

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

August 10, 2015

The Board of Trustees of the Pickerington Public Library met in regular session on Monday, August 10, 2015 at 7:02 P.M. in the library at 201 Opportunity Way. Members present were Cristie Hammond, Cheryl Ricketts, Michelle Shirer, Michael Jones, Dan Griscom, Mark Smith, and Robert Mapes. Absent Member: none. Staff members present: Suellen Goldsberry, Library Director, Kenton Daniels, Assistant Library Director, and Brenda Oliver, Fiscal Officer. Others present: Kathy Bowden, President of the Friends and Tony Howard. Public Participation: Mary Herron.

Public Participation – None.

Secretary Report – The June 15th, June 22nd, and July 13, 2015 board meeting minutes were presented.

8-1-15 Motion to Approve the Board Meeting Minutes for June 15th, June 22nd, and July 13, 2015

Mark Smith made a motion to approve the board meeting minutes for June 15th, June 22nd, and July 13, 2015. Michael Jones seconded his motion. Motion approved.

Financial Report –Brenda Oliver presented the financial report for the month of July. Brenda discussed the checking/investment balances as of July 31st. The primary checking balance is \$962,014.44 and the secondary is \$275,738.32. Total investments are \$2,716,395.37. Total General Fund revenue is \$1,012,018.83 expenditures are \$973,775.63 and reserve for encumbrances is \$203,990.69. We had 1 CD mature in July and the funds will be rolled over into a new CD.

7:05pm - Michelle Shirer entered.

Finance Committee – Mark Smith reported that FAB reviewed the July Financial Report, went over the building projects, and the 2013-2014 Audit Report. He informed the Board that our Audit shows an adverse opinion, since we use a Cash Basis Accounting instead of GAAP. There were no issues or internal control issues. The Pickerington Local School District manages the library's bonds, which will be paid off in 2016.

Director's Report – Suellen presented her Director's report. During the month of June, 56,127 physical items were borrowed and 3,245 eBooks downloaded. There were 375 new patrons registered in July. The total patrons are 28,287. Amanda Fensch, the Adult Services Manager resigned on July 3rd. On July 13th, Donna Maturri was promoted to Adult Services Manager. Aimee Truitt started July 22nd as Reference Librarian. Emily Howell who works at the circulation desk will be resigning next Saturday. The Young Adult Author Fest

had approximately 300 in attendance. The summer reading program ended on Saturday, so we do not have the numbers from that yet. Most of the building projects are finishing up. The wall has not been scheduled to come down yet. This weekend, they will be cleaning and changing the color of the tiles in the bathroom. The parking lot has been striped. The carpets were cleaned in July.

Friends of the Library Report – Kathy did not have anything to report.

Old Business

Budget Hearing – Suellen reported that they approved the Public Library Funding figures, and then questioned the libraries. Suellen explained the funding agreement between us, Fairfield County Library, and Wagnalls Library that runs through 2017 for the Public Library funds.

New Director – Tony Howard has accepted the Terms of Pickerington Public Library's offer to serve as the Director of the library. The terms of the offer are, an annual salary of \$85,000, 224 PTO annually, 7 paid holidays, OPERS, \$25,000 Life insurance, Health/Vision/Dental/HRA per library policy, starting date August 17th, and \$2,000 in moving expenses should he move into the Pickerington Local School District.

8-2-15 Motion to Appoint Anthony Howard as Library Director per Agreement

Robert Mapes made a motion to appoint Anthony Howard as Library Director per agreement. Cheryl Ricketts seconded his motion.

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

8-3-15 Motion to Transfer Anthony Howard's Remaining PTO Balance from Columbus Metropolitan Library into Pickerington Public Library's Sick Leave Reserve

Michelle Shirer made a motion to transfer Anthony Howard's remaining PTO balance from Columbus Metropolitan Library into Pickerington Public Library's sick leave reserve. Michael Jones seconded her motion.

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

New Business

Estimate of 2015/2016 Funding – Brenda presented the 2016 estimated Public Library Fund from Fairfield County, which is \$952,597 for Pickerington Public Library.

Surplus Property – Postponed for review of Surplus Property Policy.

Director's Request for PTO – Suellen informed the board that she has been unable to use all of her PTO that she was awarded on July 1st, due to all the building projects. She was awarded 224 PTO hours on July 1st. She asked the board if the library would pay her for any unused PTO hours after August 31st.

8-4-15 Motion to Pay Suellen Goldsberry for her unused PTO balance at the end of August

Robert Mapes made a motion to pay Suellen Goldsberry for her unused PTO balance at the end of August. Mark Smith seconded his motion.

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

Wage Increases – Suellen presented the proposed wage increases for staff. She explained the percent differences between staff, based upon performance. Cheryl questioned the small difference in percentages between staff that exceed, meet, or not meet expectations. The Board discussed the criteria for the percentage for raises. Suellen informed the board that she had budgeted for 3% increases, depending on reviews. She also gave Laura Bracken a market increase.

8-5-15 Motion for 2015 Raises to be 3% for Exceeds, 2% for Meets, 1% for not Meeting Expectations, Porter is at Max Wage based upon Job, and Bracken at Market Adjustment

Cheryl Ricketts made a Motion for 2015 raises to be 3% for exceeds, 2% for meets, 1% for not meeting expectations, Porter is at max wage based upon job, and Bracken at market adjustment. Michael Jones seconded her motion.

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

	Hrs/Week	2014\2015 wage	% increase	Effective 9/6/15	Annual				
Support Staff						(Unless noted otherwise)			
Adams	25	\$ 8.64	2.00%	\$ 8.81	\$ 11,453				
Anda	33	\$ 13.16	3.00%	\$ 13.55	\$ 23,260				
Bauman	40	\$ 16.83	2.00%	\$ 17.17	\$ 35,714				
Bracken	35	\$ 9.35	(Market Adj)	\$ 9.78	\$ 17,800				
Coakley	40	\$ 14.52	3.00%	\$ 14.96	\$ 31,108				
Howe	40	\$ 18.08	2.00%	\$ 18.44	\$ 38,355				
Leasure	15	\$ 11.37	3.00%	\$ 11.71	\$ 9,135				
Ward	24	\$ 8.60	1.00%	\$ 8.69	\$ 10,840				
Porter	40	\$ 15.67	0.00%	\$ 15.67	\$ 32,594				
Underwood	40	\$ 13.52	3.00%	\$ 13.93	\$ 28,965				
Ogle (5/7/15-hire)	25	\$ 9.50	2.00%	\$ 9.69	\$ 12,597	Effective Jan. 1, 2016			
Smith (5/7/15-hire)	25	\$ 11.00	2.00%	\$ 11.22	\$ 14,586	Effective Jan. 1, 2016			
Walker	30	\$ 12.24	2.00%	\$ 12.48	\$ 19,469				
Newbie	20	\$ 12.75			\$ 13,300				
						Annual Total	\$ 299,175		
Bldg. Services Manager						Budget 2015	\$ 308,500		
Swearingen	40	\$ 19.73	3.0%	\$ 20.32	\$ 42,270				
						Annual Total	\$ 42,270		
Professional Staff						Budget 2015	\$ 44,500		
	Hrs/Week	2014/15 Wage							
Burden	40	\$ 17.20	3.0%	\$ 17.72	\$ 36,849				
Matturri	40	\$ 19.25	0%	\$ 19.25	\$ 40,040	received increase 7/13/15 when promoted			
Truitt (7/21/15 hire)	40	\$ 15.80	2.0%	\$ 16.12	\$ 33,530	Effective 2/1/16			
Gojer	40	\$ 21.43	2.0%	\$ 21.86	\$ 45,469				
Oliver	Exempt	\$ 61,200		To be determined by board					
Asst. Director									
Daniels	Exempt	\$ 51,355	2.00%		\$ 52,500				
Director						Annual Total	\$ 354,588		
Howard (8/17/15 hire)	Exempt	\$85,000				2015 Budget	\$ 400,000		

Other

PAC Update – Michael Jones reported that he is officially the PAC Treasurer with the County and he is on the Fifth Third bank account. The account has about \$4,000 in it.

Cristie Hammond thanked Suellen for her services with the library. Suellen responded that she loves this library and her statue for her garden.

Next meeting: Monday, September 14, 2015

Cristie Hammond adjourned the meeting at 7:54 pm.

Cristie Hammond
Library Board President

Robert Mapes
Library Board Secretary