

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
February 21, 2022

The Board of Trustees of the Pickerington Public Library met in regular session on February 21, 2022 at 7:00 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present: Cristie Hammond, Mike Jones, Mary Herron, Alissa Henry, Jennifer Hess, Berneice Ritter, and Todd Stanley. Student Trustee Representatives present: Alyssa Gray and Mikayla Wagner. 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: Theresa Wessel, President of the Friends of the Pickerington Public Library.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Secretary's Report

Consent Agenda

1. January 24, 2022 Regular Board Meeting minutes and FAB minutes
2. Donations
 - a. Barnes and Noble – 345 books, games and puzzles estimated value of between \$3,000 and \$5,000
3. New Staff
 - a. Jeanine Uptain – Customer Service Assistant – Sycamore Plaza effective February 2nd at \$11.17 an hour
 - b. Hannah Mattingly – Customer Service Assistant – Sycamore Plaza effective February 9th at \$11.17 an hour

02-01-22 Motion to approve the Consent Agenda

Jennifer Hess made a motion to approve the Consent Agenda items. Mary Herron seconded.

Roll Call: Mike Jones-yes, Alissa Henry-yes, Mary Herron-yes, Cristie Hammond-yes, Berneice Ritter-yes, Jennifer Hess-yes. Motion passed with no changes.

Public Participation

Friends of the Library Report

Theresa reported the Friends did not meet. There will be a children's book sale June 3-4 tied with the Summer Reading program.

Finance Committee

Fiscal Officer's Report

December 2021 Financial Report:

2021 Revenue Budget - \$2,873,286

2021 General Fund Revenue - \$2,942,718

2021 Appropriation Budget - \$2,678,479

2021 General Fund Expenditures - \$2,363,179 (\$500,000 transfer to Capital, \$5,019 matching Guiding Ohio Online Grant). An additional \$72,827 was carried over into 2022 as open PO's.

January 2022 Financial Report:

General Fund Revenue:

PLF - \$116,784.91 received this month (\$112,914.73 Fairfield, \$3,870.18 Franklin County)

Total General Fund Received - \$118,551.29

Guiding Ohio Online Grant funds were not received in January. This has caused the fund summary report to show a negative for this fund. This is due to the outstanding purchase orders being larger than the current cash balance. This is a timing issue and the \$6,289 in Federal funds is expected this week.

Temporary Budget - \$1,170,879 (3 months). Permanent Budget to be approved in March for entire year.

Total January Expenditures - \$218,974

Brenda asked if there were any questions from the financial reports. There were none.

Brenda reported there will be an ad in the paper for anyone who would want a copy of the financial notes.

Other Committee Reports

Tony shared the Statement of Activity of the Fairfield County Foundation for the Pickerington Public Library Fund. This fund did well, but he is concerned there was only \$431.35 in contributions. He wants the committee and the fundraising committee to discuss ways to help community engage in the foundation.

Director's Report

Winter Strategic Focus – Inspiring Knowledge

Facilities:

Current projects:

- Damage to the gutter and roof - Still waiting on quotes.
- Emergency Exit Door replacement at Sycamore Plaza Library - The doors were replaced in early February. Warmer weather is needed to have them painted.
- Parking lot cleanup after ice storm - It took 9 staff hours over a period of three days to clean the ice and snow off of the sidewalks. Yardmaster had to plow and salt the lot three times after the storm. Sycamore Plaza had issues with the bookdrop being blocked with ice. Customers, staff and the company contracted to clear the lot helped in removing the ice around the bookdrop. Tony shared some pictures.

Miscellaneous:

- Staff Member Highlight - Debbie Madison has worked for the library since September 2016. She started in Customer Service until she moved into her current role as Technical Services Staff II. Debbie is a hardworking, well-organized person. She is eager to learn new tasks and willing to support the organization wherever she is needed. During the height of the pandemic, Debbie split her time between supporting branch operations and her Tech Service duties. This flexibility allowed the organization to maintain our expected standard for operations without hiring additional staff. Debbie is being recognized before the Library Board of Trustees for her flexibility and dedication to our organization.
- COVID-19 Operational Update - Earlier this month, toys were put out in the children's departments. This was later than planned, but the library was juggling customer demand with the recent surge in cases of COVID-19. The AWE children's game computers were also put out. Effective today, masks are no longer required at indoor classes and events. This will be reevaluated if positive COVID-19 cases go up again.
- Prom Dress Event - On March 26, a Prom Dress Giveaway event will be held at Main Library. The idea for this event came from the Teen Librarian, Erin Valentine. She was working with students from Central High School and connected with the Prom Committee. On February 6, 2022, Tony picked up 500 Prom Dresses from Fairy Goodmothers. They are a non-profit organization that holds an annual prom dress giveaway. They have not held an event since before the pandemic. Tony shared some pictures and examples.
- Ohio Governor's Imagination Library - United Way of Fairfield County administers this program. As a community partner, the library promotes the program with customers and community. Now that children are beginning to age out of the program, the library will begin working with United Way to issue Graduation Certificates. Tony showed the certificate.
- Hotspots - T-Mobile recently acquired Sprint, so Hotspots are beginning to be transferred. In re-negotiating the agreement, four additional hotspots can be acquired for just under what the library was paying Sprint. Overall, the library will have 24 Hotspots. 22 will circulate.
- Tax Computer & Tax Forms - The library converted one of the public PCs at Main Library to a tax form dedicated computer. This way customers can walk up and print what they need. Forms were ordered for this year, but the IRS did not send any. The State went all online too.

Todd Stanley entered the meeting.

Community Engagement Report

Library Stats:

Newsletter:

Month	Recipients	Opened	Percentage
Dec. 2021	742	376	51%
Jan. 2022	762	374	49.5%

Social Media:

Platform	Date	# of posts	Total followers/page likes	New likes /retweet /impressions	Increase	
Facebook	21 Dec	44	3387	73	429%	
	22 Jan	37	3477	94	2.6%	
Instagram	21 Dec	40	1020	17	+54%	
	22 Jan	34	1040	29	+70.6%	
Twitter	21 Dec	26	290	30/8	+6	
	22 Jan	29	1601	30/4	+60%	
LinkedIn	21 Dec	1	71	2/44	8.25%	
	22 Jan	15	75	4/296	7.01%	

Google Business	location	Interactions	Call	Directions	Clicks	
21 Dec	PPLM	3436	2013	564	859	
	PPLS	1258	883	181	194	
22 Jan	PPLM	3070	1438	447	1183	
	PPLS	908	468	144	296	

Projects:

- Website project - Buckeye Interactive is in the midst of implementing a new site map and new navigation tools to be more intuitive and easy to use. Content update and refresh is next!
- Wayfinding project - This project includes, exterior sign faces, directional signage, end cap resurfacing, shelf markers, end cap and wall decals.

Upcoming events and initiatives:

- United Way is providing tax prep at the library on Thursdays.
- American Red Cross Blood Drive - April 16 (February was canceled)
- The Wolf: Fact vs. Myth - Saturday, February 26, 10:30 a.m.
- Spring quarter newsletter is out for the public. It is jam packed with fun family-friendly activities! Along with the regular children's early literacy classes, book clubs and craft

classes, Homeschool Connect has been revamped, Tech Week '22 with the Tech Trainers was added, new crafty fun classes at Sycamore Plaza was added, and there is a fun trio of Prom-tastic events planned! Friends will be back with Spring Book Sale and May has Pickerington Comic Fest 2022!

- New issue of Pickerington Magazine is out with the library ad, events and bookmarks.

- Mark your calendar for Summer Reading 2022: Violet's Ocean Adventure beginning May 21.

- Wil Roland was commissioned to create reading initiative logos along with some fun coloring pages and graphics that can be utilized for marketing. Colleen shared pictures of the logos.

- ELT appreciation breakfast - Staff surprised the Executive Leadership Team with a full brunch on Wednesday, February 16. Colleen shared a photo.

Old Business

New Business

New Library Outreach Vehicle

One of the budgeted items for this year is to purchase a new vehicle in order to expand services out into the community. The search began last year to test the market and figure out what was available that could meet the library's needs. Beginning in January, it was quickly discovered that the market for available vehicles changes daily.

From the start of this process, Tony has worked with Ricart Ford, Jeff Wyler Chevrolet and Bob-Boyd of Lancaster to find the right vehicle. During this process, Tony found Ricart's Commercial Vehicle Division to be flexible and accommodating to the library's needs. As a result, there is a brand new 2022 E350 Cutaway DRW (Dual Rear Wheel) reserved and quoted for the library. Tony shared some pictures.

The vehicle will be modified as part of the purchase price, Sign-O-Rama was chosen for the vehicle wrap. They are a trusted vendor and the quality of their work is known because they wrapped the library van and the mobile book drops.

Vehicle Alterations:

A lift gate will be installed on the rear of the vehicle. Unfortunately, because the vehicle sits lower to the ground, a hideaway lift gate cannot be used.

A retractable powered awning will be installed on the passenger side of the vehicle. This will allow staff to pull up anywhere and serve the public "food truck" style.

The lower shelves in the cargo space of the vehicle will be removed and a heavy-duty e-track system will be installed. This will allow staff to strap down book carts and bins while the vehicle is in motion.

The inside of the cargo space is flexible and spacious. It is 16 feet long, 8 feet wide, and 6 ½ feet high.

For service, there will be a mobile workstation with all the technology to provide the same services as the library's physical locations. There will be space to store a popup tent, tables and chairs for staff, Booktrucks, and library transportation bins for extra materials.

Having an outreach vehicle allows the library to meet part of the Levy promise to bring library services into the Northwest portion of the service area.

02-02-22 Resolution to authorize the Director to purchase a new library outreach vehicle for \$64,125

Mike Jones made a motion to approve resolution to authorize the Director to purchase a new library outreach vehicle for \$64,125. Mary Herron seconded.

Roll Call: Berneice Ritter-yes, Todd Stanley-yes, Cristie Hammond-yes, Alissa Henry-yes, Mike Jones-yes, Jennifer Hess-yes, Mary Herron-yes. Resolution passed.

Ohio Governor's Imagination Library

At this year's OLC Legislative Day, the Ohio Library Council will formally recognize Ohio First Lady Fran DeWine for her efforts to promote early childhood literacy in the state. To prepare for this event, OLC has requested all library Boards of Trustees consider adopting resolutions that commend Mrs. DeWine on her accomplishments with the Ohio Governor's Imagination Library.

Fran DeWine is a long-time supporter of Ohio libraries and early childhood literacy. She is the reason Governor DeWine ensured funding for the Ohio Governor's Imagination Library has been in the state's biennium budget.

02-03-22 Resolution to recognize the efforts of Fran DeWine for her efforts in supporting early childhood literacy through the Ohio Governor's Imagination Library

Mike Jones made a motion to approve resolution to recognize the efforts of Fran DeWine for her efforts in supporting early childhood literacy through the Ohio Governor's Imagination Library. Jennifer Hess seconded.

Roll Call: Todd Stanley-yes, Mike Jones-yes, Cristie Hammond-yes, Alissa Henry-yes, Berneice Ritter-yes, Mary Herron-yes, Jennifer Hess-yes. Resolution passed.

Wayfinding Signage

Wayfinding signage refers to the informational signs that guide people through a physical environment and enhances their understanding and experience of the library property and facility space. This signage system should help people simplify their routes to the greatest extent possible. A good wayfinding system is a crucial aspect of the customer journey. It will avoid making customers and visitors frustrated and ensure their ultimate satisfaction.

The goal of the library's wayfinding project is to ensure a seamless customer journey when visiting either Pickerington Public Library location by providing clear and consistent wayfinding signage starting at the road leading into the parking lot and into and throughout each library facility. The wayfinding project team determined that current signage is not clear, sometimes inconsistent or nonexistent. Endcaps are old, faded, outdated and unprofessional. The team then traveled around central Ohio looking at both retail and neighboring libraries and shared their findings of what worked and didn't work. Grandview Heights had a signage system that is flexible, functional and easy to change. The EclipseCorp team came out, toured both facilities, took pictures, and talked to team members about what staff wanted as an end product. If approved, end caps will be resurfaced by removing fabric and applying gloss black HPL to re-face.

Updating the library's wayfinding signage became necessary as a direct result of reorganizing the library's print and audiovisual collections.

02-04-22 Resolution to enter into a contract with EclipseCorp, LLC for the amount of \$22,983.79 in order to update endcaps and all wayfinding signage at both library locations

Berneice Ritter made a motion to approve the resolution to enter into a contract with EclipseCorp, LLC for the amount of \$22,983.79 in order to update endcaps and all wayfinding signage at both library locations. Todd Stanley seconded.

Roll Call: Mary Herron-yes, Mike Jones-yes, Todd Stanley-yes, Jennifer Hess-yes, Cristie Hammond-yes, Alissa Henry-yes, Berneice Ritter-yes. Resolution passed.

Transfer of Funds

In order to enter into contract with EclipseCorp, there is a need to transfer funds. Since the library is still working off of the temporary budget, there are limited available funds to transfer.

The following transfer is needed:

Transfer \$20,000 from 1000-760-750-5512 Furniture and Equipment (Equipment) to 1000-100-390-3910 Other – Purchased and Contracted Services (all other).

The plan is to adjust the permanent budget to offset this change and additional expense. The library will hold off purchasing some major equipment until the permanent budget is approved in March.

Updating the wayfinding signage has been planned for the past year and a half. The library is now in a position to move forward.

02-05-22 Resolution to approve the transfer of \$20,000 from 1000-760-750-5512 Furniture and Equipment (Equipment) to 1000-100-390-3910 into Other-Purchased and Contracted Services (all other)

Todd Stanley made a motion to approve the resolution to approve the transfer of \$20,000 from 1000-760-750-5512 Furniture and Equipment (Equipment) to 1000-100-390-3910 into Other-Purchased and Contracted Services (all other). Mary Herron seconded.

Roll call: Jennifer Hess-yes, Berneice Ritter-yes, Todd Stanley-yes, Cristie Hammond-yes, Alissa Henry-yes, Mike Jones-yes, Mary Herron-yes. Resolution passed.

NaloxBox

In early February, Tony was approached by the Fairfield County Opiate Taskforce and the Pickerington and Violet Township Emergency Group requesting that the library consider adding NaloxBoxes in the library locations.

They explained that they received grant money specifically to increase easy access to Narcan throughout the community. They also explained that when someone took the Narcan out of the box, they would come and refill it for free.

As a result of these two requests, Tony started asking colleagues about this topic and received a wide range of answers. Some libraries have staff trained to administer Narcan while others have chosen not to have it in their buildings.

Tony also contacted the County Prosecutor's office for a legal opinion. He was told that as a political subdivision of the State of Ohio, the library would have immunity from a law suit as long as staff and the library does not act in a malicious or reckless manner. The attorney did say that the biggest concern is having this drug accessible to children. If a child under 18 years of age takes the Narcan and their parent was not pleased, they could challenge that the library acted in a reckless manner by having the drug accessible to the public. While this is unlikely, it is a risk to consider.

These boxes will be available at the fire stations, police station, sheriff's substation, Township Offices and City Hall.

The library has always taken the approach to not administer any over the counter or prescribed medicines of any kind. Additionally, no medicines are made available for access by the public.

ELT recommends to graciously turn down the request to install NaloxBoxes in Pickerington Public Library Facilities. By installing these boxes and making Narcan

available to the public, the library will set a precedence that would impact the library moving forward.

Some trustees were in favor of having Narcan available for a time when it might be needed, and some trustees were not in favor due to safety issues and the close proximity of emergency personnel.

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:05 p.m.

Next Board Meeting:

FAB Committee Meeting
March 21, 2022 @ 6:30 p.m. at Main Library

Regular Board Meeting
March 21, 2022 @ 7:00 p.m. at Main Library

Cristie Hammond
President

Mary Herron
Secretary