

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
Thursday, May 12, 2016

The Board of Trustees of the Pickerington Public Library met in regular session on Thursday, May 12, 2016 at 7:00 p.m. in the library at 201 Opportunity Way. Members present were Cristie Hammond, Michelle Shirer, Michael Jones, Mark Smith, Cheryl Ricketts, Mary Herron and Robert Mapes. Staff members present: Tony Howard, Library Director, and Brenda Oliver, Fiscal Officer/Human Resources Manager. Also present: Kathy Bowden, Friends of the Pickerington Public Library President.

Approval of Minutes

**5-1-16 Motion to Approve the Regular Meeting Minutes for April 14, 2016**

Mike Jones made a motion to approve the April 14 board meeting minutes. Cheryl Ricketts seconded the motion. Motion passed.

Public Participation - none

Friends of the Library Report –Kathy Bowden had no report.

Finance Committee

Cristie announced that there is a new community finance committee member, Sherry Neeper. There is an opening on the Library Fund Committee for a community member.

Fiscal Officer's Report

Brenda Oliver presented the financial report for the month of April. She asked if there were any questions. There were none. There are several items to be discussed later in the meeting.

Michelle Shirer entered the meeting at 7:07 p.m.

Other Committee Reports

Tony presented the Library Fund Revitalization SCOPE statement. The important items to focus on are what the SCOPE will do. Includes rebrand the Library Fund to become more synonymous with the Library's brand. This includes the logo and print marketing pieces. Also find ways to market the Fund and create fundraising opportunities. Tony shared the advertising and promotional pieces that were purchased with money from the Library Fund. Each print item does recognize the Fund as the sponsor for the event. The next Library Fund SCOPE meeting is scheduled for June 7.

## Director's Report

### Circulation

Overall Circulation is up 23.3% over last April. This is a 16.8% increase for the year. First time circulation is up 4% this month for the first time this year. Print circulation was up 15.2% for the year. Renewals had an increase of 64% from last month and a 55.4% increase over last year in April. Digital circulation had an increase of 37.5% over last year in April and 31% increase for this April.

### New Patrons

Slight decrease in April over last year. 29% decrease for the year compared to last year at this time. Factors include shared account access with CML and the annual library card push with the schools was pushed to the fall from spring.

### Media Report

Total of 38 hits in the various media and community outlets.

### Facility Report

30 person volunteer group from Grace Fellowship Pickerington cleaning the building. Tony will be meeting with NBBJ Architecture firm to get an estimate as a second opinion about the costs involved with remodeling the Homework Help Center area.

### Return on Investment (ROI) Calculator

Ohio Library Council provided the program to calculate and show how library expenditures help the community. For every dollar the library spends there is a direct benefit to the community of \$3.48. For every dollar the library spends, it frees up \$4.90 to be spent back in the community.

### Summer Interns

There will be two interns helping out this summer.

Amy Smith will be doing a comparison of library information services. Her focus will encompass Adult Services, Youth Services, Tech Services and Online. Kelly Edwards' focus is Reference Services. Patron Services had an intern, Christopher Barlow, from Ohio University. He did a workflow project that evaluated the department; and found ways to improve workflow in scheduling and processing cargo. This was a good partnership with Ohio University.

Cristie expressed a concern that looking at programming, teens don't seem to be involved. Tony explained that until Laura Hanby was hired there wasn't staff that had experience working with teens. Adult Services has made some changes in staff's focus areas to better reach the teens.

Cheryl asked about which schools are represented by the students that attend the Homework Help Center. Tony responded that even though there is advertising in both high schools and that Donna and Erikka have visited both schools, the high school students are from Pickerington High School Central.

## Assistant Director Report

Board members received a copy of Kent's report. Tony said to note the Big Comic Show coming up and that the library has partnered with ABLE to offer adult computer and math classes.

## Old Business

## New Business

### Resolution to approve the 2017 Budget Request

The proposed 2017 Budget Request is \$2,111,150 General Fund, \$1,550 Homework Help Center and \$30,000 Capital Projects Fund. The request estimates revenue for 2017 at \$1,808,880 for the General Fund and \$100 for Capital Projects Fund. The 2017 Budget request includes a full year of branch operations and personnel costs. The amount budgeted for the Stonecreek branch is \$237,350 and \$1,873,800 for the main library. Every May, the board approves the budget request for the following year.

**5-2-2016 Motion to approve the proposed 2017 Budget Request with the General Fund of \$2,111,150, Homework Help Center at \$1,550 and Capital Projects fund at \$30,000.**

Bob Mapes made a motion to approve the proposed 2017 Budget Request as written. Mark Smith seconded his motion.

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

### Resolution to transfer funds

The Teen Book Fest is June 11 and we are currently securing advertising for this event. We are increasing our advertising efforts with the approval of the funds from the Fairfield County Foundation for advertising and printing for this event. We have estimated that we need an additional \$7,000 in advertising to cover this event and other general advertising for the library through the end of the year.

**5-3-2016 Motion to approve the transfer of \$7,000 from 1000-100-390-3912 Other – Purchased/Contracted (Programs) to 1000-100-325-0000 advertising**

Cheryl Ricketts made a motion to approve the transfer of \$7,000 from 1000-100-390-3912 Other – Purchased/Contracted (programs) to 1000-100-325-0000 advertising. Michelle Shirer seconded.

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

Resolution to approve the newly created *Use of Library-owned Vehicle and Equipment policy*

In reviewing how to manage the Library's cargo van, it was discovered that there currently is not a Board approved policy regarding the use of the van or library equipment. As we worked on creating this policy, we referred to four (4) other library vehicle policies and our SHRM resource. The Library vehicle was purchased in 2015. The Snow blower was also purchased in 2015. Additionally, the Library may purchase more equipment in the future as needed. Discussion regarding number 15, non-employees not permitted to ride in library-owned vehicles except for business-related reasons. Amendment to 15: *Only Library staff and Library volunteers are permitted to ride in library-owned vehicles. Library volunteers are defined as someone who is vetted through the Library's background process.*

**5-4-2016 Resolution to approve the Use of Library-owned Vehicle and Equipment Policy as amended.**

Cheryl Ricketts made a motion to approve the Library-owned Vehicle and Equipment Policy as amended. Michael Jones seconded.

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



Pickerington Public Library  
**Use of Library-owned Vehicles and Equipment**

Board Policy:

DATE APPROVED: 5/12/2016

EFFECTIVE DATE: 5/12/2016

REPLACING POLICY EFFECTIVE: New Policy

It is the policy of the Board of Trustees to maintain a cargo van and various types of equipment for the use by its employees while they are engaged in library business. Personal use of a library-owned vehicle is strictly prohibited. In addition, employees may use their own vehicle for library business, if necessary. Employees are expected to follow all operating instructions for safe operation of vehicles and equipment.

**Administrative Procedure:**

**DATE APPROVED:** 5/12/2016

**EFFECTIVE DATE:** 5/12/2016

**REPLACING PROCEDURE EFFECTIVE:** New Procedure

- A. Library vehicles are to be used for Library business purposes.
1. Employees are expected to sign a vehicle log and conduct an inspection of the vehicle before each use. If the employee detects damages, defects or items in need of repair they should report these situations promptly.
  2. Improper, careless, negligent, destructive or unsafe use or operation of vehicles may result in disciplinary action, up to and including discharge of employment, and/or reimbursement of any expenses that may be incurred by the Library due to such actions.
  3. Certain Library positions may require use of personal vehicles in order to properly carry out the duties assigned. Employees who use personal vehicles for library business will receive mileage allowance at the current IRS rate. If the Library-owned vehicle is available for such use, mileage will not be paid. All employees may claim reimbursement for parking fees and tolls incurred according to the reimbursement travel policy. Claims for mileage allowance and reimbursement must be on the appropriate reimbursement form.
  4. Staff authorized to drive Library vehicles or personal vehicles on Library business is required to maintain a valid Ohio drivers' license, to comply with Ohio law, and to maintain personal vehicle liability insurance. Staff must maintain a clean driving record as defined by the Library's insurance carrier. Staff that drives for the Library must report infractions that result in invalidation of a license to Human Resources and the Director or his/her designee within three days of occurrence; failure to do so will be subject to disciplinary action up to and including discharge.
  5. Parking tickets and speeding tickets issued to staff while using a library-owned vehicle or a personal vehicle on library time are the responsibility of staff. The Library is not responsible for any fines or fees received due to the violation of a law.
  6. Staff that drives for the Library will periodically and/or annually have their driver license validated and their Motor Vehicle Record driving history checked via the Library or Library's liability insurance carrier. The library or liability insurance carrier may identify staff as ineligible for continued coverage under the Library's policy if their driving record is found to have six (6) or more points, a license suspension, and/or three (3) motor vehicle law violations in any period of thirty-six (36) consecutive months. A conviction for operating a

motor vehicle while under impairment will result in ineligibility for continued coverage. (Terms of driver eligibility are defined by the Library's insurance carrier and are subject to change without notice).

7. The Library retains the right to administer discipline up to and including discharge, for staff with moving violations and/or accidents while using a Library vehicle based on the severity of an incident and/or pattern of incidents.
8. The use of cell/smart phones, including hands free/blue tooth, is prohibited while driving a Library-owned vehicle. This includes, but is not limited, to voice calls, texting, IM, etc.
9. Driving on library business and/or driving a library vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
10. If an incident occurs while driving a Library vehicle, the employee must personally (unless incapacitated) notify his/her supervisor, police and complete a Security Incident Report in a prompt and timely manner. If an incident occurs while driving a personal vehicle on Library business, the employee must personally (unless incapacitated) notify his/her supervisor and complete a Security Incident Report.
11. If an accident occurs, record names and addresses of driver, witnesses and occupants of the other vehicles and any medical personnel who may arrive at the scene.
12. All Library-owned vehicles are maintained by Facilities Management with support from the Fiscal Officer and Director.
13. Staff that drive a Library-owned vehicle may receive a combination of classroom and road training conducted by Facilities Management.
14. Employees may not transport minors for library business and/or any library event without written permission from a parent or guardian.
15. Only Library staff and Library volunteers are permitted to ride in library-owned vehicles. Library volunteers are defined as someone who is vetted through the Library's background process.

#### B. Equipment:

1. Library machinery, tools, etc. are to be used for Library business purposes. Personal use of Facilities Management equipment is prohibited unless

approved by the Director.

2. Employees who detect damages, defects or items in need of repair should report these situations promptly to the Director or Designee.
3. Improper, careless, negligent, destructive or unsafe use or operation of equipment may result in disciplinary action, up to and including discharge of employment, and/or reimbursement of any expenses that may be incurred by the Library due to such actions.

### Resolution to approve changes to the Holiday Policy

When changes were made to the PTO policy earlier this year, we identified that the Holiday policy needed to be updated too. As with other policies updated in the past nine months, the Board Policy has been separated from the Administrative Procedure. The Board Policy defines when the library will be closed or staying open on federal holidays, and which staff qualifies for Holiday compensation.

### **5-5-2016 Resolution to approve the changes to the Holiday Policy.**

Bob Mapes made a motion to approve the Holiday Policy. Mary Herron seconded.  
~~Motion passed.~~

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



## **Pickerington Public Library**

### **Holiday Policy**

**Board Policy:**

**Date Approved: 05/12/2016**  
**Effective Date: 05/12/2016**  
**Replacing Policy Effective: 01/12/2015**

It is the policy of the Library to observe holidays each year as may be determined by the Library Board. Full-time and part-time staff are eligible for holidays with pay. The library will be closed for the following traditional holidays each year:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Eve  
Christmas Day

The Library will be closed on Easter Sunday. There will be no holiday pay for this day.

The library will be open on the Federal Holidays of Martin Luther King Day, Presidents' Day, Columbus Day, and Veterans' Day except when and in-service/staff development day is scheduled. There will be no holiday pay for these days.

**Administrative Procedure:**

**Date Approved: 05/12/2016**  
**Effective Date: 05/12/2016**  
**Replacing Procedure Effective: 01/12/2015**

A. The Library will post a schedule of closed days/Holidays on the library's website annually.

B. Full-time and part-time staff are granted holidays with pay. Staff are compensated for a prorated number of hours, not to exceed 8 hours, according to the following schedule:

<u>Hours Scheduled/Week</u>	<u>Hours Paid</u>
37.5+	8.0
30-37	6.0
25-29	5.0
15-24	4.0

C. If an employee is scheduled to work on a holiday, the employee will be paid his/her regular rate of pay plus the appropriate amount of holiday pay according to the schedule in item B of these administrative procedures.

D. The Library reserves the right to schedule work on an observed holiday for a community event or in an emergency situation as determined by the Library Director.

E. Holiday pay will not be considered as time worked for the purpose of overtime calculations.



F. At the discretion of the Director, the Library may close at 5 p.m. on July 3<sup>rd</sup>, on Thanksgiving Eve, and on New Year's Eve.

G. When a holiday falls on Sunday, the holiday will be observed on Monday.

H. Scheduling: When a designated holiday falls on a full-time employee's regularly scheduled day off, the supervisor will schedule another day off.

I. Eligibility: In order for an employee to be eligible for holiday pay, the employee must have been hired prior to the holiday, be on a leave with pay during the week when the holiday occurs, or have actually worked during the pay period in which the holiday occurred. An employee who has an unscheduled absence the scheduled shift immediately before or after a holiday will forfeit holiday pay unless a doctor's excuse is provided.

J. The Library recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days which are not included in the Library's holiday schedule. Accordingly, employees who would like to take a day off for such reasons may be permitted to do so, upon giving prior notice to their department manager and provided the employee's absence from work does not result in an undue hardship on the conduct of the Library's business. Employees may use accumulated days of paid absence on such occasions, or they may take such time off an unpaid, excused absence.

### Donations

Columbus Metropolitan Library – 4 computer work stations, value \$6,000 each for a total of \$24,000.

### Results of Community Survey

Tony explained how the Community Survey was distributed and the demographics that completed it. Tony then presented a power point of the results of the Community Survey. Conclusion: Community does want a community recreation center with indoor pool, walking track etc., but does not include a library inside the community center. Library services needs are being met, however, only 37% used Pickerington Public Library on a regular basis once a month or more. Respondents use other libraries to have their needs met as well. Cheryl added that during the survey meeting discussion it was mentioned that there is a need to offer Homework Help Center services closer to northern area of the school district. 55% of respondents would use a full service library in the northern section of the library's service area; Focusing on areas with the highest needs that were identified by the survey.

### For the good of the order

Mike Jones and Cheryl Ricketts will not be present at the June Board meeting.

Cristie Hammond adjourned the meeting at 8:34 p.m.

**Next Board Meeting:**

FAB Committee Meeting

June 9, 2016 at 6:30 p.m. (Meeting Room B)

Regular Board Meeting

June 9, 2016 at 7:00 p.m. (Meeting Room A)

---

Cristie Hammond  
Library Board President

---

Robert Mapes  
Library Board Secretary