

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
April 15, 2019

The Board of Trustees of the Pickerington Public Library met in regular session on Monday, April 15, 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, and Cheryl Ricketts. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer, Donna Maturri, Assistant Director and Colleen Bauman, Community Relations Coordinator. Also in attendance, Kathy Bowden, President of the Friends.

Excused Absence

Berneice Ritter

Call to Order

Cristie called the meeting to order.

Roll Call

Secretary's Report

Consent Agenda

a. Consent Agenda

i. Approval of Minutes

1. March 18, 2019 Regular Board Meeting

ii. Donations

\$200 Academy Behavioral Learning Enrich

\$100 Pickerington Garden Club for our Native Plant Garden

iii. New Staff

Erica Ward – Customer Service Assistant at Main started 4/4/19

\$9.73 an hour.

Cristie asked for approval for the consent agenda items.

## Approval of Consent Agenda

### **04-01-19 Motion to approve the Consent Agenda items**

Cheryl Ricketts 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, Cheryl Ricketts-yes.

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

## Roof Repair and Estimates

Tony shared the options provided by CTL Engineering of Ohio to correct the roof issues the library has experienced. The cause of the damage to the beams is water migration through a failure of the copper standing seam roof flashings and soldered seam joints. The presented options include a twenty-year warranty on materials and workmanship. There is an option to extend the warranty an additional ten-years.

**04-02-19 Cheryl Ricketts made a motion to accept option 2 in the amount of \$479,674 with the additional ten-year warranty of no more than .20 per square foot. Mary Herron seconded.**

Roll call: Todd Stanley-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mike Jones-yes, Cheryl Ricketts-yes, Mary Herron-yes. Motion passed 6-0.

## Resolution to Increase the 2019 Permanent appropriations for the General Fund

**04-03-19 Mike Jones made a motion to approve the resolution to increase the 2019 Permanent Appropriations for the General Fund from \$2,448,930 to \$2,898,930 and appropriate \$450,000 in 1000-910-910-000 Transfers-out. Mary Herron seconded.**

Roll call: Todd Stanley-yes, Mike Jones-yes, Cristie Hammond-yes, Michelle Shirer-yes, Cheryl Ricketts-yes, Mary Herron-yes. Resolution approved.

## Resolution to transfer

**04-04-19 Cheryl Ricketts made a motion to approve the resolution to transfer \$450,000 from 1000-910-910-000 Transfers-out General Fund to 4001-931-0000 Transfers-In Capital Projects Fund.**

Roll call: Mary Herron-yes, Mike Jones-yes, Todd Stanley-yes, Cheryl Ricketts-yes, Cristie Hammond-yes, Michelle Shirer-yes. Resolution approved.

Brenda shared with the Board that she will be scheduling a special meeting once she has heard back from the auditor with the amended certificate.

### Public Participation

### Friends of the Library Report

Kathy shared the spring book sale was very successful with over \$5,000 in sales. A summer kids/teens book sale is scheduled for May 31 and June 1 to coincide with summer reading registration and kick off.

### Finance Committee

Brenda shared with the Board what the Finance Committee discussed. Items discussed were the March financial report, 2017/2018 audit update, 2019 library insurance, HVAC/Controls service contracts with General Temperature and roof estimates.

### Fiscal Officer's Report

There were no questions or comments.

### Other Committee Reports

Mike shared that the Personnel committee is scheduled to meet April 30, 2019.

### Director's Report

Parking Lot project: Project is now complete. There were several complaints due to signage, lack of notification and lack of a drive up bookdrop. Main Library had a 47% drop in user visits while Sycamore Plaza saw a 51% increase in user visits for that week. Overall user visits were down 34%. We have had positive comments regarding the widening of the parking lot entrance.

Painting projects: Area outside of meeting room B, and Youth Services area biography wall and easy reader wall. Now that the weather has warmed up, parking lot stripes can be painted.

Miscellaneous: Tony and Colleen visited Fairfield County District Library's (FCDL) grand opening of their 24-hour Library Kiosk in Millersport. Kiosk cost was \$300,000. Staff spends about an hour plus drive time managing the kiosk services.

Sycamore Plaza open hours update: In the first month of expanded hours, the branch has had a 14% increase in user visits, Sundays are averaging 42 customer visits. Busiest hour is at 1p.m. Monday and Wednesday mornings have the most traffic of all

mornings. We think this is due to early literacy classes. Mondays and Thursday evenings are very busy until closing.

Legislative Day: April 9 was Legislative Day hosted by Ohio Library Council. Tony, Colleen, Brenda and Mary attended. Met with Tim Schaffer. Senate District 20 seat is still vacant. Once it is filled, a meeting will be scheduled with the new senator.

Grants: Fairfield County Foundation Youth Advisory grant \$2000. Application submitted and conducted an interview with selection committee. Grant money will go toward paying for books to give away as children's summer reading prizes.

Bureau of Workman's Compensation: Application and videos submitted for money to help pay for a lift. As part of this process, we had an ergonomics assessment and safety assessment. As a result, we will be creating a Hazardous communication plan, Safety plan and a Lockout/Tagout plan.

### Assistant Director's Report

Donna shared a quarterly circulation update. More than 140,000 items circulated during first quarter of 2019. Digital downloads are also up. We are looking at purchasing more items that are educational and interactive. This next quarter we are focusing on using the marketing and promotional products provided by the digital lenders. Social media is doing well with over 6,000 followers. Library card registration had over 350 in March.

Community Outreach events are scheduled in April and May where staff will share upcoming events and classes, library card sign ups and summer reading.

Events/Classes: Container Gardening with Pickerington Garden Club on May 1, Introduction to Microsoft PowerPoint on May 1, A visit from Violet Township Fire Department on May 10, Tales with the Tigers – Pet Planisek's Pickerington High School Central English classes lead a series of early literacy classes trained by library staff

### Old Business

Awareness of changes to the Administrative Procedures in the Use of Library Grounds and Parking Lot Policy.

### New Business

#### Computer Use and Internet Access Policy

Last time the policy was updated was in 2014. With new technology available and the addition of the branch, it was necessary to make changes. The administrative procedure now provides a more detailed description of the available technology at each location; clear expectations for customers regarding what constitutes unacceptable use of

computers and clarifies the extent of the Library's responsibility as it pertains to Internet content and safety. The policy and administrative procedure has been separated.

**04-05-19 Mike Jones made a motion to accept the updates and changes to the Computer Use and Internet Access Policy. Todd Stanley seconded. Motion passed.**

Roll call: Todd Stanley-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mike Jones-yes, Cheryl Ricketts-yes, Mary Herron-yes.

#### Ohio Plan

Approve the continuation of insurance coverage through Ohio Plan Risk Management, Inc.

**04-06-19 Cheryl Ricketts made a motion to approve continuing insurance coverage with Ohio Plan Risk Management, Inc. effective April 19, 2019 through April 19, 2020. Mary Herron seconded. Motion passed.**

Roll call: Todd Stanley-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mike Jones-yes, Cheryl Ricketts-yes, Mary Herron-yes.

#### General Temperature Control (GTC) Contract and Building Controls

Cristie shared that the FAB committee recommends the 2-year contract for preventative maintenance.

**04-07-19 Cheryl Ricketts made a motion to authorize the Library Director and Fiscal Officer to enter into two 2-year contracts with General Temperature Control (GTC) totaling \$9,800 for Pickerington Main Library and \$3,200 for Sycamore Plaza Library. Mike Jones seconded.**

Roll call: Cheryl Ricketts-yes, Mike Jones-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mary Herron-yes, Todd Stanley-yes. Resolution passed.

**04-08-19 Michelle Shirer made a motion authorizing the Director to purchase a new HVAC Building Control System for Pickerington Main Library in the amount of \$27,998.00. Cheryl Ricketts seconded.**

Roll call: Michelle Shirer-yes, Mike Jones-yes, Cristie Hammond-yes, Cheryl Ricketts-yes, Todd Stanley-yes, Mary Herron-yes. Resolution passed.

#### Patron Code of Conduct Policy

This policy was reviewed to ensure all ORC references are up to date. All references to patron to customer in order to bring the policy in line with the organization's current

terminology. A safety section to identify safety expectations when staff manage code of conduct issues was added as well as the appendix language to include smoke free/tobacco free on all library property.

**04-09-19 Todd Stanley made a motion to approve the changes to the Patron Code of Conduct Policy including changing the name to Customer Code of Conduct Policy. Michelle Shirer seconded. Motion passed.**

Roll call: Cristie Hammond-yes, Mary Herron-yes, Todd Stanley-yes, Michelle Shirer-yes, Mike Jones-yes, Cheryl Ricketts-yes.

For the good of the order

Cristie adjourned the meeting at 7:59 p.m.

Next Board Meeting:

FAB Committee Meeting – May 20, 2019, 6:30 p.m. at Pickerington Main.

Regular Board Meeting – May 20, 2019, 7:00 p.m. at Pickerington Main.

Special Meeting date to be announced.