

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
March 9, 2017

The Board of Trustees of the Pickerington Public Library met in regular session on Thursday, March 9, 2017 at 7:09 p.m. in the library at 201 Opportunity Way. Members present were Cristie Hammond, Michelle Shirer, Mary Herron, and Mike Jones. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer/Human Resources Manager and Colleen Bauman, Community Relations Coordinator. Also present: Kathy Bowden, Friends President.

Excused Absence: Cheryl Ricketts, Todd Stanley and Robert Mapes.

Cristie asked for approval for the regularly scheduled board meeting from February 9, 2017.

Approval of Minutes

3-1-17 Motion to Approve the Regular Meeting Minutes for February 9, 2017

Mike Jones made a motion to approve the February 9, 2017 board meeting minutes. Mary Herron seconded the motion. Minutes were approved with no changes.

3-2-17 Motion to Approve the Special Board Meeting Minutes for February 16, 2017

Michelle Shirer made a motion to approve the February 16, 2017 special board meeting minutes. Mary Herron seconded the motion. Minutes were approved with no changes.

Public Participation -none

Friends of the Library Report – Book Sale will be March 29 – April 2.

Finance Committee

Fiscal Officer's Report

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

Other Committee Reports

There were none

Director's Report

Tony shared his report. Trends for the month – circulation was down. New patrons were up as well as an increase in user visits. Security incidents were higher. There were a lot more teen visitors during the past month; the reason possibly being the change in sports seasons. Staff is doing a good job reaching out to the teens and connecting with

them. Completed projects include: Homework Help Center project, Reference desk installation project. Current working projects include the staff breakroom remodel, conference room furniture, teen area redesign. Staff is surveying teen visitors for their ideas and needs. Future projects for 2017 include parking lot repairs, new carpet for Tech Services, Sycamore Plaza Library Branch and adding commodity computing carousels will be installed in April or May.

Assistant Director Report

Kenton was hosting an event, so Tony shared his notes. Library received tentative approval for a LSTA Grant for the digitization project. Grant included a scanner and computer. Kent, who is the safety officer, is preparing for a spring tornado drill to be held in the library. It will include anyone that is in the library that day. We have completed approximately 55% of the overall collection.

Old Business

New Business

Health Insurance Policy

Policy changes include the name of the policy. Now includes all the different insurances that the policy covers. The new policy removes the restriction of only fulltime staff being eligible to insure family. Administrative details were removed and placed in an administrative procedure section. The new policy goes into effect on April 1.

3-3-17 Resolution to adopt the updated version of the Health Insurance Policy including changing its name to the Employee Insurance Policy.

Mike Jones made a motion to adopt the updated version of the Health Insurance Policy including changing its name to the Employee Insurance Policy. Mary Herron seconded.

Roll Call: Cristie Hammond – yes; Michelle Shirer – yes; Mike Jones – yes; Mary Herron - yes. Resolution passed.

Employee Insurance Policy

Board Policy:

DATE REVIEWED: 3/9/2017
DATE APPROVED: 3/9/2017
EFFECTIVE DATE: 4/1/2017
REPLACING POLICY EFFECTIVE: 1/12/2015

It is the policy of the Library to provide employees who consistently work an average of 30 or more hours each week with a program of benefits. This program may be modified, amended or

terminated at the discretion of the Library. Included in this benefit program is health, dental, vision, and life insurance.

Administrative Procedure:

DATE REVIEWED: 3/9/2017
DATE APPROVED: 3/9/2017
EFFECTIVE DATE: 4/1/2017
REPLACING POLICY EFFECTIVE: New

- A. A staff member who consistently works an average of 30 hours or more per week is eligible for health, dental, vision and life insurance coverage through the Library's insurance plan. All eligible employees may also elect family coverage for eligible dependents. The amount of the employee's contribution will vary dependent on the details of the insurance coverage, which may change from time to time depending on the specific insurance plan and the Library's financial resources or State/Federal laws.

Health Insurance

- The library will pay 90%, of the insurance premium for an employee working 30 or more hours per week.
- The library will pay 50%, up to a maximum of \$500 per month, of the insurance premium for all covered dependents (spouse, spouse and child or children's plan) for employees working 30 or more hours per week.

Dental Insurance

- The library will pay 90%, of the insurance premium for an employee working 30 or more hours per week.
- The library will pay 25%, of the insurance premium for all covered dependents (spouse, spouse and child or children's plan) for employees working 30 or more hours per week.

Vision Insurance

- The library will pay 100% of insurance premium for employees working 30 or more hours per week.
- The library will pay 25%, of the insurance premium for all covered dependents (spouse, spouse and child or children's plan) for employees working 30 or more hours per week.

Life Insurance

- The library will pay 100% of insurance premium for employees working 30 or more hours per week.
- Employees will be required to pay their portion of their premiums through payroll deduction.

- When offered by the library's chosen insurer, employees may elect to upgrade their coverage plan. All expenses above the costs of the Library's selected plan must be paid by the employee through payroll deduction.
 - A new employee becomes eligible for insurance benefits, including health, dental, vision and HRA benefit (Health Reimbursement Account) on the first of the month 30 days after hire. In addition, Open enrollment is held during the first quarter of each year. During open enrollment, all eligible employees may elect or decline coverage, and add or change dependent status effective on the date new policies become effective.
 - Only the Employee is eligible for the HRA benefit, which assists in reducing the annual deductible of the library's health insurance plan.
 - Employees on leave of absence may continue medical insurance coverage at the employee's expense, subject to applicable laws and regulations [see "LEAVE OF ABSENCE Policy"].
- B. Continuation of health coverage may be available to eligible employees and their dependents according to their individual circumstances and governing state or federal law. Employees should consult with their supervisors for their rights and benefits under the governing regulations.
- C. This policy contains only a brief overview of the Benefit plans. Details of the benefit plans are contained in the benefit plan documents distributed by the Library and the benefit plan carrier at the time of insurance eligibility.
- D. The insurance contract is the ruling document on all coverage and eligibility issues.

Nepotism Policy

Recent discussions by members of the Executive Leadership Team sparked a review of this policy. Policy updates include, changing the name of the policy, defining familial relationships, taking a stance on not allowing employees in a relationship from working in the same department. An administrative procedure section was added to the policy.

3-4-17 Resolution to adopt the updated version of the Nepotism, Employment of Relatives, and Personal Relationships Policy including changing its name to the Nepotism and Personal Relationships Policy.

Mary Herron made a motion to adopt the updated version of the Nepotism, Employment of Relatives, and Personal Relationship Policy including changing its name to the Nepotism and Personal Relationships Policy. Michelle Shirer seconded.

Roll Call: Mike Jones – yes; Michelle Shirer – yes, Mary Herron – yes, Cristie Hammond – yes. Resolution passed.

Nepotism and Personal Relationships Policy

Board Policy:

DATE REVIEWED: 3/9/2017
DATE APPROVED: 3/9/2017
EFFECTIVE DATE: 3/9/2017
REPLACING POLICY EFFECTIVE: 1/12/2015

The Library Board supports the Ohio Ethics Law, which prohibits public employees from hiring a family member. The Law also prohibits a public employee from using his or her position to influence another person to hire a family member (close relative). Family members include a spouse, child, step child, grandchild, great grandchild, sibling, parent, stepparent, grandparent, great grandparent, first cousin, aunt, uncle, niece, nephew, and in-laws (father, mother, son, daughter, brother, sister). If these relationships are established by marriage, they are terminated by death or divorce of a spouse. All hiring activity is conducted in a fair, open and impartial manner.

To avoid the appearance of and/or actual impropriety, it is the policy of the Library that it will not permit an employee to supervise, either directly or indirectly, another employee with whom the supervisor is having a romantic relationship. Employees who enter into a consensual relationship are prohibited from working in the same department.

Administrative Procedure:

DATE REVIEWED: 3/9/2017
DATE APPROVED: 3/9/2017
EFFECTIVE DATE: 3/9/2017
REPLACING POLICY EFFECTIVE: New

- A. Employees who enter into a consensual romantic relationship, marry or become members of the same household may continue employment as long as there is not: a) a direct or indirect manager/subordinate relationship between such employees, or b) an actual conflict of interest or the appearance of a conflict of interest. Should one of the above situations occur, the Library would attempt to find a suitable position within the Library to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the Library will have the discretion to select which employee will terminate employment based on their position, performance, years of experience, and any other relevant criteria.
- B. Employees entering into a consensual romantic relationship and work in the same department are expected to report their relationship to the Library Director or his/her designee. If a supervisor and a subordinate commence a consensual romantic relationship or are in a consensual romantic relationship, it is the responsibility of both the supervisor and the employee to report the relationship to the Library Director or his/her designee. The supervisor and the employee should report the relationship at the time the relationship begins.
- C. Library staff members may not participate in decisions regarding the hiring of close relatives whether as staff or vendors.

- D. If either the supervisor or employee is aware that hire, promotion, or transfer of either the supervisor or employee may create a situation where the supervisor directly or indirectly would supervise an employee with whom he or she is having a romantic relationship, both individuals should disclose the potential conflict before the hiring, promotion, transfer, etc. is made. If the supervisor and employee first learn of the reporting relationship after the hire, promotion, or transfer, the supervisor and employee should report the relationship as soon as they learn of the conflict.
- E. Failure to properly disclose the existence of a consensual romantic relationship where a direct or indirect supervisory responsibility exists is grounds for discipline up to and including termination. Employees who are uncertain of whether their relationship falls under this policy should err on the side of caution and report the existence of the relationship if there is any doubt as to the applicability of this policy.
- F. Any effort by one employee to coerce the other employee not to disclose the existence of a relationship is also grounds for discipline up to and including termination, but does not absolve the reporting requirement of either employee.
- G. Non-consensual relationships are prohibited by the Library's harassment policy.

Review of Record Retentions

Brenda shared the list of items up for disposal. Mary asked how items were disposed. Items are shredded in house.

3-5-17 Resolution to approve the destruction and disposal of documents per the Library's retention schedule

Mary Herron made a motion to approve the destruction and disposal of documents per the library's records retention schedule. Mike Jones seconded.

Roll Call: Mary Herron – yes; Mike Jones – yes; Cristie Hammond – yes; Michelle Shirer – yes. Resolution passed.

2017 Proposed Destruction of Documents

Payroll

- 2011 Deferred Compensation Deduction Report - P-006
- 2012 Employee schedules – P-007
- 2012 Employee Request for Leave Form – P-011
- 2010 Personnel Files – P-016
- 2012 Time Sheets – P-018

Vouchers,Warrants,PO's

- 2011 A/P Ledger – F-002
- 2011 Check Register – F-020
- 2014 Purchase Orders – F-028
- 2011 Vouchers/Invoices – F-031

Receipts

- 2011 Receipt Journal – F-030

Bank Statements

- 2011 Bank Statements/Reconciliations – F-010

Misc

- 2011 Appropriation Ledger – F-007
- 2011 Cash Journal – F-015
- 2012 Financial Year End Backups – F-023
- 2012 Prevailing Wage Records – F-027

Legal

- 2011 Annual Appropriation Resolutions – F-004
- 2011 Official Certificate of Estimated Resources – F-005
- 2011 Certificate of Total Amounts - F-019
- 2011 Depository Agreements – F-021

Administrative

- 2011 – Accident/Incident Reports- A-001
- Old Job Descriptions – A-020
- 2015 Meeting Room Applications – A-030
- 2016 Adult Library Card Applications – A-025
- Birthdate 1997 or older – Juvenile Library Card Applications – A-026
- 2003 Insurance Policies/Bonds –A-018

IT Plan

The Technology Plan serves as an IT roadmap for PPL, anticipating technology needs and outlining major goals. This plan includes goals and projections for the Sycamore Plaza Library branch. It is a two year plan that covers January 2017 through December 2018; replaces and updates the previous Technology Plan. Mike Jones asked that the strategic section be fleshed out showing the connection to the library's strategic plan.

The IT Plan was tabled until the April meeting.

Branch Update

Signage

Tony passed around the signage designs for the Sycamore Plaza Library Branch.

3-6-17 Resolution to approve signage for Sycamore Plaza Library Branch.

Mike Jones made a motion to approve signage for Sycamore Plaza Library Branch. Mary Herron seconded.

Roll Call: Mary Herron – yes; Michelle Shirer – yes; Cristie Hammond – yes; Mike Jones – yes. Resolution passed.

Branch design

Tony shared the design with the Board.

3-7-17 Resolution to approve the Branch design created by architectural firm Moody Nolan.

Mary Herron made a motion to approve the Branch design created by architectural firm Moody Nolan. Mike Jones seconded.

Roll Call: Mike Jones – yes; Cristie Hammond – yes; Mary Herron – yes; Michelle Shirer – yes. Resolution passed.

Bid process

Tony explained the process for bids for construction of the Sycamore Plaza Library Branch.

3-8-17 Resolution to approve IAP Governmental Services Group as the third party administrator managing the competitive bid process and construction of the Sycamore Plaza Library Branch.

Mike Jones made a motion to approve IAP Governmental Services Group as the third part administrator managing the competitive bid process and construction of the Sycamore Plaza Library Branch. Mary Herron seconded.

Roll Call: Cristie Hammond – yes; Michelle Shirer – yes; Mike Jones – yes; Mary Herron – yes. Resolution passed.

Ohio Plan Risk Management Insurance

3-9-17 Resolution to approve continuing insurance coverage with the Ohio Plan Risk Management, Inc.

Mike Jones made a motion to approve continuing insurance coverage with the Ohio Plan Risk Management, Inc. Mary Herron seconded.

Roll Call: Mike Jones – yes; Michelle Shirer – yes; Mary Herron – yes; Cristie Hammond – yes. Resolution passed.

For the good of the order

Cristie reminded the Board about the upcoming Trustee dinner and Legislative Day.

Next Board Meeting:

FAB Committee Meeting

April 13, 2017 at 6:30 p.m. (Meeting Room B)

Regular Board Meeting

April 13, 2017 at 7:00 p.m. (Meeting Room A)

Cristie Hammond adjourned the meeting at 7:59 p.m.

Cristie Hammond
Library Board President

Mary Herron
Library Board Secretary