

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
December 16, 2019

The Board of Trustees of the Pickerington Public Library met in regular session on December 16, 2019 at 7:05 p.m. in the Sycamore Plaza Library Branch of the Pickerington Public Library, 7861 Refugee Road, Pickerington, OH 43147. Members present were Cristie Hammond, Mike Jones, Mary Herron, Jennifer Hess, Michelle Shirer and Todd Stanley. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer and Norma Lockney, Deputy Fiscal Officer. Also in attendance: Kathy Bowden, President of the Friends of the Pickerington Public Library.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absence: Berneice Ritter

Secretary's Report

Consent Agenda

1. November 18, 2019 Regular Board Meeting and FAB meeting
2. December 7, 2019 FAB Meeting
3. Donations
  - a. Camcorder valued at \$169.00 by Erikka Sawdey
  - b. New release books donated on a monthly basis by Joyce Vaughn valued at \$884.91
  - c. \$50 donation from Woodstream Homeowner's Association.
4. New Staff
  - a. Amanda Grubbs - Customer Service Assistant - main - \$9.73 an hour - started November 26<sup>th</sup> (Last Day December 8<sup>th</sup>)

**12-01-19 Motion to approve the Consent Agenda**

Todd Stanley made a motion to approve the Consent Agenda items. Mary Herron seconded.

Roll Call: Mike Jones-yes, Michelle Shirer-yes, Mary Herron-yes, Cristie Hammond-yes, Todd Stanley-yes, Jennifer Hess-yes. Motion passed with no changes.

Public Participation

Friends of the Library Report

Kathy reported that 2019 contributions to the Citizens for Pickerington Public Library PAC were delivered to Mike. The Friends received about \$689 from Thrift Books this month.

### Finance Committee

#### Fiscal Officer's Report

Brenda shared with the Board what the Finance Committee discussed. Tony and Brenda presented 4 different 10 year forecasts with varying percentages of the budget going towards Collections to see if the library could increase that category of spending. The Board decided to keep it at the current 14%. In addition, Brenda stated that Huntington was the only bank to respond to our Request for Banking Services, but they are increasing the earnings credit rating from .15% to .20% which helps with offsetting the bank fees. Brenda asked if there were any questions from the financial reports. There were none.

### Other Committee Reports

#### Director's Report

4<sup>th</sup> Quarter Strategic Focus – Inspire Knowledge

#### Facilities:

Main Library Structural roofing issue – Nothing new to report at this time.

Customer Service Desk – Construction kickoff meeting scheduled for 12/17; Permit requests already submitted; Due to long lead item (door) project, completion date of January 31, 2020; The desk will be moved in the next week or two.

#### Miscellaneous:

Grant Requests – 1. Libraries and Autism Grant \$5000 - The library submitted a grant to purchase circulating materials and manipulatives for customers with autism.

<http://www.librariesandautism.org/grant/>; 2. ALA Building Business Grant Application –

The library submitted the information to be added to the list of libraries interested in applying for this grant. The ALA selection committee will make selections in January. If selected, the library can submit a full proposal for consideration. This money would go specifically to help female and minority business owners as per the grant guidelines. The hope is to use this money to further the work being done by the tech trainers by collaborating with the Chamber and Ohio University in creating a Business incubator.

Meals and Rest Period Policy – Clarification on Meals and Break rest period Policy - According to staff, the ten-minute rest break was implemented less than ten years ago

and not because of the recession. This was a decision of the Board of Trustees and Director (Suellen Goldsberry) at that time.

Tactical Plan 2020 – The Tactical Plan is set for 2020 and is focused around Customer Service and Infrastructure of the organization.

Strategic Planning – Tony had a phone conversation with the Associate State Librarian of Ohio, Evan Struble, regarding the State Library's Strategic Planning Services. This is a free service where they offer three main components:

1. 2-hour intake meeting - Tour of the library & Community; Q&A session;
2. Survey - Community, Staff and Board; and
3. Focus Groups - 2 community sessions, 1 ½ hours in length, no staff or Trustee involvement beyond coordination and setup; 1 staff session, 1 hour in length, includes Management but not Executive Leadership; 1 Library Board session, 1 hour in length, can be at a Board meeting or a standalone meeting.

Results are compiled into a guiding document consisting of 4 to 5 service responses to be used at a Library Board retreat to create the Strategic Plan. There is a seven to eight month wait list.

Tony shared an article from a trade journal about what keeps Library Directors up at night – Optimizing facilities to create a modern and patron focused experience, understanding and deploying technology to improve patron experience and staff efficiency, setting goals and implementing plans to achieve them, managing collections to optimize budget, meet community need and improve staff efficiency, and assessing library strengths and weaknesses.

Changes to Main Library – The atrium was recently transformed to support the move of the customer service desk. Took 8 hours to remove the shelving and about 4 hours to transfer to storage. Administration is considering installing an electric fireplace in the space to further create a comfortable reading atmosphere. Tony shared several pictures.

Speaker system – Unless the Library Board objects, the library is planning to offer to give the Yamaha Speaker system back to Violet Township. The speaker system was donated 10 years ago to the library from Violet Township. The upkeep outpaces the usage - It is becoming more challenging to find replacement parts for the system, we have to replace the batteries annually; the mixer only uses cassettes and CDs and no USB functionality. The system takes up almost half of the storage space we have on our dock. The system has been used 37 times in the past 10 years and most of those times were by the city or Township.

## Community Engagement Report

### Social Media:

Tony shared recent posts and how many people were looking at each.

### Website:

Colleen/Lindsay - Navigation page updates meeting scheduled for end of the month.

Changing homepage icons to actual photos to better follow guidelines.

Recap of Youth Services website page updates: Lindsay to make below updates by end of day Tuesday, Dec. 10. April will move up the “New” set on teacher page when schedule permits (Lindsay is available for assistance if needed). Lauren and April presented updates/changes they would like to have completed for the Volunteer, HHC and Teacher/Card pages. Lauren and April will review page content with team members for changes and update; ready for starting the navigation/page content update project which the data team will meet to discuss and begin in the new year.

### Fun Fact about the Teen Volunteer Service Award Scholarship:

The teen scholarship award content is generating a good amount of activity on the website. A breakdown of views: The scholarship content had a total of 60 views within the first 24 hours (combining the visitor (40) and the blog (20) with just six total “bounced” sessions). The volunteer page is the top overall visited page on our website (second only to the home/landing page). Between December 1-11, the Volunteers page has remained the top page (under home page) with 134 hits and 35 bounced sessions (1.19 percent). To put it in perspective, last month, the volunteer page was the ninth most visited page with 227 visits (roughly 7.6 visits a day) and 67 bounced sessions (about 3.4 percent). Between Nov. 1 – 11<sup>th</sup>, the Volunteer page was the 10<sup>th</sup> most visited page with 73 views and 19 bounces (.78 percent). Showing an increase by 61 visits while surpassing the estimated daily visit average.

### Website mobile app:

App review feedback meeting is Thursday, December 19.

### Community:

VTFD Toy Drive is on their second pick up at Pickerington Main and first pick up for Sycamore Plaza.

Pickerington Area Chamber of Commerce – Colleen has become an Ambassador – good way to get out and meet the community!

Farmer’s Market – scheduling out one visit per month – provide books related to monthly theme. Starting in January 2020.

Upcoming events/classes:

Tales with the Tigers this week – Tales with the Tigers is an exciting collaborative partnership between PHSC English Teacher Mr. Pete Planisek, his students, and our early literacy classes. Each year our Youth Services staff facilitates training with the high school classes on how to present stories, songs, and rhymes. The result is a high energy, fun-filled class that allows the students to share their new skills!

Next big event is Noon Year's Eve – to be held at both locations; Sycamore Plaza accepting registration.

Marketing:

Data Team 2020 – Coordinate data in a consistent manner with Community Engagement office. Members from each department:

April Anda (Youth Services)

Joy Jackson (Customer Services)

Trudi Coakley (Info & Research)

Erikka Sawdey (Sycamore Plaza)

Lauren Edmonds (Volunteer/HHC)

Communications Team 2019 – Coordinate social media posts and develop series to enhance the library messaging. Members:

April Anda (Youth Services)

Lauren Shiman (Customer Services)

Laura Hanby (Info & Research)

Erikka Sawdey (Sycamore Plaza)

Old Business

New Business

Discussion to direct the Fiscal Officer to request the County Auditor to provide tax advances in 2020 year as they are received

**12-02-19 Resolution to direct the Fiscal Officer to request the County Auditor to provide tax advances in 2020 year as they are received**

Todd Stanley made a motion to approve the resolution to direct the Fiscal Officer to request the County Auditor to provide tax advances in 2020 year as they are received. Jennifer Hess seconded.

Roll Call: Todd Stanley-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mike Jones-yes, Jennifer Hess-yes, Mary Herron-yes. Resolution passed.

### 2020 Temporary Appropriations

Tony discussed differences in the 2020 Temporary Appropriations of personnel due to reorganization, printing due to Down with Dewey leading to needs for wayfinding signage, County Auditor Fees increase and Outreach Vehicle addition. Permanent Appropriations must be done by the end of March.

**12-03-19 Resolution to approve the 2020 Temporary Appropriations as follows: General Fund \$2,457,480, Homework Help Center Fund \$100, Guiding Ohio Online Grant Fund \$8,405.50 and Capital Projects Fund \$40,000**

Mike Jones made a motion to approve the 2020 Temporary Appropriations as follows: General Fund \$2,457,480, Homework Help Center Fund \$100, Guiding Ohio Online Grant Fund \$8,405.50 and Capital Projects Fund \$40,000. Todd Stanley seconded.

Roll Call: Todd Stanley-yes, Mike Jones-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mary Herron-yes, Jennifer Hess-yes. Resolution passed.

### 2020 Library Board meeting schedule

The Board members discussed that keeping the Board meetings on the 3<sup>rd</sup> Mondays at 7:00 p.m. and the FAB at 6:30 p.m. works well. And, they would like to continue to meet at the Sycamore Branch once a quarter.

**12-04-19 Resolution to approve the 2020 Library Board meeting schedule**

Mike Jones made a motion to approve the 2020 Library Board meeting schedule. Mary Herron seconded.

Roll Call: Mary Herron-yes, Mike Jones-yes, Todd Stanley-yes, Jennifer Hess-yes, Cristie Hammond-yes, Michelle Shirer-yes. Resolution passed.

### Library Board Appointment Recommendation

**12-05-19 Resolution to approve the Library Board recommending appointment of Mary Herron**

Todd Stanley made a motion to approve the Library Board recommending appointment of Mary Herron. Michelle Shirer seconded.

Roll call: Mary Herron-yes, Todd Stanley-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mike Jones-yes, Jennifer Hess-yes. Resolution passed.

### Executive Session – Staff Compensation

**12-06-19 Motion to go into Executive Session – Compensation of Public Employees (ORC 121.22 (G)(1))**

Cristie Hammond made a motion to go into Executive Session – Compensation of Public Employees. Jennifer Hess seconded.

Roll call: Michelle Shirer-yes, Mike Jones-yes, Cristie Hammond-yes, Jennifer Hess-yes, Mary Herron-yes, Todd Stanley-yes. Motion passed.

Entered into Executive Session at 8:06 p.m.

**12-07-19 Motion to come out of Executive Session – Compensation of Public Employees (ORC 121.22 (G)(1))**

Todd Stanley made a motion to come out of Executive Session – Compensation of Public Employees. Mary Herron seconded.

Roll call: Todd Stanley-yes, Mike Jones-yes, Cristie Hammond-yes, Jennifer Hess-yes, Michelle Shirer-yes, Mary Herron-yes. Motion passed.

Came out of Executive Session at 8:18 p.m.

**12-08-19 Resolution to approve an increase in Lorna Reine’s hourly wage from \$8.55 to \$8.70 an hour effective January 1, 2020**

Mike Jones made a motion to approve the increase in Lorna Reine’s hourly wage from \$8.55 to \$8.70 an hour effective January 1, 2020. Todd Stanley seconded.

Roll call: Cristie Hammond-yes, Mary Herron-yes, Todd Stanley-yes, Michelle Shirer-yes, Mike Jones-yes, Jennifer Hess-yes. Resolution passed.

**12-09-19 Resolution to approve the promotion of Grace Walker to Full-Time Librarian with an increase in the hourly rate of pay to \$17.59 effective January 5, 2020**

Todd Stanley made a motion to approve the promotion of Grace Walker to Full-Time Librarian with an increase in the hourly rate of pay to \$17.59 effective January 5, 2020. Mary Herron seconded.

Roll call: Cristie Hammond-yes, Mary Herron-yes, Jennifer Hess, Michelle Shirer-yes, Mike Jones-yes, Todd Stanley-yes. Resolution passed.

For the good of the order

Adjournment

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

Next Board Meeting

FAB Committee Meeting  
January 20, 2020 @ 6:30 p.m. at Main Library

Regular Board Meeting  
January 20, 2020 @ 7:00 p.m. at Main Library

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Cristie Hammond  
President

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Mary Herron  
Secretary