

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
August 15, 2022

The Board of Trustees of the Pickerington Public Library met in regular session on August 15, 2022 at 6:59 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present: Cristie Hammond, Mike Jones, Mary Herron, Alissa Henry, Jennifer Hess, Berneice Ritter, and Todd Stanley. Student Trustee Representatives present: Alyssa Gray and Mikayla Wagner. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer, Colleen Bauman, Executive Manager - Community Engagement and Norma Lockney, Deputy Fiscal Officer. Also in attendance: Theresa Wessel, President of the Friends of the Pickerington Public Library.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Secretary's Report

Consent Agenda

1. July 18, 2022 Regular Board meeting minutes
2. Donations - Mauger's Mini Donuts donated \$203.26 as a result of their Farmer's Market Fundraiser
3. Staffing
  - a. Joshua McCoy – Started July 28<sup>th</sup> as a Custodian at \$13.16 an hour
  - b. Leah Taynor – Promoted to Customer Service Manager effective August 14<sup>th</sup> at \$49,088 salary

**08-01-22 Motion to approve the Consent Agenda**

Mike Jones made a motion to approve the Consent Agenda items. Todd Stanley seconded.

Roll Call: Mike Jones-yes, Alissa Henry-yes, Mary Herron-yes, Cristie Hammond-yes, Todd Stanley-yes, Berneice Ritter-yes, Jennifer Hess-yes. Motion passed with no changes.

Public Participation

Friends of the Library Report

Theresa stated the treasurer's report was \$33,385. They are waiting for the sound board equipment bills from Tony.

## Finance Committee

### Fiscal Officer's Report

Brenda shared with the Board what the Finance Committee discussed. Brenda asked if there were any questions from the financial reports. There were none. Cristie shared that the board members will need to be prepared for a lot more line items due to the changes in the Chart of Accounts.

### Other Committee Reports

Tony asked that the Fundraising Committee schedule another date to meet.

### Director's Report

#### Summer Strategic Focus – Fostering the Love for Reading

##### Facilities:

##### Current projects:

- Pavilion - No new information on this project.
- Youth Services Staff Workroom/Barn, Carpet, & Atrium Blinds - Final meetings being schedule to prepare for bids.
- Ravine - No new information.
- Branch Expansion
  - Ace Handyman completed their part of the project
  - Final painting and preparations planned for the next couple of weeks
  - Goal for opening
    - Soft opening on September 2 (5<sup>th</sup> year anniversary)
    - Opening celebration on September 11

##### IT:

- The library has requested a contract with Charter (formerly Spectrum) to add a fiber connection to Main Library. They have the best pricing at \$22,900.00.
- The POTS landline was switched with a wireless connection for the security system.
- The new Firewall was installed with no issues - Cost \$10,000.
- The large portable monitor in Meeting Room A of Main library no longer works, and staff is looking for replacements.

##### Miscellaneous:

- Staff Member Highlight - Dana Folkerts has been with the library for three years and eleven months. She works as a Youth Services Manager at Main Library. Dana is a strong manager, devoted to the success of the library and is effective at developing strong teams. She has fostered an atmosphere of collaboration among her staff and consistently works to support other departments in the organization. Her department is responsible for a majority of the programing for the organization, including major events

like Summer Reading Finale and Santa Saturday. Dana also leads her team in managing a highly used and well-maintained collection. For these reasons, Dana is being recognized before the Library Board of Trustees.

- COVID Procedures update

- As of August 15, 2022, food and drink are now allowed back into the library.
- CDC guidelines changed to be less restrictive and reflects that a large portion of Americans are vaccinated. Their guidelines are followed.
  - People exposed to COVID-19 should wear a mask for 10 days and test after 5 days instead of quarantining.
  - Anyone testing positive for COVID-19 should quarantine for 5 days and avoid high-risk people until at least day 11.
    - Since the library serves the public and it is unknown which customers are high risk, staff is expected to quarantine until they test negative.

- New features in Youth Services @ Main Library

- Painted Lady Butterflies are being raised in the youth department. The caterpillars arrived in the later stages and will soon form into chrysalides. Tony shared a picture.
- Meet the frogs! They are about 2 years old and are acclimating nicely to their new home. Their two cousins, a purple fish and a pink fish with black eyes, were also adopted. A nice compliment was received from a customer who was visiting because her granddaughter told her about the aquarium, so she had to come see for herself. The customer said the library was impressive and staff were doing great work!

- Narcan Training

- The first of two Narcan trainings occurred at the branch last week. Three staff attended.
- Main Library's training is scheduled for Wednesday at 1:00 p.m.
  - At least seven staff are expected to attend.

- OLC New Directors Training - Cristie and Tony virtually attended OLC's New Directors Training and trained the attendees on Board/Director relationships.

- Back to school events - Multiple staff attended various "back to school" events throughout the school district. Some new library cards were issued; however, these events were used more as an opportunity to promote the library and services provided. Staff were able to connect with a lot of families new to the community.

- HHC - Begins 8/15/2022. The plan is to bring back afterschool snacks.

- Save the dates

- September 5 – Labor Day Parade, 10:00 a.m. to 12:00 p.m.
- September 11 – Sycamore Plaza Expansion Celebration, 1:00 p.m. to 3:00 p.m.
- September 17 – Author Spotlight Event, 10:00 a.m. to 4:00 p.m.

Executive Manager - Community Engagement's Report

Social media:

Google:

What was “Googled” to find us:

1. pickerington library 1,486
2. library near me 552
3. library 405
4. pickerington public library 328
5. pickerington library hours 120

\*Note: Bounce rate is getting better – they are hanging around longer!

Category	Jan 2022	Feb 2022	March 2022	April 2022	May 2022	June 2022	July 2022
Total Users	7,376	4,840	6,455	5,472	5,531	5,675	6,104
New Users	6,517	4,043	5,700	4,723	4,855	4,798	5,066
Total Sessions	14,231	8,673	10,429	9,176	10,070	11,838	12,335
Number of Sessions/User	1.93	1.79	1.62	1.68	1.91	2.12	2.02
Pageviews	21,589	13,689	15,963	14,531	19,247	25,107	25,945
Pages/Sessions	1.52	1.58	1.53	1.58	1.91	2.12	2.10
Average Session Duration	1:31	1:18	1:07	1:11	1:34	1:05	1:48
Bounce Rate	72.93	72.27	73.56%	69.03%	63.57	58.54	59.54%

E-newsletter:

June 2022	786	342	43.90%
July 2022	789	340	43.40%

Instagram:

Note: impressions are the total number of times content could have been seen. If Instagram impressions are higher than reach, it's a sign the audience is viewing your content multiple times. Posts with a high impressions-to-reach ratio are an indicator of what's performing well.

Date	# of Posts	Total Followers	New Followers	Impressions	Reach	Profile Views
June 2022	32	1,082	16	6,303	3,391	95
July 2022	33	1,081	4	9,026	5,188	113

Past events: Family Fun programs averaged 18-24 children

Outreach: Summer Camp at Garver YMCA had 40 visitors

Summer Reading Finale:

- 698 visitors
- Event was moved indoors
- Food trucks were busy and had lines all day
- Colleen shared some videos

Upcoming events and initiatives:

- Community partner Meals on Wheels – A Matter of Balance series, Sept 8 – Oct 27  
A Matter of Balance

Thursdays, Sept. 8, 15, 22, 29

& Oct. 6, 13, 20, 27 | 10:00 am - 12:00 pm

Pickerington Main

Many older adults experience a fear of falling. People who develop this fear often limit their activities, which can result in physical weakness, making the risk of falling even greater. Falls are not a normal part of aging. A Matter of Balance is an evidenced-based, award-winning program designed to reduce the fear of falling and increase activity levels among older adults. This community class is offered in-person and includes 8 two-hour sessions.

Sessions are led by trained facilitators for a small group of 8-12 participants. This nationally recognized program is presented by Meals on Wheels of Fairfield County. Registration is required to attend by calling 740-681-5050 x114. Participants must attend at least 6 out of the 8 classes.

- Labor Day Parade! Sept. 5 – staff, family, board and volunteers are welcome to walk

- Author Spotlight Event – Sept 17, 30+ authors!

Old Business

New Business

Increase Appropriations

The library needs to increase the 2022 appropriations for the 2022-2023 Guiding Ohio Online Grant which started July 1<sup>st</sup>. The library appropriated \$18,072.26 for the remaining 2021-2022 Guiding Online Grant that ended June 30, 2022. The 2022-2023 Guiding Ohio Online grant started July 1<sup>st</sup>.

**08-02-22 Resolution to increase appropriations of the Guiding Ohio Online Grant Fund to \$22,793.23 as follows: 2008-100-311-0000 Dues and Fees for \$57.00, 2008-100-312-0000 Travel and Meeting Expense for \$262.48, 2008-100-390-3912 Other-Purchased and Contracted Services (Programs) for \$22,473.75**

Berneice Ritter made a motion to approve the resolution to increase appropriations of the Guiding Ohio Online Grant Fund to \$22,793.23 as follows: 2008-100-311-0000 Dues and Fees for \$57.00, 2008-100-312-0000 Travel and Meeting Expense for \$262.48, 2008-100-390-3912 Other-Purchased and Contracted Services (Programs) for \$22,473.75. Mary Herron seconded.

Roll Call: Berneice Ritter-yes, Todd Stanley-yes, Cristie Hammond-yes, Alissa Henry-yes, Mike Jones-yes, Jennifer Hess-yes, Mary Herron-yes. Resolution passed.

Then and Now Purchase Order

The library needs to process a Then and Now Purchase Order for MNJ Technologies Direct, Inc. for \$10,980 for computer equipment that was originally coded to Other-Other

(Computer Software). Once this purchase order is processed, the Fiscal Officer will be able to re-allocate this purchase to the correct account. According to ORC Code 5705.41, the library is unable to process a Then and Now Purchase Order over \$3,000 without board approval.

**08-03-22 Resolution to approve a Then and Now Purchase Order to MNJ Technologies Direct, Inc. for \$10,980**

Mike Jones made a motion to approve a Then and Now Purchase Order to MNJ Technologies Direct, Inc. for \$10,980. Jennifer Hess seconded.

Roll Call: Todd Stanley-yes, Mike Jones-yes, Cristie Hammond-yes, Alissa Henry-yes, Berneice Ritter-yes, Mary Herron-yes, Jennifer Hess-yes. Resolution passed.

Executive Session

**08-04-22 Motion to go into Executive Session – Personnel Disciplinary Action (ORC 121.22 (G)(1))**

Cristie Hammond made a motion to go into Executive Session – Personnel Disciplinary Action (ORC 121.22 (G)(1)). Jennifer Hess seconded.

Roll Call: Mary Herron-yes, Mike Jones-yes, Todd Stanley-yes, Jennifer Hess-yes, Cristie Hammond-yes, Alissa Henry-yes, Berneice Ritter-yes. Motion passed.

Entered into Executive Session at 7:30 p.m.

**08-05-22 Motion to come out of Executive Session – Personnel Disciplinary Action (ORC 121.22 (G)(1))**

Cristie Hammond made a motion to come out of Executive Session – Personnel Disciplinary Action (ORC 121.22 (G)(1)). Mary Herron seconded.

Roll call: Jennifer Hess-yes, Berneice Ritter-yes, Todd Stanley-yes, Cristie Hammond-yes, Alissa Henry-yes, Mike Jones-yes, Mary Herron-yes. Motion passed.

Came out of Executive Session at 7:42 p.m.

For the good of the order

Adjournment

Cristie adjourned the meeting at 7:42 p.m.

Next Board Meeting:

Regular Board Meeting  
September 19, 2022 @ 7:00 p.m. at Main Library

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Cristie Hammond  
President

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Mary Herron  
Secretary