

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
April 16, 2018

The Board of Trustees of the Pickerington Public Library met in regular session on Monday, April 16, 2018 at 7:02 p.m. in the Pickerington Public Library at 201 Opportunity Way. Members present were Cristie Hammond, Mary Herron, Cheryl Ricketts, Berneice Ritter, Michelle Shirer and Mike Jones. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer and Colleen Bauman, Community Relations Coordinator.

Excused Absence: Todd Stanley

Public in attendance: Kathy Bowden, President of the Friends

Call to Order

Cristie called the meeting to order.

Roll Call

Cristie asked for approval for the regularly scheduled Board meeting and FAB Committee minutes from March 19, 2018.

Approval of Minutes

04-01-18 Motion to approve the Regular Board and FAB Committee Meeting Minutes for March 19, 2018.

Mike Jones made a motion to approve the Regular Board and FAB Committee meeting minutes for March 19, 2018. Mary Herron member seconded. Minutes were approved with no changes. Motion passed.

Public Participation

None

Friends of the Library Report – Spring Book Sale was very successful. Friends will be selling the books at the upcoming author visits at the library.

Finance Committee

Fiscal Officer's Report

Brenda asked if there were any questions from the report sent. She shared that the library did receive \$42,116 as reimbursement from the previous landlords of Sycamore Plaza.

Other Committee Reports

No reports at this time.

Director's Report

Wood line cleanup project is just about finished.

Parking Lot project - demo will begin tomorrow and concrete poured by Friday.

Roofing issues - IAP has picked up building plans and are working on the bid packet.

Patron Services Staff – Brenda is getting ready to make an offer.

Assistant Director position – First round interviews ongoing.

OLC ROI calculator (Return on Investment) – For every \$1 library spends-frees up \$4.44 to be spent out in the community; exactly what it was last year.

OLC Legislative Day was attended by Tony Howard, Brenda Oliver, Colleen Bauman and Mary Herron. Our messaging included Workforce Development and the digital divide in the community. Spoke with Senator Balderson's Aide. Spoke with Representative Schaffer about House Bill 371 tax exemptions for home builders.

Assistant Director's Report

Tony shared a couple of points with statistics. Overall numbers are down in circulation; impacted due to Polaris being down when the new libraries were added to the CLC. Digital circulations were up. Library is dropping Learning Express due to low usage. Homework Help Center usage is steady, but volunteers are dropping. Big push has gone out for summer volunteers/volunteens. Cheryl asked for stats to be emailed out.

Old Business

Tony wanted to make sure there was an understanding that we are keeping the same mission and vision statements and developing a new strategic plan which was approved last month. Mike stated that mission and vision can stay the same but we should be going through the strategic plan process every few years.

New Business

Donation: Barnes & Noble – 16 Board Games valued at \$552.69.

Exam Proctoring Policy

The current Policy is vague and does not cover any of the Administrative Procedures. The amount of the fee charged was removed from the actual policy in order to have more flexibility to adjust the fee in the future if needed. Reference staff was changed to "designated library staff". The policy was last updated in February 11, 2013.

04-02-2018 Motion to approve the changes to the Exam Proctoring Policy including changing the policy name to Proctoring Services Policy.

Mike Jones made a motion to approve the changes to the Exam Proctoring Policy including changing the policy name to Proctoring Services Policy. Mary Herron seconded. Resolution passed.

Roll Call: Berneice Ritter-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mike Jones-yes, Cheryl Ricketts-yes, Mary Herron-yes.



Pickerington Public Library

Proctoring Services Policy

Board Policy:
4/16/2018

DATE REVIEWED:

DATE APPROVED: 4/16/2018
EFFECTIVE DATE: 4/16/2018
REPLACING POLICY EFFECTIVE: 2/11/2013

Pickerington Public Library (PPL) offers proctoring services for the benefit of the community as part of its commitment to providing dynamic patron services. Proctoring is available for students in accredited degree or certificate granting programs.

Proctoring service is offered for a fee at all library locations. Fees are assessed for each paper exam and each login session for online exams, and are due at the time of the scheduled exam.

Students must discuss with designated library staff the conditions for proctoring and the arrangements for taking an exam. The library may not be able to meet the proctoring requirements for all institutions and may not be able to meet the needs of all students.

Administrative Procedure:

DATE REVIEWED: 4/16/2018
DATE APPROVED: 4/16/2018
EFFECTIVE DATE: 4/16/2018
REPLACING POLICY EFFECTIVE: 2/11/2013

The Pickerington Public Library will administer exams from institutions including colleges and universities, distance learning centers, and licensing agencies.

Requests will not be considered official until the student has received confirmation of the date and time from a member of the library staff.

The library requires that test takers coordinate any paperwork necessary to complete exams, such as exams and testing instructions, and that test takers verify receipt of the paperwork with staff members.

Test takers are responsible for the following:

- Paying the \$10.00 (Tax included) fee for each paper exam and each login session for online exams. This payment must be made to the library at the time of the scheduled exam.
- Providing the proper identification and documentation at the time of the scheduled exam.
- Providing an envelope along with accurate, USPS pre-paid shipping label for any paper exams that must be returned to the testing institution by postal mail.
- Coordinating the transfer of the exam from the testing institution to the Library and verifying that the exam has been received by the library. The Library will not contact the test-taker when the exam arrives.
- Scheduling the exam session no less than two (2) business days in advance of the testing date.
- Allowing sufficient time to take an examination before the deadline that has been established by the testing institution. It is the responsibility of the test-taker to schedule the timing of the exam.
- Arriving on the scheduled exam date and time. After two no-shows, including failure to call to cancel the appointment, the library reserves the right to refuse to proctor any future exams with this test taker.

The library requires that the testing institution send testing materials to the library prior to the examination date, either by postal mail or by email. Testing institutions can send materials to the following postal addresses:

For the Pickerington Main location:

Pickerington Public Library
c/o Adult Services Department
201 Opportunity Way
Pickerington, OH 43147

For the Sycamore Plaza location:

Pickerington Public Library
c/o Reference Department
7861 Refugee Road
Pickerington, OH 43147

Testing institutions can also send materials to the following email address:

pplrefstaff@pickeringtonlibrary.org

Tests are administered in the conference rooms of the Pickerington Main Adult Services Department, and in the Sycamore Plaza Digital Classroom. Tests are administered by the staff member who is working at the desk at the time of the exam. The staff member will be available during the exam as time and duties permit. The library cannot guarantee that a specific staff member will be available for proctoring. If a testing institution has stringent requirements regarding proctor identification and professional qualifications, the library may not be able to accommodate the test taker.

The proctor will verify identification of the test taker; will ensure that the test taker adheres to the time limit for the test; will ensure that no unauthorized sources are used; and that the completed test is returned in the manner specified by the testing institution.

The library reserves the right to decline proctoring service based on scheduling, staffing, testing institution requirements, or other factors.

The library retains exam documents and information for no longer than two weeks after the exam has taken place, unless the testing institution's guidelines state otherwise.

Test takers and testing institutions can contact the library with questions:

For the Pickerington Main location:

Adult Services Department
614-837-4104, ext. 233

For the Sycamore Plaza location:

Reference Department
614-837-4383

Ohio Plan Risk Management, Inc.

The library is insured through the Ohio Plan Risk Management, Inc. for property/liability/auto/Director's and Officer's/umbrella/cyber/terrorism coverage. This is an Ohio self-insurance pool that falls under ORC 2744.081. The renewal is for 4/19/18-4/19/19.

04-03-2018 Motion to approve continuing insurance coverage with the Ohio Plan Risk Management, Inc.

Cheryl Ricketts made a motion to approve continuing insurance coverage with the Ohio Plan Risk Management, Inc. Berneice Ritter seconded.

Roll Call: Mike Jones-yes, Cristie Hammond-yes, Michelle Shirer-yes, Berneice Ritter-yes, Cheryl Ricketts-yes, Mary Herron-yes. Motion passed.

Special Board Meeting

After checking their calendars, the board members chose May 7 at 7:00 p.m. for the special board meeting.

Reschedule the Library Fund and Fundraising Committee meeting

Rescheduled for May 7 at 6:00 p.m. prior to the special board meeting.

For the good of the order

Cristie explained that for the special board meeting, she will need to direct Brenda to prepare the paperwork for the Levy. She asked for a consensus from the Board of what to add in order for her to prepare the proper paperwork. Board agreed to ask for a renewal of 0.75 mill with additional increase of 0.5 mill on a continuing term. Cristie directed Brenda to prepare the paperwork.

Tony will send out a reminder of the special meeting.

Cheryl thanked the Friends for the continued efforts on the book sales. She wanted it recognized that it takes a lot of work.

Cristie adjourned the meeting at 7:58 p.m.

Next Board Meeting:

Special Board Meeting

May 7, 2018 @ 7 p.m. (Small Conference Room)

FAB Committee Meeting

May 21, 2018 @ 6:30 p.m. (Meeting room B)

Regular Board Meeting

May 21, 2018 @ 7:00 p.m. (Meeting room A)

Cristie Hammond
Library Board President

Mary Herron
Library Board Secretary