

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

September 14, 2015

The Board of Trustees of the Pickerington Public Library met in regular session on Monday, September 14, 2015 at 7:01 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: Tony Howard Library Director, Kenton Daniels, Assistant Library Director, Brenda Oliver, Fiscal Officer and Colleen Bauman, Community Service Coordinator. Others present: Kathy Bowden, President of the Friends and Public Participation: Mary Herron

Excused Absences – Considering adding to the bylaws something about excused absences that would include informing the Director or President if unable to attend. This would allow the knowledge ahead of time whether a quorum would be in attendance for voting purposes. This will be addressed in future meetings.

Approval of Minutes -The August 10, 2015 board meeting minutes were presented.

9-1-15 Motion to Approve the Board Meeting Minutes for August 10, 2015 as written

Cheryl Ricketts made a motion to approve the board meeting minutes for August 10, 2015 as written. Michael Jones seconded her motion. The motion passed.

Fiscal Officer's Report –Brenda Oliver presented the financial report for the month of August. Brenda discussed the checking/investment balances as of August 31, 2015. Tax Levy funds have been received for the year. Total general fund revenue received in August was \$434,808.61 and expenditures were \$138,730.

Director's Report- Tony welcomed and thanked the board for being at the meeting. Tony asked as they work together, that the board please deliver feedback. Shared his observations on what areas will be the target and improving through awareness, focus, thoughtful planning and intelligent follow-through. Improving staffs understanding of the bigger picture (strategic plan). Another area is statistics. No consistent standard in different departments. Working toward helping staff use statistics to make intelligent strategic decisions and come up with an approach to gather them. Tony used as an example, purchasing a door counter that can tell hourly patron usage. This could help guide the scheduling of staff, guide programming. Another is point of sale. We don't use that feature. Administrative staff will be looking at marketing and coming up with brand consistency within departments and throughout the library. Kenton is working on the website; have had issues with system going down. The website is the first line of marketing for the library; we don't want to miss those opportunities. Tony was very surprised that the library had not signed up to be in the parade yet. Pulled that together

and had a great presence in the bicentennial parade with staff, families and board. Parade walkers handed out flyers and bookmarks that were very popular. The library has a strong and robust programming schedule. Need for consistent branding and use data to make the appropriate decisions on programming as well as guiding the planning of the programs following the strategic plan. Focus on development of the staff. Leadership is great in their day to day business. Working on how the leadership team develops their staff. Non-management staff is too focused on their daily work. Giving staff awareness of their 20 square feet of focus will make for a stronger staff. Tony shared statistical trends, overall circulation was up 26% over last year but 54.8% was for first time circulation. He focused on the print material. He would like to see an increase of 5-10%. The library is a browse collection. Need to think about what should be on the shelf, 80.7% of library collection is sitting on the shelf. Future discussion of what is a good number should take place, 60% is a better number allowing for newer more popular items to be part of the collection. Use the data to make collection development decisions. Tony shared the summer reading program statistics. Library has a very good completion rate. 2016 program will be planned at the end of 2015, with focused marketing. Two very positive articles have been in the local papers in the last two weeks. Tony presented a 90 day goal plan that will be the focus for the next few months.

Assistant Director's Report – Kenton Daniels reported that 24 hour pick up lockers go live on Monday, September 21. He explained the process. Plan to promote the lockers was questioned. Kenton explained that once the lockers are working, information will be available to the public. The lockers will reach the patrons that need to come in after hours. Website – library is dropping Treehouse but adding Learning Express. Shared programming from the adult area. Farmers Market – picked up extra dates in August and September. This is a great way for the staff to engage with the community and share the library. Library card registration is paper only at this time; Kenton is investigating hot spots. Adult and juvenile staff is working to complete a system wide inventory, which helps find problem items and clean up records. Kenton shared update of some of the adult and teen events and highlighted database usage stats. Projects are almost complete; the wall in the reference area has come down and is almost complete.

Homework Help Center has moved to the former computer lab, it shares space with the digital classroom. Bob asked about the banner. The banner for the Reynoldsburg-Pickerington Rotary Club is now displayed on the wall above the digital classroom.

Michelle asked about the need for a security guard. Tony explained that this is a public space. There will always be people who do not follow the rules. The new Patron Code of Conduct policy gives the staff the tools to handle many problems.

Old Business –none

New Business

Policy and Procedure Creation and Review- Current policy only covers personnel policies. New policy gives more depth and structure on how the library adopts and reviews policies and procedures. More time will be given in the future for material to get to the board for perusal. Discussion on items can always be tabled and policies can be revisited at later times.

9-2-15 Motion to approve the Policy and Procedure Creation and Review Policy as written and abolish the old policy

Cheryl Ricketts made a motion to approve the Policy and Procedure Creation and Review Policy as written. Mark Smith 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.
Motion passed.

**Pickerington Public Library
Policy and Procedure Creation and Review**

Board Policy:

DATE REVIEWED: 9/14/2015

DATE APPROVED: 9/14/2015

EFFECTIVE DATE: 9/14/2015

REPLACING POLICY EFFECTIVE:

7/17/2000

It is the responsibility of the Pickerington Public Library (PPL) Board of Trustees (the Board) to provide leadership, guidance and direction to govern the current and future actions of PPL. The Board shall determine the policies to serve as a basis for the administration of PPL. The formulation, development, adoption and revision of written policies constitute the basic methods by which the Board shall exercise its leadership in the operation of PPL.

The Board authorizes the Director to disseminate, implement and maintain administrative procedures which are consistent with the Board's policies. While the Board may wish to periodically review these procedures, the Director has the authority to make adjustments to these procedures without Board approval, unless otherwise instructed by the Board. The policies of the Board, and the rules and procedures of the Director shall be consistent with the organizational values, mission, vision and strategies of PPL, and shall be readily available to the public and staff.

It shall be the duty of the staff to become familiar with the policies, rules and procedures so that each may clearly recognize his or her duties and relationships within PPL's policies.

A. Policy Adoption

Policies may be adopted and/or revised only upon a majority vote of the members of the Board present at a legally constituted meeting.

The formal adoption or revision of policies will be recorded in the minutes of the Board meeting. Only those written statements so adopted or revised and so recorded will be regarded as official policies of the Board. Policies may become effective immediately upon adoption, or at a specific effective date established by the Board and provided in the motion to adopt.

B. Deletion of Policies

Policies may be deleted and/or suspended only upon a majority vote of the members of the Board present at a legally constituted meeting.

The formal deletion or suspension of policies will be recorded in the minutes of the Board meeting. Only those written statements so adopted or revised and so recorded will be regarded as official policies of the Board. Policies may be deleted or suspended immediately upon the vote, or at a specific effective date established by the Board and provided in the motion to delete/suspend.

C. Administration in Policy Absence

The Director shall have the power to implement action within PPL if a situation should develop for which the Board has provided no policy. The Director will inform the Board of such action at a future meeting and/or regularly scheduled review of Board policies.

D. Policy Review

The Director shall be responsible for the administration of the policies adopted by the Board. In an effort to ensure that policies are updated to comply with the most recent federal and state regulations, statutes and court decisions, the Board will review its policies on a periodic basis. The Director is responsible for calling the Board's attention to all policies that are out-of-date or that appear to need revision. At the request of the Board President, a Governance Task Force may be created to review all policies collectively. In general, this is done every 3 to 5 years.

Administrative Procedure:
9/14/2015

DATE APPROVED:

EFFECTIVE DATE: 9/14/2015
REPLACING PROCEDURE

EFFECTIVE: 7/17/2000

A. PPL's policies are divided into the following categories: Staff Handbook Personnel and Staff Handbook Public.

B. All policies and procedures will be made available to employees via a print copy maintained in the staff lounge and upon request through the Fiscal Officer/HR Manager.

C. The Fiscal Officer/HR Manager shall be responsible for updating the approved policies and procedures in the print copy maintained in the staff lounge within 10 business days after the effective date.

D. New policies and procedures, revisions to existing policies and procedures, and recommendations to delete/suspend policies and procedures are reviewed by the Director, Assistant Director, and Fiscal Officer/HR Manager as deemed necessary.

E. All policy and procedures will conform to the approved template.

F. Department Managers are responsible for creating and updating instructional documents, procedures and service expectations specific to their functional area for the purpose of day to day operations. In addition, they are responsible for communicating newly created or updated policies within 10 days after the effective date.

G. Staff members shall be entitled to submit written suggestions regarding personnel procedures and policies to the Director or the Board at any time.

9-3-15 Motion to abolish the old Annual board Review of Personnel Procedures and Policies Policy

Cheryl Ricketts made a motion to abolish the old Annual board review of Personnel Procedures and Policies Policy. Robert Mapes 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. Motion passed.

Disposal of Surplus Furniture and Equipment – There was review and discussion of the surplus furniture and equipment policy. The old policy was mostly administrative procedure within the policy. Also has outdated terminology that doesn't match what the library uses. Cheryl commented she liked that the new one since it outlines which staff may purchase sale items. Dan asked for clarification of eligibility of staff to make purchases. Tony responded that only staff making the final decisions would not be eligible to make purchases.

9-4-15 Motion to approve the Disposal of Surplus Furniture and Equipment Policy as written and substitute for old policy

Michelle Shirer made a motion to approve the Disposal of Surplus Furniture and Equipment Policy as written and substitute for old policy. Mark Smith 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. Motion passed.

DISPOSAL OF SURPLUS FURNITURE AND EQUIPMENT

Board Policy:

DATE REVIEWED: 9/14/2015

DATE APPROVED: 9/14/2015

EFFECTIVE DATE: 9/14/2015

REPLACING POLICY EFFECTIVE:

8/13/2001

The Pickerington Public Library (PPL) will dispose of obsolete, surplus and furniture, supplies and equipment by sale or otherwise. The Fiscal Officer (FO) or a designee shall be responsible for the sale or disposal in the most effective and efficient manner.

**Administrative Procedure:
9/14/2015**

DATE APPROVED:

EFFECTIVE DATE: 9/14/2015

REPLACING PROCEDURE

EFFECTIVE: 8/13/2001

Surplus furniture and equipment is defined as property no longer having any use to PPL, including obsolete property that has completed its useful life cycle. This definition does not include recyclable property provided that the property is actually recycled or property being transferred from other library systems.

The Director and Assistant Director shall identify and inventory PPL's obsolete, surplus and unusable furniture, supplies and equipment and shall arrange for storage of these furniture, supplies and equipment until such time as they may be disposed.

Prior to disposal, a list of all obsolete, surplus and unusable furniture, supplies and equipment must be approved by the FO, declaring the property as "surplus." This list must contain information sufficient enough to reference records maintained in PPL's fixed asset and inventory system, if applicable.

The funds PPL receives from the sale of obsolete, surplus and unusable furniture, supplies and equipment shall be deposited in PPL's General Fund.

PPL may dispose of obsolete, surplus and unusable furniture, supplies and equipment in one or more of the following manners:

1. Trade in on replacement furniture, supplies and equipment if the trade in value is advantageous to PPL as determined by the FO or designee.
2. If it is determined that the property is in a saleable condition, the property may be sold to the general public by negotiated private sale, sealed bid, public sale, online auction or at a public auction.
3. Transfer to other public or not-for profit institutions.
4. Discard or scrap if it is not sold at the surplus sale, or if it is deemed to be obsolete or in such poor condition that it is not worth storing until a sale is held.

The chosen method should be one that has the best prospect of yielding the greatest return to PPL after the cost of the sale has been deducted from the revenue derived.

Items may be stored until enough are gathered to have a sale of the surplus furniture and equipment.

Transfers to other public or not-for-profit institutions should consider those aspects that will enhance PPL's public awareness in the local community and in the interest of providing a needed service to the community.

Surplus property will be stored at the library or in the library's rented storage unit until disposed.

If disposal is a public sale, notification of the sale will be posted on public bulletin boards in the library, and in community newspapers. The notification will advise potential buyers that items will be sold "as is" and must be removed at the buyer's expense by a specific deadline.

If disposal is by sealed bid, the FO or designee will tabulate and analyze the bids received and, within a reasonable period of time thereafter, award the sale of the property to the highest responsible bidder. The FO may reject any bid for irregularities or failure to meet a pre-determined reserve. The Fiscal Officer or designee can note on specific items if there is a minimum bid price. In a case where the estimated market value of a surplus item to be sold is in excess of \$1,000, a written sealed bid procedure will be followed.

Library staff is eligible to purchase disposed property *except* members of the Board of Trustees, Director, Fiscal Officer, Assistant Director, or any other PPL employee directly responsible for the disposal process. Any close relative, as defined by the Nepotism policy, of the previous are also ineligible to participate.

The Assistant Director and Managers are responsible for reporting to the FO and Director any property no longer functional/useful by completing the "Surplus" form.

Patron Code of Conduct - Discussion began regarding to the Patron Code of Conduct policy. Current patron code of conduct policy outlines undesired behaviors, but does not define the Board's stance on appropriate lengths of eviction for infractions. It also does not give the Library Director or staff any authority to enforce the policy. Tony presented Appendix A with administrative procedures and cited examples. The updated policy gives the director and assistant director authority to enforce the patron code of conduct policy beyond one day evictions, outlines appropriate eviction lengths and is adjusted to encompass the library web presence. Board asked to revisit this policy to see how the tool is working. Tony will add to the director's report.

9-5-15 Motion to approve the updated Patron Code of Conduct Policy as written along with Appendix A

Robert Mapes made a motion to approve the updated Patron Code of Conduct Policy as written along with Appendix A. 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. Motion passed.

**Pickerington Public Library
Patron Code of Conduct**

Board Policy:

**DATE REVIEWED: 9/14/2015
DATE APPROVED: 9/14/2015
EFFECTIVE DATE: 9/14/2015**

REPLACING POLICY EFFECTIVE:

20/17/2011

In order to provide a comfortable environment for use of the Pickerington Public Library and on the library's websites, the rules for patron behavior are listed below. The term patron addresses anyone on or utilizing library property. Any individual who repeatedly violates the library rules and regulations shall be denied the privilege of access to the library by the Board of Trustees. Specific violations with lengths of eviction are outlined in Appendix A. Any individual whose privileges have been denied may have the decision reviewed by the board.

The board authorizes the library director to bring to the attention of law enforcement authorities the identity of and circumstances involving those individuals who violate these rules. Individuals who have been evicted may be required to discuss the violation with a manager, the director, or assistant director before being readmitted. Juveniles may be required to bring a parent or guardian for such a conference.

Any individual evicted from the library has the right to appeal that eviction by following the steps outlined in the Eviction Procedure.

The library administration has the responsibility for maintaining order in the library and enforcing the established rules. The administration will maintain a Code of Conduct and ensure that the Code of Conduct is posted prominently and communicated to library patrons in electronic and print formats. Library employees are authorized to bring to an individual's attention any act or omission which violates these rules and detracts from the decorum of the library. Such an individual will be asked to change the

problem behavior to conform to the rules. If such change is not evident or forthcoming, that individual will be asked to leave the library property in accordance to Appendix A of the Patron Code of Conduct. Failure to leave, if asked, will result in the police being summoned. A violation of section 2911.21 of the Ohio Revised Code (Criminal Trespass) will be considered if the individual does not leave of his/her own accord.

Any misconduct that hinders the use of library materials or services, that disturbs the use of the library by other patrons or library staff, or endangers the safety of the patron in question or other patrons or library staff, is prohibited. The rules of conduct include but are not limited to:

1. Appropriate attire, including a fastened/closed shirt that is free of profanity must be worn.
2. Children under the age of nine must be accompanied by an adult. Responsibility for all children using the library rests with the parent/guardian or assigned chaperone, *not* with the library personnel.
3. Patrons must abide by the library's computer & Internet usage policy.
4. Patrons shall promptly leave the building at closing time or in an emergency.
5. Personal items are the sole responsibility of the owner. They should not be left unattended.
6. Behavior that interferes with library services and activities is prohibited.
This includes, but is not limited to:
 - Unreasonable noise (including radios and ringing/musical tones played by cell phones) or loud talking which interferes with the rights of others
 - Physical or verbal abuse of library patrons or staff
 - Profanity or other abusive language toward other library patrons or toward employees
 - Harassing others, either verbally or through actions. Deliberate repeated behavior that is intimidating, hostile, offensive, or adversely impacts staff work performance
 - Fighting on library property
 - Roughhousing or running in the building
 - Misuse of library furnishings, restroom facilities, materials, or equipment
 - Unauthorized removal or attempted removal of materials (liable to prosecution —see Ohio Revised Code 2935.041)
 - Animals in the building, except service animals or those used in programs authorized by library staff
 - Any illegal activity
 - Gambling, panhandling, soliciting money, any activity for personal profit
 - Trespassing, such as entering or remaining on premises after closing, or failing to leave property for violating the code of conduct
 - Engaging in or soliciting a sexual act
 - Loitering without intent to use the library's services
 - Consuming food or beverages, except in designated areas
 - Offensive body odor
 - Bathing, shaving, or washing clothes on library premises
 - Smoking, chewing tobacco, or using electronic cigarettes
 - Other acts disruptive to patrons or staff

The library does not permit weapons of any kind, either concealed or in plain view, on its property or in its buildings, unless the owner of the weapon is a law enforcement officer.

The library reserves the right to inform law enforcement if any patron appears to be under the influence of any controlled substance.

The library reserves the right to limit the number of individuals who may gather together where ingress and egress are blocked.

The library reserves the right to inspect all bags, purses, briefcases, packs, personal listening equipment, overcoat or other items that might conceal library materials.

The above rules are based on powers granted to a public library Board of Trustees under the Ohio Revised Code, Section 3375.40(H). They will be posted prominently in the library building.

With everyone's cooperation with the above policy, the library will continue to be a pleasant environment for our patrons and visitors.

The Board of Trustees of the Pickerington Public Library reserves the right to change this policy without notice.

**Administrative Procedure:
9/14/2015**

DATE APPROVED:

**EFFECTIVE DATE: 9/14/2015
REPLACING PROCEDURE EFFECTIVE:**

Patrons and visitors who fail to abide by the Library's policies are subject to having their library privileges suspended and/or being evicted from all premises of the Pickerington Public Library. Eviction or suspension of library privileges will be based upon the following administrative procedural guidelines.

Under normal circumstances, evictions and suspensions should be decided upon and imposed by the director, assistant director, or department managers. However, in the absence or unavailability of any of the foregoing and if circumstances require prompt action, all staff are authorized to evict a patron from the premises for the day of a code of conduct violation.

In the event a staff member issues an eviction under the prior sentence, the staff member is required to review the eviction with his or her supervisor or the director to determine whether the eviction should be extended beyond one day in accordance to Appendix A as outlined in the Code of Conduct policy.

Library staff members are to address behavior by individuals that violates Patron Regulations, Code of Conduct, or related Library policies and procedures in the following manner:

A. Warnings:

1. All staff members are required to inform patrons immediately when improper conduct is observed or reported. Patrons should be given a chance to respond to the allegation before any action is taken against the patron. If, after giving the patron a chance to respond, the staff member still believes that the patron has engaged in improper conduct, the staff member should warn the patron so the patron has the opportunity to correct their behavior.

Under certain circumstances, a patron determined to have engaged in improper conduct will not be given the opportunity to correct their behavior and will be asked to leave immediately. These situations include conduct which poses a threat to the safety of the staff and other patrons and/or involves criminal activity. See Appendix A of the Code of Conduct.

2. A patron who has been warned of improper behavior may also be asked to leave immediately after a warning and asked not to return until the improper conduct is corrected.

3. Patrons being accused of conduct that would normally result in eviction of a day or less will be verbally informed of the allegations against them and be given an opportunity to respond verbally.

4. Patrons being accused of conduct that would normally result in eviction for more than a day will be given written notice of the allegations against them and the opportunity to respond in writing to the allegation.
5. If the patron being accused is a minor, his/her parents/guardians should be informed of the allegation and be given the opportunity to respond, if possible.
6. At the discretion of the director or assistant director, a minor child can be informed not to return to the library until the child's parent or guardian contacts a manager, the director, or the assistant director.
7. Managers may issue evictions for up to 30 days. The director or assistant director is required to approve evictions for greater than 30 days.
8. The department manager or his/her designee may mail the eviction notice to the adult evictee, or if a minor child to their parent or guardian.
9. Patrons being accused of conduct that poses a risk to the safety of other patrons or staff may not be permitted on the premises while an initial determination of their case is made. In such cases, the Library will act as quickly as possible in ruling on the patron's case.
10. Patrons accused of other conduct may be asked to leave the premises for the remainder of the day but will be allowed back on the premises while an initial determination of their case is made.
11. For allegations that could result in evictions longer than one day, the director or assistant director will mail the patron a written notice of the decision within one business day of making the decision, if the patron's address is known. The failure to mail the decision within one day will not make the eviction invalid.
12. Whenever possible, warnings and evictions issued to patrons should be witnessed by another staff member.
13. Staff members should attempt to identify the patron being warned and evicted by name. If additional information can be obtained, such as address, telephone number, and borrower card number, staff members should record this as well.
14. The patron's information as well as details about the warning and eviction, including date, time, and location of the situation, will be recorded on the incident report.

B. Rights of Redress:

Any patron evicted from Library premises has the right to appeal that eviction.

The patron is not permitted on the Library premises during any appeal, unless the original term of the eviction has expired.

If the individual disagrees with the eviction, the following procedure for redress will be utilized:

1. The patron should contact the director or assistant director within 48 hours of receiving his/her eviction to initiate an appeal. The patron may do so via telephone, mail, or email. The patron should explain the reasons for the appeal and include any additional information that he/she wants considered during review.
2. Upon receiving notice from the patron that he/she would like to appeal the eviction, the director/assistant director shall consider the appeal and whatever additional information is submitted and advise the patron of his/her decision on the eviction terms within seven business days. Notice of the decision may be made via telephone, mail, or email.
3. Upon receipt of the decision by the director/assistant director, the patron has the right to further appeal the eviction to Board of Trustees. The patron should notify the director within 48 hours

of receiving his/her notice of decision regarding his/her eviction to initiate a board appeal. The patron may do so via telephone, mail, or email. The patron's appeal will be added as an agenda item on the next scheduled Board of Trustees Meetings. The patron has the right to attend the meeting to personally explain the reasons for the appeal and to include any additional information that he/she wants considered during review.

4. The Board's decision will be considered final. The library's failure to meet any of the deadlines set forth above shall not invalidate an eviction.
5. The director/assistant director will update the incident report involving the patron's eviction being appealed by adding a supplement stating the appeal decision.

The seriousness of the action and repeated misbehavior of a patron may indicate that a longer eviction than that which is indicated in Appendix A of the Patron Code of Conduct is appropriate. The director/assistant director is authorized to recommend an extended an eviction to the Board for consideration. The Board will make the final decision on any eviction outside of the approved policy.

Patron Code of Conduct
Appendix A

	Infraction Type	First Violation	Second Violation	Third Violation
1	Inappropriate dress, to include but not limited to no shirt and no shoes.	Warning, and may be asked to leave the premises to correct the problem.	Warning, and may be asked to leave the premises to correct the problem.	Warning, and may be asked to leave the premises to correct the problem.
2	Presenting offensive and pervasive odor or odors, which constitute a nuisance to other patrons or staff.	Warning, and may be asked to leave the premises to correct the problem.	Warning, and may be asked to leave the premises to correct the problem.	Warning, and may be asked to leave the premises to correct the problem.
3	Distributing or posting unauthorized printed materials.	Warning, and may be asked to leave the premises to correct the problem.	7 day eviction	30 day eviction
4	Bringing pets into the library, with the exception of service animals	Warning, and may be asked to leave the premises to correct the problem.	7 day eviction	30 day eviction
5	Sleeping	Warning, and may be asked to leave the premises to correct the problem.	7 day eviction	30 day eviction
6	Being under the influence of alcohol or drugs to the extent that one is unable to exercise care for one's own safety or the safety of others.	Warning, and may be asked to leave the premises to correct the problem.	7 day eviction	30 day eviction
7	Abuse or improper use of library facility and equipment, to include but not be limited to public computer usage, bathing, shaving, or washing clothes	Warning, and may be asked to leave the premises for the remainder of the business day.	7 day eviction	30 day eviction
8	Smoking, using chewing tobacco, or smoking e-	Warning, and may be asked to leave	7 day eviction	30 day eviction

	cigarettes inside the library	the premises for the remainder of the business day.		
9	Creating any unreasonable noise, including loud talking, singing, running, boisterous activity and the playing of audio or video equipment which disturbs other patrons or staff.	Warning, and may be asked to leave the premises for the remainder of the business day.	7 day eviction	30 day eviction
10	Profane, obscene or abusive language	Warning, and may be asked to leave the premises for the remainder of the business day.	7 day eviction	30 day eviction
11	Gambling, panhandling, soliciting money or engaging in activity for personal profit on library premises.	Warning, and may be asked to leave the premises for the remainder of the business day.	7 day eviction	30 day eviction
12	Engaging in any act which clearly disrupts or prevents the normal or intended use of the public library by any other patrons or staff.	Warning, and may be asked to leave the premises for the remainder of the business day.	7 day eviction	30 day eviction
13	Intentionally destroying, vandalizing, or damaging Library Property to include defacing material.	4 month eviction. Eviction period may be extended longer until financial restitution is paid for the damage	1 year eviction. Eviction period may be extended longer until financial restitution is paid for the damage	1 year eviction. Eviction period may be extended longer until financial restitution is paid for the damage
14	Intentionally destroying, vandalizing, or damaging Patron Property while on library premises.	4 month eviction with approval	1 year eviction with approval	1 year eviction with approval
15	Failure to surrender or remove from the premises any items upon request of the staff that are deemed by them to be a weapon, dangerous ordinance, or contraband. Violation of the posted prohibition on carrying concealed weapons in the library.	4 month eviction with approval	1 year eviction with approval	1 year eviction with approval
16	Trespassing, violating an eviction, or entering upon library property when banned.	4 month eviction with approval	1 year eviction with approval	1 year eviction with approval
17	Theft or attempted theft of personal property or library property.	4 month eviction with approval	1 year eviction with approval	1 year eviction with approval
18	Inducing panic or placing false 911 calls to police or fire agencies on premises.	Asked to leave premises immediately. Eviction period to be	Asked to leave premises immediately. Eviction period to be	Asked to leave premises immediately. Eviction period to be

		determined after review by director/assistant director	determined after review by director/assistant director	determined after review by director/assistant director
19	Harassment of staff or patrons to include but not limited to: threatening language; expressing racial or ethnic epithets to another person; stalking behavior, such as following a person on premises without permission, staring or watching persons to the point that it is unreasonable or the party claims the behavior makes them feel uncomfortable. To also include acts of harassing behavior committed via the telephone, email, or written communications directed toward patrons or staff while on library premises.	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director
20	Possession, selling, or distributing illegal drugs or alcoholic beverages on library premises.	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director
21	Engaging in or soliciting any sexual act. Indecent exposure.	1 year minimum eviction with approval by director/assistant director	1 year minimum eviction with approval by director/assistant director	1 year minimum eviction with approval by director/assistant director
22	Engaging in fighting, challenging persons to fight, physically abusing or assaulting anyone on the library premises.	1 year minimum eviction with approval by director/assistant director	1 year minimum eviction with approval by director/assistant director	1 year minimum eviction with approval by director/assistant director

Resolution to approve the purchase of the mascot outfit – The Resolution to approve the purchase of the mascot outfit was presented. Tony explained the past fundraising efforts to raise money to purchase a mascot. Cristie explained what the mascot was, why the library should have a mascot and where we have used costume characters in the past. Tony went on to say that the library made a promise to the community printed in newspaper articles. Costume Specialists Inc. will honor the 2013 quote for the custom made mascot.

9-6-15 Motion to increase appropriations to include the Library Mascot Fund of \$865.70

Mark Smith made a motion to increase appropriations to include the Library Mascot Fund of \$865.70. Robert Mapes 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 – no. Resolution approved.

9-7-15 Approval of resolution to transfer \$4,200 appropriations from Contingencies 1000-930-930-0000 to General Administrative Supplies (Program) 1000-100-451-2112

Mark Smith made a motion to transfer \$4,200 appropriations from contingencies 1000-930-930-0000 to general administrative supplies (program). Robert Mapes 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 – no. Resolution approved.

Homework Help Center - Cristie presented the history of the Homework Help Center and the original intentions. Tony told the board of the changes in location to the digital classroom and expansion to serve children in grades K-12 in the Pickerington Local School District, reaching an extra 5000 students. It is time to have a dedicated experienced person to serve these patrons working in the area. Tony would also like to appropriate funds to build up the Homework Help Center collection and reference materials. Discussion of saturation of Homework Help Center space and ratio of students to volunteers was discussed.

9-8-15 Motion to amend and increase appropriations for the Homework Help Center Fund to \$3,000

Robert Mapes made a motion to amend and increase appropriations for the Homework Help Center Fund to \$3,000. Michael Jones 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

9-9-15 Motion to create a Homework Help Center Coordinator position at \$12.00 per hour and 20 hours per week

Cheryl Ricketts made a motion to create a Homework Help Center Coordinator position

at \$12.00 per hour and 20 hours per week. Michelle Shirer 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.
Motion passed

Food Drive - Kenton shared that in conjunction with the star wars theme programs during the week of November 9, the library staff would like to have a holiday food drive to benefit the PCMA Food Pantry of Pickerington. To encourage patron participation, a “food for fines” component was introduced. Asking for \$.50 waived per item donated. Discussion of amount took place and \$1.00 was decided as a better incentive with the cost of the food to donate.

9-10-15 Motion to support the food for Fines Drive with the correction of \$1.00 per item instead of \$.50

Mark Smith made a motion to support the food for fines drive with the correction of \$1.00 per item instead of \$.50. Michael Jones seconded his motion. Motion passed.

9-11-15 Motion was made to appoint Tony Howard as Deputy Fiscal Officer

Robert Mapes made a motion to appoint Tony Howard as Deputy Fiscal Officer. 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

9-12-15 Motion made to approve a \$50,000 bond for Tony Howard

Cheryl Ricketts made a motion to approve a \$50,000 bond for Tony Howard. Robert Mapes 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

9-13-15 Motion made to remove Suellen Goldsberry as check signer and add Tony Howard as check signer

Robert Mapes made a motion to remove Suellen Goldsberry as check signer and add Tony Howard as check signer. 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

Community Survey Agreement - This is the survey that the library opted in with the other entities. This was discussed in the March meeting to appropriate funds; however, there was no approval for the library to participate. Good data to make decisions will be provided by this survey. Cheryl explained the survey question writing procedure and timeline.

9-14-15 Motion was made to approve the participation of the Pickerington Public Library in the community survey partnership with Fairfield County Historical Parks, Violet Township and the City of Pickerington

Dan Griscom made a motion to approve the participation of the Pickerington Public Library in the community survey partnership with Fairfield County Historical Parks, Violet Township and the City of Pickerington. Michelle Shirer 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 – abstained. Resolution approved

President's Report – Cristie announced that at this time, the board might like to take another look at the Strategic Plan. Tony would like to know the different perspectives of the board members, what stands out and what is most important. Dan suggested that the strategic plan discussion be tabled until next meeting. Board is to review it to be able to share thoughts. To be able to work on the tactical plan of next year's goals, this information will be helpful to library leadership.

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

Mark Smith announced that he may not be in attendance the next meeting. The question came up as to whether the library is open on October 12. It is open. Veterans Day was also checked.

Next Board Meeting: FAB Committee Meeting Monday October 12, 2015 at 6:30 p.m. (Meeting Room B)

Regular Board Meeting Monday October 12, 2015 at 7:00 p.m. (Meeting Room A)

Cristie Hammond adjourned the meeting at 8:56 p.m.

Cristie Hammond
Library Board President

Robert Mapes
Library Board Secretary