

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
January 28, 2020

The Board of Trustees of the Pickerington Public Library met in regular session on January 28, 2020 at 7:01 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present were Cristie Hammond, Mike Jones, Mary Herron, Todd Stanley and Berneice Ritter. 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.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absence(s): Jennifer Hess
Unexcused Absence(s): Michelle Shirer

Oath of Office

Colleen Bauman, a notary public, administered the Oath of Office to Library Trustee Mary Herron who was appointed to serve through 12/31/2026.

Reorganization of the Board & Election of Officers

Cristie Hammond discussed the three officer positions of the Board of Trustees.

01-01-20 Motion to approve Cristie Hammond as President, Mike Jones as Vice President and Mary Herron as Secretary.

Todd Stanley made a motion to approve Cristie Hammond as President, Mike Jones as Vice President and Mary Herron as Secretary. Berneice Ritter seconded.

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

Appointment of Board Committees

Finance, Audit and Budget (FAB) Committee

Cristie Hammond
Mary Herron
Mike Jones
Jennifer Hess

Political Action Committee (PAC)

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
Mike Jones
Mary Herron
Jennifer Hess

01-02-20 Motion to approve the Board Committees for 2020

Todd Stanley made a motion to approve the Board Committees for 2020. Mary Herron seconded.

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

Resolution to appoint Brenda Oliver as Fiscal Officer and Norma Lockney as Deputy Fiscal Officer

01-03-20 Resolution to appoint Brenda Oliver as Fiscal Officer and Norma Lockney as Deputy Fiscal Officer

Mike Jones made a motion to appoint Brenda Oliver as Fiscal Officer and Norma Lockney as Deputy Fiscal Officer. Mary Herron seconded.

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

Oath of Office

Colleen Bauman, a notary public, administered the oath of office to Fiscal Officer Brenda Oliver who was appointed for the year 2020.

Colleen Bauman, a notary public, administered the oath of office to Deputy Fiscal Officer Norma Lockney who was appointed for the year 2020.

Secretary's Report

Consent Agenda

1. December 16, 2019 Regular Board Meeting Minutes
2. New Staff – Madison Altmeyer, Customer Service Assistant at Main, started January 27, 2020 at \$10.25 an hour
3. Biannual Credit Card Compliance Check

Brenda Oliver asked for an edit to the consent agenda to add staff member Sara McDowell, Customer Service Assistant at Main, started January 30, 2020 at \$10.25 an hour.

01-04-20 Motion to approve the Consent Agenda as amended

Mike Jones made a motion to approve the Consent Agenda items as amended. Berneice Ritter seconded.

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

Public Participation

Friends of the Library Report

The annual membership meeting will be held on February 10, 2020, at 6:30 p.m.

Finance Committee

Fiscal Officer's Report

Brenda 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

Mike Jones reported the PAC annual report was submitted and accepted. The due date was January 31, 2020.

Tony Howard reported that the 30 hour give with the Fairfield County Foundation generated less than \$2000 in revenue for the library fund.

Director's Report

Facilities:

Current projects:

Main Library Structural roofing issue - Timeline: Board approval of bidding the roof project and authorization to advertise – February 17; Project Bid Announcement Ads appear - February 27 and March 5; Pre-bid meeting - March 6; Bids due at noon – March 12; Feedback and background on lowest responsible bidder due from CTL – March 13; Board selection of lowest responsible bid – March 16; Estimated project completion date – August 21, 2020

Pillar repair - In early January, the pillars holding the overhead covering the walkway to the entrance of the building were repaired.

Customer Service workroom remodel - Permitting approval held project start date to January 13. Area framed and partially walled. Electrical inspection scheduled for 1/28; Discovered that a header is not necessary, so this will save us work, time and money. Majority of work expected to be complete February 6; Due to long lead item (door), project completion date expected by the end of February.

Miscellaneous:

Kanopy - The Library is investigating the purchase of Kanopy. This product is comparable to Hoopla but provides different offerings; Hoopla is B movies, audiobooks, and music. Kanopy is (Artsy, Indie, Documentaries); The pricing model is similar to Hoopla as a cost-per-play for public libraries. Price \$2.00 per check-out. Kids Kanopy \$5.00 for unlimited check-outs per customer per month (doesn't apply to check-out limit). Great Courses \$5.00 for unlimited check-outs per customer per month (doesn't apply to check-out limit). Consortium Use: UA, CML, Fairfield County, Pickaway County, Worthington, Delaware

Census 2020 – Tony is on the Pickerington Violet Township Complete Count Committee. Committed to accurate counts.

Senator Tim Schaffer - Sent a letter offering to attend a Board Meeting with the purpose of discussing priority legislation; Ohio's Budget and his efforts to reduce taxes; Political "funnies" – nonpartisan funny stories from the Statehouse.

Leadership Development - Recognizing that only 15% of new managers ever receive formal leadership training, Tony has taken steps to ensure we are part of that select group. Colleen & Joan are attending two separate Supervisor trainings; One in January and one in February. Started PIC (Person In Charge) training - scheduled once a month; For non-management in charge staff; Librarian and Customer Service Leader level positions; Different topic is covered each month and time is set aside for discussion.

2020 Director Action Items – 1. Better communication early on with Managers and Staff regarding changes - Sent regular updates on the Customer Service workroom. Sent weekly round-ups informing all staff of what is going on around the organization in each department.

2. Better communication with the Board - As soon as Tony discovered there was a delay in a Board member's reappointment, he contacted the Board President to share that information and strategize a plan to move forward appropriately.
3. Continue to expand community outreach to be reflective of the community – The library has split up the service area into two regions. One will be served by Sycamore Plaza and Main Library will serve the other region. The library is using county statistics as well as Analytics on Demand to guide data driven decisions. Age: 36.5 is the median age of our community; The most prominent age group is 5-14 years old; The median age is not surprising combined with the prominent age group. 28.6 % of the population are 18 or younger. 13.2% of the population is 65 years or older. Gender - 51.1% of our population is female; Race and Ethnicity - 70.7% Caucasian, 20.3% African American, 3.8% Hispanic, 5.2% identified as a different race than listed above. Languages spoken - 93.43% speak English, 2.08% speak Spanish, 4.49% speak other languages. It is important to note that while the school district has over 120 languages spoken in their student's households, that reflects a small portion of the community. Just looking at demographics, the library is evaluating the services we currently provide to assisted living/retirement facilities. Additionally, a request was made from the school district to consider providing school delivery to the elementary schools. Since this age group is predominant in our community, the library is working to evaluate this type of outreach for capacity and impact. This data is being used in our three tactical projects to create guidelines and metrics for programming, online resources, and our services (including outreach).
4. Find better ways to manage the afterschool crowds - Tony is working with the Management Team to change the culture of the staff from a mindset of "dealing with the customer" to one of relationship building. The library is working to help define what relationships are appropriate in this setting and to provide guidance on proactive approaches versus reactive approaches. Staff is being provided examples of "ice breakers" to help them in approaching customers. This issue isn't necessarily a skill problem, but an emotional problem. The library is working as a team to become teachers in the moment regardless of direct supervision.

Community Engagement Report

Website: Meeting with departments – working on internal housekeeping items.

Mobile app update: After review by the managers and ELT, an extensive feedback review recap was sent to Communico. Some links need to be updated on our end. Once changes are approved, the next step is formatting the app for Android. Next step – one last approval from the library and sending off to Apple and Google to be scheduled for loading.

Community: PARC – Lindsay Friedman is library representative; FACFC – Colleen Bauman is library representative; United Way Tax Prep is underway - January 30-April 9; American Red Cross Blood drive – Saturday, Feb 8, 10:00 a.m. - 4:00 p.m. Voter registration - Pickerington Main on Saturday, Feb. 22, 9:30 a.m. - 1:30 p.m., and 3:00 - 5:00 p.m., Sycamore Plaza on Sunday, Feb. 23, 1:00 - 5:00 p.m.

Upcoming events/classes:

Jan 29 – (SP) ACT Prep class (12 out of 15 spots filled)

Feb 3 – Monday Makers @ 6:00 p.m.

Feb 3 – Facebook Live – book chat @ 6:30 p.m.

Feb 4 – (SP) Craft It! - Rustic “Home” Sign (30 out of 30 spots filled)

Marketing: <https://www.thisweeknews.com/news/20200114/pickerington-public-library-offering-new-scholarship-for-volunteerism>; Spring newsletter is being blocked with the projected print time middle of February.

Data Team 2020: Met with managers and Data team - Implementing a streamlined simplified sustainable process. Begins in February.

PPL org charts updated monthly for BOT meeting.

Pictures were shared from Ohio Wildlife Center event on Jan 25 at Sycamore Plaza.

Old Business

New Business

2020 Check Signers

01-05-20 Resolution to approve the Board President, Board Vice President, Board Secretary, Brenda Oliver, Norma Lockney and Tony Howard as check signers

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

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

Depository of Public Funds.

01-06-20 Resolution to approve Huntington and Fifth Third Bank as the Depository of Public Funds

Berneice Ritter made a motion to approve Huntington and Fifth Third Bank as the Depository of Public Funds. Mary Herron seconded.

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

2020 Interest Allocation

01-07-20 Resolution to approve that the 2020 interest earned be allocated to re-invest into the fund generated

Mike Jones made a motion to approve that the 2020 interest earned be allocated to re-invest into the fund generated. Berneice Ritter seconded.

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

Surety Bonds

Based on the positions of Fiscal Officer and Deputy Fiscal Officer, Ohio law requires a surety bond or theft insurance to protect the library against misappropriated funds.

01-08-20 Resolution to approve Individual Surety Bonds for \$50,000 for the Fiscal Officer and Deputy Fiscal Officer

Mike Jones made a motion to approve Individual Surety Bonds for \$50,000 for the Fiscal Officer and Deputy Fiscal Officer. Mary Herron seconded.

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

Credit Card Compliance Officer.

01-09-20 Motion to appoint Norma Lockney, Deputy Fiscal Officer, as the Library's Credit Card Compliance Officer

Berneice Ritter made a motion to approve Norma Lockney, Deputy Fiscal Officer, as the Library's Credit Card Compliance Officer. Todd Stanley seconded.

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

Executive Session

01-10-20 Motion to go into Executive Session – Compensation of Public Employee and Performance Review (ORC 121.22 (G)(1))

Cristie Hammond made a motion to go into Executive Session – Compensation of Public Employee and Performance Review. Mary Herron seconded.

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

Entered into Executive Session at 8:19 p.m.

Came out of Executive Session at 8:48 p.m.

Updated Salary Ranges

01-11-20 Resolution to approve proposed salary ranges for 2020

Mike Jones made a motion to approve proposed salary ranges for 2020. Todd Stanley seconded.

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

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 | 8.70 | 9.99 | 11.48 |
| 2 | 10.25 | 12.06 | 13.87 |
| 3 | 12.83 | 15.09 | 17.35 |
| 4 | 13.87 | 16.32 | 18.77 |
| 5 | 16.33 | 19.22 | 22.10 |
| 6 | 17.59 | 20.70 | 23.80 |
| 7 | 19.14 | 22.52 | 25.90 |
| 8 (Exempt - Salary) | 44,824 | 52,728 | 60,632 |

Range 1

Customer Service Associate

Range 2

Customer Service Assistant
Custodian

Range 3

Customer Service Leader
Technical Services Staff II

Range 4

Youth Services Assistant
Reference Assistant
Homework Help Center Coordinator
Community Engagement Assistant
Deputy Fiscal Officer

Range 5

Cataloging Supervisor

Range 6

Reference Librarian

Youth Service's Librarian

Range 7

IT Specialist

Facilities Manager

Range 8

Branch Manager

Community Engagement Manager

Customer Services Manager

Information & Research Services Manager

Youth Services Manager

Compensation for Staff

01-12-20 Resolution to approve 2020 wage increases for staff effective January 5, 2020

Mike Jones made a motion to approve 2020 wage increases for staff effective January 5, 2020. Todd Stanley seconded.

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

| Wage Increases - Effective January 5, 2020 | |
|---|-----------------|
| Name | New wage |
| Adams | 9.75 |
| Anda | 16.76 |
| Brown | 10.25 |
| Coakley | 16.47 |
| DeVries | 10.25 |
| Edmonds | 13.96 |
| Fetherolf | 10.25 |
| Friedman | 15.15 |
| Gojer | 23.74 |
| Graham | 14.03 |
| Hanby | 19.38 |
| Hatfield | 14.34 |
| Jackson | 10.77 |
| Kendall - Sperry | 18.54 |
| Lockney | 15.10 |

| | |
|-------------|-------------------|
| Madison | 13.28 |
| Moriconi | 21.14 |
| Reine | 8.74 |
| Sawdey | 17.85 |
| Schroeder | 14.08 |
| Seeds | 10.25 |
| Shay | 10.25 |
| Shiman | 13.35 |
| Spagnolo | 10.25 |
| Underwood | 16.71 |
| Ward | 10.25 |
| Wissenbach | 14.08 |
| | |
| Name | New Salary |
| Bauman | \$46,561 |
| Folkerts | \$46,435 |
| Hrusch | \$48,740 |
| Mensah | \$46,169 |
| Polack | \$48,029 |

Compensation for Fiscal Officer and Library Director

01-13-19 Resolution to approve a 2.5% pay increase for Tony Howard, Library Director to \$96,597 and Brenda Oliver, Fiscal Officer to \$71,463 effective January 5, 2020

Mike Jones made a motion to approve a 2.5% pay increase for Tony Howard, Library Director to \$96,597 and Brenda Oliver, Fiscal Officer to \$71,463 effective January 5, 2020. Todd Stanley seconded.

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

Todd Stanley left the meeting at 8:50 p.m.

Policy on providing healthy snacks at the library

Students are at the library for hours after school, and hunger has many negative impacts on physical and mental health. Other libraries have procedures, but none have policies regarding providing healthy snacks. The students will need to do work or seek help in the Homework Help Center in order to receive snacks.

01-14-20 Resolution to approve the policy on providing healthy snacks at the library

Mike Jones made a motion to approve the policy on providing healthy snacks at the library. Mary Herron seconded.

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

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:58 p.m.

Next Board Meeting:

FAB Committee Meeting
February 17, 2020 @ 6:30 p.m. at Main Library

Regular Board Meeting
February 17, 2020 @ 7:00 p.m. at Main Library

Cristie Hammond
President

Mary Herron
Secretary