

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

May 11, 2017

The Board of Trustees of the Pickerington Public Library met in regular session on Thursday, May 11 at 7:01 p.m. in the library at 201 Opportunity Way. Members present were Cristie Hammond, Mike Jones, Mary Herron, Cheryl Ricketts, Michelle Shirer, Todd Stanley and Robert Mapes. Also present, Kathy Bowden, Friends of the Pickerington Public Library President and Sherry Neeper, FAB committee member. Staff members present: Tony Howard, Library Director, Kent Daniels, Assistant Director, Brenda Oliver, Fiscal Officer/Human Resources Manager and Colleen Bauman, Community Relations Coordinator.

Cristie asked for approval for the regularly scheduled board meeting minutes from April 13, 2017.

Approval of Minutes

5-01-17 Motion to Approve the Regular Meeting Minutes for April 13, 2017

Mike Jones made a motion to approve the April 13, 2017 Board meeting minutes. Cheryl Ricketts seconded the motion. Minutes were approved with no changes. Motion passed.

Excused Absences - none

Public Participation – none

Todd Stanley entered the meeting at 7:02 p.m.

Friends of the Library Report

Final numbers from the spring book sale was over \$4,000. Merchandise is now for sale in the library. Tumblers are in. Other items in the future.

Finance Committee

Fiscal Officer's Report

Brenda introduced the Finance Report from April. There were no questions. She stated the items brought from FAB will be discussed with the full Board.

Other Committee Reports - none

Director's Report

Monthly Statistical Overview

Tony shared the highlights from his report. Trends show that Adult Fiction and Juvenile videos have consistently been down since the beginning of the year. 10% increase in user visits over last year.

Facilities

- Staff breakroom remodel – waiting on additional estimates
Teen Area redesign – no new updates
Updating phone system to VOIP – install is planned for May at the Main library.
Installed new Handicap parking signs to bring us in compliance with State Law.

Cristie added that the Pickerington Police have been actively enforcing handicapped parking violations.

Michelle Shirer entered the meeting at 7:10 p.m.

Volunteer appreciation dinner was in April and attended by 24 people.

New copiers are installed – They will have Fax, Scan and Copy capabilities. Moving away from charging for faxing with Fax 24 company.

Fine Free – Bexley Public Library is going fine free in June.

Recognition of Suellen Goldsberry's Service as Library Director – We will plant and dedicate a tree in the next month.

Legislative update

House of Representatives voted to cut state funding for Libraries back to the minimum percent with the law, 1.66%. The Ohio Senate is currently drafting their budget proposal. Tony said it's not too late to contact our Senator, Troy Balderson our District 20 Ohio Senator. His contact info is:

Senate Building
1 Capitol Square, 1st Floor
Columbus, OH 43215
614-466-8076

In June the Senate and House will meet in committee to finalize the budget.

Branch Update

Moving this to later in the meeting agenda

Assistant Director's Report

LSTA Grant: Equipment has been purchased and installed. Funds have been received. Our collection in CML's My History project has been created. Software has been

installed locally and we are officially scanning and uploading materials. Our portal will be named The Pickerington Collection.

Comic Show – Had about 600 people. It was busy all day. Already planning for 2018. It will be held the first weekend in May.

Adult Services: Getting ready for Summer Reading and Fall programs. Also computer classes.

Pet Adoption Event: Saturday, June 3. 12-4pm

ABLE (Adult Basic and Literacy Education) partnership (now called ASPIRESM) Talking to them about more classes, maybe something more walk-in based and possibly ESOL on the weekends.

Tony stated that Kent deserves a lot of praise for coordinating the Big Comic Show. The Staff also worked extra hard that day.

Old Business

PLF Agreement

Tony shared that he and Brenda attended a meeting on April 27, 2017 with representatives from the Fairfield County District Library (FCDL) and the Wagnalls Memorial Library (WML) to discuss the Public Library Fund (PLF) distribution. At that meeting, Wagnalls Memorial asked for an increase in their portion of the PLF. Changing their portion from 8.3 to 10% in 2018 and in 2019 up to 11%. Their reasoning behind the request for increase was due to financial difficulties and that they are the only library receiving solely PLF monies, nothing through tax levies. At that meeting we stated that we could not support any increases for Wagnalls Memorial Library from the PLF. The Wagnalls representatives mentioned that there was a Board meeting the following Monday and would let their Board know that neither FCDL nor PPL would support an increase. On Wednesday, Tony was informed by the Director of the Wagnalls Memorial Library that they had a change in leadership and their Board and Library Director would be extremely happy if we agreed to the same agreement that we have had for the past 10 years. He informed her that he couldn't promise anything and would take that request to our Board meeting. Tony then presented the different options listed out in the PLF Distribution memo. Cheryl Ricketts asked for clarification of options. Brenda then explained the different options and proposals and answered questions from the Board how the options differed. She explained that other libraries also used a base average. Tony reiterated that the methodology used is data driven. Cristie asked the Board to decide, to be able to direct Tony when he is communicating with the other libraries, do we want to stay with what we have or choose one of the other options or something

completely different. Mike Jones asked if the original formula from Fairfield County was available. Tony said he had requested that information from the prosecutor's office and they are working on being able to provide it. Bob Mapes shared, from his past experience, of the process with County Budget Commission hearings. The Board decided to eliminate option 4. Michelle asked about the financial stability of Wagnalls. Tony shared that their representative said that if they don't get an increase in the PLF, they may have to close the library. Brenda actually reviewed their budget, at their request. She shared with them a couple of areas that there could be savings for their organization. Cheryl Ricketts made a motion to support option 3. Mary Herron seconded. Todd Stanley shared his concern about taking on FCDL and doesn't want to spend money for legal if unnecessary. There is no cost to take to Fairfield County Budget Commissioners. Tony shared that when Wagnalls asked for an increase, it prompted us to look at data and because of the data, he believes that it is time to recalculate and present the fairest approach. Cheryl Ricketts said she appreciates Todd not wanting to spend money for legal fees; she does feel that if we don't try for an increase, we are not being fiscally responsible to the people we serve.

Bob Mapes left the meeting at 8:06 p.m.

5-2-2017 Resolution to approve Option 5-propose a methodology where PLF funds are distributed by recalculating the percent based on data every three years.

Cheryl Ricketts withdrew her motion to support option 3 and Mary withdrew her second.

Mike Jones made a motion to approve an Option 5; Recalculate the percent due to each library every three years based on data. Todd Stanley seconded.

Roll call: Mary Herron – yes; Michelle Shirer-yes; Todd Stanley-yes; Cristie Hammond-yes; Cheryl Ricketts-yes; Mike Jones-yes. Motion passed.

New Business

Resolution to approve the changes to the Patron code of Conduct Policy

The change in the unattended child policy at the April Board meeting facilitated the need to update the code of conduct. The only change to the policy is the age of unattended children went from children under 9 to children under 12.

5-3-2017 Resolution to adopt the updated version of the Patron Code of Conduct -Policy

Mike Jones made a motion to approve the updated Patron Code of Conduct. Cheryl Ricketts seconded.

Roll Call: Cheryl Ricketts-yes, Mike Jones – yes, Cristie Hammond-yes, Todd Stanley-yes, Mary Herron-yes; Michelle Shirer-yes. Motion passed.



Pickerington Public Library Patron Code of Conduct

Board Policy:

DATE REVIEWED: 5/11/2017
DATE APPROVED: 5/11/2017
EFFECTIVE DATE: 5/11/2017
REPLACING POLICY EFFECTIVE: 2/9/2017

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 Patron 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 twelve (12) 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
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- Consuming food or beverages while using library technology
- Offensive odors including but not limited to 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, in its facilities pursuant Ohio Revised Code, Section 2923.126, 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 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:

DATE APPROVED: 2/9/2017
EFFECTIVE DATE: 2/9/2017
REPLACING PROCEDURE EFFECTIVE: 9/14/2015

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. If the patron's address is unknown the director or assistant director will call to notify the patron of the decision, if the patron's phone number is known. The failure to mail or notify by phone 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. At the discretion of the director or assistant director, if a patron being evicted fails to provide their name, they can be informed not to return to the library until they are willing to provide that information.

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 or a reasonable amount of time

dependent on the situation and the amount of research needed. 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.

Donation – 200 comics from Comic Town for the Big Comic Show valued at \$80.00

Resolution to approve the 2018 budget request

5-4-2017 Resolution to approve the 2018 budget request of \$2,204,370 General Fund, \$1,600 Homework Help Center and \$40,000 Capital Projects Fund.

Mike Jones made a motion to approve the 2018 budget request. Cheryl Ricketts seconded.

Roll call: Todd Stanley-yes; Cristie Hammond-yes; Michelle Shirer-yes; Mike Jones-yes; Cheryl Ricketts-yes; Mary Herron-yes. Motion passed.

Sycamore Plaza Library Branch Project Bid Discussion

Bids for the Sycamore Plaza Library Branch were shared with the Board. Bids came in significantly over the estimated cost with the lowest bid at 29% over estimate. Cheryl asked for clarification to understand the difference. Tony said that a meeting is

scheduled next week with the project manager, architect, and lowest bidder, Rockwood Builders, to go over the bid. In looking over the details of the bid the general conditions portion is high. General conditions are basically the overhead and profit. The project manager felt that because of the tight timeline they may have had to factor in overtime to complete the project. The timeline is tight because the lease on the property says we are to be open by August 9. The library has 240 days from the day the lease was signed to open the branch for business. In the meeting, they will work to bring down some of the numbers. Tony brought the information to the Board for the awareness. He asked for the Board to allow him the time to negotiate down the numbers. The other option is for the library to take over the bid process. It will mean a lot of work and will probably not receive anything more favorable. Cristie reiterated that we don't want to delay. The Board was comfortable with the option to allow negotiations and speak with the property owners. After the negotiation meeting, a special Board meeting will be called for the Board to hear the outcome and vote if that is their choice. It was decided to meet on Sunday, May 21, 2017 at 1:00 p.m. in the library.

For the good of the order

Next Board meeting:

Special Board Meeting (Meeting Room A)
May 21, 2017, 1:00 p.m.

FAB meeting
June 8, 2017, 6:30 pm (Meeting Room B)

Regular Board Meeting
June 8, 2017, 7:00 pm (Meeting Room A)

Cristie Hammond adjourned the meeting at 8:36p.m.

Cristie Hammond
Library Board President

Mary Herron
Library Board Secretary