

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
August 10, 2017

The Board of Trustees of the Pickerington Public Library met in regular session on Thursday, August 10, 2017 at 7:07 p.m. in the library at 201 Opportunity Way. Members present were Cristie Hammond, Mike Jones, Michelle Shirer, Cheryl Ricketts, Mary Herron and Robert Mapes. Staff members present: Tony Howard, Library Director, Kent Daniels, Assistant Director, Brenda Oliver, Fiscal Officer/Human Resources Manager and Colleen Bauman, Community Relations Coordinator.

Call to Order

Roll Call

Excused Absences – Todd Stanley

Secretary's Report

Approval of minutes

**8-01-17 Motion to Approve the Regular Board and FAB Committee Meeting Minutes for June 8, 2017**

Bob Mapes made a motion to approve the June 8, 2017 regular Board meeting minutes. Mary Herron seconded the motion. Minutes were approved with no changes. Motion passed.

**8-02-17 Motion to Approve the June 29, 2017 Special Board Meeting**

Mike Jones made a motion to approve the June 29, 2017 Special Board Meeting minutes. Mary Herron seconded the motion. Minutes were approved with no changes. Motion passed.

**8-03-17 Motion to Approve the Special Board Meeting Minutes for July 27, 2017**

Bob Mapes made a motion to approve the July 27, 2017 Special Board Meeting minutes. Mike Jones seconded the motion. Minutes were approved with no changes. Motion passed.

Public Participation - none

Friends of the Library Report - none

Finance Committee

## Fiscal Officer's Report

Brenda asked if there were any questions regarding the June or July 2017 financial reports, there were none. She shared some items discussed in the FAB committee meeting. Surplus Sale in June made \$385. She also passed out the audit report from 2015-2016, there were no issues. 2018 PLF Estimate was received shows the estimate of \$1,062,832 at this time.

Cristie congratulated Brenda on the clean audit.

## Other Committee Reports

Levy Committee – Mike Jones announced that a spot was secured for the community calendar. Artwork hasn't been decided yet.

## Director's Report

Monthly Statistical Overview – July was level over last year. Digital circulation increased again for last month.

Summer Reading Program – 20% increase overall in participation over last year. Youth had 41% completion rate, Teens had a 22% completion rate. 48% of patrons who registered completed at least one level of summer reading.

Social Media – Facebook – 18 new, Twitter, 7 new, Pinterest 9 new, Instagram had 6 new followers; first time we had a negative - Tumbler lost 6 followers.

User visits – average of 470 user visits per day, this has been a consistent average for this year. Library is providing well rounded services.

Facilities: Staff breakroom remodel – exhaust fans have been installed in staff bathrooms. Teen Area redesign – furniture has begun to arrive and metal shelving was repurposed to the Branch. Space has been redesigned. Roof had damage due to wind; has been repaired.

Branch: progress goes well. Occupancy inspection is August 18, August 21 installation of shelving and moving in furniture and books. Tony said he will reach out when extra hands are needed and the Board is welcome to come help get books on the shelves. Hopefully by Wednesday, August 23 everything will be in the building with set up taking a couple of days.

Tony introduced Catie Polack, the new branch manager. Catie shared that she has been in libraries for about 9 years. Last library was Licking County Public Library.

Furniture and equipment is being held in meeting room B until the move to the branch. There will be a branch opening celebration for staff, board, Friends on the Friday prior to opening. Dedication is scheduled for September 2 at 11:45 a.m., doors open at noon.

#### Staffing updates:

Lasea Leasure resigned. New hires are Catie Polack, Branch Manager; Danner Hahn, Patron Services staff at the branch; Joy Jackson, Patron Services at Main library; and Joan Kendall Sperry as Youth Services Librarian at the branch.

#### Assistant Director's Report

Archives Open House is set for Wednesday, September 20 at 6:30 p.m.

Ironwood Wolves – First big Sycamore Plaza Library program is set for October 19 at 7:00 p.m.

Popcorn machine has been purchased and some movie programs are being planned.

CPR-AED training in a couple of weeks for new staff and will include branch staff.

Library Collection Guidelines are about finished.

#### Old Business

#### New Business

#### Trustee Email Communications

On August 2, 2017, Tony was notified by OLC that some libraries in Ohio were receiving public record requests for Trustee's personal email addresses. In this communication, it stated that trustee email addresses are discoverable if those e-mails are used to communicate library business. Some of the trustees asked if there could be a library email set up for trustees; OLC's legal advisor did not recommend this route. Possible solutions are to continue to use the same emails being used now; Sign up for a separate email the library and use to send you business related information; or come up with a solution using Google or dropbox and checking in on a regular basis. Michelle asked for clarification on how public record requests are handled. Tony explained that any time an email has been sent from the library to a trustee, the Trustee's email is discoverable if the public would make specific requests. There is no duty by the Trustee to maintain any records, only the library staff (the creator) maintains the records. Tony asked the Trustees to decide and let him know their preference.

#### Strategic Planning Board Retreat

In planning to prepare the third Tactical Plan, Tony said it is time to reset the strategic focus. With the Branch Library opening this year and a Levy forthcoming next year, this is an ideal time to reset the goals. He feels that the Mission and Vision are still appropriate and fitting for the community and meeting their needs. He has scheduled with Facilitator on Fire, Kay Coughlin to help plan the next five-year strategic plan. She will work with staff and do a SWOT analysis. Tony would also like to schedule a Board retreat in December. After checking schedules, it was decided that before the holidays

would work best and settled on November 18, 2017. Tony will check with Facilitator on Fire to see if that date works.

Staff Promotion – Matilda Davis-Northrup promoted to Reference Assistant at the Sycamore Public Library Branch effective July 23, 2017 at \$14.08 per hour.

### Transfers Authorization

This came about after having to call a special board meeting to make small transfers between appropriation accounts last month. After checking with the Ohio Library legal counsel, Michelle Francis, she verified that according to the Ohio Revised Code Ruling 117-8-02, the library board can pass a resolution authorizing the Fiscal Officer and Library Director to transfer between appropriation accounts up to a specified dollar amount.

**8-4-17 Resolution authorizing the Fiscal Officer and Library Director to transfer funds between appropriation accounts, as needed, up to \$25,000 per transfer.**

Cheryl Ricketts made a motion to authorize the Fiscal Officer and Library Director to transfer funds between appropriation accounts, as needed, up to \$25,000 per transfer. Michelle Shirer seconded.

Roll Call: Mary Herron – yes; Mike Jones-yes; Cheryl Ricketts – yes; Cristie Hammond – yes; Robert Mapes – yes, Michelle Shirer – yes. Motion passed

### Executive Session – Employee Compensation

**8-5-17 Motion to go into Executive Session – Compensation of a Public Employee ORC 121.22 (G) (1)**

Mike Jones made a motion to go into Executive Session compensation of public employees **ORC 121.22 (G) (1)** Mary Herron seconded.

Roll call vote: Cristie Hammond – yes; Robert Mapes – yes; Cheryl Ricketts-yes; Mary Herron-yes; Mike Jones-yes; Michelle Shirer – yes. Motion approved.

7:54 p.m. went into Executive Session.

**8-6-17 Motion to leave Executive Session – Compensation of a Public Employee (ORC 121.22 (G) (1)**

Michelle Shirer made a motion to leave Executive Session compensation of public employees (ORC 121.22 (G) (1). Robert Mapes seconded.

Roll call vote: Mary Herron – yes, Michelle Shirer – yes, Cristie Hammond – yes, Cheryl Ricketts – yes, Robert Mapes – yes, Mike Jones – yes. Motion approved.

8:27 p.m. left Executive Session.

**8-7-17 Motion to approve wage increase proposal effective September 3, 2017**

Cheryl Ricketts made a motion to approve the wage increase proposal effective September 3, 2017. Mary Herron seconded.

Roll call vote: Cheryl Ricketts – yes, Mike Jones – yes, Michelle Shirer– yes, Cristie Hammond – yes, Robert Mapes – yes, Mary Herron – yes. Motion approved.

Employee Name	New Rate of Pay (effective 9/3/17)			
Rhonda Adams	\$9.30			
April Anda	\$15.87			
Colleen Bauman	\$18.30			
Laura Bracken	\$10.23			
Cathy Burden	\$18.44			
Trudi Coakley	\$15.80			
Carol Gaal	\$14.72			
Cyril Gojer	\$22.52			
Laura Hanby	\$17.11			
Brienne Hatfield	\$9.06			
Lisa Johnson	\$19.28			
Debra Madison	\$8.46			
Donna Maturri	\$20.74			
Caitlan Ogle	\$10.18			
Erikka Sawdey	\$14.65			
Lauren Shiman	\$11.44			
Bryon Swearingen	\$21.45			
Joan Underwood	\$14.59			
Grace Walker	\$15.23			
Kenton Daniels	\$55,697.25 (salary)			

For the good of the order

Cristie reminded the Board of the upcoming events at the Sycamore Plaza Library branch.

Meeting Adjourned 8:28 p.m.

**Next Board Meeting:**

FAB Committee Meeting

September 14, 2017 6:30 pm (Meeting Room B)

Regular Board Meeting

September 14, 2017 7:00 pm (Meeting Room A)

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Cristie Hammond  
Library Board President

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Mary Herron  
Library Board Secretary