

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

October 21, 2019

The Board of Trustees of the Pickerington Public Library met in regular session on October 21, 2019 at 7:06pm in the Pickerington Public Library at 201 Opportunity Way. Members present were Cristie Hammond, Mike Jones, Mary Herron, Berneice Ritter and Jennifer Hess. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer, Colleen Bauman, Community Engagement Manager and Norma Lockney, Deputy Fiscal Officer. Also in attendance, Kathy Bowden, President of the Friends.

Call to Order

Roll Call

Excused Absences

Michelle Shirer, Todd Stanley

Secretary's Report

Consent Agenda

- a. Consent Agenda
 - i. Approval of Minutes
 1. September 16, 2019 Regular Board Meeting and FAB meeting
 - ii. Donations
 1. Randal Olshefski – 721 DVDs and music CDs valued at approximately \$6800
 - iii. New Staff
 1. Lorna Reine - Customer Service Associate - Main - started September 23rd - \$8.55 an hour
 2. Rebecca Seeds - Customer Service Assistant - Main - started October 1st - \$9.73 an hour
 3. Rebecca Sweeney - Customer Service Assistant - Main - started September 19th - \$9.73 an hour
 4. Mia Devries - Customer Service Assistant - Sycamore starts October 22nd - \$9.73 an hour.
 - iv. Administrative Procedure updates
 1. Recent changes to the Deposit of Public Funds Administrative Procedures (Board Awareness)
 - v. Friends of the Pickerington Public Library Agreement
 1. First draft review

Approval of Consent Agenda

10-01-19 Motion to approve the Consent Agenda items after taking out item v. and moving it under New Business

Mike Jones made a motion to approve the Consent Agenda items after taking out item v. and moving it under new business. Mary Herron seconded. Consent Agenda items were approved with a change to take out item v and move it under new business.

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

Public Participation

Friends of the Library Report

Friends of the Library will be holding a book sale the first weekend in November.

Finance Committee

Fiscal Officer's Report

Brenda shared with the Board what the Finance Committee discussed. Brenda asked if there were any questions from the financial reports. There were none.

Other Committee Reports

Mike Jones asked on behalf the Levy Committee if the Friends still plan to donate money annually to the PACC. Kathy did not know but said she would find out. He also asked if the PACC would be eligible for Star. The Board members did not think so.

Tony Howard reported that the Library Fund Fundraising Committee approved reimbursing the library for the rest of the cost of the backpacks, and did some planning for next year.

Director's Report

Current projects:

Main Library Structural roofing issue update - Engineers have started coming out to survey for the project.

Parking Lot restriping - Met with the company owner and the concerns will be addressed before payment is rendered. Nothing new at this time.

Children's music garden - Instruments have arrived. We are getting quotes on installation, and are hoping to have it installed this year.

Customer Service Desk - Two quotes came back and they were \$15,000 or more than the estimated cost of the project. We are working with the architect to communicate with the construction companies to figure out why.

Miscellaneous - Tony showed a news video feed featuring a tour of some library changes narrated by Colleen Bauman.

Customer Purge 2019 - We have 2587 Customers with no activity in more than three years. Of those, 1872 customers had \$0 fines and were purged. 715 customers had fines/fees totaling \$21,961.67, averaging \$30.71 per person. We have to pay for every cardholder, so purging is necessary.

10-02-19 Motion to approve purging the 715 records with no activity for three years with fines totaling \$21,961.67

Mary Herron made a motion to approve purging the 715 records with fines totaling \$21,961.67. Mike Jones seconded.

Roll Call: Berneice Ritter-yes, Cristie Hammond-yes, Mike Jones-yes, Jennifer Hess-yes, Mary Herron-yes. Motion passed.

Staff Development Day - Presenters & Topics: Customer Focused Service, Hazardous Materials Communications, Community Engagement, Serving Readers; Team Breakouts - Staff decorated pumpkins for Halloween event while discussing several topics related to the day's training; Awards and Honors: Violet's Rookie of the Year Award - Kim Shay, Bonnie F. Boggs Extra Mile Award - Rhonda Adams, Andrew Carnegie Keystone Award - Jennifer Hrusch, Leadership Excellence Award - Ashley Mensah, Customer Service Excellence Award - Ali Spagnolo

Community Engagement Report

September was library card sign-up month. 213 people entered the MacKenzie River Pizza raffle. 2018 – 255 total cards, 2019 – 320 total cards

Social Media - Colleen shared some sample posts. 762 people posted that they were interested in Trick or Treat at the library.

Website - Ongoing audit with how many clicks does it take to get to the center.

Mobile app - Testing in the next 2 weeks; we hope to have something to show at the next Board meeting.

Programming - New: Beyond Abilities Art Club for adults with disabilities.

Last week, 10 people came to Cognitive Fitness and it was a fantastic program. Over half of them heard about it from Pickerington Magazine.

Upcoming events/classes:

October 30 - Friends of the Pickerington Public Library book sale

October 31 - Sycamore Plaza – Voting machine demonstrations with Franklin County

BOE

October 31 - Trick or Treat and pumpkin voting

November 2 - Affordable Travel with Joe - the Coupon Guy @ 2:00 p.m.

November 4 - Paint Night – water color silhouette @ 6:00 p.m.

Marketing - Guidelines have been combined and revised reflecting Communico.

Includes the mascot guidelines as well.

Out and about this last month:

Harmon Middle family night

Fairfield Elementary family night

Heritage Elementary Literacy night

Hosted the Pickerington Magazine Editorial 2020 planning meeting

Attended Day of Athena at the Wigwam

Tri-County Realtors to share our services/resources

Old Business

Resolution to approve the changes to the Information Security policy.

10-03-19 Resolution to approve the changes to the Information Security policy

Mike Jones made a motion to approve the resolution for changes to the Information Security policy. Mary Herron seconded.

Roll Call: Mike Jones-yes, Cristie Hammond-yes, Berneice Ritter-yes, Mary Herron-yes, Jennifer Hess-yes. Motion passed.

Director & Fiscal Officer Performance Process – Only change was with identifying progress with the Strategic and Tactical Plan.

New Business

Friends contract that was taken off the Consent Agenda – Tony Howard discussed some of the changes with the contract. The library will accept cash or credit cards on behalf of the friends, but not checks. The Friends will support the library with supplying boxes. The library was asked to put back into the contract to provide mail services. We dropped the Friend's charge for space from \$100 to \$40 because their footprint is only 80 square feet, and the going rate is \$.50 per square foot. Office and Administrative fees increased to \$640 per year.

Strategic Plan Review & Discussion – Tony Howard discussed the Tactical Plan progress.

Resolution to transfer \$9,927 from 1000-100-110-1120 Salaries (Professional Salaries) into 1000-910-910-0000 Transfers – Out.

10-04-19 Resolution to approve the transfer of \$9,927 from 1000-100-110-1120 Salaries (Professional Salaries) into 1000-910-910-0000 Transfers – Out.

Mike Jones made a motion to approve the resolution to transfer \$9,927 from 1000-100-110-1120 Salaries (Professional Salaries) into 1000-910-910-0000 Transfers – Out. Jennifer Hess seconded.

Roll Call: Mary Herron-yes, Mike Jones-yes, Jennifer Hess-yes, Cristie Hammond-yes, Berneice Ritter-yes. Resolution passed.

Resolution to transfer \$9,927 from 1000-910-910-0000 Transfers-Out to 2008-931-0000 Guiding Ohio Online Grant Fund Transfers-In.

10-05-19 Resolution to approve the transfer \$9,927 from 1000-910-910-0000 Transfers – Out into 2008-931-0000 Guiding Ohio Online Grant Fund Transfers – In.

Berneice Ritter made a motion to approve the resolution to transfer \$9,927 from 1000-910-910-0000 General Transfers – Out into 2008-931-0000 Guiding Ohio Online Grant Fund Transfers – In. Mike Jones seconded.

Roll call: Jennifer Hess-yes, Berneice Ritter-yes, Cristie Hammond-yes, Mike Jones-yes, Mary Herron-yes. Resolution passed.

Resolution to increase appropriations of the Guiding Ohio Online Grant fund to \$28,242.

10-06-19 Resolution to increase appropriations of the Guiding Ohio Online Grant to \$28,242.

Mary Herron made a motion to approve the resolution to increase appropriations of the Guiding Ohio Online Grant Fund to \$28,242. Berneice Ritter seconded.

Roll call: Mary Herron-yes, Cristie Hammond-yes, Mike Jones-yes, Berneice Ritter-yes, Jennifer Hess-yes. Resolution passed.

Resolution to approve the salary process for 2020.

Brenda Oliver provided two options for dealing with 27 pay periods in 2020. The first option is to divide the salary by 27 pay periods. The second option is to pay an extra pay check that will cost \$15,000 in salaries and another \$2100 in OPERS.

10-07-19 Resolution to adjust salaried employees' pay in 2020, starting with the January 3, 2020 pay and ending on December 31, 2020 by dividing their approved annual salary by 27

Mike Jones made a motion to approve the resolution to adjust salaried employees' pay in 2020, starting with the January 3, 2020 pay and ending on December 31, 2020 by dividing their approved annual salary by 27. Berneice Ritter seconded.

Roll call: Mike Jones-yes, Cristie Hammond-yes, Jennifer Hess-yes, Mary Herron-yes, Berneice Ritter-yes. Resolution passed.

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:55pm.

Next Board Meeting:

FAB Committee Meeting

November 18, 2019 @ 6:30pm at Main Library

Regular Board Meeting

November 18, 2019 @ 7:00pm at Main Library

Cristie Hammond
President

Mary Herron
Secretary