

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
February 19, 2018

The Board of Trustees of the Pickerington Public Library met in regular session on Monday, February 19, 2018 at 7:00 p.m. in the Pickerington Public Library at 201 Opportunity Way. Members present were Cristie Hammond, Mary Herron, Cheryl Ricketts, Todd Stanley, Berneice Ritter and Mike Jones. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer and Colleen Bauman, Community Relations Coordinator.

Public in attendance: Kathy Bowden, President of the Friends

Roll Call

Excused Absences - none

Call to Order

Cristie called the meeting to order and welcomed Berneice Ritter to the Library Board of Trustees. Tony announced that she had the honor of being the first person to be notarized by a library staff member.

Cristie then asked for approval for the regularly scheduled Board meeting and FAB Committee minutes from January 15, 2018.

Approval of Minutes

**02-01-18 Motion to approve the Regular Board and FAB Committee Meeting Minutes for January**

Mike Jones made a motion to approve the Regular Board and FAB Committee meeting minutes for DATE. Mary Herron member seconded. Minutes were approved with no changes. Motion passed.

Cheryl Ricketts entered the meeting at 7:01 p.m.

Public Participation

Friends of the Library Report

Kathy informed the Board that the next meeting will be March 12 at 6:30pm. Book sale set up starts March 19 in the evening and opens to the public on Wednesday, March 21 and runs through March 25.

Finance Committee

### Fiscal Officer's Report

Brenda shared she went over December 2017 year-end report and January 2018. She asked if there were any questions. There were none. She also informed the Board about the Lease Contract Reimbursement that has not been received and that Tony has contacted the land lord.

### Other Committee Reports

Library Fund meeting took place February 13, 2018. Items discussed were fund raising possibilities. Committee is looking at a New Year's Eve fundraiser for the fund. More information to follow. The fund is supporting authors for Teen Author Fest in October. The fund is also supporting 2018 Summer Reading Program. Staff has been asking for a maker space in the library. The request is for a green screen area to do commercial type presentations.

### Director's Report

Stats excel document is not working correctly; stats will be emailed out when available. Tony asked if the Board was interested in going paperless. The option would be to set up laptops for the Board or bring their own. Board members agreed to try paperless next month.

Current projects - Wood line cleanup is underway. Yardmaster confirmed that the trees being removed either are ash trees or have some type of health issue. Trees removed are not able to be sold for profit. Nothing to report at this time regarding the retaining wall in south ravine.

Carpet in Tech Services - scheduled for Monday, February 26.

Conference room furniture - has arrived and will be installed this week.

Table replacement - replacing the cloverleaf tables with lighter more flexible tables.

New server has been installed.

Security Cameras – Two cameras have been installed on the outside of the building to cover parking lot and path area from high school.

LED lighting project – invested \$5000 so far to transition the lighting to LED. Return on the investment is expected over the next three year. Project is being completed in two phases by the Facilities Manager over 2018/2019.

Staffing – three open positions. Tech Services Support Staff, Patron Services and Custodial.

Staff Development Day – Focus was on security and safety. In the morning staff learned new methods on dealing with security issues and incident reporting techniques; afternoon, training was on “Bridges Out of Poverty” by Ruby Payne.

Gayle Analytics – Staff have been trained and we are not compiling the reports needed to run the apps.

Public Library Association (PLA) Annual Conference -Tony will be attending the conference March 20-24 in Philadelphia. The goals of the conference include awareness of new trends and changes to the industry, education, and new and emerging technologies.

### Assistant Director's Report

none

### Old Business

Review and discussion of Library Strategic Plan

Mike Jones shared his comments. On the Identify the needs strategy; the Desired Outcome wording could be changed to The Community feels they are PPL's number One priority. One the Prioritize Stakeholder Needs; in the blue box, Mike's comment was that he wasn't sure it aligned. Tony said that to meet the Desired Outcome of Focusing on appealing, useful, meaningful in-person and online programs and services, the library wants to enhance staffing and volunteering by developing a diverse staff and volunteer community so that the stakeholder groups (community) see themselves reflected in our words, faces, programs and services. Cheryl wasn't sure this was a good fit. Tony will take a look at the notes from the meetings with the strategic planner. Market Programs and Services; change the purple box to read *Personalize communications in ways that meets needs of consumers*. Evaluate and Analyze Data; the discussion issue was that purple and violet boxes were saying the same thing. The first one is for current users and second one is for potential users. Cheryl had a question about the Prioritize Stakeholder Needs; the violet box is not clear. It looks like it is for current patrons not just current services. The intention needs to be clarified. Looking at the strategies across the board by color box, they are not all aligning. There is no deadline to have this completed. We will continue to work on to clarify. Cristie asked that the Board take some more time and look at the strategies. Tony will talk to Kay Coughlin about attending the next Board meeting.

### New Business

Donations: Joyce Vaughn donated 30 new best seller books with a value of \$813.76 throughout 2017.

Resolution to approve changes to the Professional Associations policy

In 2017, the library made a proactive effort to encourage staff to take their professional specialized expertise seriously. One of the approaches the library took was to pay for certifications in each staff member's area of expertise. Many of our staff became either Certified Public Librarians or Certified Public Library Staff. At the time of their certification, we paid for their membership in OLC regardless if they were professional staff or not. It was more cost effective and membership leads to ownership in the profession. For these reasons, the library has expanded paying for membership in OLC to all employees. Included in the administrative procedure is the allowance for the Director's discretion in making decisions beyond OLC membership and included information regarding community related organizational memberships.

**02-02-2018 Resolution to approve the changes to the Professional Associations Policy**

Mike Jones made a motion to approve the changes to the Professional Associations Policy. Cheryl Ricketts seconded. Motion passed.

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

# PROFESSIONAL AFFILIATIONS

## Board Policy:

DATE APPROVED: 02/19/2018  
EFFECTIVE DATE: 02/19/2018  
REPLACING POLICY EFFECTIVE: 01/12/2015

The Library Board of Trustees is dedicated to ensuring all staff have the opportunity to be specialists in their area of responsibility. Therefore, it is the policy of the Library to encourage all employees to participate in organizations, which promote, educate and inform its membership on topics applicable to continuous improvement of Library services.

## Administrative Procedure:

DATE APPROVED: 02/19/2018  
EFFECTIVE DATE: 02/19/2018  
REPLACING POLICY EFFECTIVE: NEW

- A. The Library will pay 100% of the membership cost in the Ohio Library Council for all employees, as funding allows. If Library funds are not available, employees may join at their own expense.
- B. With exception to Ohio Library Council Memberships, individual memberships to professional organizations are typically at the expense of the employee. For individuals in key leadership positions, memberships to select organizations that are important for that person to belong to may be paid by the library. The determination of "key leadership positions" is made by the Library Director or his/her designee. In most instances, "key leadership positions" are members of the Executive Leadership Team. The Director may budget for individual memberships for staff participating in member-based organizations that strategically align with the Library.
- C. A department manager shall approve employee attendance at professional association meetings, seminars and conventions. The Library will reimburse the employee for registration fees and reasonable expenses to attend such functions, when approved. For reasonable expenses, the employee should refer to the Reimbursement for Travel Policy.
- D. Employees are encouraged to contribute articles for publication and/or present papers or give talks to professional associations. An employee must obtain prior approval from the Library Director for any such communication.
- E. When an employee is, with the approval of their supervisor, serving on a committee, being honored, and/or presenting at a local or national conference, the library may pay for an individual's annual membership in the year of involvement.
- F. In the case when an organization does not offer the Library the option of obtaining an organizational membership, consideration will be given to paying for individual memberships of employees in key positions.
- G. Individual membership costs may also be covered when the individual is scheduled to attend a conference/meeting and the registration/participation cost of attendance for a member compared to a non-member is equal to or more than the cost of membership.
- H. Memberships to organizations, which represent the community or relate to the mission of the Library and its operations, will be paid as deemed appropriate.

## Executive Session

### **02-03-2018 Motion to go into Executive Session**

Cheryl Ricketts made a motion to go into Executive Session at 8:04 p.m. Mary Herron seconded. Motion passed.

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

### **02-04-2018 Motion to come out of Executive Session**

8:16 p.m. Cheryl Ricketts made a motion to come out of Executive Session at 8:16 p.m. Mary Herron seconded. Motion passed.

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

## For the good of the order

**Moving next meeting to the branch?**

Adjournment

## Next Board Meeting:

FAB Committee Meeting  
March 19, 2018 @ 6:30 p.m. (Meeting room B)

Regular Board Meeting  
March 19, 2018 @ 7:00 p.m. (Meeting room A)

Important Dates:

OLC Legislative Day @ Ohio Statehouse  
April 11, 2018 – all day