

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
February 17, 2020

The Board of Trustees of the Pickerington Public Library met in regular session on February 17, 2020 at 7:02 p.m. in the Pickerington Public Library at 201 Opportunity Way, 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, Colleen Bauman, Community Engagement Manager and Norma Lockney, Deputy Fiscal Officer. Also in attendance: Kathy Bowden, President of the Friends of the Pickerington Public Library and Sherri Tobin, Friends of the Pickerington Public Library member.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absence(s): Berneice Ritter

Secretary's Report

Consent Agenda

1. January 28, 2020 Regular Board Meeting and FAB meeting minutes
2. Donations – The Pickerington Food Pantry donated 1282 individual snack items with a monetary value of \$1059.78

02-01-20 Motion to approve the Consent Agenda

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

Roll Call: Mike Jones-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 Bowden reported that the spring book sale will be April 1-5. At the annual reorganization meeting, several people showed interest in leadership positions.

Finance Committee

Fiscal Officer's Report

Brenda Oliver shared with the Board what the Finance Committee discussed. Brenda asked if there were any questions from the financial reports. There were none.

Other Committee Reports

Cristie Hammond shared that the Fundraising Committee met last week. Money was allocated from the Fairfield Foundation Fund for the Summer Reading Program. Additionally, the library had some anonymous donors establish a scholarship fund for volunteers of the Pickerington Public Library. At the next board meeting, the three recipients of \$500 each will be presented.

Michelle Shirer arrived at 7:11 p.m.

Director's Report

Winter Strategic Focus – Inspire Knowledge

Facilities:

Current projects:

Main Library Structural roofing issue - Timeline: Board action to kick off bids process scheduled for February Board meeting.

Customer Service workroom remodel - Final inspection is expected to occur by the end of this week. The door is due in sometime next week and work will be scheduled after it arrives.

Miscellaneous:

Pickerington Area Chamber Award - The Library was selected as the 2019 Pickerington Area Chamber Non-Profit of the year.

OLC presentations - Tony has agreed to present at the March 7 New Library Trustee Workshop. Topic: What the Library Director does? OLC also requested that Cristie & Tony again present the New Director Workshop on May 20 - Topic 1 (Tony) – So you decided to become a Library Director; Topic 2 (Cristie & Tony) – Success with your Board of Trustees.

Existing Conditions Project - Working with Architecture Firm Moody Nolan, the library has begun a project to map out the Main Library and the Branch. The footprint has changed so much in the past couple of decades since the last time it was mapped out. A map is being created without furniture to use as emergency evacuation maps and to list occupancies of each space.

Staff Development Day - Scheduled for Monday, 2/24 with a focus on security and safety.

Training for Pickerington Library Media Specialists - PPL staff provided training for all School Library Media Specialists on Library Resources & Databases, Teacher Cards, Teacher Collections and services provided to schools.

Healthy Snack update - In the first 8 days, 93 snacks were given at the Main Library and 17 were given at Sycamore Plaza.

2020 Director Action Items:

Better Communication early on with Managers and Staff regarding changes - Sent regular updates on the roof project and Customer Service workroom. Sent weekly round-ups informing all staff of what is going on around the organization in each department.

Better Communication with the Board - Included all Board members on planning the Library Fund and Fundraising Committee meeting.

Continue to expand community outreach to be reflective of the community - Made progress on what school delivery will look like. Began discussions on what Outreach to Assisted Living facilities will look like in the future. We are using county statistics as well as Analytics on Demand to guide our data driven decisions.

Find better ways to manage the afterschool crowds - A major focus of our staff development day is helping staff better manage this customer base. We are also rolling out the expectation of changing our culture by providing examples and options to use moving forward.

Community Engagement Report

Mobile App mock up: Colleen Bauman shared a screenshot and different functions of the mobile app mock up.

Community @ the library:

Pickerington Garden Club – Wednesday, February 19

United Way Tax Prep – Thursdays through April 9

Pickerington Area Resource Coalition – Friday, February 21

Upcoming events/classes:

COSI Science Spots – Saturday, February 22, 10:00 a.m. - 1:00 p.m.

Library closed for Staff Development Day on Monday, February 24

Facebook LIVE Book Chat - Monday, March 2, 6:30 p.m. - 7:00 p.m.

It's Tech Week! – (Tech Trainers)

Monday – Play with Ozobots (robot that teaches kids to code)

Tuesday – Cricut Craft

Wednesday – Help with downloads from e-branch

Thursday – Photo editing with mobile phones

Old Business

New Business

Roof Project Repair

02-02-20 Resolution to put the partial roof replacement project out for bids

Todd Stanley made a motion to approve to put the partial roof replacement project out for bids. 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.

Advertising for bids on the roof project

02-03-20 Resolution to approve the advertisement for bids on the partial roof replacement project

Mary Herron made a motion to approve the advertisement for bids on the partial roof replacement project. 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.

Legal Ad

Sealed bids will be received no later than 12:00 noon, local time, Thursday, March 12th, 2020 at the Fiscal Officer's Office, Pickerington Public Library, 201 Opportunity Way, Pickerington, OH 43147. They will be publicly opened and read at 12:15 pm at that location, for all labor, material and services necessary for the Partial Roof Replacement (Construction cost estimate \$360,840), all in accordance with Contract Documents prepared by CTL Engineering. Direct all questions to Mikel Coulter, CTL (614) 276-8123, x2025, mcoulter@ctleng.com . The contractors will be provided 2 sets of documents at no charge. Additional sets may be purchased from Key Blueprint, 195 E. Livingston Ave, Columbus, OH 43215 (614)-228-3285; plankey@keycompanies.com at cost plus shipping.

Each bid must include a Bid Guaranty as described in the Instructions to Bidders; Ohio prevailing wage rates are required.

Pre-bid meeting: Friday, March 6th, 2020 at 2:00 pm, at Pickerington Public Library, 201 Opportunity Way, Pickerington.

No bid may be withdrawn within 60 days after the bid opening. The Library reserves the right to waive irregularities, reject any or all bids, and to investigate bidder responsibility.

Reading of the bids

02-04-20 Resolution to publicly open and read the bids by the Fiscal Officer immediately after the time for filing the bids has expired on March 12th at noon and a Report of the Tabulation of the bids brought to the Board at its next meeting

Mike Jones made a motion to approve publicly opening and reading the bids by the Fiscal Officer immediately after the time for filing the bids has expired on March 12th at noon and a Report of the Tabulation of the bids brought to the Board at its next meeting. Jennifer Hess seconded.

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

Prevailing Wage Coordinator

When the reports come in for billing, The Prevailing Wage Coordinator ensures everyone being paid for the contract is being paid according to the current prevailing wages.

02-05-20 Resolution to appoint Brenda Oliver as the Prevailing Wage Coordinator for the partial roof replacement project

Todd Stanley made a motion to approve Brenda Oliver as the Prevailing Wage Coordinator for the partial roof replacement project. Mary Herron seconded.

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

Conference/Workshop Attendance Policy

Tony Howard stated that the Conference/Worship Attendance Policy was approved in January 2015; however, the Board approved the Reimbursement for Travel Policy in November 2016 that covers the same information.

02-06-20 Resolution to approve the deletion of the Conference/Workshop Attendance Policy

Mike Jones made a motion to approve the deletion of the Conference/Workshop Attendance Policy. Todd Stanley seconded.

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

For the good of the order

Adjournment

Cristie adjourned the meeting at 7:26 p.m.

Next Board Meeting:

FAB Committee Meeting
March 16, 2020 @ 6:30 p.m. at Sycamore Plaza

Regular Board Meeting
March 16, 2020 @ 7:00 p.m. at Sycamore Plaza

Cristie Hammond
President

Mary Herron
Secretary