

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
April 14, 2016

The Board of Trustees of the Pickerington Public Library met in regular session on Thursday, April 14, 2016 at 7:08 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, Kent Daniels, Assistant Director, Brenda Oliver, Fiscal Officer/Human Resources Manager and Colleen Bauman, Community Relations Coordinator

Oath of Office – Mary Herron, Library Trustee

Robert Mapes, a notary public, administered the oath of office to Library Trustee Mary Herron, who was appointed to serve through December 31, 2019.

Approval of Minutes

**4-2-16 Motion to Approve the Regular Meeting Minutes for March 10, 2016**

Cheryl Ricketts made a motion to approve the March 10 board meeting minutes. Mike Jones seconded the motion. Motion passed.

**4-3-16 Motion to Approve the Special Meeting Minutes for April 7, 2016**

Mike Jones made a motion to approve the April 7 Special Board Meeting minutes. Michelle Shirer seconded. Motion passed.

Public Participation – none

Friends of the Library Report – none

Finance Committee

Fiscal Officer's Report

Brenda Oliver presented the financial report for the month of March. She asked if there were any questions. There were none.

Other Committee Reports

Tony presented that the Fairfield County Pickerington Library Foundation has met. They decided to support the Teen Book Fest. The key note author is Gene Yang, an award winning author. The committee will be meeting again in May. One of the tactics is working on the foundation fund to come up with a plan. Tony will be presenting the SCOPE statement after the committee has approved it.

Mike Jones announced that he and Colleen will be attending the Levy workshop at the Ohio Library Council office on May 18. Tony will be attending later in the fall. Mike has ordered both booklets OLC offers on Levies.

### Director's Report

12.1% increase in overall circulation, this includes print and digital. 92% was print circulation. 53% of overall circulation was first time checkouts. 4% decrease in first time print circulation from last year. Renewals are up 40%, due to auto renewals. Similar trends in other CLC libraries. 8% of overall circulation was Digital Collection circulation. There were 180 newly registered patrons. Decrease in new patrons is probably due to shared patron accounts with CLC members. When patrons check out items, Pickerington gets the credit for the circulation, the patron just doesn't have to get a card from our library. Tony and Kenton are checking to see if they can pull reports on registered patrons and where they live in the area.

Programming is steadily on the rise. Over 1900 children, 40 teens and 17 adult participated in library programs.

Homework Help Center is maintaining the average of 6 per day.

Security incidents are down.

The new door counter is showing an average of 400 users per day. Tony passed out user analysis charts showing one day and one week to look at library traffic.

### Facility Report

Roof work is scheduled. It will be completed in two phases; one repair to the roof deck and the resealing of windows.

### Staff Development update

Brenda attended Fiscal Officer's Conference and Local Government Officials training. Joan went to Technical Services retreat. All staff were trained on the Netgear Zing Mobile Hotspots.

### Miscellaneous Information

Changes to credit reporting laws. Fines and lost item fees can no longer be reported to the credit bureau. Decision as to whether to continue to use Unique will be studied. There will be a campaign started in regard to being able to collect library fines/fees.

There are currently 21 active volunteers

Beverly Lewis visit had 103 attendees. Friends of the Pickerington Public Library sold \$1128 in books for a profit of \$408 in book sales.

Friend's book sale raised \$3500. Friend's contract in discussion covers three areas of focus. Purchase of discarded library materials \$200, Merchandise space \$100, Administration services \$300. The contract has been written as a three year contract with \$600 to be paid each year.

Questions for the director report: Mike Jones asked about the procedure of digital download book orders. Tony explained about option levels available for purchasing. Mike specifically questioned when a patron makes a request through Overdrive, how those purchases are made. Kent said Columbus Metropolitan Library does create carts on those requests.

Bob Mapes questioned the procedure when Opportunity Way is closed due to lockdowns at the high school. Tony has contacted school officials and will be contacting Pickerington Police with the request that if the reason for lockdown would impact the library, staff and patrons, that we be notified.

#### Assistant Director Report

Kenton shared flyers for upcoming programs. Automatic holds service has started; Patrons can fill out a hard copy request or online request. Holds are placed in order that the request was received from patrons. Website is up and running. Website works really well on mobile devices. Kenton talked about upcoming programs. Netgear Zing Hotspots have a hold queue already, had to turn off the first one. The process was explained.

#### Old Business

#### New Business

#### Resolution to approve the Appropriation of Capital Funds

The proposed 2016 Permanent Appropriations Increase for the Capital fund includes the foundation repair, roofing, digital classroom ceiling, and the projected Stonecreek branch costs.

#### **4-4-2016 Motion to approve the increase to the 2016 Capital Fund Appropriations from \$161,000 to 847,500**

Bob Mapes made a motion to increase the 2016 Capital Fund Appropriations. 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. Resolution approved.

#### HHC/Technology Lab Update

Tony presented to the board that in planning this year's facility's needs, it was determined that enclosing the HHC/Technology Lab was a priority. Part of this planning process involved getting an estimate of the costs involved in completing the project. The initial architect estimated a \$20,000 overall cost for the project. That architect retired. In reviewing the initial estimate, it was discovered that the plans did not address the sound issues coming from the air handler located above the room. Additionally, his initial ideas for the project would have caused other air handling issues. The idea of simply extending the walls to the ceiling isn't feasible due to the design of the library. In order to move forward with this project, an architectural firm would need to be hired to design the changes. At an hourly rate for the design, we could end up spending at most \$20,000 for the design and engineering work. In order to properly enclose this room, fix the sound issues the air handler causes, and maintain the aesthetic appeal our library offers, an additional investment of \$30,000 to \$40,000 is needed. Cristie added that the room is being used more and more for programs and meetings and even in meeting room B the air handler is noisy. Tony said that in sharing this information during the Finance meeting, it was decided to take the recommendation of getting different proposals to the Board meeting for opinions.

### Donations

\$100.00 - Mr. Robert Neinast

Autographed books for our circulating collection – Beverly Lewis

- In Jesse's Shoes – \$11.99
- What Is God Like - \$14.99

### Ohio Plan Insurance Proposal

Brenda shared that the property/liability/umbrella/cyber/terrorism insurance is up for renewal on April 19. The renewal premium for the coverage is \$7,679. There is a separate Director's and Officers policy that is up July 1 for \$2,599 and an auto policy that renewed January 22 for \$821. The total 2016 yearly insurance premium will be \$11,099 with the renewal. Her recommendation is to go with Ohio Plan Risk Management, Inc. for \$7,828 which includes all these coverages in one package.

### **4-5-2016 Motion to approve the insurance proposal contract with Ohio Plan Risk Management, Inc. for April 19, 2016 through April 19, 2017 for \$7,828**

Bob Mapes made a motion to approve the insurance proposal contract with Ohio Plan Risk Management, Inc. for April 19, 2016 through April 19, 2017 for \$7,828. Cheryl Ricketts 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.

Resolution approved.

For the good of the order

Tony took the opportunity to officially welcome Mary Herron to the Board. He asked that the Board be prepared to be photographed at the next board meeting. The photograph is for the website.

Tony has met with the Dean of Ohio University and Director of Ohio University Pickerington. The Dean asked for drawings for the project. Tony explained that until a contract is signed, no architectural firms can be hired to provide actual plans. Tony presented his “back of the napkin” drawing of the plan of the second site. He walked the Board through the space and answered questions.

**Next Board Meeting:**

FAB Committee Meeting

Thursday May 12, 2016 at 6:30 p.m. (Meeting Room B)

Regular Board Meeting

Thursday May 12, 2016 at 7:00 p.m. (Meeting Room A)

Cristie Hammond adjourned the meeting at 8:24 p.m.

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Cristie Hammond  
Library Board President

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Robert Mapes  
Library Board Secretary