

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
August 19, 2019

The Board of Trustees of the Pickerington Public Library met in regular session on August 19, 2019 at 7:03 p.m. in the Pickerington Public Library at 201 Opportunity Way. Members present were Cristie Hammond, Mike Jones, Mary Herron, Michelle Shirer, Todd Stanley, Berneice Ritter and Jen Hess. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer and Colleen Bauman, Community Engagement Manager. Also in attendance, Kathy Bowden, President of the Friends and Scott Sears, public member.

Call to Order

Roll Call

Excused Absences

Secretary's Report

- a. Consent Agenda
 - i. Approval of Minutes
 1. June 17, 2019 Regular Board Meeting and FAB meeting
 2. June 29, 2019 Special Board Meeting
 - ii. Donations
 1. \$50 in books on loss and grieving from Dwayne R. Spence Funeral home.
 - iii. New Staff
 1. Hannah Jacobs started July 1st - Customer Service Assistant at main - \$9.73 an hour.
 2. Lindsay Friedman started July 10th - Community Engagement Assistant at main - \$15 an hour.
 - iv. Notice from General Temperature Control (GTC)
 1. AlliantGroup sent a notice to the Board outlining the energy efficiency added to the library. This notice is part of their requirement for us allowing them to claim the HVAC project as a tax deduction.
 - v. Trustee Oath of Office
 1. Jennifer Hess
 - vi. Biannual Credit Card Compliance

08-01-19 Motion to approve the Consent Agenda items

Mike Jones made a motion to approve the Consent Agenda items, Mary Herron seconded. Consent Agenda items were approved with no changes. Motion passed.

Roll Call: Mike Jones-yes, Mary Herron-yes, Cristie Hammond-yes, Todd Stanley-yes, Berneice Ritter-yes, Jen Hess-yes.

Public Participation

Cristie welcomed Scott Sears to the meeting. Scott is interested in joining the Finance Advisory Board committee.

Friends of the Library Report

Kathy had no report. Cristie thanked the Friends for all of their financial help with summer reading events and classes.

Finance Committee

Fiscal Officer's Report

Brenda shared a recap of information from the FAB meeting. Brenda asked if there were any questions from the financial reports. There were none.

Other Committee Reports

PACC submitted the semi-annual report to the Fairfield County Board of Elections.

Director's Report

Main Library Structural roof issue. Board and staff met with Mikel Coulter.

Mortar replacement on Chimney and sealing stonework is complete. Gutters were added where the water was running directly onto the stone.

Parking lot restriping work is completed at both Main and Sycamore Plaza.

Handicapped spaces not ADA compliant at Main and crosswalk was not added.

Boiler expansion tank work is complete.

HVAC control project – installed and running well. New system does not have the software capabilities to turn on/off water pumps for chillers.

Grants – BWC Grant for lift – continuing to work on completing the conditions of the grant. Creating a Lock out/Tag out plan, creating a Hazardous Communication plan and reviewing our Safety plan.

Fairfield County Foundation's Youth Advisory Grant

Working on the final report. \$1000 paid for 364 of the books handed out as summer reading prizes.

Recently approved for an Arts Council grant for \$696; purchase supplies for art classes and events.

Guiding Ohio Online- approved for the next year. Pays for Tech Trainers for another year and to expand hours and outreach.

Staff recognition – Grace Walker has been selected for the 2019 OLC Service Excellence award. The award will be given at the OLC Convention & Expo on Wednesday, September 25 at the Duke Energy Convention Center at 12:15-1:45pm.

Circulating Nature Backpack kits – In circulation available to all CLC cardholders, they just have to be picked up and dropped at either PPL location.

Ebook crisis for Libraries - Publishers are limiting Libraries access of eBooks and eAudiobooks. Tony will be drafting information for customers with this information and a call to action. Call to action: Ask the public to contact the publishers and state representatives.

Lynda.com's parent company LinkedIn will be transitioning the content into a new platform called LinkedIn Learning. LinkedIn was purchased by Microsoft. The changes will require Lynda.com users to have a LinkedIn account. Without an account, customers will not be able to reach Lynda.com content, including any certificates they've acquired or courses they've completed. Tony has asked the manager's for their opinions and the decision will be made to stay in or opt out.

Changes to Main Library – Phase one – moved teen area to center of Library before school started. Completed August 10. Phase two – Move adult AV area to former teen area and re-catalog items into a customer friendly model; early September. Tony shared a map of the library showing the new set up. Moving toward a more customer friendly approach, the customer service desk will be moving in line sight of the front entrance, the workroom wall will be bumped out and a door with a swipe badge entrance will be added to the staff hallway.

Michelle Shirer entered the meeting at 7:15 p.m.

Community Engagement Manager's Report

Summer Reading 2019 data: Registration increased 39% from 2018. Nearly half of all registrants check in for level 1, after 5 hours of reading. Almost 3% reached completion (15 hours). 59% of the total participants were school age; entering K-12th grade.

Summer volunteers – more of a presence of trained volunteers working the registration/prize table. 188 volunteers with 248 hours.

Summer Feeding Fridays – location changed back to Tussing Elementary. Violet's visit was a hit. A big thank you goes out to our weekly volunteers, Sybrina King and Mary Herron. Staff that attended: Jenn Hrusch, Jenny Wissenbach, Kimberly Shay, Theresa Garee and of course Rhonda Adams.

Single Parent Fair: 4th year in attendance – this year Dana Folkerts and Joy Jackson represented the library. There were 200 single parents with 425 kids. Over 20 library cards were given out – whole families received cards!

Social media goals: Engage our followers, invite them to visit the website, bring them into the library. August promotion was Back to School with Violet. Working hard to engage and connect with our readers and followers.

Top tweet – Grace Walker with the OLC 2019 Service Excellence Award. Facebook numbers were up. Post reach up 91%, Post Engagement up 164%, new page likes up 63%.

Moving forward – Fall quarter theme is Connect Community. September is National Library card sign up month. Using Toy Story 4 theme provided by ALA. Look for us to be popping up out and about in the community.

Old Business

Contract for Main Library's roof project

On July 31, 2019, Three Trustees (Berneice, Cristie, and Mary) along with three staff (Tony, Brenda, & Frank) met with Mikel Coulter from CTL Engineering to discuss their proposal to design and manage the roof repair project we have scheduled for this year. Cristie said that the Board and staff were very pleased with the explanations given and the recommendation is to approve the contract. Tony shared a little more about the project numbers. The proposal agreed upon for the initial evaluation was \$9750. CTL engineering charged us \$2160 for this work, leaving \$7590 uncharged. CTL's current proposal is to charge the field investigation work to the initial evaluation purchase order. We feel this acceptable because the services fall within the original purchase order's parameters. This would mean that the cost for CTL's work will be \$36,000 plus reimbursable items or 10% of the cost of the project. During the discussion with Mikel, we learned that the timing of the project would result in better bid pricing if the work began in the spring. This would also give us time to plan and bid the project without rushing.

08-02-19 Resolution to approve the contract for CTL engineering to design and manage Main Library's roof project.

Berneice Ritter made a motion to approve the contract for CTL engineering to design and manage Main Library's roof project. Mary Herron seconded. Resolution passed.

Roll call: Berneice Ritter-yes, Todd Stanley-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mike Jones-yes, Jen Hess-yes, Mary Herron-yes.

New Business

Discussion of Board Calendar

Prior to the meeting, Tony sent out the annual calendar that sets the business of the Board for the year. No action needed; Board is welcome to send him feedback.

Increase library insurance for employee dishonesty/crime to \$100,000

08-03-19 Resolution to increase library insurance for employee dishonesty/crime to \$100,000 coverage with the Ohio Plan and let the Library Director's bond expire

Mike Jones made a motion to approve the resolution to increase library insurance for employee dishonesty/crime to \$100,000 coverage with the Ohio Plan and let the Library Director's bond expire. Mary Herron seconded. Resolution passed.

Roll call: Todd Stanley-yes, Mike Jones-yes, Cristie Hammond-yes, Michelle Shirer-yes, Berneice Ritter-yes, Mary Herron-yes, Jen Hess-yes.

Deposit of Public Funds Policy

Brenda has made some minor edits after meeting with the State Auditor and shows specifically how we are following the ORC code.

08-04-19 Motion to approve the changes to the Deposit of Public Funds Policy

Mary Herron made a motion to approve the changes to the Deposit of Public Funds Policy. Berneice Ritter seconded. Motion passed.

Roll call: Mary Herron-yes, Mike Jones-yes, Todd Stanley-yes, Jen Hess-yes, Cristie Hammond-yes, Michelle Shirer-yes, Berneice Ritter-yes.

Board of Trustees Policy for Friends of the Library Groups policy

Changes have been made to reflect the current Friends group.

08-05-19 Resolution to approve the changes to the Board of Trustees Policy for Friends of the Library Groups policy.

Mike Jones made a motion to approve the resolution to the changes to the Board of Trustees Policy for Friends of the Library Groups policy. Todd Stanley seconded. Resolution passed.

Roll call: Jen Hess-yes, Berneice Ritter-yes, Todd Stanley-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mike Jones-yes, Mary Herron-yes.

Resolution to approved the changes to the Information Security policy

There was a request for more information about information security in the library. This has been tabled until the September meeting.

Cristie appointed Scott Sears as a community member to the Finance committee.

For the good of the order

Adjournment

Next meeting:

FAB Committee Meeting

September 16, 2019 @6:30 pm at Sycamore Plaza Library

Regular Committee Meeting

September 16, 2019 @7:00 pm at Sycamore Plaza Library

Cristie Hammond
President

Mary Herron
Secretary