

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
January 24, 2022

The Board of Trustees of the Pickerington Public Library met in regular session on January 24, 2022 at 6:59 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present: Cristie Hammond, Mike Jones, Mary Herron, Alissa Henry, Todd Stanley and Berneice Ritter. Student Trustee Representatives present: Alyssa Gray and Mikayla Wagner. 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: Theresa Wessel, President of the Friends of the Pickerington Public Library.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absence: Jennifer Hess

Oath of Office

Colleen Bauman administered the Oath of Office to Alissa Henry as a new Trustee of the Pickerington Public Library Board.

Reorganization of the Board & Election of Officers

**01-04-22 Motion to nominate Cristie Hammond as Board President**

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

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

**01-05-22 Motion to nominate Mike Jones as Board Vice President**

Cristie Hammond made a motion to nominate Mike Jones as Board Vice President. Mary Herron seconded.

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

## **01-06-22 Motion to nominate Mary Herron as Board Secretary**

Cristie Hammond made a motion to nominate Mary Herron as Board Secretary. Todd Stanley seconded.

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

### Appointment of Board Committees

Recommendations of members of each committee follows.

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

Cristie Hammond  
Mary Herron  
Mike Jones  
Alissa Henry

#### Political Action Committee (PAC)

Cristie Hammond  
Mike Jones  
Todd Stanley

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

Cristie Hammond  
Tony Howard  
Theresa Wessel  
Mary Herron

#### Fundraising

Cristie Hammond  
Berneice Ritter  
Todd Stanley  
Jennifer Hess  
Alissa Henry

#### Personnel Assessment

Cristie Hammond  
Mike Jones  
Jennifer Hess  
Berneice Ritter

## **01-07-22 Motion to approve the Committee Members as presented**

Mary Herron made a motion to approve the Committee Members as listed. Berneice Ritter seconded.

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

#### Appointment of Fiscal Officer and Deputy Fiscal Officer

#### **01-08-22 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. Mike Jones seconded.

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

#### Oath of Office

Colleen Bauman, a notary public, administered the Oath of Office to Brenda Oliver as the Fiscal Officer for 2022.

Colleen Bauman, a notary public, administered the Oath of Office to Norma Lockney as the Deputy Fiscal Officer for 2022.

#### Secretary's Report

#### Consent Agenda

1. December 20, 2021 Regular Board Meeting minutes
2. January 18, 2022 Special Board Meeting minutes
3. Credit Card Compliance

#### **01-09-22 Motion to approve the Consent Agenda**

Mike Jones made a motion to approve the Consent Agenda items. Mary Herron seconded.

Roll Call: Mike Jones-yes, Alissa Henry-yes, Mary Herron-yes, Cristie Hammond-yes, Todd Stanley-yes, Berneice Ritter-yes. Motion passed with no changes.

#### Public Participation

#### Friends of the Library Report

Theresa Wessel reported that the Friends of the Library budget was approved, and the agreement with the library was signed. The book sale will be April 6-10. They have approved three projects: a new fish tank, Comic Fest and Community Expo.

## Finance Committee

### Fiscal Officer's Report

Brenda shared with the Board that the Finance Committee discussed the updated 10-year forecast, along with 2021 actual amounts and 2022 projected amounts of receipts and expenditures. Brenda asked if there were any questions from the financial reports. There were none. Mike reiterated his concern that the library is carrying over more than should be carried over based County Budget Commission recommendations.

### Other Committee Reports

Mike reported that he submitted the semi-annual Political Action Committee report to Fairfield County Board of Elections with the same balance as last year because there was no activity.

### Director's Report

#### Winter Strategic Focus – Inspire Knowledge

##### Facilities:

##### Current projects:

- Teen Area Gaming TV - A smart TV was installed in the teen area to enhance programming opportunities. This project included adding electric and data to the area.
- Damage to the gutter and roof - In January 14, 2022, Columbus Metropolitan Library's delivery driver backed into our building. Tony shared some pictures. The damage is not too extensive; however, it will be quite an involved process to repair. There is no damage to the foundation or wood underneath the copper roof or drip edge. The copper gutter is damaged and will need replaced. Two copper panels are dented.

##### Two options for repair:

Option 1: The contractor can pound out the bends in the copper. The risk is that where the copper was bent it will eventually crack over time.

Option 2: Replace the two damaged copper panels. (Preferred by Administration and Property Management). Challenge: Copper is at an all-time high for demand. Currently processing companies are making plumbing and electrical supplies. Sheet copper is a low priority.

- Emergency Exit Door Replacement at Sycamore Plaza Library - The two emergency exit doors at the branch are in poor condition and need to be replaced. The problem is that the doors are old and rusty and difficult to open and close. Replacement of the two doors are expected in the next couple of weeks.
- RFP for a new HVAC company - The Request for Proposals went out in early January. As of today, no quotes have been received. The timeline will be extended.
- RFQ for Architects - The Request for Qualifications for Architects went out in early January. Having a list of qualified architects allows the library to pick and choose on small projects and will give management advanced information on larger projects.

IT:

- Public PCs - The new public computers have arrived and are being imaged. These computers replace all public PCs at both locations. Installation is planned for February 7, 2022.

Miscellaneous:

- Staff Member Highlight - Krista Graham has worked for the Library as a reference assistant since May of 2019. Her home location is Sycamore Plaza Library Branch. One of her main responsibilities is to support outreach services for half of our service area. Krista is a caring and dedicated member of our information staff and she understands the needs of our customers. Krista has a passion for outreach and is able to cater to the needs of the residents at the senior assisted living facilities she serves. Her experience and knowledge are valued among staff and leaders in the organization. Krista, in times of need, has stepped up to take on the responsibility of being in charge at the branch during unexpected staff shortages. For her dedication and excellent service to the community, Krista is being recognized before the Library Board.

- COVID-19 Operational Update - There were no changes to operations due to COVID-19 during the past month. However, quite a few staff quarantined or isolated due to exposure or positive cases. These exposures most likely came from outside of the library. Holiday gatherings and travel was a significant suspected source.

- Watch and Learn - The library has cancelled the Bookflix subscription and replaced it with a Scholastic product called Watch and Learn. This product offers short educational videos for early learners and is marketed for English Language Learners, Spanish-Speaking Students and Beginning Readers. <https://watchandlearn.scholastic.com/>

- "Whooo's in the Park" Scavenger Hunt - Partnership with Fairfield County Parks. Main and Sycamore each have a life-sized great horned owl cutout hung somewhere in each location. Participants must find all 6 owls on the quest sheet by visiting 6 locations. There is a letter associated with each owl/location, and these letters are needed to solve the riddle on the quest sheet. PPL's letter is H. Once a person finds Pickerington's owl, they will need to get the letter from a staff member and write it on the quest sheet.

Participating locations to visit:

- Mambourg Park
- Stebelton Park at Rock Mill
- Smeck Park
- Two Glaciers Park
- One of the Fairfield County District Library locations
- Either of the Pickerington Public Library locations

The scavenger hunt goes until February 28.

- Library IQ - In January, Library IQ officially replaced Collection HQ as the library's tool for collection management. Staff have been working to learn the new product and are now beginning to use it regularly.

- Memory Care Initiative - As part of the experience collection, the library began expanding into memory care for a couple of reasons.

- 1 in 7 Americans over 70 years of age suffer from dementia
- Dementia puts adds to the stress of the family
- The library's response to direct customer feedback

During the 4<sup>th</sup> quarter of 2021, four different memory care kits and eight sentimental reflections DVDs were purchased. Throughout 2022, there are plans to enhance the physical collection as well as the electronic resource offerings in order to support this initiative.

- Save the Date - Summer Reading Finale scheduled for August 6, 2022 at the Wigwam. More details will follow.

## Community Engagement Report

### Library Stats:

#### Newsletter 2022:

Date	Recipients	Open	Open Rate %
December 2022	373	617	83%
November 2022	0	0	0
October 2022	0	0	0
September 2022	0	0	0
August 2022	734	482	44.30%
July 2022	732	206	28.30%
June 2022	725	230	31.70%
May 2022	725	228	31.40%
April 2022	720	220	30.60%
March 2022	723	225	31.30%
February 2022	715	351	32%
January 2022	717	227	31.70%

### Social Media:

#### Google - interactions with business pages:

	October 2022	November 2022	December 2022
Main	1627	1414	3436
Sycamore	440	437	1258

#### Instagram Account Overview (December 1 - 31, 2021)

Posts Published	Total Followers	New Followers	Impressions	Reach	Profile Views
<b>40</b>	<b>1,020</b>	<b>17</b>	<b>10,191</b>	<b>5,664</b>	<b>275</b>
+12   42.9%	+9   0.9%	+6   54.5%	+4,761   87.7%	+2,218   64.4%	+197   252.6%

#### Facebook Account Overview (December 1 - 31, 2021)

Posts Published	Total Likes	New Likes	Unlikes	Engaged People
<b>44</b>	<b>3,387</b>	<b>90</b>	<b>7</b>	<b>1,485</b>
	+81   2.5%	+73   429.4%		+848   133.1%
Total Reach	Organic Reach	Paid Reach	Impressions	Video Views
<b>24,726</b>	<b>24,677</b>	<b>0</b>	<b>39,098</b>	<b>1,120</b>
+9,084   58.1%	+9,057   58.0%		+15,731   67.3%	+801   251.1%


## Digital Resource Highlight:

*Free with your library card:*



AtoZdatabases is the premier reference and marketing database marketed to Library, Academic, and Government institutions throughout the U.S. This simple, user-friendly, web-based solution provides details on businesses and households within the U.S.

But what does that really mean to our customer? How do they know the benefits? There is a social campaign to show them!



Do you need help writing your resume? AtoZdatabases provides free tools to make your job search easy! Click here to get started <https://www.atozdatabases.com/search>

#PPL #PPLibrary #JobSearch  
#HowToWriteAResume  
#FindYourDreamJob #jobseeking  
#humanresources #jobalert #jobsite  
#jobvacancies #jobsearchtips  
#workfromhome #applynow #jobposting  
#covidjobs #careergoals #success  
#vacancies #jobopportunities  
#whoishiring #careertips  
#careerdevelopment #joboffer  
#careeradvice #jobseek #resumetips  
#resumes #AtoZDatabases

## Projects:

- Website project – Buckeye Interactive has sent their recommendations after an audit. Library team decided on a new site map. Now, the library is looking at what can be done in-house before sending to Buckeye. Then page content will be updated and refreshed.
- Wayfinding – Eclipse Corp has submitted a quote to repurpose the end caps and add signage, which includes outside signs as well.

## Events:

- S.R.D. Harris author visit – 23 participants
- Early Literacy Classes resumed this month!
- Hedgehog program: 66
- Owl scavenger hunt in partnership with Fairfield County Parks - ongoing

Colleen shared some pictures of the new teen movie area.

Colleen showed some videos about things happening at the library that are on social media.

## Old Business

## New Business

## Check Signers

### **01-10-22 Resolution to approve the Board President, Board Vice President, Board Secretary, Brenda Oliver, Norma Lockney and Tony Howard as check signers**

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

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

## Depository of Public Funds.

### **01-11-22 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. Mary Herron seconded.

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

## 2022 Interest Allocation

### **01-12-22 Resolution to re-invest the 2022 interest allocated back into the fund generated**

Berneice Ritter made a motion to re-invest the 2022 interest allocated back into the fund generated. Mary Herron seconded.

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

## Surety Bonds

### **01-13-22 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. Berneice Ritter seconded.



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

Credit Card Compliance Officer.

**01-14-22 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. Todd Stanley seconded.

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

Executive Session

**01-15-22 Motion to go into Executive Session – Compensation of Public Employees and Performance Review (ORC 122.22 (G)(1))**

Cristie Hammond made a motion to go into Executive Session – Compensation of Public Employees and Performance Review (ORC 122.22 (G)(1)). Mary Herron seconded.

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

Entered into Executive Session at 7:59 p.m.

**01-16-22 Motion to come out of Executive Session – Compensation of Public Employees and Performance Review (ORC 122.22 (G)(1))**

Cristie Hammond made a motion to come out of Executive Session – Compensation of Public Employees and Performance Review (ORC 122.22 (G)(1)). Mike Jones seconded.

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

Came out of Executive Session at 8:38 p.m.

Staff Compensation

**01-17-22 Resolution to approve staff compensation of a base increase of 3% for all staff, merit raises ranging from 0-3% dependent on performance ratings factoring in pro-rated amounts based on staff with less than one year of service, and a \$150 bonus for all staff**

Mike Jones made a motion to approve staff compensation of a base increase of 3% for all staff, merit raises ranging from 0-3% dependent on performance ratings factoring in pro-rated amounts based on staff with less than one year of service, and a \$150 bonus for all staff. Mary Herron seconded.

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

	<u>Hourly</u>
Adams	\$10.65
Beardsley	\$11.28
Carey	\$11.68
Coakley	\$17.82
Edmonds	\$15.44
Fetherolf	\$11.98
Gojer	\$25.44
Graham	\$15.49
Green	\$14.86
Hanby	\$21.23
Jackson	\$12.31
Kendall - Sperry	\$20.92
Lingafelter	\$13.19
Linton	\$11.25
Lockney	\$18.06
Madison	\$14.23
Marquez	\$16.77
Moriconi	\$22.87
Pettengill	\$14.79
Reine	\$15.15
Seeds	\$11.93
Smock	\$14.85
Stokes	\$11.25
Taynor	\$11.25
Thompson	\$9.58
Underwood	\$19.35
Valentine	\$20.13
Walker	\$20.43
Ward	\$15.90
	<u>Salary</u>
Bauman	\$56,144
Catrone	\$50,879
Folkerts	\$53,003
Hrusch	\$52,078

Lennon

\$51,542

Library Director and Fiscal Officer Salary

**01-18-22 Resolution to approve a salary increase of 6% each for the Library Director at \$104,441 and Fiscal Officer at \$77,645, and an additional \$150 bonus for each**

Mike Jones made a motion to approve a salary increase of 6% each for the Library Director at \$104,441 and Fiscal Officer at \$77,645, and an additional \$150 bonus for each. Berneice Ritter seconded.

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

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:42 p.m.

Next Board Meeting:

Regular Board Meeting  
February 21, 2022 @ 7:00 p.m. at Main Library

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Cristie Hammond  
President

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Mary Herron  
Secretary