eviction.

The patron is not permitted on the Library premises during any appeal, unless the original term of the eviction has expired.

If the individual disagrees with the eviction, the following procedure for redress will be utilized:

1. The patron should contact the director or assistant director within 48 hours of receiving his/her eviction to initiate an appeal. The patron may do so via telephone, mail, or email. The patron should explain the reasons for the appeal and include any additional information that he/she wants considered during review.
2. Upon receiving notice from the patron that he/she would like to appeal the eviction, the director/assistant director shall consider the appeal and whatever additional information is submitted and advise the patron of his/her decision on the eviction terms within seven business days or a reasonable amount of time dependent on the situation and the amount of research needed.. Notice of the decision may be made via telephone, mail, or email.

3. Upon receipt of the decision by the director/assistant director, the patron has the right to further appeal the eviction to Board of Trustees. The patron should notify the director within 48 hours of receiving his/her notice of decision regarding his/her eviction to initiate a board appeal. The patron may do so via telephone, mail, or email. The patron's appeal will be added as an agenda item on the next scheduled Board of Trustees Meetings. The patron has the right to attend the meeting to personally explain the reasons for the appeal and to include any additional information that he/she wants considered during review.
4. The Board's decision will be considered final. The library's failure to meet any of the deadlines set forth above shall not invalidate an eviction.
5. The director/assistant director will update the incident report involving the patron's eviction being appealed by adding a supplement stating the appeal decision.

The seriousness of the action and repeated misbehavior of a patron may indicate that a longer eviction than that which is indicated in Appendix A of the Patron Code of Conduct is appropriate. The director/assistant director is authorized to recommend an extended an eviction to the Board for consideration. The Board will make the final decision on any eviction outside of the approved policy.

02-03-17 Resolution to adopt the updated Concealed Weapons Policy.

The Concealed Weapon's Policy underwent major changes. The Board Policy portion was rewritten to include the current language of the laws that affect to this policy. The guidance and direction to library personnel in the off chance situations of this nature were to arise. This is the first time the policy was updated since March 8, 2004.

Cheryl Ricketts made a motion to approve the updated Concealed Weapons Policy. Todd Stanley seconded.

Roll call vote: Todd Stanley- yes, Mike Jones – yes, Robert Mapes – yes; Cheryl Ricketts – yes; Michelle Shirer – yes; Mary Herron – yes, Cristie Hammond – yes. Motion passed.

Concealed Weapons Policy

Board Policy:

DATE REVIEWED: 2/9/2017

DATE APPROVED: 2/9/2017

EFFECTIVE DATE: 2/9/2017

REPLACING POLICY EFFECTIVE:

3/8/2004

The Pickerington Public Library is a community gathering place for lifelong learning and has children and adults of various ages in the library building during all service hours. Ohio public libraries are exempt from the state's "Concealed Carry" law as a political subdivision of the State of Ohio:

Any building that is a government facility of this state or a political subdivision of this state and that is not a building that is used primarily as a shelter, restroom, parking facility for motor vehicles, or rest facility and is not a courthouse or other building or structure in which a courtroom is located.

Ohio Revised Code, Section 2923.126

Weapons of any kind, concealed or in plain view, are prohibited in any Pickerington Public Library facility.
A deadly weapon is any instrument, device, or thing capable of inflicting death, and designated or specially adapted for use as a weapon, or possessed, carried, or used as a weapon, including knives and explosives, or listed as listed in the Ohio Revised Code, Section 2923.11.
A firearm is any deadly weapon capable of expelling or propelling one of more projectiles by the action of an explosion or combustible propellant.
A handgun is any firearm designed to be fired by the use of a single hand.

Active duty law enforcement personnel are permitted to carry weapons onto Library property.

The Pickerington Public Library will post the necessary notification of its status as exempt from Ohio's Concealed Carry legislation, as required by the Ohio Revised Code 2923.1212.

**Administrative Procedure:
2/9/2017**

DATE REVIEWED:

DATE APPROVED: 2/9/2017

EFFECTIVE DATE: 2/9/2017

REPLACING POLICY EFFECTIVE: New

- i. Visitors, Students and Vendors aka Customers
 - i. If a handgun (or other weapon) is discovered on a patron, the employee discovering the handgun or weapon should immediately inform Library Security, Management and Administration.
 - ii. The Person in Charge (PIC) shall respond immediately to all such calls. The PIC shall inform the patron of the Library's policy of prohibiting all firearms including handguns on Library premises. If the patron possesses a valid license to carry a handgun, the PIC shall allow the patron to remove the handgun from the building. If a patron does not possess a valid license for the handgun, notify the local law enforcement agency.
 - iii. Ohio law permits a loaded handgun to be transported in the trunk of a motor vehicle or, if unloaded, in a box or other container in the motor vehicle.
- B. Employees/Volunteers/Third Party Support
 - i. No employee, volunteer or third party support staff member shall be allowed to possess a handgun or other weapon in the Library. Individuals are to notify the Director or his/her designee if another employee, volunteer or third party support member is believed to have a handgun.
 - ii. The Director or his/her designee shall handle the situation as appropriate for the circumstances.
 - iii. The Director or his/her designee should make the person aware of the Library's policy and ask the individual to remove the handgun from the Library immediately.
 - iv. The Director or his/her designee should do what is necessary to assure compliance with this instruction up to and including notifying the local law enforcement agency.
 - v. Any employee or volunteer who violates this policy shall be subject to discipline under the Employee Handbook
- C. Reporting Obligation
 - i. If any employee or volunteer believes that another person (visitor, another employee, physician, other clinical practitioner or any other guest of the Library) possesses a concealed handgun or other deadly weapon on the Library's premise, the employee shall report this belief and the basis for this belief immediately to his or her supervisor and to security (when available) simultaneously.
 - ii. Failure to report knowledge of the presence of any firearm on Library premises shall subject the employee to discipline.
- D. Safety

- i. Employees, including Contract Security, should be aware that the enforcement of this policy deals with confronting individuals carrying loaded handguns.
- ii. Under no circumstances should any employee take any unnecessary risks or compromise his or her safety in enforcing this policy. Local law enforcement should be contacted immediately if deemed necessary.

E. Signage

- i. Compliance signage will be posted in conspicuous places at the entrances of each library facility announcing the Library's policy of prohibiting firearms and other deadly weapons on the premises of the Library.
- ii. Compliance signage will be maintained by Facilities Management staff.
- iii. Signage will have the mandatory phrasing in accordance with ORC 2923.1212.
 "Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises."

F. Toy and Replica Weapons

- i. Toy guns, replica or imitation weapons or other items that could be reasonably mistaken for a firearm are prohibited from library facilities in accordance with this policy. The only exception where toy, replica or imitation weapons are permitted is during library sanctioned programs or events.

Awareness of changes to Administrative Procedures in the Meeting Room and Small Conference Room Policy.

The installation of new audiovisual equipment in the meeting room and small conference rooms led to a review of this policy. There are no changes needed to the Board policy. However, several changes were made to the Administrative Procedures pertaining to this policy. Due to the cost of the audiovisual equipment, we are no longer allowing patrons under the age of 18 to use the room without an adult present. The language "In good standing" was too vague and was removed.

No action taken by the Board.



Pickerington Public Library

Meeting Room and Small Conference Room Policy

Board Policy:

DATE REVIEWED: 10/12/2015

DATE APPROVED: 10/12/2015

EFFECTIVE DATE: 10/12/2015

REPLACING POLICY EFFECTIVE:

12/13/2011

It is the policy of the Pickerington Public Library (PPL) to encourage free discourse of information and ideas within our community. Therefore, we are privileged to make meeting room space available to our patrons so that an informed citizenry can be nurtured and supported.

The primary purpose of meeting rooms and small conference rooms is to promote library services through programs, meetings and other library activities presented by library staff, the Friends of the Library or other organizations affiliated with the library. When the meeting rooms or small conference rooms are not being used for a library activity, the space will be available to the public for governmental, non-profit, for-profit, civic, cultural or educational programs or meetings that are non-soliciting in nature. Access will be provided on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting use. In doing so, it must be noted that the library does not endorse the views expressed by any group or individual using our meeting rooms, but does endorse their right to express their views as long as these groups and individuals abide by the rules and regulations governing the use of library meeting spaces. At no time is the use of a meeting room or quiet study to be publicized in such a way as to imply library sponsorship of the reserving party's meeting or event, unless that activity is being co-sponsored by the library. Artistic performances by individuals will be permitted only when co-sponsored by the library.

Use of Library meeting rooms for financial gain is prohibited. This includes entrance fees/admissions charges, marketing or selling of goods, fundraising, or accepting donations. Only the Pickerington Public Library or groups affiliated with the Pickerington Public Library may use the meeting room facilities for fund-raising activities, otherwise, items and services may not be sold. Meeting rooms may not be reserved for a single individual. Small conference rooms may be reserved by an individual patron for no more than 2 hours per day. No private parties may be held.

Administrative Procedure:
1/23/2017

DATE APPROVED:

EFFECTIVE DATE: 1/23/2017
REPLACING PROCEDURE

EFFECTIVE: 10/12/2015

All meetings must be open to the public. Organizations conducting business meetings or presenting programs may wish to restrict or limit public comments during all or part of their meeting or programs. Any such restrictions should in no way interfere with the public's ability to attend, observe or listen to the program.

1. Use of the meeting rooms shall be for group use. An adult, eighteen (18) years old or older must be present during the entire use of the room by the group. Groups of children are welcome to use the room, but application must be made by an adult and adult supervision of the group must be maintained at all times.
2. The person making the meeting room reservation must be at least (18) years old, and a registered patron of the Pickerington Public Library.
3. Reservations for meeting rooms shall be made by submitting a completed meeting room reservation form at least forty-eight (48) hours in advance of the requested meeting time. All information contained in the completed form (except the library card number) shall be available to the public.
4. Use of small conference rooms shall be for group or individual use. An adult, eighteen (18) years old or older must be present during the entire use of the room by the group. Groups of children are welcome to use the room, but application must be made by an adult and adult supervision of the group must be maintained at all times. Sign up with library card is required.
5. Programs or meetings must end prior to library closing time.
6. Reservations are considered on a "first-come, first-served" basis.
7. Reservations are not transferable from one group to another.
8. Reservations may not be made more than three (3) months in advance of the requested meeting date. Due to high demand, organizations may be limited to one reservation per month, with a maximum of five reservations per month.
9. Meeting space is provided free of charge. However, donations will be accepted to assist in the cost of maintaining meeting room facilities, equipment and supplies.
10. The library may, on occasion, sponsor classes offering instruction in skills. Tuition fees to cover costs of supplies may be charged. The library may also allow its meeting rooms to be used by local school systems, area colleges and universities, or governmental entities. In such cases, tuition fees may be charged.
11. The use of meeting rooms for private social functions such as birthday parties, dances, wedding receptions, etc is not permitted.
12. Meetings planned by a company or individual to promote, advertise or lead to the sale of a product or service are not permitted.
13. The individual or group which reserves the meeting space shall assume responsibility for all loss, damage or injury arising from the use of the meeting space.

14. The library assumes no liability for theft or damage to property brought onto library property or for injuries which occur as a result of actions of sponsors or participants in activities in meeting rooms.
15. Room set-up will be the responsibility of the individual or organization reserving the meeting space. This same individual or group is responsible for returning the room to its original condition.
16. Use of Library provided audiovisual equipment and a podium are available upon request. Any additional equipment needs other than what is already provided in the meeting and conference rooms must be supplied by the individual or group using the space.
17. Refreshments may be served only in Meeting Room A. The library will not provide any food service or equipment beyond a microwave and coffee maker. Any food, beverages, or items left in the meeting room will be discarded. Smoking is prohibited in the library. Alcohol is prohibited in the library unless there is a Library fundraising event approved by the director or his/her designee. A fee may be charged if the group's use of the room results in the need for repair to library furnishings or equipment or if excessive clean-up is required by library staff. Imposition of this additional fee will be at the discretion of the Library Director.
18. If a scheduled meeting is cancelled, it is preferable that the library be notified at least twenty-four (24) hours in advance.
19. Library use of the meeting space takes precedence over any other use and the library reserves the right to cancel the use of the meeting room space if the Library Director determines that the meeting space is needed for library purposes. The library assumes no liability if such an action occurs. An attempt will be made to provide an alternative date or time for the group.
20. Groups may not use the library staff telephones
21. The Library Director, or his/her designee, may for good cause, deny or cancel any application for reservation of meeting room space and, for good cause, may waive any meeting room regulation. The library assumes no liability if such action occurs.
22. PPL reserves the right to have staff attend meetings and other events in the library.
23. Meetings held in our facility must not disturb normal library operations. The library reserves the right to stop meetings that are disruptive to normal library operations.
24. An appeal of any meeting room regulation, or any decision regarding the use of any meeting room should first be made to the Library Director.

It is the intent of the Pickerington Public Library that groups shall follow the above rules and regulations so that our meeting rooms will be utilized in an orderly and efficient manner. It is expected that all groups or individuals reserving a meeting room will honor the spirit in which these rules and regulations are intended and will adhere to them when reserving and using a library meeting room.

02-04-17 Resolution to adopt the updated version of the Disciplinary Policy including changing its name to the Corrective Counseling Policy.

Mary Herron made a motion to adopt the updated version of the Disciplinary Policy to include the name change to Corrective Counseling Policy. Mike Jones seconded.

Roll call vote: Cristie Hammond – yes; Robert Mapes – yes; Cheryl Ricketts – yes; Mary Herron – yes; Todd Stanley – yes; Mike Jones – yes; Michelle Shirer – yes.
Motion passed.

Corrective Counseling Policy

Board Policy:

DATE REVIEWED: 2/9/2017

DATE APPROVED: 2/9/2017

EFFECTIVE DATE: 2/9/2017

REPLACING POLICY EFFECTIVE:

1/12/2015

It is the policy of the Library that all employees are expected to meet job performance standards and comply with the Library's policies, procedures and standards of service. The Library will use corrective counseling to provide employees with notices of deficiencies and opportunities to improve. Non-compliance may result in disciplinary action, up to and including discharge.

In those cases where an employee fails or is unable to carry out the tasks required in his/her job description or behaves in an inappropriate manner, the Board of Trustees approve the following corrective measures.

- Oral Counseling
- First Written Warning
- Second Written Warning and Suspension
- Discharge

The purpose of these corrective measures is to help the employee become a more effective and productive staff member.

Administrative Procedure:
2/9/2017

DATE REVIEWED:

DATE APPROVED: 2/9/2017

EFFECTIVE DATE: 2/9/2017

REPLACING POLICY EFFECTIVE: New

- A. All managers and supervisors are responsible for holding their staff accountable for upholding the policies, procedures and standards of the Library. Managers should regularly engage in job counseling and coaching sessions with their employees to provide them with feedback on their performance. The Library does (depending on the severity of the offense) retain the right to administer disciplinary action in any manner it deems fit, up to and including immediate discharge.
- B. The normal progression of corrective counseling or disciplinary action, subject to modifications, dependent on employment status (introductory, as needed, temporary, etc.) and/or severity of the infraction, is:
1. Oral counseling
 2. First written warning
 3. Second written warning and suspension
 4. Discharge

All corrective counseling and/or disciplinary action must be approved by the Human Resources manager, direct supervisor and Library Director as indicated on the Corrective Counseling Form.

Signed copies will be shared with the employee and become a permanent part of the employee's personnel file. The termination of employment form must be signed by the Director or, in the event of an extended absence, his/her designee.

1. **Oral Counseling**

An Oral Counseling is considered to be the least formal and severe of the corrective actions. This action shall be accompanied by a brief memorandum prepared by the supervisor for inclusion in the employee's personnel file stating the nature, time and place of the offense. This memo shall be signed by the supervisor and by the employee acknowledging receipt of, if not necessarily agreement with, the oral reprimand. In each case, an oral reprimand shall be brought to the attention of the Library Director. If the employee receiving the oral reprimand is not in agreement with it, he/she may refer to the Grievance Procedure of the Employee Handbook.

An oral reprimand shall address inappropriate actions that are minor in nature and cause minimal disruption to the operation of the PPL.

These offenses include, but are not limited to:

- Frequent absence or abuse of leave policy;
- Consistent tardiness;
- Failure to follow established procedure when calling off for a shift;
- Starting late, or leaving early, without following the established procedures;
- Interfering with the work of others;
- Discourteous treatment of customers;
- Unnecessary shouting or disruption;
- Use of profane language;
- Unsatisfactory work or failure to maintain required standard of performance;
- Failure to work cooperatively with other employees;
- Failure to follow reasonable directives of supervisor;
- Careless use of library property or equipment;
- Failure to follow safety rules and procedures;
- Failure to observe library or departmental rules, policies or procedures;
- Prohibited use of library computers and/or software.

2. **Written Counseling**

A written counseling is considered more serious than an oral counseling and may be issued upon repeated violations or failure to perform duties mentioned in the oral counseling. This document shall be clearly labeled Written Counseling, signed by the supervisor, Library Director and employee respectively, and placed in the employee's personnel file, where it will remain indefinitely. Signature by the employee acknowledges receipt of, if not necessarily agreement with, the written reprimand. Written counseling shall be reviewed by and receive the concurrence of the Library Director before being presented to the employee. If the employee receiving the reprimand is not in agreement with it, he/she shall refer to the Grievance Procedure of the Employee Handbook.

A written reprimand may address inappropriate actions that are of a more serious nature than the incidents of inappropriate behavior listed in the oral reprimand section and if left unaddressed may cause a serious and lasting disruption to the operation of the PPL. It additionally may address continued actions that have been the subject of an oral reprimand.

These offenses include, but are not limited to:

- Failure to report to work; failure to communicate to a supervisor on duty;
- Persistent failure to provide required documentation of absences;
- Sleeping during work hours;
- Neglect of duties;
- Obligating the PPL for any expense or service without authorization;

Failure to report an accident, injury or equipment damage;
Unauthorized release of confidential information;
Refusing to give testimony in accident or incident investigations;
Publishing either in print or electronically malicious statements about fellow staff members, the administration, the Board of Trustees or library policies and operations;
Repetition of actions that have been addressed by an oral reprimand.

3. **Suspension (with or without pay)**

This action is an involuntary, temporary separation from active status and is with the authority of the Library Director and/or Board of Trustees. A suspension shall be with or without pay as determined by the Library Director and/or the Board of Trustees; at the end of which, the employee returns to normal employment status. Suspension may be deemed necessary in the event an employee's conduct becomes disruptive or threatening or as a third step in the corrective action process. A suspension will be accompanied by written documentation of the circumstances surrounding the event and the length of the suspension and the pay status during the suspension. The document shall be clearly labeled **Suspension**, signed by the supervisor, Human Resources Manager, Library Director and employee respectively, and placed in the employee's personnel file, where it will remain indefinitely. Signature by the employee acknowledges receipt of, if not necessarily agreement with, the suspension. If the Library Director has determined the suspension, the Board of Trustees will be apprised of the suspension. If the employee receiving the reprimand is not in agreement with it, he/she shall refer to the Grievance Procedure of the Employee Handbook.

A suspension may address inappropriate actions that are of a more serious nature than the incidents of inappropriate behavior listed in the written reprimand section and if left unaddressed will cause a serious and lasting disruption to the operation of the PPL. It may address continued actions that have been addressed in a written reprimand.

These offenses include; but are not limited to:

- Receiving a second written warning in one (1) year;
- Continuing a performance problem after a written warning has been given;
- Reporting to work under the influence of illegal drugs or alcohol;
- Threatening or verbally abusing a patron or fellow employee;
- Leaving work without a supervisor's permission;
- Insubordination or ignoring the directive of a supervisor.

The length of suspension will be based on the severity of the infraction.

4. **Discharge**

Discharge will be determined by the Library Director and/or the Board of Trustees.

Offenses leading to discharge include; but are not limited to:

- Receiving three (3) written warnings or two (2) written warnings with suspension within a one (1) year period;
- Giving false information or withholding pertinent information requested on an employment application;
- Falsification of one's own or another's time sheet;
- Continuing a performance problem after a written warning and a suspension has been given;
- Giving false testimony/information during an investigation;
- Theft or attempted theft of library property or property of a fellow employee or patron;
- Falsifying a document that could cause a substantial monetary loss to the library;
- Falsifying, removing or destroying library records or information without authorization
- Selling, buying, attempting to buy or sell, or possession of illegal drugs on library property;

Deliberate, unauthorized altering of computer data which results or could result in monetary loss, fraud, damage to equipment, software or programming, or could be detrimental to the reputation of the library;

Abuse of borrowing privileges through manipulation of the library's ILS.

Use of alcoholic beverages or illegal drugs on library property;

Job abandonment, not calling in for three (3) or more consecutively scheduled work days;

Possession or use of fire arms, ammunition, explosives or other weapons or illegal goods in a library facility;

Deliberately damaging, defacing or abusing library property or that of a fellow employee or patron.

- C. Generally, corrective counseling dating back more than one year will not be considered when counseling an employee, unless the employee has demonstrated a pattern of behavior.

For the good of the order

Tony invited the Board members to stay after the meeting to see the progress on the Homework Help Center renovation.

Next Board Meeting:

FAB Committee Meeting

TBA

Regular Board Meeting

March 9, 2017 at 7:00 p.m. (Meeting Room A)

Cristie Hammond adjourned the meeting at 9:04 p.m.

Cristie Hammond
Library Board President

Mary Herron
Library Board Secretary