

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
August 11, 2016

The Board of Trustees of the Pickerington Public Library met in regular session on Thursday, August 11, 2016 at 7:32 p.m. in the library at 201 Opportunity Way. Members present were Cristie Hammond, Mike Jones, Michelle Shirer, Mark Smith, Mary Herron 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 Absences: Cheryl Ricketts

Cristie asked for approval for the regularly scheduled board meeting from June 2016.

| Approval of Minutes

**8-1-16 Motion to Approve the Regular Meeting Minutes for June 9, 2016**

Bob Mapes made a motion to approve the June 9, 2016 board meeting minutes. Mary Herron seconded the motion. Minutes were approved with no changes.

Michelle Shirer entered the meeting at 7:36 p.m.

Public Participation – Attending the meeting was Rocco Sabatino and Darla Sabatino to make a presentation on a land parcel for a potential future library branch site. The presentation showed how appraisals are valued differently for commercial properties. Mr. Sabatino shared handouts regarding Real Estate Property Valuation from the Fairfield County Auditor website and examples of past commercial real estate parcels that sold in the area. He then shared information about the property he is representing that he would like to be considered for purchase by the library.

Friends of the Library Report – Took down one of the bird feeders, may be replaced if not repairable. No meeting this past month.

Finance Committee – Cancelled.

Fiscal Officer's Report

Brenda Oliver presented the financial report for the months of June and July.  
June 30<sup>th</sup> checking balance \$1,426,937.37, General Fund investments \$1,904,537.04  
Capital Fund investments \$825,622.04 in Star Ohio.  
June General Fund Revenue \$84,194  
June General Fund Expenditures \$120,949

Revenue Highlights:

Capital Projects interest income \$354.02  
No Special Revenue income

Expenditure Highlights:

Personnel \$74,195.

Other-Employee Fringe Benefits \$1,000 educational reimbursement

Operations \$21,125,

advertising higher due to Teen Book Fest,

Rents & Leases higher due to higher color and black and white copies for the last quarter.

Branch operations \$0

Collection \$24,648

Brenda asked if there were any questions for June; there were none.

July 31<sup>st</sup> checking balance \$1,405,577.71, General fund investments \$1,904,868.14 and Capital Fund investments \$825,985.40 in Star Ohio.

July General Fund Revenue \$97,390

Total General Fund Revenue \$1,033,958

July General Fund Expenditures \$118,246

Revenue highlights: RC-Other-\$157.3 Donation for teen area

Refunds & Reimbursements \$4,135.22 received from South Central for 1995 Capital credits

Capital Projects interest income \$363.36

No Special Revenue income

Expenditure Highlights:

Personnel \$74,881

Dental & Vision higher due to increased claims

Operations \$24,237

Branch Operations - \$0

Collection \$18,866

Improvements, Equipment and Furniture \$262

Total General Fund Expenditures \$1,509,947 less \$575,000 transfer equals \$934,947

Brenda asked if there were any questions for July; there were none.

Updates from County Budge Hearing held on August 8.

2016 Revised PLF estimate is \$928,154. 2017 Estimated PLF is \$978,953 which is a 5.46% increase. 2017 Tax Levy expected to be collected from Fairfield County is \$830,000, which is the maximum collectible based upon our levy approved November 2009 (this does not include the smaller portion received from Franklin County). Fairfield County has completed their property re-evaluations for the next 3 years, we can request estimated amounts based upon the new rates and levy tax percentage for levy planning purposes.

Other Committee Reports

Levy Committee update – Mike Jones shared the committee objectives (Board Involvement), Levy campaign team roles and the immediate next steps. Decisions to be

made are when to go on the ballot, decide what type of levy to pursue, decide how much to request. Once these decisions are made and the proper Board resolutions completed and paperwork filed, the committee is essentially done and work transitions to the Levy Campaign Team. Mike outlined the different roles with descriptions. Immediate next steps are to develop financial estimates to operate library and branch for 2019-2029. Mike asked Brenda to put together the numbers. Tony to stay plugged in levy plans for other local entities. Mike asked the Board to begin to think about and identify people to fill the key roles on the campaign team. The first official Board Levy committee meeting will be scheduled in November 2016.

### Director's Report

#### Monthly Statistical Overview

Overall Circulation (Print and Digital) still up for the year at 10.1%. Physical Circulation (Books and Audiovisual) has an increase of 8.1% for the year. Leveled off in circulation comparing 2015-2016 for the same month. 1<sup>st</sup> time circulation decrease of -1.6% under last year. Digital circulation is up 37.1% increase over last year. Only 8.3% of overall circulation, digital is increasing at a very rapid rate. Renewals have an increase of 42% increase over last year.

Programming – Summer Reading Program has ended. Tony focuses on completion rates. This gives goals for the following years of numbers to beat. Children – 1250 registered 29.1% completion rate; Teens 200 participants with a 20% completion rate; Adults participants with 16.4 completion rate.

#### Facilities Report –

Homework Help Center - Library asked for estimates from architects to enclose the digital classroom. Received one estimate for consideration from Moody-Nolan. Moving forward with that one.

Branch update – Still talking with Ohio University Dean about OU Pickerington design changes. OU is still in an internal discussion. Tony has assured them they will be in on design decisions.

#### Other items:

Library did an IT vulnerability plan. Cyril is working on the issues found.

Parade participation – Staff and family walked in the July 4<sup>th</sup> parade. All staff will be participating with the Labor Day parade. The library is co-grand marshals with Pickerington-Violet Township Historical Society in a then and now float.

Library participated in a Harry Potter event at Barnes & Noble that included a bookfair. Almost \$4,000 in sales was taken in during Saturday. Sunday and online purchases are not included in that amount. 20% of the final amount will go on a giftcard for the library to use for purchases.

Staffing update: Kelly Porter is retiring. Her celebration will be Friday, Aug 26 1-4pm. Tony invited the Board to attend. Lindsay Smith, Patron Services II, is leaving library employment, last day is August 19. Tammy Craig, Patron Services I, will be starting August 16.

Tactical Plan Update – Tony presented the updates on Tactical Plan at the halfway point in the year. Tony said he couldn't be prouder of the work staff has put in on these projects. 9 have been completed. 9 are in progress 3 are not slated to start until 4<sup>th</sup> quarter. Tony shared Branding Scope flyer examples that show consistency in branding. He stated these SCOPE projects are team approaches to come up with a high quality product that our patrons and public deserve.

Mike Jones mentioned that since the strategic plan is about 2 years old, it feels like the Board should be considering taking a look at an updated plan.

### Assistant Director Report

Emergency Manual is complete and ready to implement, copy is available. Digitization Tactic – State Library is coming to help evaluate our local history materials and make storage and processing recommendations. ABLE classes – computer classes went really well with 96 students. We have had requests from the public to continue them. Adult math classes weren't as well attended with 24 people. Ohio Pride Programs – Grandma Gatewood, UFO's Over Ohio, Ironwood Wolves for a few. Board Game collection is growing; adding items to the juvenile collection. Tabletoppers group starts September 10. Origins – CLC report is nearly finished, Kent asked if Board would like a copy, email him and he will send out. League of Cosplay – in the works, there will be classes and discussion panels. Fandom tables will be included. First one is scheduled for November 12.

### Old Business

### New Business

### Donations

Girl Scout Troop 1259 dissolved and decided to donate \$157.73 to the library for the teen area. Cristie said they were sorry the troop dissolved, but thanked them for the donation.

### Resolution to approve the updated Bulletin Board Policy

Bulletin Board Policy – In the spring to early summer, the vending area was renovated by the Facilities Manager. As part of the renovations, a designated space for members of the community to post and look for information about non-library community events. In reviewing the Bulletin Board Policy, there were items not mentioned and some topics needing updated information. Tony looked at 4 different library systems he used to update our policy. The new policy added voter information and a section on controversial information to the policy. A core value in the library profession is providing uncensored access to information. The intent of having this allows the director leeway on deciding what should be removed or kept without infringing on taxpayers rights. It

was last updated in July 2007. Cristie asked as to the procedure for approving postings. Postings will be initialed by staff after checking against policy.

### **8-2-16 Motion to approve the changes to the Bulletin Board Policy as written.**

Bob Mapes made a motion to approve the Bulletin Board Policy as presented and Mike Jones seconded. Motion passed with roll call.

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



## **Pickerington Public Library**

### **Bulletin Board/Information Distribution Policy**

**Board Policy:**

**DATE REVIEWED: 8/11/2016  
DATE APPROVED: 8/11/2016  
EFFECTIVE DATE: 8/11/2016  
REPLACING POLICY EFFECTIVE: 7/092007**

The Pickerington Public Library (PPL) provides a designated area available only to non-profit groups serving Fairfield County and the Pickerington Local School District (PLSD) for the posting of information related to specific educational, cultural, civic, governmental, intellectual, or charitable activities and events. The primary purpose of the material must be to inform the public of the organization's programs, services, or events.

PPL provides space for the distribution of the following:

- Events in which PPL is cosponsoring
- PLSD School sponsored events and services
- City of Pickerington information and events
- Violet Township information and events
- Free community newspapers and magazines

Materials fitting the above criteria will not be excluded because of the background or views of their author(s).

The presence of a poster, brochure, flyer, or any other notice in the Library does not necessarily indicate that the Library either advocates or endorses the information or events posted.

**Administrative Procedure:**

**DATE APPROVED: 8/11/2016  
EFFECTIVE DATE: 8/11/2016  
REPLACING PROCEDURE EFFECTIVE: 7/09/2007**

- A. The Library has limited space in which to distribute materials and therefore reserve the right to determine the quantity and length of time materials are made available. Preference for space and length of distribution will be given to materials promoting Library related groups (such as the Friends of the Library) and co-sponsored events, and local community information. Materials meeting the criteria for distribution will be distributed for a minimum of one day. All material removed from the distribution area will be discarded. Items that do not meet the criteria will be discarded.
- B. Large posters and announcements may not be accepted due to space limitations. Postings must be no larger than 8 ½" X 14". Only library signs will be posted on the library entrance doors.
- C. Materials periodically will be rotated and/or discarded. Materials will not be posted any sooner than four weeks prior to the event and will be removed and discarded after the event.
- D. Materials promoting business or commercial ventures, doctrinal beliefs, petitions, personal sales or advertisements, or job postings will not be accepted for distribution.
- E. Postings promoting religious services and/or activities may not be posted.
- F. To aid voters in becoming better informed about ballot issues and candidates, the library may display and distribute literature representing all points of view.

1. Voter Education Materials:

- Campaign materials for political candidates will be made available to library patrons in designated areas for no more than four weeks prior to the election. These materials will be removed and discarded the immediate day following the election.
- The Library will accept Campaign literature for display or distribution only after the library press release appears in the news media.
- Campaign material that is not literature (including, but not limited to, bumper stickers, yard signs, and campaign buttons) will not be considered for display or distribution.
- Political materials prepared by non-partisan civic organizations or political associations which contain candidate or issue information will be distributed with the understanding that any opposing points of view will be given the same opportunity.

G. Selected Location Distribution:

1. Items must identify the contact person and/or organization and provide an address and/or phone number from which additional information may be obtained.
2. Events advertised must be timely in nature; generally not more than 1 month in advance of the event.
3. PPL staff is not responsible for monitoring or restocking such materials.
4. All postings must be approved and initialed by the Library Director or her/his designee and must contain contact information for the organization.
  - Materials posted without approval will be removed.

H. PPL will not remove or shield materials for distribution due to controversial content or images. Individuals questioning material in PPL may ask library staff about such material. The staff person in charge of the location at the time will discuss these concerns and give the patron a copy of this policy. Individuals may formally request reconsideration of distribution of such material by submitting a written request to the Director or Assistant Director.

I. When a request is received, the administration will provide a response. Any appeals to this response will be referred to PPL Board, with an administrative recommendation for disposition. The final responsibility for removal of such materials resides with the Board of Trustees.

J. The presence of a poster, brochure, flyer, or any other notice in the library does not necessarily indicate that the library either advocates or endorses the viewpoints expressed.

Resolution to approve the updated Borrowing Policy

Borrowing Policy/Cardholder Policy -The current Borrowing Policy is outdated and filled with administrative procedures that needed to be separated. The Borrowing Policy has been updated, with separate Board Policy and Administrative Procedure sections and has been renamed the Cardholder Policy. Mike Jones asked for explanation of a vacation loan. Mark Smith had a question about self-check verbiage for an overdue item. Kent will look into it.

**8-3-16 Motion to approve the changes to the Revised Borrowing Policy as written and changed to Cardholder Policy.**

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

Roll call vote: Michael Jones – yes, Cristie Hammond – yes, Mark Smith – yes, Michelle Shirer – yes, Mary Herron – yes, Robert Mapes - yes.



## Pickerington Public Library Cardholder Policy

### Board Policy:

**Date Reviewed: 08/11/16**  
**Date Approved: 08/11/16**  
**Effective Date: 08/11/16**  
**Replacing Policy Effective: 05/11/15**

Any person or organization that resides in Ohio who agrees by written or electronic signature to be responsible for all materials they borrow, will be issued a library card and allowed to use the collections and other services of the Pickerington Public Library. Cardholders will be responsible for all fines and fees charged to their library account as a result of use of library materials. Fines and fees that exceed an established amount and/or long overdue items will result in suspension of cardholder privileges until fines or fees are paid below the established amount and/or long overdue items are returned.

A lost library card shall be reported immediately. The cardholder is responsible for materials checked out up to the time the card is reported lost or stolen.

Parents or legal guardians of Minors, those 17 years of age and younger, must sign or electronically agree to be responsible for all materials borrowed by minors and to monitor the nature of all materials used by Minors, including materials accessed using Full Access library cards. Parents and legal guardians will have Minor library card choices:

1. **Restricted 1:** Minors may borrow print materials only. There is no access to audiovisual materials. Electronic Resources, including databases and downloadable content, are available for in-house and remote use.
2. **Full Access:** Minors may borrow any circulating item, including audiovisual materials. Electronic resources, including databases and downloadable content, are available for in-house and remote use.

The exception to this are Student Cards, which may be issued to Minors as a special limited access library card which does not require the signature of a parent or legal guardian.



The Pickerington Public Library will ensure that its cardholders have the greatest opportunity to utilize its collections, as well as those of its Central Library Consortium partners. Library card guidelines and loan periods are established for this purpose.

**Administrative Procedure:**

**Date Approved:**

**Effective Date:**

**Replacing Procedure Effective:**

**A. *Issuing Library Cards***

There is no charge to apply for a library card. There is a charge of \$2.00 for each replacement library card. Proper identification is required to receive a replacement card. See “Examples of Acceptable ID” below.

Patrons must provide a written or electronic signature signifying their acceptance of the Cardholder’s Policy. Library cards will be issued only to those patrons or organizations residing in Ohio.

Adults age 18 and older, must present a photo ID and verification of current address. Acceptable photo IDs must include a photograph and printed name. If photo ID does not include the patron’s current address, he or she must present one piece of official documentation for verification of their current address. A patron providing the required identification will immediately receive their library card.

If photo ID presented does not include the patron’s current address and the address cannot be verified using acceptable documentation, the library card will be mailed to the patron. Check out will not be available until the patron receives their card through the U.S. Mail.

Managers and staff should use appropriate judgement to support the library’s mission by issuing library cards under exceptional circumstances.

<p><b><u>Examples of Acceptable ID:</u></b></p> <ol style="list-style-type: none"> <li>1. Driver’s license</li> <li>2. State issued ID</li> </ol>	<p><b><u>Acceptable Documentation for Address</u></b></p> <p><b><u>Verification:</u></b></p> <ol style="list-style-type: none"> <li>1. Driver’s license</li> </ol>
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<ul style="list-style-type: none"> <li>3. Passport</li> <li>4. Military ID</li> <li>5. Work ID</li> <li>6. School ID</li> <li>7. Green Card/Matricula Consular</li> <li>8. Credit Card with photo</li> </ul>	<ul style="list-style-type: none"> <li>2. State ID</li> <li>3. Personal checkbook</li> <li>4. Current year car registration</li> <li>5. U.S mail postmarked with past two weeks</li> <li>6. Lease agreement</li> <li>7. Property tax receipt</li> <li>8. Insurance card</li> <li>9. Voter registration card</li> <li>10. College enrollment papers</li> <li>11. Pay stub</li> </ul>
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If the patron is staying at a care facility or shelter, a letter dated within two weeks stating that the patron may use the agency as a mailing address and signed by the agency's representative may be used as address verification.

***For Minors (Ages 17 and Under):***

There is no minimum age requirement to receive a PPL library card. Parents or legal guardians of minors must agree by written or electronic signature to accept the cardholder agreement. Therefore, library cards are issued to minors following the verification of the parent or legal guardian's photo ID and address. The parent or guardian's address must be entered as the primary address in the minor's record. The full name of the adult signator will be added to the minor's record at the time the account is created.

**When the Child is Present:** The parent or guardian will provide identification that satisfies the requirements for signing up for a Full Access card, and also sign or electronically accept responsibility for the minor's account.

**When the Child is Not Present:** The parent or guardian will provide identification that satisfies the requirements for signing up for a Full Access along with verification of the child. The child's name must be clearly printed on an acceptable form of identification.

*Examples of Acceptable Forms of Child Verification:*

birth certificate, school ID, social security card, insurance card, juvenile state ID, recent school report card, immunization records, lost child ID, Permanent Resident Green card or Matricula Consular.

**When the Parent or Guardian is Not Present:**

Student Cards may be issued to minors as a special limited access library when a parent or guardian is not available to consent to borrowing privileges. The minor's parent or guardian must follow the above procedure for obtaining a library card for a minor in order to activate full library card privileges.

If the parent or guardian is unable to come to the library, they may complete and sign the print version of the borrower's application and return the application, along with their ID and address verification (if needed) to the library with the child. Staff will confirm that the signature on the application matches the signature on the ID.

**B. *Types of Library Cards***

**Full Access Cards** There are no restrictions on Full Access cards. Full Access patrons are permitted the full number of allowed item check-outs, renewals, and holds, with no restrictions based on Material types. Loan periods follow material types. Full access patrons have access to all PPL electronic resources, including databases and downloadable content, generally available for in-house and remote use.

**Newly Registered Cards (Adult and Minor)** New patrons are limited to a total of 10 items checked out at any one time during the first 28 days. Patrons under age 18 may check out books only during the first 28 days. New patrons are permitted the full number of renewals and holds. Loan periods follow material types. New patrons have access to all PPL electronic resources, including databases and downloadable content, generally available for in-house and remote use.

**Restricted 1 (Minor) Cards** Minors with Restricted 1 cards may borrow print materials only. There is no access to audiovisual materials. Restricted 1 patrons are permitted the full number of allowed item check-outs, renewals, and holds. Loan periods follow material types. Restricted 1 patrons have access to all PPL electronic resources, including databases and downloadable content, generally available for in-house and remote use.

**Student Cards** Minors with Student Cards may only borrow three (3) print items at a time and may only place three (3) holds on print items. Student card holders are permitted the full number of renewals. Loan periods follow material types. Student Cards do not accrue overdue fines and will not be subject to 3<sup>rd</sup> party collection action. Student Cardholders are responsible for Lost/Damaged fees. Student Cards expire on the patron's eighteenth (18<sup>th</sup>) birthday.

**Teacher Cards** To apply for a Teacher Card, in addition to other required forms of acceptable ID, applicants must show a recent pay stub from the school, preschool, or daycare where employed. In addition to all the privileges of Full Access cards, Teacher Cards allow a nine (9) week loan period for items, but with no renewals. Two (2) lost items per school year will be allotted to the account if necessary. Fines will be assessed on overdue material. Any item from the print collection is permitted to be checked out using a Teacher Card. All nonfiction adult films as well as Juvenile Audio Visual items, with the exception of entertainment family films, can be checked out on a Teacher Card. Teacher Cards are good for three (3) years.

**Staff Card Privileges.** In addition to all the privileges of Full Access cards, Staff Cards do not accrue overdue fines. Staff Cardholders are responsible for all Lost/Damaged fees. Additionally, violation of Full Access card privileges will result in corrective counseling, up to and including termination.

### **C. *Loan Periods***

#### 1. Loan Periods:

Video-Games	7 days (limit of 5 per card)
DVDs	7 days (limit of 10 per card)
Quick Read Books & DVDs	7 days
Tabletop Games	28 days (limit of 5 per card)
Hotspots	14 days (limit of 1 per card)
Books	28 days
New Books	21 days
Books on CD	28 days (limit of 10 per card)
Music CDs	28 days (limit of 10 per card)

Teacher Kits	28 days (limit of 2 per card)
Vacation Loan	6 weeks (no renewal)

Most Pickerington Public Library (PPL) items will automatically renew three (3) times for the same length of time as the original check-out unless another patron has placed a hold on the item, or it is a Quick Read or Mobile Hotspot. Materials on loan from other Central Library Consortium (CLC) Libraries may automatically renew for different periods of time. Some CLC libraries do not offer automatic renewal; items from those libraries must be renewed manually, through the library website, by presenting them at the circulation desk, or by phone.

A hold may be placed on most items with a limit of 25 holds per card. There are several item types not available for hold or request.

A library patron shall be limited to checking out an aggregate of 50 items per card. However, new patrons are limited to a total of 10 items checked out at any one time during the first 28 days. Patrons under age 18 may check out books only during the first 28 days (no audio-visual materials.)

The library assumes no responsibility for damage caused to a borrower's audiovisual or computer equipment.

Copyright laws limit Video-Games, Music CDs, Audio Books and DVDs to home viewing and/or listening only and prohibit their duplication. Tampering with or altering library materials in any manner, is strictly forbidden.

### **C. *Overdue Items***

**Overdue Item:** Any item returned after the due date is overdue.

#### **Overdue Fines:**

- a. 10 cents per day per item – includes all items except Quick Read items, Video-Games and DVDs which is \$.50 per day.
- b. Overdue fines will not be charged on days when the library is closed.

2. Whenever fines accumulate to \$10.00 or more, borrowing privileges shall be suspended.
3. Any returned check from the patron's bank shall be subject to a \$25.00 returned check fee. The accumulated fines, fees or lost charges shall be reinstated on the patron's card.
4. Patron accounts with \$25.00 in accumulated, fees for lost or damaged items will be turned over to a collection agency 35 days after the due date.
5. Each patron shall be responsible for materials checked out on his/her card, including fines for late returns, lost items, and items damaged beyond repair. For lost and damaged items, the replacement cost plus a \$5.00 processing fee will be charged. Once replacement cost for lost material has been paid, there will be no refunds. A lost or damaged item may be replaced with an exact, new copy of the item plus the \$5.00 processing fee with the prior approval of the appropriate library manager.

#### Resolution to adopt the newly created Emergency Plan

Emergency Plan- PPL does not currently have a complete or cohesive Emergency Plan. In order to construct a functional plan, all existing procedures have been combined with a carefully researched and developed Emergency Plan that has been vetted by the Violet Township Fire Department, the Pickerington Police Department, and Fairfield County Emergency Management. This new Emergency Plan includes a thorough training and implementation component that will be ongoing. Mary Herron said this was an excellent plan. She asked what if a patron has a pacemaker. Kent explained this was part of the CPR training. Tony shared that Kent worked hard on this plan and that he, Tony, had received a phone message from the Police Commander saying he had never seen such a well written and extensive plan. Mike Jones recommended verbiage changes when referencing PIC and some procedures.

#### **8-4-16 Motion to adopt the Emergency Plan.**

Mary Herron made a motion to adopt the Emergency Plan with recommended changes, Michelle Shirer seconded. Motion passed with roll call.

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

Resolution to transfer funds of \$500 from 1000-100-413-4145 Audiovisual Materials (Adult Audio Materials) to 1000-100-413-4120 Audiovisual Materials (E-books/audio).

Due to the increased usage of Hoopla by our library patrons, additional funds are needed to maintain the service our patrons through the end of the year.

**8-5-16 Motion to approve the transfer \$500.00 from Audiovisual Materials (Adult) to Audiovisual Materials (ebooks/audio)**

Bob Mapes made a motion to transfer \$500.00 from Audiovisual materials (Adult) to Audiovisual Materials (ebooks/audio). Mark Smith seconded. Motion passed with roll call.

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

Executive Session

**8-6-16 Motion to go into Executive Session – Compensation of a Public Employee ORC 121.22 (G) (1)**

Mark Smith made a motion to go into Executive Session compensation of public employees **ORC 121.22 (G) (1)** Michelle Shirer seconded.

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

9:18 p.m. went into Executive Session.

**8-7-16 Motion to leave Executive Session – Compensation of a Public Employee (ORC 121.22 (G) (1))**

Mark Smith made a motion to leave Executive Session compensation of public employees (ORC 121.22 (G) (1)). Mike Jones seconded.

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

9:38 p.m. left Executive Session.

**8-8-16 Motion to approve wage increase proposal.**

Mike Jones made a motion to approve the wage increase proposal. Mark Smith seconded.

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

	Hrs/Week	2015/16 wage	% increase	Effective 9/4/2016	Annual				
<b>Support Staff</b>						<b>(Unless noted otherwise)</b>			
Adams	27.5	\$ 8.81	2.5%	\$ 9.03	\$ 12,913				
Anda	33	\$ 14.96	3.0%	\$ 15.41	\$ 26,442				
Bauman	40	\$ 17.17	2.5%	\$ 17.60	\$ 36,606				
Bracken	35	\$ 9.78	2.0%	\$ 9.98	\$ 18,156				
Coakley	40	\$ 14.96	3.0%	\$ 15.41	\$ 32,050				
Gaal	20	\$ 14.08	2.0%	\$ 14.36	\$ 14,936				
Johnson	40	\$ 18.44	2.0%	\$ 18.81	\$ 39,122				
Leasure	15	\$ 11.71	<b>Max</b>	\$ 11.71	\$ 9,134				
Ogle	25	\$ 9.69	2.0%	\$ 9.88	\$ 12,849				
Porter	40	\$ 15.67	<b>Retiring</b>	\$ 15.67	\$ 32,594				
Pawlak	15	\$ 8.88	<b>New</b>	\$ 8.88	\$ 6,926				
Shiman	24	\$ 8.25	2.0%	\$ 8.42	\$ 10,502				
Smith	25	\$ 11.22	<b>Resigned</b>	\$ 11.22	\$ 14,586				
Underwood	40	\$ 13.93	2.5%	\$ 14.28	\$ 29,699				
Walker	30	\$ 14.36	3.0%	\$ 14.79	\$ 23,074				
						<b>Annual Total</b>	<b>\$</b>	<b>319,589</b>	
						<b>Budget 2016</b>	<b>\$</b>	<b>325,000</b>	
<b>Facilities Manager</b>									
Swearingen	40	\$ 20.32	2.5%	\$ 20.83	\$ 43,322				
						<b>Annual Total</b>	<b>\$</b>	<b>43,322</b>	
						<b>Budget 2016</b>	<b>\$</b>	<b>46,000</b>	
<b>Professional Staff</b>									
	<b>Hrs/Week</b>	<b>2015/16 Wage</b>							
Burden	40	\$ 17.72	1.5%	\$ 17.99	\$ 37,410				
Gojer	40	\$ 21.86	1.5%	\$ 22.19	\$ 46,151				
Hanby	40	\$ 16.20	3.0%	\$ 16.69	\$ 34,707				
Matturri	40	\$ 19.55	3.0%	\$ 20.14	\$ 41,884				
Sawdey	20	\$ 14.08	2.0%	\$ 14.36	\$ 14,936				
Oliver	Exempt			\$	63,036				
<b>Asst. Director</b>									
Daniels	Exempt	\$ 52,500	3.0%		\$ 54,075				
<b>Director</b>									
Howard	Exempt	\$85,000				<b>Annual Total</b>	<b>\$</b>	<b>377,199</b>	
						<b>2016 Budget</b>	<b>\$</b>	<b>390,000</b>	

## Property – Property Purchase

### 8-9-16 Motion to go into Executive Session –Purchase of Property

ORC 121.22 (G) (2) Mark Smith made a motion to go into Executive Session – purchase of property ORC 121.22 (G) (2) Mary Herron seconded.

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

9:40 p.m. went into Executive Session.

### 8-10-16 Motion to leave Executive Session – Purchase of Property

ORC 121.22 (G) (2)

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



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

9:58 p.m. left Executive Session.

For the good of the order

Next Board Meeting:

FAB Committee Meeting

Thursday September 8, 2016 at 6:30 p.m. (Meeting Room B)

Regular Board Meeting

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

Cristie Hammond adjourned the meeting at 10:00 p.m.

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Cristie Hammond  
Library Board President

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Robert Mapes  
Library Board Secretary