PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
April 20, 2020

The Board of Trustees of the Pickerington Public Library met in regular session on April 20, 2020 at 7:13 p.m. via a Zoom Virtual Meeting, Pickerington, OH 43147. Members present were Cristie Hammond, Mike Jones, Mary Herron, Jennifer Hess, Michelle Shirer 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: Rhonda Adams, Dana Folkerts, Laura Hanby, Len Hayes, Jenn Hrusch, Regina Fetherolf, Joy Jackson, Debbie Madison, and Grace Walker.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absence(s): Todd Stanley

Secretary’s Report

Consent Agenda

* + - 1. March 16, 2020 Regular Board Meeting and FAB meeting Minutes
      2. Administrative Procedural Changes - Mileage Reimbursement

Policy

**Pickerington Public Library**

**Mileage Reimbursement Policy**

**Board Policy: DATE REVIEWED: 10/13/2016**

**DATE APPROVED: 10/13/2016**

**EFFECTIVE DATE: 10/13/2016**

**REPLACING POLICY EFFECTIVE: 1/12/2015**

Staff may be reimbursed for travel expenses if they must use their personal vehicle for Library related work/business.

Library staff are expected to use the library owned vehicle for travel in accordance to the Use of Library Owned Vehicle and Equipment policy.

Mileage reimbursement for travel in privately owned vehicles will be at the Internal Revenue Service allowable rate per mile. The Fiscal Officer is responsible for communicating the reimbursement rate to staff.

The mileage reimbursement will be deemed to cover all expenses incurred by use of the privately owned vehicle including oil, gasoline, tires, depreciation, insurance, parking and traffic tickets, liability for damages, and all other expenses of operation.

**Administrative Procedure: DATE REVIEWED: 04/20/2020**

**DATE APPROVED: 04/20/2020**

**EFFECTIVE DATE: 04/20/2020**

**REPLACING POLICY EFFECTIVE: 10/13/2016**

**Mileage Reimbursement**

1. Reimbursement is calculated from an employee’s regularly scheduled work site and uses the most direct route.
2. The Employee should use an online mapping search engines (MapQuest Google Maps, etc) or the odometer on their vehicle to determine the mileage.
3. Mileage in excess of 150 miles round-trip will require approval by the Library Director prior to the trip being undertaken.
4. If the mileage amount submitted is questionable (i.e., too high or too low) it will be reviewed with the employee.

To receive reimbursement for mileage an employee must submit a Mileage Statement to the Director within 30 days of the event. If Library funds are not available, mileage reimbursement requests may be declined. Mileage will be reimbursed monthly when funds are available.

**04-01-20 Motion to approve the Consent Agenda**

Mary Herron made a motion to approve the Consent Agenda items. Michelle Shirer seconded.

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

Public Participation

Friends of the Library Report

Tony shared that the Friends of the Library have cancelled their spring book sale and probably the children’s book sale.

Finance Committee

Fiscal Officer’s Report

Brenda shared the March 2020 financials:

Checking balance - $1,034,008.85

General Fund Investments - $2,478,184.35

Capital Fund Investments – Star Ohio - $591,771.28

March General Fund Revenue - $909,855.77

Revenue Highlights:

Property Tax - $771,763.03

PLF - $81,807.94

Property Tax Allocation - $51,768.37

Customer Fines - $665.67

Interest - $2,801.51

Capital Projects Interest Income - $663.88

Special Revenue Income - none

Expenditure Highlights:

Main Personnel - $87,435

Branch Personnel - $19,557

Medical is higher due to timing of billing with new insurance company

Main Operations - $26,361

Branch Operations - $8,834

Collection - $16,141

Equipment and Furniture - $1,896

March General Fund Expenditures - $160,225

Mike Jones asked why April operations were higher. Brenda stated it was due to the Customer Service workroom remodel.

Berneice Ritter entered the meeting at 7:29 p.m.

Brenda also shared some financial updates based on the current economic situation.

Revenues:

- Property tax levy revenue – No relevant historical data to utilize for calculating potential revenue budget shortfalls. Based on great recession data and the Fairfield County April 7, 2020 meeting minutes, the effects of the pandemic on revenue has a lag. The effects of this disaster will be seen in tax levy revenue collections in the coming years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pickerington Public Library** | | | | | |
| **Life of Levy** | | | | | |
| Certified | **$830,800** | 10 Year Total | $8,308,000 |  |  |
| Valuation | 1,140,503,320 |  |  |  |  |
|  |  |  |  | Difference | Difference |
|  | Levy Revenue | Taxable value | New Construction | Previous Year | from Certified |
| 2009 |  | 1,156,455,537 | 16,248,830 |  |  |
| 2010 | $858,786.57 | 1,116,011,980 | 8,313,990 |  | $27,986.57 |
| 2011 | $844,423.76 | 1,113,267,110 | 5,606,300 | -$14,362.81 | $13,623.76 |
| 2012 | **$830,555.34** | 1,129,219,420 | 9,579,470 | -$13,868.42 | **-$244.66** |
| 2013 | $844,796.49 | 1,103,805,220 | 10,150,420 | $14,241.15 | $13,996.49 |
| 2014 | **$823,370.46** | 1,116,189,710 | 15,217,000 | -$21,426.03 | **-$7,429.54** |
| 2015 | $839,900.53 | 1,141,989,240 | 24,604,510 | $16,530.07 | $9,100.53 |
| 2016 | $850,351.37 | 1,215,725,620 | 12,791,630 | $10,450.84 | $19,551.37 |
| 2017 | $861,659.67 | 1,245,003,960 | 17,936,300 | $11,308.30 | $30,859.67 |
| 2018 | $873,183.06 | 1,272,195,120 | 21,021,690 | $11,523.39 | $42,383.06 |
| 2019 | $892,977.66 | 1,293,216,810 | (Not final) | $19,794.60 | $62,177.66 |
| Total | **$8,520,004.91** |  |  |  | **$212,004.91** |

Franklin County Auditors are delaying the due date of real estate taxes by a couple of months. Fairfield County has not made an announcement yet about real estate due dates for the 2nd half. The 2nd half of the real estate taxes are still expected to be received in 2020. The current County Auditor certification is $25,000 higher than the initial certified amount of $1,485,000.

- Property Tax Allocation – Is the State portion of the tax levy and is expected to be received in full at this time.

- Public Library Fund – State Revenue – Governor DeWine has already mentioned cuts of 20% to governmental agencies. Based on this, the PLF revenues are expected to be lower than originally projected. The estimate is 20% for the year from $1,161,835 to $929,468 a reduction of $232,367. The April PLF based on March was 7.71% lower than projected and 6.17% lower than April 2019. May PLF based on April is expected to much lower based on the economy and income tax collections being delayed until July. The amounts expected to be collected for PLF will be less for 2020 and 2021.

- Customer revenues – This includes customer fees, charges for services, coin machines, miscellaneous and sale of supplies will be lower due to the library being closed and an expected slow opening. These have been reduced by $11,225.

- Interest Income – Reduced by $25,000 due to the lower interest rates. Star Ohio is currently 0.91% and is reducing slowly based on the short-term investments of the fund. At some point, these funds will be transferred into Star Plus, which currently has a 0.50% interest rate. Based on the interest rates during the Great Recession, Star Plus maintained higher interest rates than Star Ohio. The expectation is that low interest rates will continue through 2021.

- Refunds & Reimbursements – Has been increased by $1,000 due to the BWC announcing they will be sending 2018 premiums to employers to assist during the COVID-19 crisis.

Total Revenue Projection - $2,475,043

Total projected 2020 revenue loss - $267,592

2020 Appropriation Budget is $2,457,480. Staff have identified $266,148 in proposed cuts at this time.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2020 Proposed Budget Cuts | | | | |
|
| **Account Number** | **Appropriation** | **2020 Perm** | **Proposed** |  |
|  | **Description** | **Budget** | **Cuts** | **Notes** |
| 1000-100-110-1120 | Salaries - Professional | $ 500,000 | 4,000 |  |
| 1000-100-110-1140 | Salaries - Office & Clerical | $ 345,000 | 10,000 |  |
| 1000-100-110-1180 | Salaries - Facilities | $ 70,000 | 2,000 |  |
| 1000-100-211-1120 | OPERS - Professional | $ 75,000 | 560 |  |
| 1000-100-211-1140 | OPERS - Clerical | $ 50,000 | 1,400 |  |
| 1000-100-211-1180 | OPERS - Facilities | $ 10,500 | 280 |  |
| 1000-100-213-0000 | Medicare | $ 14,000 | 232 |  |
| 1000-100-221-1120 | Medical-Hospital Insurance - Professional | $ 70,000 | 10,000 | Lower health plan costs |
| 1000-100-221-1140 | Medical-Hospital Insurance - Clerical | $ 30,000 | 15,000 | Lower health plan costs |
| 1000-100-221-1180 | Medical-Hospital Insurance - Facilities | $ - |  |  |
| 1000-100-222-0000 | Life Insurance | $ 850 |  |  |
| 1000-100-223-0000 | Dental Insurance | $ 5,500 |  |  |
| 1000-100-224-0000 | Vision Insurance | $ 1,250 |  |  |
| 1000-100-225-0000 | Worker's Compensation | $ 4,200 |  |  |
| 1000-100-291-0000 | Unemployment Compensation | $ 8,000 |  |  |
| 1000-100-299-0000 | Other Employee Benefits | $ 2,500 | 2,500 | Freeze on staff reimbursements for educational classes |
| 1000-100-311-0000 | Dues & Fees | $ 5,000 | 3,009 | All OLC Memberships Background checks for current employees ($285) |
| 1000-100-312-0000 | Travel & Meeting | $ 14,000 | 8,900 | 3 attendees of OLC in Fall ($459 x 3), Staff CPR training ($500), HR training ($220), 2 OH-IUG ($100), Staff Dev Day lunch ($500), OLC Legislative Day ($100), Any unscheduled travel trainings ($1000), No mileage reim for 2020 (2500) |
| **Branch Personnel** |  |  |  |  |
| 1000-100-110-6120 | Salaries - Professional | $ 112,000 |  |  |
| 1000-100-110-6140 | Salaries - Office & Clerical | $ 95,000 |  |  |
| 1000-100-211-6120 | OPERS - Professional | $ 16,400 |  |  |
| 1000-100-211-6140 | OPERS - Clerical | $ 14,000 |  |  |
| 1000-100-213-6000 | Medicare | $ 3,200 |  |  |
| 1000-100-221-6120 | Medical-Hospital Insurance - Professional | $ 13,500 |  |  |
| 1000-100-222-6000 | Life Insurance | $ 120 |  |  |
| 1000-100-223-6000 | Dental Insurance | $ 900 |  |  |
| 1000-100-224-6000 | Vision Insurance | $ 200 |  |  |
| 1000-100-225-6000 | Worker's Compensation | $ 1,200 |  |  |
| 1000-100-299-6000 | Other Employee Benefits | $ 1,000 | 1,000 | Freeze on staff reimbursements for educational classes |
| 1000-100-311-6000 | Dues & Fees | $ 1,100 | 400 | OLC Memberships for only full-time staff? |
| 1000-100-312-6000 | Travel & Meeting | $ 2,000 | 1,000 | 1 attendee of OLC in Fall ($459), Leadership (500), no employee mileage |
| **Main Operations** |  |  |  |  |
| 1000-100-321-0000 | Telephone | $ 6,000 |  |  |
| 1000-100-322-0000 | Postage | $ 2,000 |  |  |
| 1000-100-323-0000 | Postage Machine Rental | $ 1,200 | 800 | Keep same postage meter ($800) |
| 1000-100-324-0000 | Printing | $ 11,300 | 11,200 | Printing for signage ($10,000) |
| 1000-100-325-0000 | Advertising | $ 5,000 | 3,500 | Marcus ($2500), Social media ($1000) |
| 1000-100-331-0000 | Maintenance & Repair on Facilities | $ 15,000 |  |  |
| 1000-100-332-0000 | Maintenance & Repair on Equipment | $ 4,000 | -4,000 | Transfer needed to increase budget |
| 1000-100-332-3330 | Maintenance & Repair on Equip.-Outreach Vehicle | $ 1,500 |  |  |
| 1000-100-333-0000 | Security Services | $ 4,000 | 3,000 | Security Officer |
| 1000-100-341-0000 | Property Insurance Premiums | $ 8,500 |  |  |
| 1000-100-341-3330 | Property Insurance Premiums-Outreach Vehicle | $ 1,100 | 500 | Only one outreach vehicle |
| 1000-100-342-0000 | Liability Insurance Premiums | $ 4,000 |  |  |
| 1000-100-343-0000 | Fidelty Bond Premiums | $ 400 |  |  |
| 1000-100-351-3560 | Rents & Leases - Lease Equipment | $ 14,500 |  |  |
| 1000-100-361-0000 | Electricity | $ 55,000 |  |  |
| 1000-100-362-0000 | Water & Sewage | $ 4,000 |  |  |
| 1000-100-363-0000 | Natural Gas | $ 8,000 |  |  |
| 1000-100-371-0000 | Auditing Services | $ - |  |  |
| 1000-100-372-0000 | Uniform Accounting Network | $ 4,000 |  |  |
| 1000-100-373-0000 | County Auditor's and Treasurer's Fees | $ 26,000 | 2,000 | Based on 1st half |
| 1000-100-379-0000 | Other Professional Services | $ 2,500 |  |  |
| 1000-100-390-3111 | Other Contracts - Legal | $ 2,000 | 1,000 |  |
| 1000-100-390-3910 | Other Contracts - All Other | $ 60,000 | 2,920 | Carpet cleaning (2,200), wireless phone (720) |
| 1000-100-390-3912 | Other Contracts - Info & Research Programs | $ 4,000 | 800 | Reduce paid contractors for programs (20%) |
| 1000-100-390-3914 | Other Contracts - YS Programs | $ 8,000 | 1,600 | Reduce paid contractors for programs (20%) |
| 1000-100-390-3950 | Other Contracts - Consortium Expenses | $ 60,000 | 1,500 |  |
| 1000-100-451-2110 | General Admin Supplies - Office | $ 7,000 |  |  |
| 1000-100-451-2112 | General Admin Supplies - Info & Research Program | $ 2,500 | 1,500 | Per Jennifer |
| 1000-100-451-2114 | General Admin Supplies - YS Program | $ 5,500 | 2,300 | Toys (1,500), program supplies (800) |
| 1000-100-451-2130 | General Admin Supplies - Cataloging | $ 5,000 | 2,500 |  |
| 1000-100-452-0000 | Property Maintenance/Repair, Supplies & Parts | $ 6,000 |  |  |
| 1000-100-453-3330 | Motor Vehicle Fuel, Supplies & Parts-Outreach Vehicle | $ 750 |  |  |
| 1000-100-454-0000 | Supplies Purchased for Resale | $ 1,500 |  |  |
| 1000-100-459-0000 | Other - Supplies | $ 5,500 | 5,000 | Wayfinding signage |
| 1000-100-510-0000 | Dues & Memberships | $ 5,500 |  |  |
| 1000-100-520-0000 | Taxes - Assessment | $ 100 |  |  |
| 1000-100-550-0000 | Refunds & Reimbursements | $ 6,000 | 2,000 | No spring FOPPL book sales |
| 1000-100-590-0000 | Other Miscellaneous Expenses | $ 3,000 |  |  |
| 1000-760-590-5520 | Computer Software | 31,000 | 2,000 |  |
| **Branch Operations** |  |  |  |  |
| 1000-100-321-6000 | Telephone - Branch | $ 500 |  |  |
| 1000-100-331-6000 | Maintenance and Repair on Facilities - Branch | $ 1,500 |  |  |
| 1000-100-332-6000 | Maintenance and Repair on Equipment - Branch | $ 2,500 |  |  |
| 1000-100-333-6000 | Security Services - Branch | $ 500 |  |  |
| 1000-100-334-6000 | Trash Removal - Branch | $ 1,400 |  |  |
| 1000-100-341-6000 | Property Insurance Premiums - Branch | $ 600 |  |  |
| 1000-100-351-6000 | Rents & Leases - Branch | $ 72,000 | 1,000 |  |
| 1000-100-351-6560 | Rents & Leases - Lease Equipment | $ 2,500 |  |  |
| 1000-100-361-6000 | Electricity - Branch | $ 7,000 |  |  |
| 1000-100-362-6000 | Water & Sewage - Branch | $ 1,200 |  |  |
| 1000-100-363-6000 | Natural Gas - Branch | $ 2,500 |  |  |
| 1000-100-369-6000 | Other - Utilities - Branch | $ 11,000 |  |  |
| 1000-100-390-6910 | Other Contracts - All Other | $ 7,000 | 500 | Carpet cleaning |
| 1000-100-390-6912 | Other Contracts - Info & Research Programs | $ 1,200 | 240 | Reduce paid contractors for programs (20%) |
| 1000-100-390-6914 | Other Contracts - YS Programs | $ 2,800 | 560 | Reduce paid contractors for programs (20%) |
| 1000-100-390-6950 | Other Contracts - Consortium Expenses | $ 20,000 | 750 |  |
| 1000-100-451-6110 | General Admin Supplies - Office | $ 1,500 |  |  |
| 1000-100-451-6112 | General Admin Supplies - Info & Research Program | $ 600 | 120 | program supplies |
| 1000-100-451-6114 | General Admin Supplies - YS Program | $ 1,400 | 500 | program supplies |
| 1000-100-452-6000 | Property Maintenance/Repair, Supplies & Parts | $ 2,000 |  |  |
| 1000-100-459-6000 | Other - Supplies | $ 1,500 | 1,500 | Wayfinding signage |
| **Collection** |  |  |  |  |
| 1000-100-411-4111 | Books - Adult Fiction | $45,561 | 6,115 | 10% |
| 1000-100-411-4115 | Books - Adult Non-Fiction | $34,038 | 11,403 | 30% |
| 1000-100-411-4120 | Books - E-Books & Audio | $35,150 | -10,000 | This budget will need to increase |
| 1000-100-411-4125 | Books - Juvenile NF | $15,317 | 3,975 | 20% |
| 1000-100-411-4130 | Books- Young Adult | $11,036 | 2,383 | 10% |
| 1000-100-411-4135 | Books - Juvenile Fiction | $61,674 | 18,023 | 20% |
| 1000-100-412-0000 | Periodicals | $10,000 | 1,000 | Reduce magazines and/or newspaper |
| 1000-100-413-4120 | AV Ebooks/Audio | $12,000 | -3,000 | This budget will need increase |
| 1000-100-413-4130 | AV Materials - Young Adult | $0 |  |  |
| 1000-100-413-4140 | AV Materials - DVD | $49,000 | 16,795 | 25% |
| 1000-100-413-4142 | AV Materials - Video Games | $6,000 | 1,587 | 20% |
| 1000-100-413-4145 | AV Materials - Adult Audio Music | $0 |  |  |
| 1000-100-413-4147 | AV Materials - Adult Audio Books | $6,000 |  | Tight budget per Jennifer |
| 1000-100-413-4150 | AV Materials - Juvenile Audio Materials | $3,000 |  | Possibly tight budget |
| 1000-100-413-4155 | AV Materials - Juvenile DVDs | $16,734 | 5,629 | 25% |
| 1000-100-414-0000 | Computer Services & Information | $46,000 | 16,500 | Additional hotspots (2,500), Budgeted over requests (14,000) |
| ***Collection Budget Cuts*** | |  |  | **$ 70,410** |
| **Equipment and Furniture** |  |  |  |  |
| 1000-760-750-5510 | Furniture | $ 33,000 | 31,827 |  |
| 1000-460-750-5512 | Equipment | $ 35,000 | 22,964 |  |
| 1000-760-750-6510 | Furniture (Branch) | $ 5,000 | 3,499 | Outdoor furniture |
| 1000-760-750-6512 | Equipment (Branch) | $ 4,000 | 2,553 | 2 CS customer laptops (1,400) |
| 1000-760-770-3330 | Motor Vehicles (Outreach Vehicle) | $ 30,000 | 30,000 | Sycamore Outreach vehicle ($30,000) |
|  | Total | $ 2,457,480 | 266,824 |  |

10 Year Forecast:

The revised revenue projection is $245,104 lower for 2020.

With the proposed cuts, expenditures will be $216,305 lower than the projection. Additional savings will be found in expenditure items as the year progresses.

The projection included $100,000 to be transferred to the Capital Fund this year. This transfer will not occur. Capital projects are being delayed and re-evaluated.

Other Committee Reports

Director’s Report

Spring Strategic Focus – Connect Community

Facilities:

Current projects:

- Main Library Structural roofing issue - Advanced Concept INC. has begun preliminary work on the roof project. Last week they were at Main Library taking core samples of the roof deck.

- Customer Service workroom remodel - This project is just about complete. There is currently a disagreement over the cost savings versus the change orders. Once that is figured out, this project will be complete. The door match is darker than preferred. The color matches the overhanging trellis, which is what the architect sent to the contractor. The library is working to get that resolved.

- Thorough Clean of Facilities - Frank and Daniel have been cleaning both locations from top to bottom. This includes cleaning carpets, table surfaces and windows, dusting and washing all areas.

- Chiller Water Pump repair - One of the water pumps to the chiller developed a leak and Frank is working with GTC to obtain replacement parts and repairs.

- Safety screens - As part of the recovery plan for reopening the library, Tony is working with Frank to fabricate safety screens for each public service desk.

Miscellaneous:

- OLC presentations - Tony presented at the March 7 New Library Trustee Workshop on What the Library Director does? There were over 100 participants and the session had great feedback. At this time, OLC has not cancelled the New Director Workshop on May 20. Topic 1 (Tony) – So you decided to become a Library Director. Topic 2 (Cristie & Tony) – Success with your Board of Trustees.

- Virtual Library and Operations during the COVID 19 Shutdown - As reported in an email in March, the library is currently providing virtual services to the community.

Services: Currently, the library is conducting virtual programming (early literacy classes, ASL classes, crafting idea classes, book clubs and Facebook Live). Staff are answering reference questions by email, following up phone messages and issuing library cards so community members can use our e-resources. We have issued nine cards so far.

Staff work expectations: All staff are expected to check their email once daily (Monday – Friday). Staff are assigned 3-5 online workshops/webinars each week.  The tech trainers are creating trainings for staff as well as providing virtual tech support. We are holding at least three zoom meetings a week: Managers meetings, Department Touch base meetings, and all staff touch base on Fridays. The library issued circulating laptops and hotspots to staff without IT resources at home.

- Policies reviewed – Tony has been reviewing the staff handbook and public policies to determine unintended consequences of closure, budget cuts and other decisions due to the COVID 19 Pandemic.

Educational Reimbursement – The library is putting a freeze on educational reimbursements at this time. This policy states that we may reimburse. Additionally, the Director is the deciding authority.

Professional Affiliations – The library is committed to professional development and normally pays 100% of OLC membership. However, due to projected losses in revenues, this will be temporarily halted until appropriate funding returns. This policy and procedure does not need to be changed because it states, “If Library funds are not available, employees may join at their own expense”.

Reimbursement for Travel Policy – The library has made the decision not to approve travel for staff. Therefore, no approved travel means no reimbursement.

Mileage Reimbursement – Administrative Changes on the Board agenda for awareness.

Holiday and Paid Time Off policies may be changed if the Board makes certain decisions changing Employee Compensation.

2020 Director Action Items:

- Better Communication early on with Managers and Staff regarding changes - Regular updates and constant communications are ongoing during the COVID 19 closure.

- Better Communication with the Board – Tony has been keeping the Board up to date with what has been happening during the closure

- Continue to expand community outreach to be reflective of the community - This has been put on hold until the library knows what will happen after the Governor’s Stay at Home order ends.

- Find better ways to manage the afterschool crowds - This hasn’t been an issue lately.

Community Engagement Report

- Mobile app is live! Download in both Apple and Google Play app stores. Opt-in to the newsletter for current news and content.

- Virtual library: Connect Community translates to Engage Community! Engaging through video, live events, library news/blogs, podcasts.

- Community Engagement developed processes for the virtual library that included a strategy to promote our services/resources and new content by choosing the correct medium and content for audience. The customers love being able to connect with familiar faces! The library does not see virtual classes going away even when the buildings open. The library just has 3 locations now! Pickerington Main, Sycamore Plaza and our e-branch!

- Social media:

YouTube has been completely revived! In March, there were 824 views with an average watch time of 34.5 minutes. These numbers will hopefully keep going up as people find the library.

Facebook numbers have also increased.

26 Virtual Library cards have been given out.

This week, the library is starting volunteer appreciation with cards sent and posts about the volunteers.

Old Business

New Business

Insurance coverage

Brenda contacted another agency, but the Ohio Plan Risk Management plan that the library has been with has the best price for the coverage.

**04-02-20 Resolution to approve continuing insurance coverage with the Ohio Plan Risk Management, Inc. effective April 19, 2020 thru April 19, 2021**

Mary Herron made a motion to approve continuing insurance coverage with the Ohio Plan Risk Management, Inc. effective April 19, 2020 thru April 19, 2021. Jennifer Hess seconded.

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

Extending the closure of the library

**04-03-20 Resolution to extend the closure of the library through May 1, 2020 during Governor DeWine’s Stay at Home orders**

Berneice Ritter made a motion to approve extending the closure of the library through May 1, 2020 during Governor DeWine’s Stay at Home orders. Mary Herron seconded.

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

**04-04-20 Resolution authorizing Tony Howard, Library Director and/or Brenda Oliver, Fiscal Officer to extend the Library’s closure in the event that Governor DeWine’s Stay at Home Order is extended**

Berneice Ritter made a motion to approve authorizing Tony Howard, Library Director and/or Brenda Oliver, Fiscal Officer to extend the Library’s closure in the event that Governor DeWine’s Stay at Home Order is extended. Michelle Shirer seconded.

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

Non-personnel budget expenditure reductions

**04-05-20 Resolution to approve the non-personnel budget expenditure reductions as presented**

Berneice Ritter made a motion to approve the non-personnel budget expenditure reductions as presented. Mary Herron seconded.

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

Executive Session – Compensation of Public Employees

**04-06-20 Motion to go into Executive Session – Compensation of Public Employees (ORC 121.22 (G)(1))**

Mary Herron made a motion to go into Executive Session – Compensation of Public Employees (ORC 121.22 (G)(1)). Jennifer Hess seconded.

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

Entered into Executive Session at 8:18 p.m.

**04-07-20 Motion to come out of Executive Session – Compensation of Public Employee and Performance Review (ORC 121.22 (G)(1))**

Cristie Hammond made a motion to come out into Executive Session – Compensation of Public Employee and Performance Review (ORC 121.22 (G)(1)). Mary Herron seconded.

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

Came out of Executive Session at 9:08 p.m.

Staff Compensation

**04-08-20 Motion to pay staff their regular budgeted hours through April 25, 2020**

Mike Jones made a motion to approve paying staff their regular budgeted hours through April 25, 2020. Mary Herron seconded.

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

Staff hours and pay decrease

**04-09-20 Motion to cut non-exempt staff hours by 10% and exempt staff pay by 3% effective April 26, 2020 pay period**

Mike Jones made a motion to approve cutting non-exempt staff hours by 10% and exempt staff pay by 3% effective April 26, 2020 pay period. Mary Herron seconded.

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

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| --- | --- |
| Exempt Staff | Revised Salary |
| Bauman | $45,164.17 |
| Folkerts | $45,041.95 |
| Howard | $93,699.09 |
| Hrusch | $47,277.80 |
| Mensah | $44,783.93 |
| Oliver | $69,319.11 |
| Polack | $46,588.13 |
|  |  |
|  |  |
| 1120 Staff | Revised Weekly Hours |
| Gojer | 36 |
| Hanby | 36 |
| Walker | 36 |
|  |  |
|  |  |
| 1140 Staff | Revised Weekly Hours |
| Adams | 24.75 |
| Altmyer | 18 |
| Brown | 18 |
| Coakley | 36 |
| Edmonds | 36 |
| Fetherolf | 18 |
| Friedman | 18 |
| Hatfield | 22.5 |
| Jackson | 18 |
| Lockney | 18 |
| Madison | 22.5 |
| McDowell | 18 |
| Reine | 18 |
| Seeds | 18 |
| Spagnolo | 18 |
| Steele | 36 |
| Underwood | 36 |
| Ward | 18 |
|  |  |
|  |  |
| 1180 Staff | Revised Weekly Hours |
| Moriconi | 36 |
| Porter | 25.25 |
|  |  |
|  |  |
| 6120 Staff | Revised Weekly Hours |
| Kendall-Sperry | 36 |
| Sawdey | 18 |
|  |  |
|  |  |
| 6140 Staff | Revised Weekly Hours |
| DeVries | 18 |
| Graham | 18 |
| Schroeder | 18 |
| Shay | 18 |
| Wissenbach | 18 |

For the good of the order

Adjournment

Cristie adjourned the meeting at 9:13 p.m.

Next Board Meeting:

Regular Board Meeting  
May 18, 2020 @ 7:00 p.m. via Zoom Virtual Meeting

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Cristie Hammond

President

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Mary Herron

Secretary