

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
November 18, 2019

The Board of Trustees of the Pickerington Public Library met in regular session on November 18, 2019 at 7:03 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present were Cristie Hammond, Mike Jones, Mary Herron, Jennifer Hess, Michelle Shirer, Todd Stanley and Berneice Ritter. 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

Secretary's Report

Consent Agenda

- a. Consent Agenda
 - i. Approval of Minutes
 - 1. October 21, 2019 Regular Board Meeting and FAB meeting
 - ii. New Staff
 - iii. Donations
 - 1. OPVBA Pickerington Village Association - \$50.00

11-01-19 Motion to approve the Consent Agenda

Mary Herron made a motion to approve the Consent Agenda items. Jennifer Hess seconded. Consent Agenda items were approved with no changes.

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

Public Participation

Friends of the Library Report

The book sale was very successful, making about \$4,200. With the extra books leftover, the Friends are shipping out pallets to thrift stores.

Michelle Shirer entered the meeting at 7:11 p.m.

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 reported that the personnel meeting will be sometime in December.

Director's Report

Current projects:

- Main Library Structural roofing issue update: Engineers continue to survey for the project. The Library's project team will meet with Mikel Coulter in December to review the initial set of drawings. Mikel expects to be able to put out for bid around 2nd week in January for 3 weeks. Take bids in middle of February, review bids for 1 week and then have the library award the contract for early spring start. Expect a firmer schedule in December. The timing of this project may impact when the library will need to approve our permanent appropriations.
- Parking Lot restriping: Met with the company owner and the concerns will be addressed before payment is rendered. Nothing new at this time.
- Customer Service Desk: Will move to new business. This topic was discussed in the FAB Committee meeting.
- Boiler Pump: The newly replaced pump for the boiler went out. The pump is covered under the warranty and will be replaced by GTC at no cost.

Miscellaneous:

- Children's Music Garden: Handyman Matters installed the instruments, and they look great. Grand opening is on Wednesday, November 20, at 10:30am. Mr. Gorgas with the high school band will come over with 6 high schoolers to play the instruments.
- Healthy After School Snack: The Library has an opportunity to partner with the Pickerington Food Pantry to provide a healthy afterschool snack to customers under 18 years of age. The Main Library has consistently had between 200 and 400 visits by minor customers during afterschool hours throughout the school week. The Branch has consistently had between 15 and 25 visits by minor customers during afterschool hours throughout the school week. ***These numbers fluctuate dependent on the day with Wednesday's being the busiest day. Many of these customers stay at the library for 2 or more hours. Cost estimates put this project at about \$3000 annually during the school year. The library is working on a joint grant proposal with Ohio Health for funding. The goal is to get kids into the Homework Help Center, which is where they can get the snacks.
- Binge Boxes: We began circulating the first of our Binge Boxes. This is a new product from Midwest Tape. 12 titles so far with more to come. 8 checked out in the first couple of days.

Community Engagement Report

- Social Media: Colleen shared some recent posts.
- Website: Working with the different departments to clean up and update pages.
- Mobile app: In testing, model IOS testing first – then testing will move to Android.

Programming:

- Trick or Treat: Thursday, October 31, 2019, Circulation stats: 1,481, Door Count: 975 - Comparison: Thursday, Oct 24, Circulation: 423 Door count: 564
- Do you want to build a snowman....again: Saturday, November 9, 2019, Circulation stats: 1,605, Event: 125, Door Count: 458 - Comparison: Saturday, Nov 16, Circulation: 1,315 Door Count: 303

Upcoming events/classes:

- Santa Saturday: Saturday, December 7, 2:00 - 4:00 p.m., Santa, Crafts, etc!
- Coloring and Cookies: Saturday, December 14, 2:00 - 4:00 p.m. at Sycamore Plaza Library - Allow your brain to rest and refocus; let the stress from the holiday hustle and bustle fade away while you color! All ages are welcome and supplies are provided. No registration is required.
- Noon Year's Eve: Tuesday, December 31, 11:00 a.m. - 12:30 p.m. at Pickerington Public Library Main & Sycamore Plaza Library. Ring in the New Year early with a family friendly countdown to noon! Partygoers will enjoy a noontime balloon drop, crafts, games, and mocktail toast. Celebrate with us without having to stay up till midnight. This event will be hosted at both library locations. Registration is required for Sycamore Plaza location.

Marketing: Newsletter, new design for print and website.

Old Business

Friends of the Pickerington Public Library Agreement effective January 1, 2020 through December 31, 2021

The Friends have approved the agreement, with no changes.

11-02-19 Resolution to approve the changes to the Friends of the Pickerington Public Library Agreement effective January 1, 2020 through December 31, 2021

Mike Jones made a motion to approve the changes to the Friends of the Pickerington Public Library Agreement effective January 1, 2020 through December 31, 2021. Mary Herron seconded.

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

New Business

2020 Holidays and Closing Schedule

Tony shared the proposed holidays and closing schedule for 2020. The Staff Development Days were chosen as February 24 and October 19, 2020 with all other days following Board policy.

11-03-19 Resolution to approve the 2020 Holidays and Closing Schedule

Mike Jones made a motion to approve the 2020 Holidays and Closing Schedule. Mary Herron seconded.

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

Bloodborne Pathogens Policy

The grant for the lift required us to review and update certain safety policies, including the Bloodborne Pathogens Policy. The library has two staff members that the library would be required to pay for their Hepatitis B vaccination, if those staff members so choose. Once the policy is approved, the library can tell the BWC that we have met all requirements.

11-04-19 Resolution to approve the Bloodborne Pathogens Policy

Mike Jones made a motion to approve the Bloodborne Pathogens Policy. Michelle Shirer seconded.

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

Meal/Rest Break Policy

Other local libraries provide a fifteen-minute rest break instead of ten minutes. The ten-minute break was put into effect when the library had shorter hours, and this policy was not changed when the hours expanded. Due to the library's location, we would also like to give the option for a one hour uncompensated lunch break after coordinating with their supervisor.

11-05-19 Resolution to approve the changes to the Meal/Rest Break Policy

Mike Jones made a motion to approve the changes to the Meal/Rest Break Policy. Mary Herron seconded.

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

Public Records Policy

The current Public Records policy was last updated in June 2009. The changes provide a clearer format on how we handle records requests.

11-06-19 Resolution to approve the changes to the Public Records Policy

Todd Stanley made a motion to approve the changes to the Public Records Policy. Mary Herron seconded.

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

Transfer of \$7,500 from Other-Purchased and Contracted Services (Legal) 1000-100-390-3111 and \$32,500 from Furniture and Equipment (Furniture) 1000-760-750-5510 to Other-Purchased and Contracted Services (All Other) 1000-100-390-3910

The project transformed from originally purchasing a new customer service to using our current furniture, but expanding the workroom in order to improve staff working conditions, workflow and efficiencies. To accomplish this, we need to transfer funds.

11-07-19 Resolution to approve the transfer of \$7,500 from Other-Purchased and Contracted Services (Legal) 1000-100-390-3111 and \$32,500 from Furniture and Equipment (Furniture) 1000-760-750-5510 to Other-Purchased and Contracted Services (All Other) 1000-100-390-3910

Mike Jones made a motion to approve the transfer of \$7,500 from Other-Purchased and Contracted Services (Legal) 1000-100-390-3111 and \$32,500 from Furniture and Equipment (Furniture) 1000-760-750-5510 to Other-Purchased and Contracted Services (All Other) 1000-100-390-3910. Mary Herron seconded.

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

Director to enter into contract with Pepper Construction for up to \$42,305 for the purpose of remodeling the Customer Service Department workroom at Main Library

\$42,305 is the total amount that the library will spend if Pepper Construction is not willing to negotiate pricing options.

11-08-19 Resolution to approve the Director in entering into contract with Pepper Construction for up to \$42,305 for the purpose of remodeling the Customer Service Department workroom at Main Library

Mike Jones made a motion to approve the Director in entering into contract with Pepper Construction for up to \$42,305 for the purpose of remodeling the Customer Service Department workroom at Main Library. Berneice Ritter seconded.

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

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:21 p.m.

Next Board Meeting:

FAB Committee Meeting
December 7, 2019 @ 9:00 a.m. at Main Library

Regular Board Meeting
December 16, 2019 @ 7:00 p.m. at Sycamore Plaza Library

Cristie Hammond
President

Mary Herron
Secretary