

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
January 15, 2018

The Board of Trustees of the Pickerington Public Library met in regular session on Monday, January 15 at 6:58 p.m. in the library at 201 Opportunity Way. Members present were Cristie Hammond, Mary Herron, and Mike Jones and Todd Stanley. 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 Absences: Cheryl Ricketts, Michelle Shirer

Public Participant: Berneice Ritter

Oath of Office

Brenda Oliver, Fiscal Officer

Mary Herron, a notary public, administered the oath of office to Fiscal Officer Brenda Oliver who was appointed for the year 2018.

Reorganization of the Board

Election of Officers

Cristie shared that the three officer positions on the Board of Trustees; President, Vice President and Secretary were up for approval.

1-1-18 Motion to approve Cristie Hammond as President, Michael Jones as Vice President, Mary Herron as Secretary

Todd Stanley made a motion to approve Board positions as follows: Cristie Hammond as President, Michael Jones as Vice President, and Mary Herron as Secretary. Mary Herron seconded his motion. Motion passed.

Roll call vote: Mike Jones – yes, Mary Herron – yes, Todd Stanley – yes, Cristie Hammond – yes.

Appointment of Board Committees

Standing Committees

Finance, Audit and Budget Committee

Cristie Hammond
Mary Herron

Levy Committee

Cristie Hammond
Mike Jones

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

Cristie Hammond

Todd Stanley
Michelle Shirer

Leadership Assessment

Cristie Hammond
Cheryl Ricketts
Mike Jones

Additions and changes will be discussed at future board meetings.

Secretary's Report

1-2-18 Motion to Approve the Regular and FAB Meeting Minutes for December 2017

Mike Jones made a motion to approve the December 14 2017 board/FAB meeting minutes. Todd Stanley seconded the motion. Minutes were approved with no changes.

Friends of the Library Report

Friends annual general membership meeting will be held on February 12 at 6:30 p.m.

Finance Committee

Fiscal Officer's Report – no report this month; held off closing books of 2017.

Other Committee Reports

Levy Committee – Mike Jones shared that the PAC account balance is \$6,175.59. Activity for the account in 2017 was minimal, but included \$550.00 donation and \$130 expense for securing advertising space in the Pickerington Calendar.

Director's Report

Facilities report:

Staff breakroom remodel – final punch list items are being completed by the end of January.

Children's area wall mural is complete. Carpet in Tech Services is scheduled for the end of February. Conference room furniture chairs have arrived; tables are scheduled to arrive later in month. Additional shelving has been installed at Sycamore Plaza.

Staffing: Custodial position still open and has been reposted due to lack of qualified candidates.

Tactical Plan: Will be created once Strategic Plan is approved.

Tony provided a handout with stats from 2017. He will be doing further analyzing of stats when preparing the annual report. He also shared that 5 Gale Analytics on demand apps has been purchased. It will include patron profiles, marketing to patrons, marketing to non-patrons, collection intelligence, and patron voter analysis. There has also been a consultant hired to help with a community study. Data will be shared with the Board.

Assistant Director's Report

Consumer Reports Database: went live around the holidays.

Notary Project: Completed. Just waiting for a couple of people to take tests and waiting to get everybody's commissions recorded.

Website: Talking to a couple of different developers.

SearchOhio: Staff are hard at work to get this service ready for our patrons; going live January 24. This will include 28 public library systems outside of CLC and include universities.

Old Business

Review and discussion of Library Strategic Plan- Tony shared documents that show the 5 strategies that were identified. The tactical plan will be created from these items. Tony asked if the Board was ready to approve the plan or take some time to mull it over. It was decided to allow time for the rest of the Board to take a look at the plan.

New Business

Donations

A \$50 donation from Gary and Jeanne Cross was received. A thank you card was sent.

Approval of 2018 Check Signers

This resolution decides and approved the 2018 check signers for the library's checking account. Every January, the board decides and approves the check signers.

1-3-18 Resolution to approve the Board President, Board Vice President, Board Secretary, Brenda Oliver and Tony Howard as check signers

Mike Jones made a motion to approve the Board President, Board Vice President, Board Secretary, Brenda Oliver and Tony Howard as check signers. Todd Stanley seconded.

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

Approval of Depositories of Public Funds

This resolution approves Huntington and Fifth Third Bank as the depository of public funds for the library. Every January, the board approves the depository of public funds.

1-4-18 Resolution to approve Huntington and Fifth Third Bank as the depository of public funds.

Mike Jones made a motion to approve Huntington and Fifth Third Bank as the depository of public funds for the library. Mary Herron seconded.

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

2018 Interest allocation

This resolution approves that 2018 interest earned be allocated to re-invest in the fund generated. This is done by the Board every January.

1-5-18 Resolution to approve that the 2018 interest earned be allocated to re-invest in the fund generated

Mike Jones made a motion to approve that the 2018 interest earned be allocated to re-invest in the fund generated. Todd Stanley seconded.

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

Fiscal Officer Bond for \$50,000

Every January, the Board approves the Fiscal Officer Bond for \$50,000.

1-6-18 Resolution to approve the Fiscal Officer Bond for \$50,000

Mary Herron made a motion to approve the Fiscal Officer Bond for \$50,000. Todd Stanley seconded.

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

Appoint Tony Howard as Deputy Fiscal Officer

Every January, the Board appoints a Deputy Fiscal Officer.

1-7-18 Resolution to appoint Tony Howard as Deputy Fiscal Officer for 2018

Mary Herron made a motion to appoint Tony Howard as Deputy Fiscal Officer for 2018. Mike Jones seconded.

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

Approve Deputy Fiscal Officer Bond for \$50,000

Every January, the Board approves the Deputy Fiscal Officer Bond for \$50,000.

1-8-18 Resolution to approve the Deputy Fiscal Officer Bond for \$50,000

Mike Jones made a motion to approve the Deputy Fiscal Officer Bond for \$50,000. Todd Stanley seconded.

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

Fiscal Officer Performance Review/Staff Compensation (Executive Session)
Executive Session (Employee compensation)

1-9-18 Motion to go into Executive Session – Compensation of Public Employee and Performance Review (ORC 121.22 (G)(1))

Cristie Hammond made the motion to go into Executive Session – Compensation of Public Employee and Performance Review. Todd Stanley seconded the motion.

Roll Call: Cristie Hammond-yes, Mary Herron-yes, Todd Stanley-yes, Mike Jones-yes. Motion passed.

Entered into Executive Session at 7:40 p.m.

1-10-18 Motion to come out of Executive Session – Compensation of Public Employee and Performance Review (ORC 121.22 (G)(1))

Mike Jones made the motion to come out of Executive Session – Compensation of Public Employee and Performance Review. Mary Herron seconded.

Roll Call: Mike Jones-yes, Todd Stanley-yes, Mary Herron-yes, Cristie Hammond-yes. Motion passed.

Came out of Executive Session at 8:12 p.m.

Salary Ranges

Every two years, the library’s salary ranges are updated in order to remain current and competitive in the library market.

1-11-18 Motion to approve proposed salary ranges for 2018

Mike Jones made the motion to approve proposed 2018 salary ranges. Todd Stanley seconded.

Roll Call: Cristie Hammond-yes, Mary Herron-yes, Todd Stanley-yes, Mike Jones-yes. Motion passed.

Pickerington Public Library

2018 Salary Ranges

New employees are hired at the minimum rate assigned to their position. However, department managers may recommend higher starting rates based on work experience, advanced education, or special education or training.

Employees who are already paid at the top of their salary range will not be eligible for salary increases until the salary ranges are adjusted.

Range	Min	Mid	Max
1	8.44	9.93	11.42
2	9.73	11.44	13.16
3	12.46	14.66	16.86
4	13.87	16.32	18.77
5	17.50	20.59	23.68
6	20.73	24.39	28.05
7 (Exempt)	48,682	57,283	65,875

Range 1

Patron Services Associate

Range 2

Patron Services Staff

Custodian

Range 3

Patron Services Staff 2

Technical Services Support Staff

Range 4

Youth Services Assistant
Reference Assistant
Homework Help Center Coordinator
Cataloger (Non MLS)

Range 5

Community Relations Coordinator
Reference Librarian (MLS)
Cataloger (MLS)
Children's Librarian (MLS)
Patron Services Manager
Youth Services Manager (Non MLS)

Range 6

IT Specialist
Adult Services Manager (MLS)
Youth Services Manager (MLS)
Facilities Manager
Branch Manager (MLS)

Range 7

Assistant Director

Wage increases

When the library approves an update to the salary ranges, it considers the wages of current employees that are not within the range for their position. At the last update, the library board decided to bring new employees to the minimum and adjust tenured employees based on their years of service.

1-11-18 Resolution to approve the proposed wage increases effective January 7, 2018

Mike Jones made the motion to approve the proposed wage increases effective January 7, 2018. Mary Herron seconded.

Roll Call: Mary Herron-yes, Todd Stanley-yes, Mike Jones-yes, Cristie Hammond-yes. Motion passed.

Patron Services Staff

Name	Current Rate	Range	Min Rate	Years of Service *	New Rate
Erin Egan	\$8.88	2	\$9.73	0	\$9.73
Danner Hahn	\$8.88	2	\$9.73	0	\$9.73
Brienne Hatfield	\$9.06	2	\$9.73	1	\$9.92
Joy Jackson	\$8.88	2	\$9.73	0	\$9.73
Samuel Ralph	\$8.88	2	\$9.73	0	\$9.73
Mary Turner	\$8.88	2	\$9.73	0	\$9.73

Patron Services Staff II

Name	Current Rate	Range	Min Rate	Years of Service *	New Rate
Lauren Shiman	\$11.44	3	\$12.46	1	\$12.71

Children's Librarian

Name	Current Rate	Range	Min Rate	Years of Service *	New Rate
Joan Kendall-Sperry	\$17.00	5	\$17.50	0	\$17.50

Reference Librarian

Name	Current Rate	Range	Min Rate	Years of Service *	New Rate
Laura Hanby	\$17.11	5	\$17.50	2	\$18.20

Branch Manager

Name	Current Rate	Range	Min Rate	Years of Service *	New Rate
Catie Polack	\$20.00	6	\$20.73	0	\$20.73

* Years of Service in current position

1-12-18 Resolution to approve 3.75% increase to Fiscal Officer's annual salary to \$67,689 and an additional \$1500 bonus.

Mike Jones made the motion to approve a 3.75% increase to the Fiscal Officer's salary to \$67,689 and an additional \$1500 bonus. Todd Stanley seconded.

Roll Call: Todd Stanley-yes, Mike Jones-yes, Cristie Hammond-yes, Mary Herron-yes. Motion passed.

Brenda Oliver thanked the Board.

For the good of the order

Important dates: OLC Legislative Day at the Ohio Statehouse on April 11, 2018. This is an all-day event. The event is free. Legislation pertaining to libraries: House Bill 371 – Exempt increased value of subdivided land until building starts and House Bill 312 - Regards credit and debit card use by political subdivisions.

Adjournment

Meeting was adjourned at 8:20 p.m.

Next Board meeting:

FAB Committee Meeting

February 19, 2018 @ 6:30 p.m. (Meeting room B)

Regular Board Meeting

February 19, 2018 @ 7:00 p.m. (Meeting room A)