

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
January 18, 2021

The Board of Trustees of the Pickerington Public Library met in regular session on January 18, 2021 at 7:01 p.m. via a Zoom Virtual Meeting, Pickerington, OH 43147. Members present were Cristie Hammond, Mike Jones, Mary Herron, Michelle Shirer, Jennifer Hess and Berneice Ritter. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer and Colleen Bauman, Community Engagement Manager. Also in attendance: Jennifer Hrusch

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Unexcused Absence(s): Todd Stanley

Oath of Office

Colleen Bauman, a notary public, administered the Oath of Office to Library Trustee Jennifer Hess, who was appointed to serve through 12/31/2027.

Reorganization of the Board & Election of Officers

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

**01-01-21 Motion to approve Cristie Hammond as President, Mike Jones as Vice President and Mary Herron as Secretary**

Mary Herron made a motion to approve Cristie Hammond as President. Berneice Ritter seconded.

Mary Herron made a motion to approve Mike Jones as Vice President. Jennifer Hess seconded.

Cristie Hammond made a motion to approve Mary Herron as Secretary. Berneice Ritter seconded

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

## Appointment of Board Committees

### Finance, Audit and Budget (FAB) Committee

Cristie Hammond  
Mary Herron  
Mike Jones

### Political Action Committee (PAC)

Cristie Hammond  
Mike Jones  
Mary Herron

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

Cristie Hammond  
Jennifer Hess  
Michelle Shirer  
Todd Stanley

### Personnel Assessment

Cristie Hammond  
Mike Jones  
Mary Herron  
Berneice Ritter

## **01-02-21 Resolution to appoint Brenda Oliver as Fiscal Officer and Norma Lockney as Deputy Fiscal Officer**

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

Roll Call: Mike Jones-yes, Cristie Hammond-yes, Michelle Shirer-yes, Berneice Ritter-yes. Mary Herron-yes, Jennifer Hess-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 2021.

### Secretary's Report

### Consent Agenda

1. December 21, 2020 Regular Board Meeting
2. Donations
  - a. \$50.00 from Frank T. Berry, JR. – Unrestricted

3. New Staff –
  - a. Erin Valentine - Started January 4, 2021 at \$10.50 an hour as Customer Service Assistant at Sycamore Plaza
4. Biannual Credit Card Compliance Check

### **01-03-21 Motion to approve the Consent Agenda**

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

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

### Public Participation

### Friends of the Library Report

Two pallets of books have been shipped recently. Money is being earned from online book sales. Additionally, the Friends gave the library \$1000 for the Winter Reading Program.

### Finance Committee

### Fiscal Officer's Report

Financial Updates:

- Public Library Fund – State Revenues –The amount to be received for January PLF is \$98,791.07 which is 4.86% higher than the original estimate and \$6,007.90 higher than the amount received in January 2020.

Pickerington Public Library				
PLF Receipts				
2021				
	County	County		
	Estimate	Actual	Difference	
January	330,577.00	346,635.33	16,058.33	
February	370,872.00			
March	285,935.00			
April	259,228.00			
May	413,563.00			
June	368,386.00			
July	382,564.00			
August	302,334.00			
September	365,995.00			
October	332,900.00			
November	349,430.00			
December	368,797.00			
	4,130,581.00	346,635.33	16,058.33	
	PPL Estimate	PPL Actual	Difference	% of Monthly Est.
January	94,214	98,791.07	4,576.62	4.86%
February	105,699	0.00		
March	81,491	0.00		
April	73,880	0.00		
May	117,865	0.00		
June	104,990	0.00		
July	109,031	0.00		
August	86,165	0.00		
September	104,309	0.00		
October	94,877	0.00		
November	99,588	0.00		
December	105,107	0.00		
	1,161,835	98,791.07		

Star Ohio's daily interest rate – 0.09%

Star Ohio Plus daily interest rate – 0.10%

- Star Ohio Plus Update – Effective May 31, 2021, the Treasurer's office will no longer endorse the STAR Plus program as the preferred FDIC-insured deposit product for STAR Ohio participants. The library will be closing this account and transferring the funds into the STAR Ohio account.

#### Other Items:

- Partial Roof Replacement Copper Disposal – Per the partial roof replacement contract, the library receives the copper that is removed from the roof. At this time the back portion of the roof has been removed and the library has disposed of the copper. The library has received \$12,516 for the copper.

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. Started 2020 with \$3,562.23 and ended 2020 with \$3,562.23.

#### Director's Report

Winter Strategic Focus – Inspire Knowledge

#### Facilities:

##### Current projects:

- Main Library Structural roofing issue - The roof project began and is moving right along. Tony shared some pictures of some of the damage and repairs. Tentative timeline - The backside of the roof should be complete by the end of the month. The contractor is expecting to complete repairs on the front of the roof by mid-February.
- Drive up Window - Service started on December 31, 2020. Staff are fine tuning workflows and making adjustments with the ring bell system. That has been our largest challenge.

#### Miscellaneous:

- Outreach - By early February, the five mobile bookdrops will be branded and ready to place at the assisted living facilities along with bookshelves. Our goal is to start services to the first five facilities by the end of February.
- COVID Care support - In an effort to help the community recover, the Information and Research team and tech trainers are working to develop classes, compile online resources and find new ways to support business and individual members of the community. In February, the library plans to hold events and classes for tech week. This is when these services will roll out.
- Strategic Planning - Tony has a meeting later this week with State Library Consultant Mandy Simon to plan the library's strategic planning process.

#### 2021 Action Items:

- Retain - With the challenges brought by the pandemic, Tony feels working to retain current customers is vital to the organization's success. To accomplish this, Tony will work to ensure that the quality of the library's virtual programming and services continue to meet the customer's changing needs. This will be done by launching a Customer Experience campaign outlined in newly written guidelines.

- Regain - The pandemic has changed the habits of many of our citizens. Additionally, with lockdowns and concerns of spreading the virus, many people have turned to other outlets in order to meet needs traditionally fulfilled by the library. Tony will work to update the library's business model and align services to meet the new/changed needs of community members.

- Recover - For a long time Tony has talked about the library playing a strong role in supporting the health of the community. One way the library can continue with this role is to continue to create partnerships and adjust the business model to expand capacity outside of the four walls of the facility. It is important to examine whom the library is currently working with regularly and determine if there is a need to create other partnerships. Additionally, the library can no longer wait for people to come to us. Once it is safe, the library needs to have and execute the plan to reach the community where they are instead of where the library is located. This is the first step in helping the community and our organization recover from this pandemic.

### Community Engagement Report

December Stats:

December 1 - 31

Curbside: 960

Drive-up window: 25 (first day was Dec. 31<sup>st</sup>)

Computer reservations: 98

Copy/Fax/Scan reservations: 4

Table Reservations: 145

Door Count: 3,476 (combined)

Total circulation: 31659

Wifi use: 873

Computer lab use: 212

Winter Reading on READsquared - Dec. 15-31<sup>st</sup>:

Enrollment: Online 54; Paper enrollment: appx. 100 at Main, 30 at Branch

Additional "soft enrollment" by including paper logs in Grab & Go's and outreach: 370

Completion: 49

Adult Services ran 3 weekly prize drawings in December.

READsquared activity:

- 236 engagements of logging reading activity, with a total of 14,335 reading minutes logged (238 hours)
- 102 mission activities completed, including 8 downloads of the PPL app
- 3 book reviews written

December Events: roughly 15 total events

Most attended hosted interactive events:

- Monday Makers Personalized Ornament (11)
- Family Fun Live (7 and 6)

What's trending on PPL YouTube:

Youtube: view increased 66% in last 28 days, watch time increased by 55% in last 28 days.

- No sew fleece demonstration (2018 / 156)
- Violet & Friends Holiday Special (Dec. 2020 / 102)
- No Sew Heating Pad Tutorial (2017 / 26)
- Eleven Holiday Board Books You Can find at the Library (Dec. 2020 / 15)
- Top 10 Types of Books for Little Ones this Holiday Season (Dec. 2020/ 14)

What's coming up?

Beginning today pick up this week's Grab & Go and make a Mini pie magnet!

Tonight's Monday Makers class - Rolled Magazine Art

E-Newsletter (Mailchimp):

December Newsletter: 41.4 percent open rate, 297 opens, sent to 718 people

November Newsletter: 40 percent open rate, 284 opens, sent to 718 people

October Newsletter: 33 percent open rate, 240 opens, sent to 720 people.

NEW: Welcome e-newsletter to new card holders - rolling out at the end of January

to include: mobile app, e-branch, services and resources overview

Communications updates:

Mobile app update: Added Classic Reads

Community Partnerships:

- PPL is now part of the Fairfield County Art Trail -

[FC Public Art Trail – Visit Fairfield County:](#)

Children's Music Garden (description)

Pickerington Public Library, 201 Opportunity Way, unveiled its outdoor Children's Music Garden on Wednesday, November 20, 2019. Installed in the garden are four oversized percussion instruments; a large babel drum, rainbow sambas, cavatina and tubular bells. The music garden instruments were funded by Friends of the Pickerington Public Library.

The creation of the Children's Music Garden helps the library in accomplish the vision by meeting the lifelong learning and enjoyment needs of its citizens and provides a fun and educational space outside of the building that is accessible to all. The library recognizes the benefits that music has on early literacy development by connecting singing, reading, talking in all of our early literacy classes. The garden is open all year-round.

- Different Abilities Monument (description)

Pickerington Public Library, 201 Opportunity Way, dedication ceremony was held on May 8, 2010. Three Pickerington North seniors, Michelle Benson, Michele Hare, and Audrey Sanders from Thematics 12, an elective English class, selected, planned and executed this project through its many stages.

The monument consists of three five-foot tall columns constructed and covered in tiles that were hand-painted by persons with disabilities, along with unimpaired persons who advocate for their advancement. The three columns represent cognitive, physical, and non-disabled. The library was chosen as the site for the monument as it unites the

community as a strong resource of learning. By placing the monument there; the hope is to raise awareness and appreciation for those that are differently-abled.

Community Engagement staff attends:

PARC (Pickerington Area Resource Coalition)

FACFC (Fairfield Adult Children First Council)

Pickerington Area Chamber of Commerce - Women's Leadership Council

Pickerington Area Chamber of Commerce-Citywide Training – Diversity Series  
(ongoing)

### Old Business

Pandemic Operational Update:

On December 14, 2020, occupancy was increased to 25 customers at Main library and 8 at Sycamore Plaza. Access to browsing the collections was allowed. Customers were required to use hand sanitizer or wash hands upon entry into the facility. Furthermore, the library eliminated the ability to use tables and conference rooms. Finally, fifteen (15) minute computers were available for customers.

On January 14, 2020, after discussions with ELT, it was decided to continue with this operational access through the end of January 2021. The decision was made to move away from having a greeter at the entrance of the facilities and have customer service staff manage occupancy. In the past month, the library only came close to occupancy limits a couple times and that was when Sycamore Plaza had to close. Some reasoning behind the decision was the lag of ICU hospitalizations numbers and holiday surge, the high number of national travel during the holidays and the Main Library roof construction.

We hope this will get us through the current surge. ELT will evaluate all of the information around January 28 to determine next steps.

Library Usage:

December 1 - 31

Curbside: 960

Drive-up window: 25 (first day was Dec. 31)

Computer reservations: 98

Copy/Fax/Scan reservations: 4

Table Reservations: 145

Door Count: 3,476 (combined, removing curbside/staff)

Total circulation: 31659

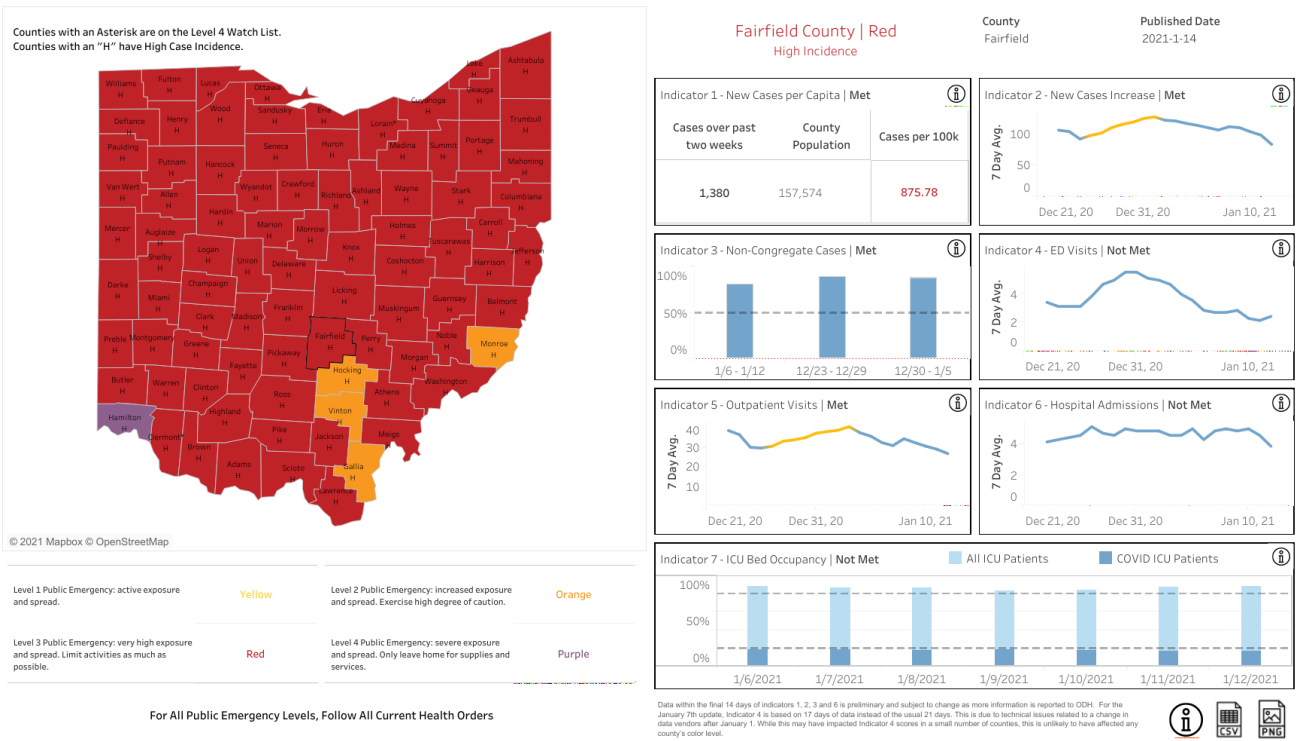
Wifi use: 873

Computer lab use:



November 1 - 30  
 Curbside: 1342  
 Computer reservations: 292  
 Copy/Fax/Scan reservations: 64  
 Table Reservations: 684  
 Door Count: 4,266 (combined, removing curbside/staff)  
 Total circulation: 34,698  
 Wifi use: 1,086  
 Computer lab use: 326

Current COVID information:  
 4 Categories met, 3 not met



## By-Laws

The third reading of the By-laws was discussed with no changes.

### 01-04-21 Motion to accept the operating By-laws as written

Mary Herron made a motion to accept the By-laws as written and read. Michelle Shirer seconded.

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

## **Operating By-Laws**

### **Pickerington Public Library Pickerington, Ohio**

#### **Article 1** **Name**

**Section 1** The name of this organization shall be the Pickerington Public Library. It is a school district library, existing by virtue of Section 3375.15 of the Revised Code of the Laws of the State of Ohio, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute. Where and when appropriate in the publications of the library, it shall be indicated that the Library District is the Pickerington Local School District.

#### **Article 2** **Purpose**

**Section 1** The purpose of this organization shall be to provide public library services to the people of its service area in accordance with the laws of the State of Ohio and the mission statements adopted by the Board of Trustees. The library extends its services to all residents of the state of Ohio on equal terms.

#### **Article 3** **Organization**

**Section 1** The Pickerington Public Library shall be governed by a 7 (seven) member Board of Trustees (the Board) which shall have legal authority to conduct, or to have conducted in its name, all official business of the Library.

#### **Article 4** **Board of Trustees**

**Section 1** Members of the Board of Trustees are appointed by the Pickerington Local School District Board of Education (The School Board) in accordance with the provisions of Section 3375.15 of the Ohio Revised Code. Such trustees shall serve a term of 7 (seven) years.

**Section 2** All powers of the library Board are vested in it as a Board, and none at all in its individual members. The individual trustee has no power to act for the Board in any way, unless authorized to do so by the Board itself. The Pickerington Public Library will provide reasonable coverage to indemnify trustees in the performance of their duties.

**Section 3** Each library trustee is appointed to a 7 (seven) year term. Appointments are staggered such that no more than 1 (one) trustee's term is scheduled to expire in the same year. A trustee must be either a qualified elector of the Pickerington Local School District or a qualified elector who resides outside of the Pickerington Local School District but within Fairfield County. By law, a majority of the trustees (at least four) must be qualified electors of the Pickerington Local School District. No one is eligible for membership of the library's Board of Trustees who is, or has been in the year previous to his or her appointment, a member of the Pickerington Local School Board of Education.

**Section 4** All library trustees serve without compensation. Individuals are limited to 2 (two) consecutive 7 (seven) year terms with the option to serve 2 (two) additional 7 (seven) year terms after a 1 (one) year hiatus. Occasionally, a board member cannot complete an entire term. In this circumstance, an individual will be appointed to finish that term. This term will not count toward the 2 (two) term limit. In general, trustees are guided in the performance of their duties by the most recent edition of the *Ohio Public Library Trustees' Handbook*.

**Section 5** The insight and attention of each trustee is a valuable asset to the Board and the library. Therefore, regular attendance is expected. If a Trustee is absent from 3 (three) consecutive *regular* meetings or a total of 6 (six) *regular* meetings in any one calendar year, the Board may request that trustee's resignation. If a Trustee must be absent from a Board Meeting, they must notify the Board President or the Library Director prior to the meeting.

**Section 6** Vacancies occurring on the Board prior to term expiration shall be filled by the School Board by appointment for the unexpired term. Vacancies on the Board will be given public notice, with sufficient opportunity for interested citizens to make their interest known to the Board.

## **Article 5** **Officers of the Board**

**Section 1** The officers of this Board shall be a President, a Vice-President and a Secretary selected from among the Board's membership at the Board's organizational meeting in January. Each officer shall serve a one-year term or until the Board's next organizational meeting.

**Section 2** The President shall preside at all meetings of the Board, determine the agenda for each meeting in consultation with the Director, authorize calls for special meetings, sign the minutes of all meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees and generally perform all duties associated with that office.

**Section 3** The Vice President, in the absence or unavailability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

**Section 4** The Secretary is responsible for ensuring that a true and accurate record of all meetings of the Board is kept, and shall perform such other duties generally associated with that office. The Secretary shall act as substitute for the President and/or the Vice President as necessary.

**Section 5** Each of said officers shall have such powers and duties as are prescribed by the Ohio Revised Code or by these by-laws, or by special action of the Board, to the extent that said actions are consistent with the laws of Ohio.

**Section 6** In case of a vacancy in the office of President, Vice President or Secretary, a new officer shall be selected by the members and shall serve until the next organizational meeting.

## **Article 6** **Committees of the Board**

**Section 1** Board committees of one or more members may be appointed from time to time by the President or by Board action. These committees may be temporary (ad hoc) committees to examine specific issues or concerns, or they may be on-going (standing) committees for

continuing purposes or projects of the Board. Standing committees may include, but are not limited to: Finance and Budget; Advisory Committee to the PPL Fund of the Fairfield County Foundation; Reconsideration Committee for Collection Development.

**Section 2** Members of standing committees shall serve from the time of their appointment until the organizational meeting of the Board. Ad hoc committees shall serve until the special purpose for which they were appointed has been fulfilled.

**Section 3** Board committees shall have power only to advise the full Board, unless the Board shall specifically authorize a committee to act on behalf of the Board.

**Section 4** The President of the Board shall be an ex-officio member of each committee, and the chair of each committee shall be a member of the Board appointed by the President with the consent of the Board. Each committee shall have such other members, if any, as the Board shall from time to time determine which members shall be appointed and need not be members of the Board.

## **Article 7 Duties of the Board of Trustees**

**Section 1** The Board of Trustees shall have all of the powers granted to it by the laws of the State of Ohio and shall, in open meeting, determine and establish, in accordance with the laws the basic policies of the library with respect to:

- ❖ the appropriation and budgeting of funds;
- ❖ the establishment and maintenance of libraries and library services;
- ❖ the acquisition, improvement, maintenance, insurance, use and disposition of properties;
- ❖ the hiring, compensation and responsibilities of, and the personnel practices concerning librarians and other employees;
- ❖ the selection, collection, lending and disposition of books and other library materials; and
- ❖ the acceptance of gifts.

**Section 2** The policies so determined and established by the Board shall remain in effect until changed or rescinded by further action of the Board and shall be administered by the library staff. The Director shall see that a compilation of all operating policies established by the Board is prepared and kept up to date and is distributed to the members of the Board, library staff and kept available to the public as requested.

**Section 3** The Board of Trustees subscribes to the tenets contained in "A Statement of Ethics for Library Trustees" of the American Library Trustee Association (attached).

## **Article 8 Meetings**

**Section 1** The Board shall hold an organizational meeting in January of each year. At the annual meeting, the Board shall elect its officers, appoint its Fiscal Officer and fix the bond thereof, fix the time and place for its regular monthly meeting, and conduct such other business of an organizational nature as may come before the Board.

**Section 2** The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting. Notice of regular meeting times will be included in the library's website and posted on the library bulletin board.

**Section 3** Special meetings may be called at the direction of the President, or the request of two members, for the transaction of business as stated in the call for the meeting. Notice of special meetings will be posted on the library bulletin board and website.

**Section 4** Four persons, a majority of the full membership of the Board, shall constitute a quorum for the transaction of business at any meeting.

**Section 5** Where not otherwise governed by law or by these by-laws, the proceedings of the meetings of the Board shall be in accordance with Robert's Rules of Order as currently revised and published at the time of the meeting.

**Section 6** The Board may hold an executive session only after a majority of a quorum of the board determines, by a roll call vote, to hold such a session and only at a regular or special meeting. The purpose(s) for holding such an executive session shall be as specified in Section 121.22(G), as amended, of the Ohio Revised Code and the purpose(s) shall be included in the motion to hold the session.

**Section 7** All actions of the Board, except those delineated below, shall carry upon the affirmative vote of a majority of those present.

**Section 8** The following actions shall carry only upon the affirmative votes of two-thirds of the full membership of the Board in accordance with the Ohio Revised Code:

- ❖ A resolution to put a tax levy on the ballot;
- ❖ A resolution to purchase, lease, or dispose of real property; and
- ❖ A resolution to set aside unencumbered surplus funds in the general fund for a special building and repair fund.

**Section 9** The order of business for regular meetings shall include, but not be limited to, the following items that shall be covered in the sequence shown so far as circumstances will permit:

1. Roll Call/Excused Absences
2. Staff welcome (optional)
3. Secretary's Report – approval of minutes
4. Public Participation
5. Friends of the Library Report
6. Fiscal Officer's Report
7. Finance and Budget Committee Report
8. Other Committee Reports
9. Director's Report
10. Assistant Director's Report
11. Old Business
12. New Business
13. For the Good of the Order
14. Adjournment

**Section 10** The public is welcome to attend board meetings at any time, except when the board is in executive session, as defined by law. Any member of the public who wishes to speak to the Board is asked to sign in before the meeting is called to order so that he or she may be added

to the agenda. Speakers must identify any groups or organizations for which they will speak in an official capacity. Those who have signed in to address the Board will be recognized in the order in which they signed in. Public comments should be addressed to members of the Board. Remarks by visitors are limited to 5 minutes in length, not including questions from the board. All visitors are expected to conduct themselves in a manner consistent with the orderly completion of the meeting. Exceptions to these rules may be made at the discretion of the board president. Visitors who cause a disturbance may be asked to leave the meeting.

## **Article 9** **Library Director and Staff**

**Section 1** The Board shall appoint and fix the compensation of the Director who shall be the chief executive and administrative officer of the library. The Director shall have full charge of the administration and operations of the library in accordance with the objectives and policies adopted by the Board and under the direction and review of the Board. The Director shall be held responsible for the care of all buildings and equipment, for public relations, for the employment and disposition of books and non-book materials within the annual appropriations adopted by the Board and subject to the general policies from time to time adopted by the Board. The Director shall keep the Board informed as to the program needs, facility needs, the desirable expenditures of library funds and any special achievements or problems requiring action by or approval of the Board. The Director shall present at each meeting a report concerning the work of the library and submit for consideration with any necessary recommendations all matters requiring action by the Board.

**Section 2** The Board shall appoint and fix the compensation for the Fiscal Officer at its annual meeting, or at any other time when the position shall become vacant. The Fiscal Officer shall be responsible for all financial matters for the Board, administering the library's budget, preparing formal resolutions for the Board's consideration, making a monthly report on the state of the funds, preparing and submitting an annual report and publishing notice of its availability as required by state law, preparing the annual budget with the participation of the library Director, and working with the Library Director in carrying out the policies of the Board. The Fiscal Officer shall be bonded by a resolution of the Board.

## **Article 10** **Amendments**

**Section 1** These by-laws may be amended by the majority vote of all members of the Board, provided that written notice of the proposed amendment shall have been given with the notice of the meeting.

## **A STATEMENT OF ETHICS FOR LIBRARY TRUSTEES**

Trustees must promote the highest level of library service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution.

A trustee must respect the confidential nature of library business while being aware of and in compliance with that particular state's freedom of information act.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept appointment to a library board are expected to perform the duties and responsibilities of a trustee.

*Endorsed by the Board of Directors of the American Library Trustee Association and the Public Library Association, July 1985*

## New Business

### 2021 Check Signers

#### **01-05-21 Resolution to approve the Board President, Board Vice President, Board Secretary, Brenda Oliver, Norma Lockney and Tony Howard as check signers**

Berneice Ritter made a motion to approve the Board President, Board Vice President, Board Secretary, Brenda Oliver, Norma Lockney and Tony Howard as check signers. Jennifer Hess seconded.

Roll call: Jennifer Hess-yes, Berneice Ritter-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mike Jones-yes, Mary Herron-yes. Resolution passed.

### Depository of Public Funds.

#### **01-06-21 Resolution to approve Huntington and Fifth Third Bank as the Depository of Public Funds**

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

Roll call: Mary Herron-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mike Jones-yes, Berneice Ritter-yes, Jennifer Hess-yes. Resolution passed.

### 2021 Interest Allocation

#### **01-07-21 Resolution to approve that the 2021 interest earned be allocated to re-invest into the fund generated**

Mary Herron made a motion to approve that the 2021 interest earned be allocated to re-invest into the fund generated. Michelle Shirer seconded.

Roll call: Michelle Shirer-yes, Mike Jones-yes, Cristie Hammond-yes, Jennifer Hess-yes, Berneice Ritter-yes, Mary Herron-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.

### **01-08-21 Resolution to approve Individual Surety Bonds for \$50,000 for the Fiscal Officer and Deputy Fiscal Officer**

Berneice Ritter made a motion to approve Individual Surety Bonds for \$50,000 for the Fiscal Officer and Deputy Fiscal Officer. Jennifer Hess seconded.

Roll call: Mike Jones-yes, Cristie Hammond-yes, Jennifer Hess-yes, Michelle Shirer-yes, Mary Herron-yes, Berneice Ritter-yes. Resolution passed.

### Credit Card Compliance Officer.

### **01-09-21 Resolution to appoint Norma Lockney, Deputy Fiscal Officer, as the Library's Credit Card Compliance Officer**

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

Roll call: Cristie Hammond-yes, Mary Herron-yes, Berneice Ritter-yes, Michelle Shirer-yes, Mike Jones-yes, Jennifer Hess-yes. Motion passed.

### Fiscal Officer's salary for 2021

### **01-10-21 Resolution to set Fiscal Officer's salary for 2021 as set in 2020 in the amount of \$71,463**

Mary Herron made a motion to approve the Fiscal Officer's salary the same for 2021 as set in 2020 in the amount of \$71,463. Berneice Ritter seconded.

Roll call: Cristie Hammond-yes, Mary Herron-yes, Berneice Ritter-yes, Jennifer Hess-yes, Michelle Shirer-yes, Mike Jones-yes. Resolution passed.

### For the good of the order

### Adjournment

Cristie adjourned the meeting at 7:55 p.m.



Next Board Meeting:

Regular Board Meeting

February 15, 2021 @ 7:00 p.m. via a Zoom Virtual Meeting

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Cristie Hammond  
President

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Mary Herron  
Secretary