

## PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

November 9, 2015

The Board of Trustees of the Pickerington Public Library met in regular session on Monday, November 9 at 7:07 p.m. in the library at 201 Opportunity Way. Members present were Cristie Hammond, Michelle Shirer, Michael Jones, Dan Griscom, Robert Mapes, Cheryl Ricketts, and Mark Smith. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer and Colleen Bauman, Community Relations Coordinator and Donna Maturri, Adult Services Manager. Others present: Kathy Bowden, President of the Friends, Mary Herron.

Donna Maturri, Adult Services Manager introduced herself and shared what is going on in her department. Erikka Sawdey, Homework Help Center Coordinator has joined the staff. She comes to us with teaching experience at Pickerington Local School District and also has her MLS. The adult services team is working on a huge shifting/weeding project. They will be moving the large print section to the front of the library, downsizing other areas and moving the collection around. The teen Zombie Walk was featured on the front of the Pickerington Times Sun. There were about a dozen people that took part in the program. This kicked off a week long fundraiser with Pizzeria Uno's. A gentleman had a drone that took some photography that is featured on the library's Facebook page. Cristie officially welcomed Donna to her new position and thanked her for joining the meeting and sharing her information.

### Consent Agenda

Excused Absences - none

Approval of the Minutes - Minutes of the October meeting were presented.

### **11-1-15 Motion to Approve the Board Meeting Minutes for October 12 with changes.**

Bob Mapes made a motion to approve the October board meeting minutes with changes and Mike Jones seconded. Motion passed.

Fiscal Officer's Report - Brenda presented the financial report and bank reconciliation for October Total general fund revenue received in October was \$84,004.79 and expenditures were \$136,927. Brenda also presented projections through the end of 2015. Cheryl questioned what the major increases were. Brenda responded that the biggest increases were under personnel and operations.

Tony introduced a couple of other issues under finance. He has met with Valerie Browning-Thompson, superintendent for Pickerington Local School District regarding when the school will be looking at a levy. School and library will work together and coordinate so they do not fall on the same year. Tony and Brenda will work on some

projections and recommendations for future library levy. One of the reasons the library doesn't want to delay to 2020 is that currently the homestead reduction applies to the levy. Tony also shared information on Ohio Library's that were on the ballot this year. 29 libraries on the ballot, 26 passed. There are now 190 of 251 libraries in the state of Ohio that are partially funded by local monies. Most passed by at least 60%.

Tony brought up the issue of sales tax. The old understanding was that if we sold items at cost, then no vendor license was necessary and taxes didn't need to be paid. That is not true. The Ohio Library Council legal counsel came out with a ruling that libraries will need a vendor's license to sell in house items such as USBs and earbuds. The library will acquire one at the first of the year. Cristie and Michelle asked whether this would add to Brenda's work load. Brenda assured them it wouldn't be a problem. This issue came up with OLC because of some other library's Friends groups cutting book sales so they wouldn't have to pay sales tax. Not an issue with our Friends group; they have a vendors license and do pay sales tax. Brenda brought up that there may some legal issues with the donation amount that Friends have given the library levy campaigns. She learned that there may be a difference in the percentage allowed on a yearly basis; should be 5% or less of yearly budget. Kathy Bowden went to an OLC Friends workshop; they had told them they could give 10%. Library can use Foundation money for levy. It is a percentage of the amount taken out for projects.

Cheryl asked where the funds for the PAC are supposed to come from. Bob answered that they come from private donations. Mike had met with Bob Blair, previously with the PAC. There was a loan from the foundation to the PAC. The question came up about repayment of the loan. Tony will get clarification. Cristie then brought up that a levy committee needs to be formed. The Board was asked to consider who should be involved from the community on the committee. Tony said that staff can be involved, but not on their scheduled work time. Bob asked if we had received any complaints from merchants selling items. Tony said none had contacted the library. Cristie asked with the vendor's license if the library could sell other items. Tony said that would be more beneficial to have an agreement with the Friends which he is researching. Friends have more flexibility with selling items.

### Director's Report

Monthly Statistical Overview – Circulation had a 22.4% increase in overall circulation last year. 52% of the total circulation was first circulation. 7.1% of the total circulation was from digital collections. This is up 15.5% over last year's numbers. There were 352 newly registered patrons. As Tony and Kenton went over last year's numbers, there have been some data inaccuracies for 2014. Last year 581,442 total circs were reported to the state. This included data from both print and electronic circs. After review and recalculations, the actual number was 491,379. This is a difference of 90,066. Tony has spoken with the State Library. Data has already been documented and cannot be changed. This is just awareness to the Board.

Violet the Cow mascot costume will be finished soon. Violet will be introduced in February to the public. A coloring book is in the works with Violet's creator. We will also have stickers and bookmarks.

Security – There were 4 incidents this past month. 2 acts of preventing normal use of the library and 2 unreasonable noise were reported.

Tony shared the feedback from the initial meeting. They are budgeting for extra cameras to cover the lot next year. He is not changing where the staff parks. They are to still park at the far end leaving the front spaces available to the public. No action regarding uniforms as yet. He sees value in the uniforms and sees value as dressing professionally. There is better communication during and after the morning meetings with staff. There is a focus on the why behind decisions. The Friends of the Library shed has been cleaned out, mostly due to the book sale. All library items are out and planning to work with the Friends on reducing the holdover product and devising a plan. Tony has met with Jack Hedge from Design Group to discuss the staff bathrooms. Jack is retiring. Tony and Brenda have met with Amy Eyman with the Fairfield County Foundation. He will be attending the Ambassador's Club Donor Reception in December. Tony shared information about programming this last month. There were 2,080 participants in children programs with 300 attending Trick or Treat day. Teens had the Zombie program with 11. Adult programs were well attended with 157 spread out between Bigfoot, Ironwood Wolves and the Paranormal programs.

Assistant Director's Report -Tony shared Kenton's information as part of the Director's report. Kenton was filling in at the desk.

### Old Business

Bylaws Review and Discussion- Cristie said Kathy Bowden brought up that she attends the meetings but can't promise future Friends presidents will do so. Cristie suggested that there be a Board member assigned to attend the Friends meetings and this to be added to the Bylaws. Changes to the bylaws are in red, current bylaws are included. Under article 6, committees to the board, Cristie asked whether board committees should be formed. There is wording that committees can be formed at any time. Board agreed this covers it. Tony did say that the Board should consider different people for the Foundation committee, who should be on from the Board and public. They meet maybe 3-4 times per year.

Mark questioned article 4 section 3 regarding what is a qualified elector and why do they have to be a registered voter. He would like to see a change of inside service area instead of Fairfield County. Bob questioned whether there were other school district libraries with members from outside the service area. Ohio Revised Code will be checked. School board requirements will be checked.

Article 4 section 4 Board term limits were discussed. Tony feels that a minimum of 3 terms is good. Less than that loses historical perspective. Some libraries in the

consortium have no limits. Cheryl brought up a question about consecutive term limits and if they needed to stay off for a year to potentially come back. Two consecutive 7 year terms was the consensus on limits. Change bylaws to leave open the option to serve on committees or come back on the Board if there are vacancies after a minimum of one year break. Discussion regarding how Board members were approved for another term took place. Mark asked Tony to check what the rules are regarding removing Board members. Bob asked for clarification of the word "Board" in Article 4 section 6. Cheryl asked to have the staff's presentation put into the agenda. Everyone agreed. Tony also moved up Friends and public participation. Section 10 also provides for the meetings to be more community friendly. Change the amount of time to three minutes but will use discretion for speakers. Tony will make updates and send out for review.

### New Business

Bereavement Leave Policy - Concerns were brought to Tony's attention by several staff regarding grandchildren not listed as family in the approved list of family members in the library's bereavement leave policy. The policy also doesn't outline the Library Board's official stance on bereavement leave. The policy only outlines administrative procedure on how to manage the bereavement leave. Additionally, the policy doesn't address if the leave can be taken consecutively or if it can be split up. There isn't any mention of expectations of staff on what to do if there is a death in their family, or if proof of death is expected. Nothing is mentioned in the current policy that covers how this leave will be documented or that it won't count against the employee if they had attendance issues. Wording was changed for consistency. Cheryl questioned that the policy had funeral of a friend listed. Gives Tony an outlet to allow employees to take PTO and recognize that they are grieving. Michelle asked about foster children, Tony answered that they fall under near relative that resides in the household.

### **11-2-15 Motion to approve the changes to the Bereavement Leave Policy as written.**

Cheryl Ricketts made a motion to approve the Bereavement Leave 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, Dan Griscom – yes, Robert Mapes – yes, and Cheryl Ricketts –yes

## **Bereavement Leave**

Board Policy:

DATE REVIEWED: 11/9/2015  
DATE APPROVED: 11/9/2015  
EFFECTIVE DATE: 11/9/2015  
REPLACING POLICY EFFECTIVE: 1/12/2015

It is the policy of the Library to permit employees to be absent from work on an authorized, short-term basis for grieving and/or attendance at the funeral of a family member.

Administrative Procedure:

DATE APPROVED: 11/9/2015  
EFFECTIVE DATE: 11/9/2015  
REPLACING PROCEDURE EFFECTIVE: 1/12/2015

- A. Up to three days will be granted for leave in the event of a death in the immediate family. Immediate family here is defined as: parent, sibling or step-sibling, child or step-child, spouse, parent-in-law or relative who resides in the employee's household. Up to one day will be granted for leave in the event of a death of a near relative. Near relative is defined as: first cousin, grandparent, grandchild, aunt, uncle, niece, nephew, brother- or sister-in law.
- B. Days off must be consecutive calendar days. However, employees who had scheduled PTO during the bereavement leave may not substitute bereavement leave for the scheduled PTO. The employee will be paid for scheduled work days. Bereavement leave hours will not count toward overtime. Time will not be deducted from paid time off or sick leave, but is considered separate for the days of leave. Additional time may be requested and charged to paid time off, vacation time, or sick leave.
- C. Full-time employees are paid for eight hours for each day. Regular part-time staff (30-37 hours per week) will be paid for six hours and regular part-time staff (20-29 hours per week) will be paid for four hours leave. Part-time staff working less than 20 hours will not be paid for bereavement leave.
- D. Employees should contact their immediate supervisor as soon as possible but no later than the beginning of the first day of absence due to bereavement leave. An employee must specify the relationship of the deceased and the number of days off. Proof of the death and relationship may be requested.
- E. Prior approval from the Director or designee may be obtained for the actual time needed to attend the funeral of a friend. The time missed is to be made up during the same pay period if possible otherwise PTO may be used.
- F. Absence for bereavement leave will not be utilized in determining unscheduled absence/poor attendance records.
- G. Absence for bereavement leave will be noted as such on time cards.

President's Report – Cristie thanked the Board for their patience in attending the meetings. They are longer than normal but the Board is accomplishing a lot.

Friends of the Library Board Report – Kathy Bowden reported that the November book sale did well, no numbers yet.

Meeting adjourned at 8:53 p.m.

**Next Board Meeting:**

**FAB Committee Meeting -Monday December 14, 2015 at 6:30 p.m.**

**(Meeting Room B)**

**Regular Board Meeting -Monday December 14, 2015 at 7:00 p.m.**

**(Meeting Room A)**

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Cristie Hammond  
Library Board President

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Robert Mapes  
Library Board Secretary