

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
January 26, 2019

The Board of Trustees of the Pickerington Public Library met in regular session on Saturday, January 26, 2019 at 9:04 a.m. in the library at 201 Opportunity Way. Members present were Cristie Hammond, Mary Herron, Mike Jones, Michelle Shirer, Berneice Ritter and Todd Stanley. Staff members present: Tony Howard, Library Director, Donna Maturri, Assistant Director, Brenda Oliver, Fiscal Officer/Human Resources Manager and Colleen Bauman, Community Relations Coordinator.

Excused Absences: Cheryl Ricketts

Oath of Office

Michael Jones, Library Trustee

Donna Maturri, a notary public, administered the oath of office to Library Trustee Michael Jones, who was appointed to serve through 12/31/2025.

01-01-19 Motion to appoint Brenda Oliver as Fiscal Officer and Tony Howard as Deputy Fiscal Officer

Todd Stanley made a motion to appoint Brenda Oliver as Fiscal Officer and Tony Howard as Deputy Fiscal Officer. Mike Jones seconded.

Roll call vote: Berneice Ritter-yes, Todd Stanley-yes, Cristie Hammond-yes, Mike Jones-yes, Mary Herron-yes. Motion passed.

Brenda Oliver, Fiscal Officer

Donna Maturri, a notary public, administered the oath of office to Fiscal Officer Brenda Oliver who was appointed for the year 2019.

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.

01-02-19 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.

Berneice Ritter seconded his motion.

Roll call vote: Berneice Ritter-yes, Mike Jones- yes, Mary Herron-yes, Todd Stanley-yes, Cristie Hammond- yes. Motion passed.

Michelle Shirer entered the meeting at 9:15 a.m.

Appointment of Board Committees

Standing Committees

Finance, Audit and Budget Committee

Cristie Hammond
Mary Herron
Mike Jones
Cheryl Ritter

Levy Committee

Cristie Hammond
Mike Jones

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

Berneice Ritter
Cristie Hammond
Todd Stanley
Michelle Shirer
Mary Herron

Personnel Assessment

Cristie Hammond
Cheryl Ricketts
Mike Jones
Mary Herron

Secretary's Report

01-03-19 Motion to Approve the Board Committees for 2019

Mike Jones made a motion to accept the Board Committees for 2019. Todd Stanley seconded.

Roll call vote: Todd Stanley-yes, Mike Jones-yes, Cristie Hammond-yes, Michelle Shirer-yes, Berneice Ritter-yes, Mary Herron-yes. Motion passed.

Consent Agenda

a. Consent Agenda

i. Approval of minutes

1. December 17, 2018 Regular Board Meeting and FAB Committee Meeting
2. Staffing – Emma Rice, Customer Service Assistant, \$9.73 hour starting January 29, 2019.

ii. Donations

1. \$100 donation from Down Syndrome of Central Ohio
2. \$50 donation from Woodstream Home Owners Association

Cristie asked for approval for the consent agenda items.

Brenda asked for an edit to the consent agenda; add staff member Emma Rice, Customer Service Assist, \$9.73 hour starting January 29, 2019.

Approval of Consent Agenda

01-04-19 Motion to approve the Consent Agenda Items as amended.

Mary Herron made a motion to approve the Consent Agenda items as amended, Berneice Ritter seconded.

Roll call vote: Mary Herron-yes, Mike Jones-yes, Cristie Hammond-yes, Todd Stanley-yes, Berneice Ritter-yes, Michelle Shirer. Motion passed.

Friends of the Library Report

Currently have \$24,000 in their bank account. Have recently paid for a large portion of the AWE computers at Sycamore Plaza. Friends annual general membership meeting will be held on February 4 at 6:30 p.m.

Finance Committee

Fiscal Officer's Report – no report this month; held off closing books of 2018.

Other Committee Reports

Levy Committee – Levy audit is complete; all filings are up to date. Keeping PAC open. Balance is \$3,312.23.

Director's Report

Roof repair – Received a proposal to write up the assessment report. Cost is approximately \$10,000.

Parking lot – Tony walked the lot with Felix Construction. To widen entrance, replace entrance drive and repair area damaged by CML truck and finish handicapped sign area. Quote from Felix was \$48,890. Tony asked the Board to consider the best approach to scheduling repairs for least impact to customers. The parking lot will have to be closed for a week. ADA accessibility will be available at Sycamore Plaza.

Restrooms – staff restrooms had flush valves replaced. Public women's restroom replaced hand dryer.

Painting – freshened meeting rooms, conference rooms and teen area with new paint.

Water heater – replaced at Sycamore Plaza.

Communico- CLC negotiated a deal to lower the yearly fee. Colleen is the project lead.

Mid-year staff assessments- Have been finished.

Management team- Ongoing focus is change management to help staff transition through changes. Secondary focus is being effective in the execution model; communicate deadlines. Manager's book club is reading Nine Minutes on Monday.

Chamber Honor- One of two finalists for non-profit award.

New Chairs – purchased 80 chairs for events.

Parking Lot Bid

01-05-19 Motion to accept Felix Construction bid in the amount of \$48,890 for the parking lot repairs

Mike Jones made a motion to accept the bid from Felix Construction in the amount of \$48,890 for parking lot repairs. Mary Herron seconded.

Roll call vote: Berneice Ritter-yes, Todd Stanley-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mike Jones-yes, Mary Herron-yes. Resolution passed.

Assistant Director's Report

Donna updated the Board on her different projects and reports.

Collections – Collection HG our internal collection management system is now live!

Donna demonstrated how staff will be utilizing to update inventory and generate reports.

Creativebug launched on December 17! Cricut Creative Suite for customers is up next.

Tying these together to offer a mini maker space.

New York Times for libraries – next database to make available this quarter of 2019.

Events – 2019

Sycamore Plaza – author Janet Beard had about 30 people. Collaboration with Friends and Book Loft in German Village.

Sycamore Plaza – Noon Year's Eve had over 200 people. We are already talking about how to offer this at both locations this year.

Chef Battles with the Cooking Caravan will be on February 16

Know Your Rights Day on Saturday, Feb 23; Keynote speaker is Ron Payne of the American Civil Liberties Union (ACLU). Mr. Payne marched with Dr. Martin Luther King, Jr. in Selma, AL; we're very excited to host him.

Outreach -

Grant research committee kicks off for 2019.

Tax assistance with the United Way begins in February.

Technology Trainers – This Week News Feature – Let's Talk Technical

Regular site visits to Sycamore Creek Living and Amber Park Assisted Living.

Website – Buckeye Interactive

Discussed planned site updates. Navigation bar changes, Homepage update and Service page upgrade to look more like the Research page.

Old Business

New Business

Approval of 2019 Check Signers

This resolution decides and approved the 2019 check signers for the library's checking account. Every January, the board decides and approves the check signers.

01-06-19 Resolution to approve the Board President, Board Vice President, Board Secretary, Brenda Oliver and Tony Howard as check signers

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

Roll call vote: Mike Jones-yes, Todd Stanley-yes, Cristie Hammond-yes, Berneice Ritter-yes, Michelle Shirer-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.

01-07-19 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. Todd Stanley seconded.

Roll call vote: Michelle Shirer-yes, Mike Jones-yes, Cristie Hammond-yes, Todd Stanley-yes, Mary Herron-yes, Berneice Ritter-yes. Resolution passed.

2019 Interest allocation

This resolution approves that 2019 interest earned be allocated to re-invest in the fund generated. This is done by the Board every January.

01-08-19 Resolution to approve that the 2019 interest earned be allocated to re-invest in the fund generated

Mike Jones made a motion to approve that the 2019 interest earned be allocated to re-invest in the fund generated. Berneice Ritter seconded.

Roll call vote: Mary Herron-yes, Berneice Ritter-yes, Todd Stanley-yes, Michelle Shirer-yes, Mike Jones-yes, Cristie Hammond-yes. Resolution passed.

Surety Bonds

Law recently changed with House Bill 291 passed in December 2018. The Board is required by law to maintain a \$50,000 individual Surety Bond on the Fiscal Officer and Deputy Fiscal Officer. This requirement no longer exists at the end of March 2019. The cost of the \$50,000 individual surety bonds is \$175 annually for each bond.

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

01-09-19 Resolution to approve individual Surety Bonds in the amount of \$50,000 for the Fiscal Officer and Deputy Fiscal Officer through the end of August

Mary Herron made a motion to approve the Surety Bonds in the amount of \$50,000 for the Fiscal Officer and Deputy Fiscal Officer through the end of August. Todd Stanley seconded.

Roll call vote: Cristie Hammond-yes, Mary Herron-yes, Berneice Ritter-yes, Todd Stanley-yes, Michelle Shirer-yes, Mike Jones-yes. Resolution passed.

Resolution to approve changes to the credit card policy

House Bill 312 passed and was signed into law. The new law requires publicly funded entities to either adopt a custodial oversight system or a compliance oversight system for employee issued credit cards. After considering both options, we feel compliance oversight is the right system of credit card management for Pickerington Public Library.

01-10-19 Resolution to approve changes to the credit card policy

Todd Stanley made a motion to approve the Resolution to approve changes to the credit card policy. Berneice Ritter seconded.

Roll call vote: Cristie Hammond-yes, Mary Herron-yes, Berneice Ritter-yes, Todd Stanley-yes, Michelle Shirer-yes, Mike Jones-yes, Resolution passed



Pickerington Public Library

Credit Card Policy

Board Policy:

DATE APPROVED: 01/21/19

EFFECTIVE DATE: 01/21/19

REPLACING POLICY EFFECTIVE: 10/13/16

The goal of the Pickerington Public Library Credit Card Policy is to improve the efficiency of purchases, while reducing transaction costs and maintaining integrity and control of the purchasing processes. In accordance with Ohio Revised Code (ORC) § 3375.392, the Board of Trustees (the Board) authorizes the use of credit cards as a means to pay for expenses related to Pickerington Public Library (PPL) business. The debt incurred as a result of the use of the credit card shall be paid from PPL funds. The Library does not obtain or maintain any debit cards.

Misuse of a library issued credit card by any employee of PPL is subject to ORC § 2913.21 and PPL discipline up to and including termination. The employee also may be found personally liable to PPL in a civil action.

Any employee of PPL who is authorized to use a credit card that PPL holds and who suspects the loss, the theft, or another person's possible unauthorized use of the credit card shall notify PPL's Fiscal Officer or Library Director immediately of the suspected loss, theft, or possible unauthorized use.

The employee may be held personally liable to PPL for any unauthorized debt resulting from the credit card's loss, theft, or third party unauthorized use in the amount of up to \$50.00 or the amount charged to the Credit Card as a result of the loss, theft, or third-party unauthorized use, whichever is less.

This policy provides internal controls to ensure that employees comply with all applicable laws. Credit cards may be provided to the director, assistant director and department/branch managers.

The Director has the authority to authorize the issuance of credit cards to employees based on job requirements. Credit card limits will be determined by the director. There is no cash access feature on the credit card. Library credit cards must be used for a proper library purpose and personal use of library credit cards is strictly prohibited.

The Library Board of Trustees will appoint a Compliance Officer to review all credit card accounts every six months, including: the number of accounts and issued/active cards, account expiration dates and credit limits. The Fiscal Officer may not also serve as the Compliance Officer.

The Compliance Officer may use a credit card only with the prior authorization of the Fiscal Officer, except that the Library Director serving in the role as Compliance Officer may use a credit card as otherwise authorized in this policy.

The Compliance Officer may not authorize Library personnel to use a credit card, except that the Library Director serving in the role as Compliance Officer may authorize such use in accordance with this policy

If the Compliance Officer is authorized to use a credit card, on a monthly basis, the Fiscal Officer (or the Fiscal Officer's designee, who may not be the Compliance Officer) will review the credit card statements and will sign an attestation to such review. On an annual basis, the Fiscal Officer (or the Fiscal Officer's designee) will submit a report to the Library Board of Trustees regarding all credit card rewards received by the Library.

Administrative Procedure:

DATE APPROVED: 1/21/19

EFFECTIVE DATE: 1/21/19

REPLACING PROCEDURE EFFECTIVE: 10/12/2017

A. Credit Card Distribution:

1. As a general rule, credit card issuance should be minimized and issued only to staff who must routinely utilize a credit card while fulfilling job responsibilities.

a. The Following chart identifies positions that routinely need the use of a library credit card in order to perform their regular duties.

Position	Credit Limit
Director	\$10,000
Assistant Director	\$5,000
Facilities Manager	\$1,000
Youth Services Manager	\$1,000

Information and Research Services Manager	\$1,000
Branch Manager	\$1,000

- b. The Director may approve the temporary increase of a credit limit when necessary.
2. The Fiscal Officer will ensure the Credit Card Policy Review form is completed before filling out the application for the credit card.
3. The Fiscal Officer will ensure that all issued credit cards contain the name of the library on the card in addition to the name of the individual whom the card is issued.
4. The Fiscal Officer will meet with the employee to review the credit card policy and review the appropriate credit card usage procedures before issuing the credit card.
5. In the event of a cardholder's separation or extended leave of absence from PPL, the Fiscal Officer will facilitate the cancellation of the card. The card must be returned to the Fiscal Officer if the employee is separated from PPL.

B. Authorized Use:

1. The Director and Fiscal Officer shall establish the types of goods/services allowable for purchase with a credit card.
2. At no time shall a credit card be authorized for the payment of employee salaries.
3. Cash withdrawals or advances are not permitted when using a credit card
4. The Director shall establish transactional and/or total credit limits for each credit card user.
5. The credit cards can only be used when:
 - a. The items and/or services to be purchased are for the official use of PPL.
 - b. The types of items and/or services to be purchased are those established by the Director and Fiscal Officer.
 - c. The cost does not exceed the transaction limit established by the Director.
6. The credit card is to be used for PPL business only. The use of the credit card to acquire or purchase goods and services for other than the official use of PPL is misuse of the card, and is subject to sanctions as outlined above.

1. C. Purchase Approval, Use, and Purchase Review:

2. Procedure for using a library issued Credit Card:

- i. Cardholder:
 - a. Obtain approval from the Director to use credit card by submitting a requisition form
 - b. Make purchase with Credit Card
 - c. Submit a Purchase Order (PO) Request Form and receipts to Director for final approval of purchase (no more than 3 days after the purchase)
- ii. The Cardholder will retain and submit itemized, detailed vendor's receipts, records of telephone and/or internet orders
- b. Examples of documentation not allowed are non-itemized cash register receipts and/or handwritten requests for reimbursement without receipts or other verification
3. The library does not pay sales tax on purchases, and it is the responsibility of the employee completing the purchase to obtain a tax-exempt certificate from the Fiscal

Officer or Director prior to credit card purchase. If sales tax is charged to the credit card account it is the responsibility of the cardholder to contact vendor for obtaining a credit of sales tax amount.

4. The Director and Fiscal Officer will review the credit card statements, requisition forms and receipts to ensure their proper use.

D. Misuse and Abuse:

1. In accordance with ORC § 2913.21, no person shall:

- a. Practice deception for the purpose of procuring the issuance of a credit card.
- b. Knowingly buy or sell a library issued credit card from or to a person other than the issuer.

issuer.

2. No person, with purpose to defraud, shall:

- a. Obtain control over a credit card as security for a debt.
- b. Obtain property or services by the use of a credit card, in one or more transactions, knowing or having reasonable cause to believe that the card has expired or been revoked, or was obtained, is retained, or is being used in violation of law.
- c. Furnish property or services upon presentation of a credit card, knowing that the card is being used in violation of law.
- d. Represent or cause to be represented to the issuer of a credit card that property or services have been furnished, knowing that the representation is false.

3. No person, with purpose to violate this section, shall receive, possess, control, or dispose of a credit card.

4. Violation of this section may be subject to penalties associated with misuse of credit cards, as defined in ORC § 2913.21 (D)(1), (D)(2), (D)(3) and (D)(4), ranging from misdemeanor of the first degree to felony of the second degree.

Library Issued Credit Card Acknowledgement

Safekeeping. You are responsible for the safekeeping of the credit card. You shall not permit anyone else to use the credit card or disclose to anyone (other than the vendor/merchant in connection with a purchase) the card account number, CVV, or other pertinent account information.

Unauthorized Use. If you become aware of any unauthorized or fraudulent use of the credit card, or if the credit card is lost or stolen, you must immediately report same to the Fiscal Officer and Library Director Officer.

No Right to Credit Card. The credit card is issued to you on a temporary basis, and remains the sole property of the financial institution from which it was issued. The right to use the credit card may be revoked at any time without notice by the issuing financial institution or by the Library's Fiscal Officer or Director. You must immediately return the credit card to the Library upon termination of your employment with the Library or in the event of a change in your position/title.

Policy. In addition to the terms set out herein, use of the credit card is subject to the Library's Credit Card Policy.

I acknowledge that I have received a copy of Pickerington Public Library's Credit Card Policy and Procedures. Furthermore, I have read and fully understand and accept my personal responsibilities and liabilities in regard to the credit card issued to me, including the terms set out in the Library's Credit Card Policy. I further acknowledge that any misuse of the credit card may result in disciplinary action up to and including termination of employment.

Cardholder Signature: _____ Date: _____

Witness: _____ Date: _____

Resolution to appoint Tony Howard as the Library's Credit Card Compliance Officer

01-11-19 Resolution to appoint Tony Howard as the Library's Credit Card Compliance Officer

Mary Herron made a motion to appoint Tony Howard as the Library's Credit Card Compliance Officer. Berneice Ritter seconded.

Roll call vote: Cristie Hammond-yes, Mary Herron-yes, Todd Stanley-yes, Berneice Ritter-yes, Mike Jones-yes, Michelle Shirer-yes. Resolution passed.

Transfer

01-12-19 Resolution to approve a \$10,000 transfer of funds within the capital projects fund between Land Improvement 4001-760-720-0000 to Engineering Services 4001-100-374-0000

Mike Jones made a motion to approve \$10,000 transfer of funds within the capital projects fund between Land Improvement 4001-760-720-0000 to Engineering Services 4001-100-374-0000. Mary Herron seconded.

Roll call vote: Todd Stanley-yes, Mary Herron-yes, Berneice Ritter-yes, Michelle Shirer-yes, Mike Jones-yes, Cristie Hammond-yes. Resolution passed.

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

01-13-19 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, Berneice Ritter – yes, Todd Stanley-yes, Michelle Shirer-yes, Mike Jones-yes. Motion passed.

Entered into Executive Session at 10:18 a.m.

01-14-19 Motion to come out of Executive Session – Compensation of Public Employee and Performance Review (ORC 121.22 (G)(1))

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

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

Came out of Executive Session at 10:50 a.m.

01-15-19 Resolution to approve the wage increases as presented

Mike Jones made a motion to approve the wage increases as presented. Michelle Shirer seconded.

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

Wage Increases - Effective January 6, 2019	
Name	New wage
Adams	\$ 9.61
Anda	\$ 16.51
Bauman	\$ 19.04
Bracken	\$ 10.65
Cannell	\$ 8.55
Coakley	\$ 16.23
Folkerts	\$ 21.78
Garee	\$ 9.78
Gojer	\$ 23.27
Hanby	\$ 18.82
Hatfield	\$ 13.99
Howell	\$ 9.73
Hrusch	\$ 22.75
Jackson	\$ 10.05
Kendall - Sperry	\$ 18.09
Madison	\$ 12.96
Matturri (Salary)	\$ 50,643.00
Mensah	\$ 20.88
Moriconi	\$ 11.50
Polack	\$ 22.31
Sawdey	\$ 15.04
Shiman	\$ 13.22
Turner	\$ 10.11
Underwood	\$ 15.63
Walker	\$ 15.94
Winter	\$ 9.83

01-16-19 Resolution to increase the Fiscal Officer's salary by 3% to \$69,720 effective January 6, 2019

Mike Jones made a motion to increase the Fiscal Officer's salary by 3% to \$69,720 effective January 6, 2019. Todd Stanley seconded.

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

01-17-19 Resolution to increase Tony Howard's salary by 3.5% to \$94,241 effective January 6, 2019

Mike Jones made a motion to increase Tony Howard's salary by 3.5% to \$94,241 effective January 6, 2019. Todd Stanley seconded.

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

Adjournment

Meeting was adjourned at 10:55 a.m..

Next Board meeting: February 18, 2019 7:00 p.m.

FAB Committee Meeting

February ,18, 2019 @ 6:30 p.m. (Meeting room A)

Regular Board Meeting

February 18, 2019 @ 7:00 p.m. (Meeting room A)

Important Dates:

Ohio Library Council Legislative Day @ Ohio Statehouse

April 9, 2019 all day.