

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
February 18, 2019

The Board of Trustees of the Pickerington Public Library met in regular session on Monday, February 18, 2019 at 7:00 p.m. in the Pickerington Public Library at 201 Opportunity Way. Members present were Cristie Hammond, Mary Herron, Michelle Shirer, Todd Stanley, Berneice Ritter and Mike Jones. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer, Donna Maturri, Assistant Director and Colleen Bauman, Community Relations Coordinator. Also in attendance, Kathy Bowden, President of the Friends.

Excused Absence

Cheryl Ricketts

Call to Order

Cristie called the meeting to order.

Roll Call

Secretary's Report

Consent Agenda

a. Consent Agenda

i. Approval of Minutes

1. January 26, 2019 Regular Board Meeting

ii. Donations

1. \$32.79 donation from Grace Achaab

iii. New Staff

1. Kimberly Wilhelm - Customer Service Assistant (Sycamore)

\$9.73 start date 2/14/19

2. Kristin Hyde - Homework Help Center Coordinator (Main)

\$13.87 start date 2/18/19

3. Frank Moriconi - Promoted to Facilities Manager \$20.73
effective 2/17/19

Cristie asked for approval for the consent agenda items.

Approval of Consent Agenda

02-01-19 Motion to approve the Consent Agenda items

Mary Herron made a motion to approve the Consent Agenda items, Todd Stanley seconded. Consent Agenda items were approved with no changes. Motion passed.

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

Public Participation

Friends of the Library Report

No report

Finance Committee

Brenda shared with the Board what the Finance Committee discussed. State Auditor will be conducting their audit in March.

Fiscal Officer's Report

Other Committee Reports

Director's Report

Current projects: Main Library structural roof issue. Expect an update at the March meeting.

Parking Lot project: Fairfield County Board of Developmental Disabilities and the County Prosecutor responded that is it legal to keep the library open during construction. The School District has given permission for staff and customers to use their parking lot. According to the school calendar, there are no official events scheduled in the district during that week. There will be a clear, handicapped path accessible to the building. It is a distance to get from the road to the front doors, 287 feet. There is a lack of crosswalks, which is a huge safety concern.

02-02-19 Motion to approve the extended hours at Sycamore Plaza on March 18 with hours to match Pickerington Main; Monday-Thursday 9:00 a.m. – 8:00 p.m., Friday and Saturday 9:00 a.m. – 6:00 p.m. and Sunday 1:00-5:00 p.m.

Mike Jones made a motion to approve the extended hours at Sycamore Plaza on March 18 with hours to match Pickerington Main; Monday-Thursday 9:00 a.m. – 8:00 p.m., Friday and Saturday 9:00 a.m. – 6 :00 p.m. and Sunday 1:00 – 5:00 p.m. Mary Herron seconded. Motion passed.

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

New shelving at Sycamore Plaza to meet demand and maximize use of space.

Tactical Plan Q1 update. Setting Departmental Goals, meetings are ongoing.

Staff Development Day took place February 11. The agenda from the day was shared with the Board.

Converting Meeting Room B into flex space to be used as quiet study space when not being used as programs.

Materials Processing Guide is complete

Legislative Day – message is being created to share that day.

OLC Facilities Conference – Tony is on an OLC Committee to develop a Facilities Conference for Library directors and Facilities Managers. This conference will be at the end of July.

Tony attended a community leaders breakfast held by the President of OhioHealth.

They toured the Pickerington medical campus and discussed partnership opportunities.

Two of those were healthy snacks for students after school in the Homework Help Centers and contributing to a literacy kit for new child cardholders. Kits would have a book, manipulatives and early literacy literature.

Assistant Director's Report

Collections/Circulation – physical circulations were up almost 5% from January 2018 and digital circulation is up almost 11% from January 2018. The digital download committee is currently looking at promotional opportunities and other vendors to increase e-circulation.

Staff is training on reporting and selection tools: Collection HQ and Simply Reports. All staff completed inventory of collections at both Pickerington Main and Sycamore Plaza Library the week of February 18.

Digital Collections: New York Times is now available on the library website: promotions on social media scheduled for Tuesday, February 19.

Services and Policies – In progress: update of Internet Use Policy for current practices and procedures, and an update of internal procedures to add security protections and

communications for staff working with evicted customers.

Cyril Gojer, IT Specialist, completing a project to update all six Express Check (self-check) machines at Pickerington Main by the end of February. Completed: added quick print/express print terminal to computer area at Pickerington Main (mirroring Sycamore Plaza Library quick print station).

Events/Classes

Collaboration with AR Workshop in Pickerington; a second event is planned for August. ASL classes completed! Planning for ASL junior for school age children. Adult classes to resume in the fall at Sycamore Plaza Library.

Technology Trainers have created a series of Microsoft Office classes for beginners, to launch in March, plus a twice-monthly series called Solution Saturdays: drop-in classes for any technology help needs. March: Word, April: Excel, May, Power Point.

Grant Project Updates:

Grant committee will seek funding for the following projects throughout 2019:

Funding for STEM resources for school age children

ADA-compliant computer equipment

Updated Homework Help Center teaching technology

Arts and crafts programming

Brenda added that we will be applying for a grant from BWC for a safety lift.

Grace Walker, Youth Services Assistant, has already received the Wildlife Education Grant in the amount of \$500, with payment due within the month.

Old Business

New Business

Awareness of changes to the Administrative Procedure in the Cardholder Policy

The new Customer Services Manager discovered that there was a difference in the way we handled customer accounts from the way it was outlined in the Administrative Procedure of the Cardholder Policy. It was determined that the Administrative Procedure needed changed. The wording was changed to state that we will report the account 28 days after the bill date instead of the due date. No action needed by the Board, this was just an official notification of changes to the Administrative Procedure.

Resolution to allocate the energy credit deduction for the chiller to General Temperature Control (GTC)

On February 12, 2019 Robert Romero contacted the library on behalf of their client General Temperature Control (GTC). GTC is seeking a particular tax incentive (section 179D) available to them based on their contribution to the energy efficient construction on government owned buildings. GTC wants the Library Board to select them as the allocated vendor. This would make them eligible for the tax incentive. After researching, it was determined that this is a valid request. Under this tax code, the library does not qualify for the tax credit. However, we can allocate the deduction.

02-03-19 Motion to approve the resolution to allocate the energy credit deduction for the Chiller project to General Temperature Control (GTC).

Mike Jones made a motion to approve the resolution to allocate the energy credit deduction for the Chiller project to General Temperature Control (GTC). Todd Stanley seconded. Resolution passed.

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

Motion to approve a purge of inactive customers (3 years or more) at \$25 or more in fines and fees: 2712 customers, total fines & fees: \$238,741.57

Currently, the library has 2712 cardholders with 3 or more years of inactivity. These cardholders owe a combined \$238,741.57 in fees and fees. 22% of these cardholders were minors and 6% were senior citizens at the date of last activity. There is a cost of \$1.04 associated with each cardholder. This cost is realized as part of the Central Library Consortium (CLC) membership dues. With current CLC membership costs, we are paying \$2,920.48 annually to hold these inactive customers. By purging these customers, we will save \$28,204.80 over the next 10 years.

02-04-19 Motion to approve a purge of inactive customers (3 years or more) at \$25 or more in fines and fees: 2712 customers, total fines and fees: \$238,741.57.

Mary Herron made a motion to approve a purge of inactive customers (3 years or more) at \$25 or more in fines and fees: 2712 customers, total fines and fees \$238,741.57. Todd Stanley seconded. Motion passed.

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

For the good of the order

Cristie adjourned the meeting at 7:53 p.m.

Next Board Meeting:

FAB Committee Meeting
March 18, 2019 @ 6:30 p.m. (Sycamore Plaza)

Regular Board Meeting
March 18, 2019 @ 7:00 p.m. (Sycamore Plaza)

Important Dates:

OLC Legislative Day @ Ohio Statehouse
April 9, 2019 – all day