

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**

- A. Reimbursement is calculated from an employee's regularly scheduled work site and uses the most direct route.
- B. The Employee should use an online mapping search engines (MapQuest Google Maps, etc) or the odometer on their vehicle to determine the mileage.
- C. Mileage in excess of 150 miles round-trip will require approval by the Library Director prior to the trip being undertaken.
- D. 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

	Levy Revenue	Taxable value	New Construction	Difference Previous Year	Difference 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	<b>\$830,555.34</b>	1,129,219,420	9,579,470	-\$13,868.42	<b>-\$244.66</b>
2013	\$844,796.49	1,103,805,220	10,150,420	\$14,241.15	\$13,996.49
2014	<b>\$823,370.46</b>	1,116,189,710	15,217,000	-\$21,426.03	<b>-\$7,429.54</b>
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
<b>Total</b>	<b>\$8,520,004.91</b>				<b>\$212,004.91</b>

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 2<sup>nd</sup> half. The 2<sup>nd</sup> 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 be 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**

<b>Account Number</b>	<b>Appropriation</b>	<b>2020 Perm Budget</b>	<b>Proposed Cuts</b>	<b>Notes</b>
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)
<b>Branch Personnel</b>				
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
<b>Main Operations</b>				
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	Fidelity 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	
<b>Branch Operations</b>				
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
<b>Collection</b>				
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)
<b>Collection Budget Cuts</b>				<b>\$ 70,410</b>
<b>Equipment and Furniture</b>				
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.

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