

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
August 20, 2018

The Board of Trustees of the Pickerington Public Library met in regular session on Monday, August 20, 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, Todd Stanley and Mike Jones. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer, Donna Maturri, Assistant Director and Colleen Bauman, Community Relations Coordinator.

Public in attendance: Kathy Bowden, President of the Friends

Call to Order

Cristie called the meeting to order.

Roll Call

Secretary's Report

Consent Agenda

- i. Approval of minutes
  1. June 18, 2018 Regular Board Meeting
  2. June 18, 2018 FAB Committee Meeting
- ii. Staffing
  1. Jennifer Hrusch (7/23) -Information and Research Manager \$22.50 per hour
  2. Brienne Hatfield (8/5) -Youth Services Assistant \$13.87 per hour
  3. Frank Moriconi (8/15) -Custodian \$11.00 per hour
  4. Dana Folkerts (9/19) Youth Services Manager \$21.63 per hour
- iii. Donations
  1. \$2000 -A.B.L.E Academic and Behavioral Learning Enrichment for sensory storytimes
  2. \$5000 -Pickerington Public Library Fund for Summer Reading Program Paid Programmers and Events

Cristie asked for approval for the consent agenda items.

### Approval of Consent Agenda

#### **08-01-18 Motion to approve the Consent Agenda items**

Mary Herron made a motion to approve the Consent Agenda items, Todd Stanley 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, Berneice Ritter-yes

### Public Participation

None

### Friends of the Library Report – No report

### Finance Committee

### Fiscal Officer's Report

Brenda asked if there were any questions from the June and July 2018 financial reports sent. She shared the information from the Fairfield County Budget 2019 estimated public library fund revenue allocation and 2019 estimated property tax collection.

### Other Committee Reports

No reports at this time.

Cheryl Ricketts entered meeting at 7:02 p.m.

### Director's Report

Woodline cleanup – complete per ODNR recommendations. Area for butterfly garden is being prepared as well as some grass seed being planted.

Main Library Structural roofing issue – Received an estimate from the Architectural engineer of what their services would cost to complete their evaluation and provide cost estimates for the overall project. They did not provide an estimate of their cost for their services. Tony has asked for the complete quote for the services to move forward with the project.

Parking Lot – Received an estimate of \$36,600 from Felix Construction. This amount combined with the total of their previous work completed this year is more than \$50,000.

This project will have to be bid out. The hope is to bring it to the September Board meeting.

Michelle Shirer entered the meeting at 7:08 p.m.

IT – Staff PCs project was pushed to August due to concerns with conversion of Point of Sale PC. Cyril is down to the last few computers and the project should be complete by the end of August.

Website – Contracted with Buckeye Interactive to update the website and fix some issues. Total cost for work completed so far is \$5400. Resolved plugin issues, helped obtain an SSL certificate for the website. Helped move the website from Godaddy to Amazon Web Services. Worked on the events page and fixed timing issues on the calendar. Updated the mobile version of the website. An app is not out of the question in the future. Next steps – Update Circ TV to create an interactive experience for the customer. Redesigned homepage to create more visibility above the fold (less scrolling for important information) Update services pages to make them more user friendly. Help transition to new meeting room and events software Communico.

Branch Birthday party – September 1, 1-4pm. Violet the Cow will visit, Sunshine Farms will have a petting zoo 1-3pm, Anna and the Consequences will play 2-4pm. Photo booth, cake, drones, crafts, raffle, library card sign up and social media presence.

Library = Education - Get the public thinking about us first, how to become a forethought instead of an afterthought. Transitioning language, patron>customer, information and research formerly adult services, programs>classes, items circulated>customers borrowed. Timeline for implementation is the end of August. Todd brought up Youth Services – could there be a transitional name for that department? This will be explored and talked about with staff.

Levy information - Library issue was certified by the Board of Elections (BOE) on August 15. Sometime after August 27 the Secretary of State will provide the BOE with the form of the ballot.

Staffing-Youth Services Manager has been selected. Dana Folkerts will start September 19, she is relocating from the Chicago area. Frank Moriconi started in the custodial position on August 15. Facilities Manager vacated last week. We are posting this position at the same level. Customer Service Staff – Brienne Hatfield was promoted to Youth Services Assistant and Danner Hahn at Sycamore Plaza was hired as an archivist at another organization. Interviews began on Friday and should conclude by the end of the week.

Mike had a couple of questions about the search capabilities on the website through a mobile device. There is a search feature for the website and a separate search feature for catalog. Tony asked the Board to take some time to look around the website and share feedback.

## Assistant Director's Report

Summer Reading Program stats – 414 adults, 280 teens, 505 pre-readers, 964 readers. These are totals for both locations. Overall participation is up 56.68%.

Todd asked about summer reading program time frame. Donna shared that this was part of the discussion staff had when discussing overhauling summer reading for next year. Focus will be on large-scale events, hosted by paid presenters versus smaller events led by individual staff. Updating the name to eliminate the word program, i.e., Summer Reading Club or Challenge. Board members were very approving toward Challenge. More baby story time incentives and creating a better variety of incentives for readers at all age levels. Todd suggested more overlap with the school year starts. Cristie added that there is a tendency to have everything run on the school (children's) schedules. Michelle suggested publicizing with "stories from customers", Cheryl asked if there is a place to add and share comments on the website. Todd suggested the possibility of a challenge between schools.

Lynda.com – It was announced almost a month ago, PPL received a lot of hits and shares on the post on Facebook. 211 website hits, within the first week, 31 users, 1 course completed. Launching a corporate library card for business for their employees to have access.

CollectionHQ – completed the paperwork for a new software service that integrates with Polaris, our ILS to provide collection updates, purchasing recommendations, weeding/withdrawal selections and merchandising suggestions.

Major upcoming announcements – Homework Help Centers reopened today at both locations. There were 8 students, 5 of whom were new to HHC.

Grant News – Grace Walker, Youth Services Assistant, submitted her grant proposal for Sensory Storytime through the State Library of Ohio's LSTA grant funds. The first Sensory Storytime will be held on Saturday, October 6 at Sycamore Plaza. It will be held before library hours so that parents/caregivers and children can have distraction free experience.

Staffing news – Jennifer Hrusch started at Pickerington Main on July 23 in the role of Information Services Manager. She came with library background experience from Columbus Metropolitan Library and Chillicothe and Ross County Library.

Stats – Tony said stats are being revamped and has asked Mike to be involved.

## Old Business

## New Business

### Guiding Ohio Online Grant Fund

At the May meeting, the Board agreed to commit matching funds if the Guiding Ohio Online Grant was approved. If the Board approves the establishment of this fund, then the resolution will be submitted to the Auditor of State for final approval.

#### **8-2-18 Motion to approve the Resolution to establish a Guiding Ohio Online Grant fund number 2008 restricted by the State Library of Ohio's contract for the Guiding Ohio Online grant.**

Cheryl Ricketts made a motion to approve the resolution to establish a Guiding Ohio Online Grant fund number 2008 restricted by the State Library of Ohio's contract for the Guiding Ohio Online Grant. Mike Jones seconded. Motion passed.

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

### Executive Session

#### **8-3-18 Motion to enter into Executive Session to investigate complaints made against public employees and also to discuss compensation of public employees. ORC 121.22 (G) (1)**

Cristie Hammond made a motion to enter into Executive Session to investigate complaints made against public employees and also to discuss compensation of public employees. ORC 121.22 (G) (1), Non Library Trustees in Executive Session to discuss investigation of complaints made against public employees are Tony Howard, Brenda Oliver, Donna Matturri, Lisa Johnson. Non Library Trustees in attendance to discuss compensation of public employees are Tony Howard and Brenda Oliver. Cheryl Ricketts seconded. Motion passed.

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

7:51 p.m. went into Executive Session

#### **8-4-18 Motion to leave Executive Session – Investigate complaints made against public employees and also Compensation of a Public Employees. (ORC 121.22 (G) (1))**

Cristie Hammond made a motion to leave Executive Session compensation of public employees (ORC 121.22 (G) (1)). Mary Herron seconded. Motion passed.

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

9:27 p.m. left Executive Session.

Cheryl Ricketts announced for point of record that in Executive Session, Board discussed a complaint that was made against employees. There was an investigation and the complaints were not substantiated.

### Compensation of Public Employees

#### **8-5-18 Motion to accept wages as amended effective September 2, 2018.**

Mike Jones made a motion to accept wages as amended effective September 2, 2018. Seconded by Todd Stanley. Motion passed.

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

<b>Employee</b>	<b>New Pay</b>
Adams	\$9.53
Anda	\$16.35
Bauman	\$18.85
Bracken	\$10.54
Coakley	\$16.12
Davis-Northrup	\$14.50
Egan	\$9.92
Gojer	\$23.08
Hanby	\$18.66
Jackson	\$9.97
Kendall-Sperry	\$17.94
Madison	\$12.83
Polack	\$21.35
Sawdey	\$14.94
Shiman	\$13.09
Turner	\$10.02
Underwood	\$15.48
Walker	\$15.76
Matturri (exempt)	\$50,142.46

For the good of the order

Cristie reminded the Board that the library would be participating in the Lion's Club Labor Day Parade on Monday, September 3, 2018. Meeting location will be in the library parking lot. Cristie adjourned the meeting at 10:00 p.m.

Next Board Meeting:

FAB Committee

September 17, 2018 @ 6:30 p.m. (Meeting room A)

Regular Board Meeting

September 17, 2018 @ 7:00 p.m. (Meeting room A)

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Cristie Hammond  
Library Board President

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Mary Herron  
Library Board Secretary