

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
January 12, 2017

The Board of Trustees of the Pickerington Public Library met in regular session on Thursday, January 12 at 7:04 p.m. in the library at 201 Opportunity Way. Members present were Cristie Hammond, Michelle Shirer, Mary Herron, and Robert Mapes. Staff members present: Tony Howard, Library Director, Kent Daniels, Assistant Director, Brenda Oliver, Fiscal Officer/Human Resources Manager and Colleen Bauman, Community Relations Coordinator.

Excused Absence: Mike Jones, Cheryl Ricketts

Oath of Office - Brenda Oliver, Fiscal Officer

Robert Mapes, a notary public, administered the oath of office to Fiscal Officer Brenda Oliver who was appointed for the year 2017.

Reorganization of the Board

Election of Officers

Cristie explained that there are three officer positions on the Board of Trustees; President, Vice President and Secretary. Mary Herron nominated Cristie for president, Robert Mapes seconded. Cristie accepted. Bob Mapes said he was willing to carry on as secretary but offered it up if there was another board member interested. Mary Herron was interested and accepted the position of secretary. Mary added she is available during the day and is a notary.

**1-1-17 Motion to approve Cristie Hammond as President, Michael Jones as Vice President, Mary Herron as Secretary.**

Robert Mapes made a motion to approve Board positions as follows: Cristie Hammond as President, Michael Jones as Vice President, Mary Herron as Secretary. Michelle Shirer seconded his motion. Motion passed.

Roll call vote: Michelle Shirer – yes, Robert Mapes – yes, Cristie Hammond – yes, Mary Herron – yes.

Appointment of Board Committees

Cristie introduced the appointment of Board Committees for 2017.

**2017 Committees**

**Finance, Audit, Budget Committee**

Cristie Hammond, Board President  
Brenda Oliver, Fiscal Officer

Tony Howard, Library Director  
Mary Herron, Board Member  
Sherry Neeper, Community Member

### **Leadership Assessment**

Cristie Hammond, Board President  
Mike Jones, Board Vice President  
Cheryl Ricketts, Board Member

### **Advisory Committee to the PPL Fund of the Fairfield County Foundation & Fundraising**

Michelle Shirer, Board Member  
Tony Howard, Library Director  
Mary Herron, Board Member  
Kathy Bowden, Friends of the Library Representative

### **Levy Committee**

Mike Jones, Board Vice President  
Bob Mapes, Board Secretary

Cristie asked if there were any specific interests for committees and added that any board member is welcome to attend any of the committee meetings but will only have a vote if they are on the committee. Community members can be invited to serve on any of the committees as well.

Cristie asked for approval for the regularly scheduled board meeting from December 8, 2016.

### Approval of Minutes

#### **1-2-17 Motion to Approve the Regular Meeting Minutes for December 2016**

Mary Herron made a motion to approve the December 8, 2016 board meeting minutes. Michelle Shirer seconded the motion. Minutes were approved with no changes.

Roll call vote: Michelle Shirer – yes, Robert Mapes – yes, Cristie Hammond – yes, Mary Herron – yes.

### Public Participation –Todd Stanley

Friends of the Library Report – General meeting will be held in February. Nothing else to report.

### Finance Committee

## Fiscal Officer's Report

Brenda Oliver presented the financial report for the month of December and the end of 2016. She asked if there were any questions. There were none.

## Other Committee Reports

No other committee reports

## Director's Report

Tony shared his report and statistics. Highlighted:  
4.3% increase for the year – (599,081)  
2.6% decrease over last year of 1<sup>st</sup> time circulation

### Collection trends:

Increased usage: very high increases in juvenile and teen audiobooks, teen non-fiction and kits. Michelle mentioned that it would be interesting to see if there could be some incentives or coupons offered by the business community if a book club took place out in the community out of the library.

### CLC Statistics:

CLC Libraries had nearly 25 million in circulation  
There are over 1 million items available for circulation through the consortium  
The Consortium has over 1 million registered card holders  
Over 49,000 patrons checked out something from a shared library

Michelle asked about the 27% decrease of newly registered patrons due to shared patron accounts. Tony explained that when patrons check out items, they can use a library card from another library in the consortium and don't have to get a card from each library any more.

### Homework Help Center:

Overall 89% of the students using the HHC were repeat visitors for the last two months of the year. Retention is high.

### Miscellaneous Information:

The lease for the branch has been signed. There has been a building program created for the branch. It is a tool that tells the architect what we are looking for in the branch. Mary Herron complimented on the detail of the building program.

Data Project Presentation will be moved to February Board meeting.

## Assistant Director Report

Kenton shared an update on the LSTA Grant. He is getting ready to submit for an archival scanner and workstation PC. We created an account through PLA's Project Outcome and it is officially up and running. This is an impact measurement tool created by librarians for librarians. 2017 Programming is being planned and is starting to appear on the website.

### Old Business

#### **1-3-17 Motion made to enter into Executive Session – To consider appointment of a public official (ORC 121.22(G) (1))**

Robert Mapes made a motion to enter into executive session to consider appointment of a public official (ORC 121.22 (G) (1)) Mary Herron seconded. Motion passed.

Roll call vote: Michelle Shirer – yes, Robert Mapes – yes, Cristie Hammond – yes, Mary Herron – yes.

Entered into Executive session at 7:30pm

#### **1-4-17 Motion made to come out of Executive Session – To consider appointment of a public official (ORC 121.22 (G) (1))**

Robert Mapes made a motion to come out of executive session to consider appointment of a public official (ORC 121.22 (G) (1)) Michelle Shirer seconded. Motion passed.

Roll call vote: Michelle Shirer – yes, Robert Mapes – yes, Cristie Hammond – yes, Mary Herron – yes.

Came out of Executive Session at 7:52pm.

#### **1-5-17 Motion made to recommend the appointment of Todd Stanley to the Board.**

Mary Herron made a motion to recommend the appointment of Todd Stanley to the Board. Robert Mapes seconded. Motion passed.

Roll call vote: Michelle Shirer – yes, Robert Mapes – yes, Cristie Hammond – yes, Mary Herron – yes.

#### **1-6-17 Motion to go into Executive Session – Compensation of Public Employee (ORC 121.22 (G)(1))**

Mary Herron made the motion to go into Executive Session – Compensation of Public Employee. Michelle Shirer seconded the motion.

Entered into Executive Session at 7:55 pm.

Roll call vote: Michelle Shirer – yes, Robert Mapes – yes, Cristie Hammond – yes, Mary Herron – yes.

**1-7-17 Motion to come out of Executive Session – Compensation of Public Employee (ORC 121.22 (G)(1))**

Cristie Hammond made the motion to come out of Executive Session – Compensation of Public Employee. Mary Herron seconded the motion.

Roll call vote: Michelle Shirer – yes, Robert Mapes – yes, Cristie Hammond – yes, Mary Herron – yes.

Came out of executive session at 8:02 pm.

Todd Stanley was invited to join the Board at the table. Tony will send a letter to the Pickerington Local School Board to recommend the appointment of Todd Stanley to the Library Board of Trustees.

**1-8-17 Resolution to increase the Fiscal Officer's Salary 3.5% to (\$65,242)**

Robert Mapes made the motion to increase the Fiscal Officer's salary by 3.5%. Mary Herron seconded the motion.

Roll call vote: Michelle Shirer – yes, Robert Mapes – yes, Cristie Hammond – yes, Mary Herron – yes. Motion passed.

New Business

Donations - Jeanne Cross donated \$50.00 to the Pickerington Public Library

Qualifications File for Design Services

Ohio Revised Code sections 153.66, .68 and .71 (A) requires that public entities maintain a qualifications file for design services under \$50,000 that are less than a year old: The Fiscal Officer established a qualifications file at the end of 2016 for design services to be updated annually and maintained by the Library Director.

**1-9-17 Resolution to approve the action taken by the Fiscal Officer to establish a qualifications file for use when fees by design professionals for a project will be less than \$50,000**

Robert Mapes made the motion to approve the action request by the Fiscal Officer to establish a qualifications file. Mary Herron seconded.

Roll call vote: Michelle Shirer – yes, Robert Mapes – yes, Cristie Hammond – yes, Mary Herron – yes. Motion passed.

Approval of 2017 check signers for the library's checking account

**1-10-17 Motion to approve Cristie Hammond, Michael Jones, Mary Herron, Tony Howard and Brenda Oliver as check signers.**

Michelle Shirer made a motion to approve Cristie Hammond, Michael Jones, Mary Herron, Tony Howard and Brenda Oliver as check signers. Robert Mapes seconded the motion. Motion passed.

Roll call vote: Michelle Shirer – yes, Robert Mapes – yes, Cristie Hammond – yes, Mary Herron – yes.

Approve the depository of public funds for the library

**1-11-17 Motion to approve Huntington and Fifth Third Bank as Depositories of Public Funds for the library**

Robert Mapes made a motion to approve Huntington and Fifth Third as depositories of the public funds for the library. Mary Herron seconded the motion. Motion passed.

Roll call vote: Michelle Shirer – yes, Robert Mapes – yes, Cristie Hammond – yes, Mary Herron – yes.

2017 Interest allocation

**1-12-17 Motion to re-invest 2017 Interest Earned back into the Fund generated**

Robert Mapes made a motion to approve the resolution to re-invest 2017 interest earned back into the fund generated. Michelle Shirer seconded the motion. Motion passed.

Roll call vote: Michelle Shirer – yes, Robert Mapes – yes, Cristie Hammond – yes, Mary Herron – yes.

Approve Fiscal Officer Bond for \$50,000

**1-13-17 Motion to Approve Fiscal Officer Bond for \$50,000**

Robert Mapes made a motion to approve the Fiscal Officer's Bond for \$50,000. Mary Herron seconded the motion. Motion passed.

Roll call vote: Michelle Shirer – yes, Robert Mapes – yes, Cristie Hammond – yes, Mary Herron – yes.

Approve Director Bond for \$50,000

### **1-14-17 Motion to Approve Director's Bond for \$50,000**

Robert Mapes made a motion to approve the Director's Bond for \$50,000. Mary Herron seconded the motion. Motion passed.

Roll call vote: Michelle Shirer – yes, Robert Mapes – yes, Cristie Hammond – yes, Mary Herron – yes.

### Appoint Tony Howard as Deputy Fiscal Officer

### **1-15-17 Motion to Appoint Tony Howard as Deputy Fiscal Officer for 2017**

Robert Mapes made a motion to appoint Tony Howard as Deputy Fiscal Officer for 2017. Michelle Shirer seconded the motion. Motion passed.

Roll call vote: Michelle Shirer – yes, Robert Mapes – yes, Cristie Hammond – yes, Mary Herron – yes.

### Contract between the Library and The Friends of the Pickerington Public Library

### **1-16-17 Motion to approve the contract between the Library and The Friends of the Pickerington Public Library**

Robert Mapes made a motion to approve the contract between the Library and The Friends of the Pickerington Public Library as written. Mary Herron seconded. Motion passed.

Roll call vote: Michelle Shirer – yes, Robert Mapes – yes, Cristie Hammond – yes, Mary Herron – yes.

### PPL Archives' Purpose and Scope Statement

As part of PPL's Digitization project, it is important to development a purpose and scope statement for the library's existing, and future, archival collections. This statement will outline institutional goals for the archives and provide working guidelines.

### **1-17-17 Motion to approve the Archives' Purpose and Scope Statement**

Robert Mapes made a motion to approve the Archives Purpose and Scope Statement. Mary Herron seconded. Motion passed.

Roll call vote: Michelle Shirer – yes, Robert Mapes – yes, Cristie Hammond – yes, Mary Herron – yes.

### Deed of Gift Form

As part of PPL's archival function moving forward, it is necessary to have an effective Deed of Gift form to serve as an agreement between the institution and potential donors of archival materials. The Deed of Gift form is important for formally establishing the extent of the relationship between the organization and donors, expectations for materials, and general administrative guidelines.

### **1-18-17 Motion to approve Deed of Gift form.**

Mary Herron made a motion to approve the Deed of Gift form. Michelle Shirer seconded. Motion passed.

### Official Branch Location Name

One of the decisions that must be made in preparation for opening a new library is naming the facility. After discussions and taking into consideration naming conventions of other libraries, the Executive Leadership Team feels the branch should be referred to as "Main Library". Recommendation to officially name the library locations is as follows: Current facility – Main Library, New facility – Sycamore Plaza Library, Pickup lockers at current facility – Pickerington 24 hour pickup lockers – Main Library, Pickup lockers at new facility – Pickerington 24 hour pickup lockers – Sycamore Plaza Library.

### **1-19-17 Motion made to approve the new names for the library's 4 locations as follows:**

- **Current facility – Main Library,  
New facility – Sycamore Plaza Library,  
Pick up lockers at current facility – Pickerington 24 hour pick up lockers -  
Main Library  
Pick up lockers at new facility – Pickerington 24 hour pickup lockers -  
Sycamore Plaza Library**

Board discussed naming of the branch after donors or former board member Laura Powers. They discussed some sort of dedication at the Main Branch. Michelle brought up the awareness of the Library unintentionally setting a precedent with naming rights for facilities. She also agreed with the location based name for the new branch. Tony added he will be working on a donation policy as well as a naming policy to use a strategic approach with naming decisions.

Robert Mapes made a motion to approve the new names for the library's 4 locations as listed. Mary Herron seconded. Motion passed.

### For the good of the order

Cristie asked if the regular board meeting in February could be moved to 7:30 so the Pickerington Chamber of Commerce annual dinner could be attended by Tony, Colleen, Brenda and Cristie. The Board agreed.



OLC Legislative Day at the Ohio Statehouse will be March 29, 2017. This is an all-day event that includes a luncheon and press conference. Michelle encouraged all the Board members to attend if possible. It is going to be tough budget year and good attendance is important.

**Next Board Meeting:**

FAB Committee Meeting - TBD

Regular Board Meeting

February 9 at 7:30 p.m. (Meeting Room A)

Cristie Hammond adjourned the meeting at 8:32 p.m.

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Cristie Hammond  
Library Board President

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Mary Herron  
Library Board Secretary