

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
December 14, 2017

The Board of Trustees of the Pickerington Public Library met in regular session on Thursday, December 14, 2017 at 7:09 p.m. in the Pickerington Public Library at 201 Opportunity Way. Members present were Cristie Hammond, Michelle Shirer, Mary Herron, Cheryl Ricketts, Todd Stanley, Robert Mapes and Mike Jones. Staff members present: Tony Howard, Library Director, Kent Daniels, Assistant Director, Brenda Oliver, Fiscal Officer and Colleen Bauman, Community Relations Coordinator.

Public in attendance: Kathy Bowden, President of the Friends, Berneice Ritter and Lee Gray, Mayor, City of Pickerington.

Prior to the meeting, City of Pickerington Mayor, Lee Gray presented a proclamation to Robert Mapes. The proclamation included his accomplishments as a Board of Trustee.

29 years on the Board, offices held: Vice-President, President and Secretary for 22 years. Mayor Gray declared December 14 Robert Mapes day in the City of Pickerington.

Tony Howard presented Bob Mapes with a gift of a set of book ends and a Chicago Tribune collection of cross word puzzles.

Call to Order

Cristie called the meeting to order.

Roll Call

Cristie asked for approval for the regularly scheduled Board meeting and FAB Committee minutes from November 9, 2017.

Approval of minutes

12-01-17 Motion to approve the Regular Board and FAB Committee Meeting Minutes for November 9, 2017

Mike Jones made a motion to approve the Regular Board and FAB Committee meeting minutes for November 9, 2017. Todd Stanley seconded. Minutes were approved with no changes. Motion passed.

12-02-17 Motion to approve the Levy Committee Meeting minutes for November 30, 2017.

Michelle Shirer made a motion to approve the Levy Committee meeting minutes as written. Mary Herron Seconded. Minutes were approved with no changes. Motion passes.

Public Participation –none

Friends of the Library Report

Kathy said they were starting a new year with a new budget and would keep everyone posted.

Finance Committee

Fiscal Officer's Report

Brenda shared the financials from November 2017. She shared with the Board what was on the agenda during the Finance meeting. She asked if there were any questions, there were none.

Other Committee Reports

Mike Jones said the focus on the Levy Committee were the action items for the Board in regards to the Levy. He suggested the Board look over the Levy meeting minutes. Tony added that Levy committee will not be ready until May for the final consideration. Library is investing in Gale analytics for voter data, marketing information, and current patron data to help make more informed decisions. Library will be working with Fallon Research to put together a survey in the first few months of the year. The committee will bring the recommendations from those findings to the Board in May. Then the Board has two separate resolutions to pass during special Board meetings in May to forward to the School Board to be on schedule to get to the County. Todd asked if there was research available for the best time to go on the ballot. Tony explained that it is better to go in November when there is more on the ballot to help defray costs to the library. Mike added the annual report will be due in January and he will bring information to the January Board meeting.

Director's Report

Tony reported that the library has purchased a movie license and that the showing today of Frosty's Winter Wonderland brought in 40 attendees.

Fire Alarm Panel – all have been replaced and library passed inspections.

Staff breakroom remodel – finishes selection and work expected to begin in a couple of weeks.

Teen Area redesign is complete.

Parking lot – the resolution will be presented later in the meeting.

Wood line cleanup – ODNR recommended having the wood line cleaned up and to remove dead trees. The wood line is too close to the building foundation. Project is scheduled to begin in January 2018. Michelle asked if the library was going to receive any return on the wood removal. Tony said he would follow up with them.

Retaining wall in south ravine will be a 2018 project. Lights and signs are leaning and curb has pulled away from the actual parking lot. This will be a bid project for next year. Waiting to hear back from the Landscape architect.

Children's area updates are ahead of schedule to be complete by the end of the year. Removed picture book shelving, adding wall mounted early literacy manipulates. Added a LEGO interactive table and a sensory light table.

Carpet in Tech Services has been pushed to 2018.

Public PC desks are installed.

Staffing – Library has been evaluating the cataloging services that have been outsourced to Grandview Heights Public Library. It has been determined that the work should be brought back in-house in 2018. Starting January 1, 2018, Joan Underwood will be promoted to Cataloger from Tech Services Associate, where she has capped out. She will undergo training from January through April. In April a Tech Services Associate will be hired to support material processing. Contract with Grandview ends in May; at that time, staff will have the experience and infrastructure to bring all cataloging services in-house. This will enable new materials to be available to our patrons at a faster rate.

Security – Library is taking a twofold approach; looking at either hiring a library security officer position or using a contracted security vendor. Also will be increasing the security training for staff; staff development training has been scheduled in February.

Strategic Planning – The staff had their planning day and went really well. Focused on the five different areas that the whole group identified. Key themes were Data collection, and gaps in knowledge and skills for staff. Final product will be brought to either the January or February Board meeting. Tony asked for a volunteer Board member to join the edit team. Michelle volunteered.

Custodian – Cheryl asked how that is being covered. Tony said they are struggling to get candidates that can work the hours needed. It is a 20 hour a week job to do basic cleaning and back up Bryon in maintenance help. Michelle suggested a temporary agency.

Assistant Director Report – Kent was not in attendance.

Old Business

New Business

Donation

\$7996.72 from Elizabeth G. Leichner

\$70.00 – 3 books from Fairfield 2-1-1; Framework for Understanding Poverty by Ruby K. Payne, Bridges Out of Poverty, Strategies for Professional and Communities by Ruby K. Payne, Bridges Out of Poverty training supplement workbook.

Notary Public Service Policy

In order to help the organization provide dynamic patron services and develop specialized staff, the library is implementing free notary public service for the community to be offered at all locations.

12-03-17 Resolution to adopt the Notary Public Service Policy

Mike Jones made a motion to adopt the Notary Public Service Policy. Mary Herron seconded.

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



Pickerington Public Library

Notary Public Service Policy

Board Policy:

DATE REVIEWED: 12/14/2017
DATE APPROVED: 12/14/2017
EFFECTIVE DATE: 12/14/2017
REPLACING POLICY EFFECTIVE: NEW

Pickerington Public Library (PPL) is pleased to offer free notary services at all library locations for the benefit of the community and as part of its ongoing commitment to providing dynamic patron services.

Notary service must be scheduled and is only available during regular hours of operation at Pickerington Public Library locations. The library cannot guarantee that a notary will be on staff at all times. Other restrictions may apply regarding the

notarization of specific types of documents. Notaries are subject to the Ohio Revised Code, Section 147.

Administrative Procedure:

DATE APPROVED: 12/14/2017
EFFECTIVE DATE: 12/14/2017
REPLACING PROCEDURE EFFECTIVE: NEW

A. Fees

- a. Notary services are available at no charge at all library locations of the Pickerington Public Library.

B. Scheduling

- a. The library cannot guarantee notary availability at all times. Patrons seeking notary services can make an appointment online, or can contact either location to make an appointment by phone or in person. Appointments will be made on a first-come, first-served basis.
- b. The library does not make available its notary services in the thirty minutes before time of closing, Monday through Friday. Notary appointments are not available on the weekends.

C. Identification Requirements

- a. Valid, government-issued photo identification is required of anyone seeking notary services. For those under the age of 18, a certified copy of their birth certificate or a current school ID, with photo, is required.
- b. The signer must be present before the notary, and documents must be signed before the notary.
- c. If a witness or witnesses are required, the library will not provide witnesses, and witnesses may not be solicited from library patrons or staff. Witnesses must know the individual whose document is being notarized. Witnesses must also have valid, government-issued photo identification.

D. Limitations of Service

- a. Library notaries cannot certify true copies of vital records and documents. Only issuing agencies can certify true copies.
- b. Library notaries will not take or certify depositions.
- c. Library staff members are not able to provide legal advice, nor can they assist in preparing or in filling out legal forms.
- d. Library notaries are able to provide basic services only, such as witnessing signatures and sworn statements. Library notaries will not notarize documents requiring more than three signatures, nor will they

notarize more than three documents per person, and they reserve the right to refer patrons to other agencies for more complex requests.

e. Library staff will not notarize the following documents:

- Auto titles
- I-9 forms
- Real estate transactions
- Last wills and testaments
- Corporate/business documents. Notary services are for individuals only.
- Documents in a language other than English
- Documents for which the signer cannot communicate directly with the notary
- Documents that require an electronic signature

f. Library notaries reserve the right to decline services should the circumstances surrounding an appointment raise any doubt regarding their legal obligations as outlined in Ohio Revised Code, Section 147.

Cardholder Policy

As the library officially went “Fine Free” in November, there were a couple of minor changes required for the current cardholder policy. It was also found that the library was currently charging \$2.00 for replacement of library cards. Research found that the library pays \$.32 per card. The ELT has determined that a more appropriate charge for a replacement card is \$.50.

12-04-17 Resolution to adopt the revised Cardholder policy

Mary Herron made a motion to adopt the revised Cardholder policy. Todd Stanley seconded.

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

[Add cardholder policy](#)

Transfers

As the budget was written for 2017 fiscal year last December, the branch was included for the entire year. This was done due to the uncertainty of timing for the three phases of the construction project. There were an extra 8 months of funding not used for branch needs. Would like to move the majority of those leftover funds into the Capital Fund. There are several line items where the plan is to transfer funds in order to complete planned projects that were sidelined due to the opening of the branch or make purchases that will support the implementation of the new strategic plan.

12-05-17 Resolution to approve the transfer of appropriated funds as proposed within the General Fund.

Mike Jones made a motion to approve the transfer of appropriated funds as proposed within the General Fund. Mary Herron seconded.

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

12-06-17 Resolution to approve the transfer of \$150,000 from the General Fund Transfers-out 1000-910-910-0000 to the Capital Fund Transfers-In 4001-931-0000.

Mike Jones made a motion to approve the transfer of \$150,000 from the General Fund Transfers-out 1000-910-910-0000 to the Capital Fund Transfers-in 4001-931-0000. Mary Herron seconded.

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

Parking Lot Repairs

Tony Howard spoke with three different construction companies with one quote as high as \$280,000. This is an investment to the property, but could put a financial hardship on the organization when more repairs are required in the future. Spreading out the cost of the repairs allows to spreading out of the eventual need for repairs. This will allow to plan more effectively, soften the financial blow to the organization and set a schedule of preplanned maintenance on the parking lot and driveway. The parking lot is over 26 years old and has only undergone minor repairs. Year 1 (2017) – replace the concrete along the front drive and one section in the center lot, Year 2 (2018) address the erosion issues in the ravine on the south side of the parking lot and repair the curb and a few of the worse areas of the parking lot. Year 3 (2019) address any areas of the parking lot still outstanding and widen the vehicle entrance. Only one gave a quote for the entire parking lot replacement and the third gave a quote of \$47,700.

12-07-17 Resolution to approve the expenditure of \$47,700 to hire Felix Construction to conduct the parking lot repairs.

Cheryl Ricketts made a motion to approve the expenditure of \$47,000 to hire Felix Construction to conduct the parking lot repairs. Mike Jones seconded.

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

Friends Contract

Friends agreement is working well and is helping the organizations work together more effectively. The library deposits FOPPL sales and issues a reimbursement check so we do not need the FOPPL to provide a safe. Also added provisions to the agreement for the Library to support the FOPPL biannual book sales by taking credit card payments which was not covered appropriately in the agreement. In order to give the Friends their money, Board approval is needed.

12-08-17 Resolution to approve the Amended FOPPL agreement.

Cheryl Ricketts made a motion to approve the amended FOPPL agreement. Mary Herron seconded.

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

12-09-17 Resolution to approve a one-time exception to the agreement with FOPPL in order to distribute monies collected by the library to The Friends of the Pickerington Public Library as a result of the FOPPL biannual book sale.

Cheryl Ricketts made a motion to approve a one-time exception to the agreement with FOPPL in order to distribute monies collected by the library to The Friends of the Pickerington Public Library as a result of the FOPPL biannual book sale. Mike Jones seconded.

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

2018 Temporary Appropriations

The 2018 Temporary appropriations were presented. The proposed 2018 Temporary Appropriations were \$2,195,320 General Fund, \$1,700 Homework Help Center and \$40,000 Capital Fund

12-10-2017 Resolution to approve the 2018 Temporary Appropriations as proposed.

Mike Jones made a motion to approve the 2018 Temporary Appropriations as proposed. Mary Herron seconded.

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

2018 Tax Advances from County Auditor

Authorization is submitted to the Fairfield County Auditor so that the County disburses the tax levy funds as they are received to the library, instead of holding onto the funds until the end of the year.

12-11-17 Resolution for 2018 Authorization to have County Auditor Release Advance Distribution of Tax Dollars.

Mike Jones made a motion for 2018 authorization to have County Auditor release advance distribution of tax dollars. Mary seconded.

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

2018 Library Holiday and Closing Schedules

The big things to note are the professional development days. In the spring, focus will be on safety, security and Bridges Out of Poverty training. Fall training will focus on operational and library industry issues.

12-12-17 Resolution to approve the 2018 Holiday and Closing Schedule.

Mike Jones made a motion to approve the 2018 Holiday and Closing Schedule. Mary Herron seconded.

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

Pickerington Public Library

Holiday & Scheduled Closings 2018

New Year's Day – January 1 – Closed

Staff Development– February 12 – Closed (Safety & Security)

Easter – April 1 – Closed

Memorial Day – May 28 – Closed

Independence Eve – July 3 – Close at 5:00 pm

Independence Day – July 4 – Closed

Labor Day – September 3 – Closed

Staff Development Day – October 15 – Closed (Professional Development)

Thanksgiving Eve – November 21 – Close at 5:00 pm

Thanksgiving Day – November 22 – Closed

Christmas Eve – December 24 – Closed

Christmas Day – December 25 – Closed

New Year's Eve – December 31 – Close at 5:00 pm

2018 Board meeting schedule

Cristie announced that the 2018 Board meeting schedule needs to be approved. Members discussed their schedules and what worked best for them. Board members decided that the third Monday of each month works fine.

12-13-17 Motion to change the 2018 Board meeting schedule to meet on the Third Monday of each month at 7:00 p.m.

Cheryl Ricketts made a motion to change the 2018 Board meeting schedule to meet on the Third Monday of each Month at 7:00 p.m. Robert Mapes seconded. Motion passed.

New Board Member discussion

Cristie introduced Berneice Ritter and asked if she had anything to share with the Board. Berneice said she appreciated the question of why she would be a valuable board member. She reiterated that she had the time and was passionate about the library.

12-14-17 Motion to recommend Berneice Ritter as a new Library Board of Trustee member to the Pickerington Local School Board for approval.

Robert Mapes made a motion to recommend Berneice Ritter as a new Library Board of Trustee member to the Pickerington Local School Board for approval. Mary Herron seconded.

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

Cristie told Bob Mapes, that he will be missed and wished everyone a Merry Christmas.

Cristie Hammond adjourned the meeting at 8:19 p.m.

Next Board Meeting:

FAB - TBA

Regular Board Meeting

January 15, 2018 at 7:00 p.m.

Cristie Hammond
Library Board President

Mary Herron
Library Board Secretary