

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
December 17, 2018

The Board of Trustees of the Pickerington Public Library met in regular session on Monday, December 17, 2018 at 7:06 p.m. in the Sycamore Plaza Library at 7861 Refugee Road. 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.

Excused Absence: none

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

a. Consent Agenda

i. Approval of minutes

1. November 19, 2018 Regular Board Meeting and FAB Committee Meeting

2. Staffing

a. Nicole Cannell - Customer Service Associate effective 11/26/18 at a rate of \$8.55 per hour

b. Emily Howell– Customer Service Assistant effective 12/18/18 at a rate of \$9.73 per hour

3. 2019 Board Schedule

January 21, 2019 - 6:30pm FAB & 7pm

February 18, 2019 - 6:30pm FAB & 7pm Board

March 18, 2019 - 6:30pm FAB & 7pm Board (@ SPL)

April 15, 2019 - 6:30pm FAB & 7pm Board

May 20, 2019 - 6:30pm FAB & 7pm Board

June 17, 2019 - 6:30pm FAB & 7pm Board (@ SPL)

July 15, 2019 - 6:30pm FAB & 7pm Board  
August 19, 2019 - 6:30pm FAB & 7pm Board  
September 16, 2019 - 6:30pm FAB & 7pm Board (@ SPL)  
October 21, 2019 - 6:30pm FAB & 7pm Board  
November 18, 2019 - 6:30pm FAB & 7pm Board  
December 16, 2019 - 6:30pm FAB & 7pm Board (@ SPL)

Cristie asked for approval for the consent agenda items.

Brenda asked for an edit to the meeting minutes; change resolution from 10-4-18 to 11-4-18. Also to add another new staff member, Emily Howell, Customer Service Assistant at \$9.73 per hour.

Cheryl Ricketts entered the meeting at 7:10 p.m.

### Approval of Consent Agenda

#### **12-1-18 Motion to approve the Consent Agenda Items as amended.**

Mike Jones made a motion to approve the Consent Agenda items as amended, Mary Herron seconded.

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

### Public Participation

None

### Friends of the Library Report –Finance Committee

#### Fiscal Officer's Report

Brenda asked if there were any questions from the November financial report. There were none. She shared that during the Finance meeting the 2019 temporary budget as well as the 10-year forecast were discussed and will be addressed later in the meeting. Brenda also shared that the Finance committee agreed to allow her to delay December financial report until February to allow time for end of the year bills to come in.

#### Other Committee Reports

Library Fund – There was a 29 hour give through the Fairfield County Foundation. There was a \$1,500.00 donation with matching funds of \$454.02.

Levy Committee – Mike Jones shared the PAC Levy Budget 2018 general report. Starting balance of \$8,295.59 and ending balance of \$3,312.23 left in the PAC account. The pre-general report was audited; receipts needed to be included. Mike asked the

Board if the money had to stay in the account or could it be invested? Mike was advised to call the Secretary of State office.

### Director's Report

Tony shared updates to current projects.

Retaining wall in south ravine – After meeting with the engineer from Fairfield County Soil and Water Conservation District, he mentioned that it is highly probable that instead of erosion it could be 25 years of cars backing up to the curb and snow plows pushing snow against the curb. Recommendations was to conduct three rounds of surveys and plant new trees to replace the Ash trees that were removed.

Main Library Structural roofing issue – Met with Mike Coulter. He and his team walked the roof and inspected the inside of the building. We are expecting their proposal and cost estimate sometime in early January.

Parking Lot – complete for this year. There will be repairs done in the spring where a delivery driver from Columbus Metropolitan Library moved the barrier and drove over two sections of newly poured concrete. This caused an estimated \$5952.00 in damage.

Bathroom issues – Urinals at Main Library have been fitted with automatic flushers.

Water fountain – A bottle filler has been added to the water fountain at Main library.

Boiler – Water pump motor on one of the 2 boilers went out. We are waiting for a replacement motor to come in later this month.

Painting at Main – The meeting rooms and conference rooms are scheduled to be painted in January; teen area is scheduled to also be painted in January.

Levy Information – Tony shared a map showing how the community voted in the different precincts. We passed in all but 5 precincts. Board members reviewed the map.

Tactical Plan 2019 - Tony shared that the ELT has been working on the tactical plan projects for 2019. We are going to really start looking at how we are doing things, analyzing feedback from the community and using analytic evaluations for future events, classes, services and resources.

Local Business Incubator – The Chamber, library and Ohio University are in the planning phase of a partnership to create a business incubator.

Politics & Libraries – Current Ohio Legislators

Representative Tim Schaffer – District 77  
77 S. High Street, 11<sup>th</sup> Floor, Columbus, OH 43215  
Phone 614-466-8100

Senator Brian Hill  
Senate Building  
1 Capitol Square, 1<sup>st</sup> Floor  
Columbus, OH 43215  
Phone 614-466-8076

Lame Duck Session of the Ohio General Assembly has been very busy.

#### House Bill 228 – Gun Legislation

The primary focus of this Bill was to remove an individual's duty to retreat in a self-defense situation. If passed, the signage in the library will change to reflect the new ORC code.

#### House Bill 291 – Bonding/Insurance Policy Legislation

This Bill would allow public libraries to purchase “an employee dishonesty and faithful performance of duty policy” instead of individual surety bonds for library fiscal officers. This Bill is waiting for the governor to sign.

#### Senate Bill 263 – Notary Bill

Would make several changes to the laws impacting notary services. This would give us the ability to provide online notary services. At this time, we are not interested without further investigation.

#### Assistant Director's Report

Donna shared comparisons in circulation numbers from 2017 to 2018. One interesting fact is that Sycamore Plaza Library lockers circulate up to 3 times more materials than Pickerington Main. Online use is up. E-newsletter subscription is growing. New resources available; Technology Trainers are available for one-on-one 30 minute sessions. Ethan and Kimberly have created a survey that asks what the public wants in the way of training. Online and paper surveys are available. Creativebug is now available to library cardholders. It has unlimited use of videos. Crafting classes are very popular with our customers. Library is dropping Mango Languages and replaced with Transparent Languages. All available on the Research page.

#### Old Business

#### New Business

## Staffing Changes 2019

In November we recommended changes to the staffing for the library in order to expand hours at the branch and to expand services in our service area. After looking at the 10-year forecast, discussions with the branch manager, and considering workloads, we feel it would be wiser to hire part-time staff rather than another manager for flexibility.

Tony said this would be a good time to go over the 10-year forecast. Brenda led off with answering Cheryl's previous question about how staff increases were figured. Brenda shared that it was 2.5-3% increase. Cristie said that public entities should keep a carry-over of 3 months of operating expenses. Mike expressed his misgivings on hiring too many staff too fast, concerned about the 10-year projection. Tony said that in the next 10 years, with growth in the community that is projected, a reset to the levy is probable. He added that we cannot extend hours at the branch to fulfill the promises we made to the community without the proposed staffing additions. Cheryl said that in alignment to Mike's comments about efficiencies, is the approach to making data driven decisions. She said that she is supportive of additional staff to extend hours because we are doing a disservice to the people in the northern area of the service area in the Township. Michelle said she is supportive as well, if the staff we are adding is in alignment with the strategic plan that the Board has already approved, the revision to the original recommendation to part-time staff is a flexible approach. She also asked that volunteers possibly be used more often to help out. Mike said he just feels that it is just too fast.

It was calculated that FTEs 2.5 at Sycamore Plaza and 1.5 at Pickerington Main. We are only adding two more people with benefits.

Cheryl's recommendation is to approve the 5 part-time hires to Sycamore Plaza and change the HHC coordinator from part-time to full time leaving out the Outreach Specialist at this time, leaving the salary in the budget. After the tactical plan project has determined what the Outreach Specialist duties will include.

### **12-02-2018 Resolution to approve the 5 part-time hires to Sycamore Plaza and change the Homework Help Center Coordinator from part-time to full-time at Pickerington Main.**

Cheryl Ricketts made a motion to approve the amended resolution to approve the 5 part-time hires to Sycamore Plaza and to change the Homework Help Center Coordinator from part-time to full-time at Pickerington Main. Michelle Shirer seconded.

Roll Call: Berneice Ritter-yes, Todd Stanley-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mike Jones-no, Cheryl Ricketts-yes, Mary Herron-yes. Resolution passed 6-1.

**12-03-2018 Resolution to approve the 2019 Temporary Appropriations of \$2,468,780 General Fund, \$750 Homework Help Center Fund, \$5,435 Guiding Ohio Online Grant Fund and \$45,000 Capital Projects Fund**

Berneice Ritter made a motion to approve the 2019 Temporary Appropriations of \$2,468,780 General Fund, \$750 Homework Help Center Fund, \$5,435 Guiding Ohio Online Grant Fund and \$45,000 Capital Projects Fund. Todd Stanley seconded.

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

**12-04-2018 Resolution to direct the Fiscal Officer to request the County Auditor to provide tax advances in 2019 year as they are received**

Cheryl Ricketts made a motion to approve the resolution to direct the Fiscal Officer to request the County Auditor to provide tax advances in 2019 year as they are received. Mary Herron seconded.

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

For the good of the order

Cristie wished everyone Happy Holidays.

Cristie adjourned the meeting at 8:36 p.m.

Next Board Meeting:

FAB Committee

No FAB Committee meeting in January 2019

Regular Board Meeting

January 21, 2019 @ 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