

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
July 19, 2021

The Board of Trustees of the Pickerington Public Library met in regular session on July 19, 2021 at 6:59 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present were Cristie Hammond, Mike Jones, Mary Herron, Jennifer Hess, Michelle Shirer, 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 and Jennifer Hrusch.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Secretary's Report

Consent Agenda

1. May 16, 2021 Regular Board Meeting minutes
2. May 16, 2021 Board Retreat minutes
3. Staff Changes
  - a. Erica Ward - Promoted to Customer Service Leader - Main effective May 24th at \$15.00 an hour
  - b. Mary Ann Smock - Youth Services Assistant - Main started June 2nd at \$13.87 an hour
  - c. Patrick Thompson - Customer Service Associate - Main started June 15th at \$8.80 an hour
  - d. Olivia Pettengill - Youth Services Assistant - Main started June 22nd at \$13.87 an hour
  - e. Madelyn Webster - Customer Service Assistant - Main started July 1st at \$10.25 an hour
  - f. Adriana (Ana) Green - Homework Help & Reading Initiatives Coordinator - Sycamore started July 2nd at \$13.87 an hour
  - g. Erin Valentine - Promoted to Teen Services Librarian - Sycamore effective July 4th at \$17.59 an hour
4. Donation
  - a. Joan Underwood donated a Microwave valued at \$100.00
5. Investment Policy - Administrative Procedural update
6. Employee Dress and Personal Appearance Policy - Procedural Update
7. Cardholder Policy - Procedural Update
8. Credit Card Compliance

**07-01-21 Motion to approve the Consent Agenda with the removal of the Employee Dress and Personal Appearance Policy to be discussed under new business**

Mary Herron made a motion to approve the Consent Agenda with the removal of the Employee Dress and Personal Appearance Policy to be discussed under new business. Berneice Ritter seconded.

Roll Call: Mike Jones-yes, Mary Herron-yes, Cristie Hammond-yes, Todd Stanley-yes, Berneice Ritter-yes, Jennifer Hess-yes. Motion passed with one change to remove the Employee Dress and Personal Appearance Policy.

Public Participation

Friends of the Library Report

Kathy Bowden reported there was a mini book sale at the Summer Reading kick-off that was pretty successful. They are hoping to have a regular book sale in the fall.

Finance Committee

Fiscal Officer's Report

Brenda asked if there were any questions from the May and June financial reports. There were none.

Financial Updates:

Public Library Fund – State Revenues –The amount to be received for June PLF is \$132,840.16 which is 21.84% higher the original estimate. The State biennial budget has been approved and the PLF has been set at 1.7%. The library received a revised PLF estimate for 2021 of \$1,329,736 which is \$167,901 higher than the original estimate.

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	399,906.77	29,034.77	
March	285,935.00	331,448.94	45,513.94	
April	259,228.00	282,993.80	23,765.80	
May	413,563.00	393,132.96	-20,430.04	
June	368,386.00	504,840.20	136,454.20	
July	382,564.00	466,105.84	83,541.84	
August	302,334.00			
September	365,995.00			
October	332,900.00			
November	349,430.00			
December	368,797.00			
	4,130,581.00	2,725,063.84	313,938.84	
	PPL Estimate	PPL Actual	Difference	% of Monthly Est.
January	94,214	98,791.07	4,576.62	4.86%
February	105,699	113,973.43	8,274.91	7.83%
March	81,491	94,462.95	12,971.47	15.92%
April	73,880	80,653.23	6,773.25	9.17%
May	117,865	112,042.89	-5,822.56	-4.94%
June	104,990	143,879.46	38,889.45	37.04%
July	109,031	132,840.16	23,809.42	21.84%
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	776,643.19	89,472.57	

Star Ohio's daily interest rate – 0.08%

Star Ohio Plus daily interest rate – 0.08%

- Roof Update – An agreement has been reached between SIKI, Engineer and Roofer for the replacement of the back of the roof due to defective materials. The new materials were delivered Friday, June 11<sup>th</sup>. The 1<sup>st</sup> contract extension was thru Monday, June 14<sup>th</sup>, so a 2<sup>nd</sup> contract extension has been signed. The 2<sup>nd</sup> contract extension is thru July 31, 2021 which will give time for mandatory inspections thru the construction process.

- Franklin County PLF – Brenda submitted a formal request for the Pickerington Public Library to be included in the Franklin County PLF Distribution. This was requested based on a past precedent set by Delaware County Public Library receiving funds due to a small portion of residents (90) in their service area with Franklin County addresses. The Pickerington Public library serves 112 single-family residences and 1 large (367 unit) apartment complex (Arbors at Turnberry).
- Guiding Ohio Online Grant – The library has been approved for another grant cycle for 2021-2022.

Action Items –

1. Provide fiscal leadership to the entire organization in financial reporting and forecasting.
  - Monthly financial reports including comparison to long-term forecast.
  - Updates on PLF other significant revenues or expenses.
  - Updated 10 year forecast with actual 2019 and 2020 figures, revised revenues based on actual tax levy and PLF receipts, and updated expenditures based on current decisions.
2. Implement all the changes discovered in previous years to improve the Talent Acquisition process.
  - Response Time – Respond to applicants within 1-2 days of receiving resume.
  - Timelines – Provide interviewed candidates with timeline for when the decision will be made on the position and when they will hear if they were selected for the position.
  - Letters to candidates with positive language – Send letters to applicants if another candidate has been selected for the position.
  - Have received positive feedback from candidates and current employees on hiring process. Current employee mentioned that it is simpler to apply for a position at the library than other organizations. Another chose to work at the library, because of the positive way she was treated during the interview. A few candidates have thanked me for quickly responding to their emails or providing feedback on their interview when requested.
3. Drive financial efficiencies using data to provide recommendations which maximize value. Provide insights needed by the Board for effective decision making.
  - Insurance Coverages – Receiving multiple quotes for best overall coverage and competitive rates.
  - Collection Services – Evaluating data regarding the use of a collection service to retrieve materials and unpaid replacement charges.
  - PLF Projections – Calculated the potential loss in PLF revenue from 1.7% to 1.66%.
  - Salary Ranges – Calculated revised ranges based on libraries with similar budgets and local libraries.
  - PLF Agreement – Calculated PLF formulas based on library statistics data to be considered for the Fairfield County PLF distribution agreement and shared with the library Directors.

## Other Committee Reports

Mike reported the FAB Committee submitted their semi-annual report electronically for the first time. No changes since the beginning of the year with \$3,562.23.

Cristie reported that the Finance Committee had a meeting. Brenda shared a report with recommended pay raises. Pay salary ranges are usually adjusted at the beginning of every other year. The last adjustments were January 2020, so the next adjustment should be January 2022. But, with the current economy, this adjustment was moved up. Data was pulled from libraries with the same budget and other libraries in the area.

Michelle Shirer entered the meeting.

### **07-02-21 Resolution to approve the changes to the salary schedule as well as adjustment to the job position ranges as presented effective July 18, 2021**

Mike Jones made a motion to approve the changes to the salary schedule as well as adjustment to the job position ranges as presented effective July 18, 2021. Mary Herron seconded.

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

<b>Wage Increases Effective 7/18/21</b>	
<b>Hourly Staff</b>	<b>Hourly Rate</b>
Adams	\$10.05
Carey	\$11.23
Coakley	\$16.97
Edmonds	\$14.70
Fetherolf	\$11.41
Friedman	\$17.06
Gdovin	\$11.28
Gojer	\$24.46
Graham	\$14.75
Green	\$14.43
Hanby	\$20.22
Jackson	\$11.61
Kendall - Sperry	\$19.92
Lockney	\$17.04
Madison	\$13.68
Moriconi	\$21.78

Pettengill	\$14.43
Reine	\$14.43
Seeds	\$11.36
Smock	\$14.43
Thompson	\$9.24
Valentine	\$19.17
Underwood	\$18.43
Walker	\$19.46
Webster	\$11.17
<b>Exempt Staff</b>	<b>Salary</b>
Bauman	\$53,470
Folkerts	\$50,479
Hrusch	\$50,561
Lennon	\$49,088

2021 Salary Ranges

Range	Min	Mid	Max
1	9.24	10.88	12.51
2	11.17	13.14	15.11
3	13.16	15.48	17.81
4	14.43	16.97	19.52
5	16.73	19.68	22.63
6	18.06	21.25	24.44
7	19.17	22.55	25.94
8 (Exempt-Salary)	49,088	61,360	73,632
9 (Exempt - Salary)	52,166	62,599	75,130

Range 1:  
Customer Service Associate

Range 2:  
Customer Service Assistant

Range 3:  
Custodian  
Technical Services Staff II

Range 4:  
Customer Service Leader  
Youth Services Assistant  
Reference Assistant

Homework Help & Reading  
Initiatives Coordinator

Range 5:  
Community Engagement  
Assistant  
Deputy Fiscal Officer

Range 6:  
Cataloging Supervisor (Non-MLIS)

Range 7:  
Cataloging Supervisor (MLIS)  
IT Specialist  
Facilities Manager  
Reference Librarian  
Teen Services Librarian  
Youth Services Librarian

Range 8:  
Branch Manager  
Customer Services Manager  
Information & Research Services Manager  
Youth Services Manager

Range 9:  
Community Engagement Manager

Brenda noted that these changes do not negatively affect the 10-year forecast due to some increases in revenue and decreases in expenditures.

### Director's Report

Spring Strategic Focus – Read

Facilities:

Current projects:

- Main Library Roof project update - Front roof: Exterior complete in May. Interior is scheduled for next week. Rear Roof: The next inspection with Sarnafil is scheduled for Wednesday 7/21. ACI will start with rib installation as soon as they have the OK from Sarnafil to do so. Tony shared some pictures. ACI reported equipment issues and weather delays but informed the library on Friday that the roof will be completed by the end of the month. ACI is planning to remove the container and roofing materials on the ground by the end of this week
- Main Library Parking Lot Repairs - The process of planning the next phase of the parking lot repair project has begun. Overall the lot is in good shape, but there are a few

sections in need of replacement. Frank will be managing this project with Tony providing administrative support. These repairs are part of the library's 10-year plan.

- Security Panic Alarm issues at Sycamore Plaza - The branch has been experiencing issues with our wireless panic buttons at Sycamore Plaza. Cyril and Frank are working with the vendor to resolve the issues.

- Changes to Main Library's Self-Serve reserves - Bookshelves were added to the former vending room at Main library to create a self-serve reserve room. Tony shared a picture.

Miscellaneous:

- Staff Member Highlight - Ashley Mensah: In her time here at PPL, Ashley has significantly improved customer services. She worked tirelessly to empower her team to own their part of the department. One major difference in her department compared to when she first started is that her staff now lead and contribute to show their own strengths and abilities. Ashley is a supportive leader and has an ability to provide feedback in meaningful and impactful ways. She was the driving catalyst for expanding our experience pass offerings here at the Pickerington Public Library. Ashley took a leadership role in the design of the expanded customer service workroom, the drive up service window and the reorganization of the front desk. Ashley is extremely well organized and worked hard to streamline customer service processes for the organization. Her hard work paid off this year when she was selected to attend Library Leadership Ohio. Sadly, Ashley accepted a position in an academic library and will be leaving PPL at the beginning of August. Her experience, expertise and leadership will be missed.

- State Budget update - The PLF percentage was approved at 1.7%. Personal thank you notes were sent to our Senator and Representative for their support. Unfortunately, libraries were not held harmless in the current biennium budget.

- Benches and tables - Have been selected but not ordered yet. The Friends of the Library will pay for these directly. Tony shared some pictures of what they will look like.

- Transition of Primary Book Vendor - In May, the Library transitioned from Ingram to Baker & Taylor as our primary book vendor. This decision was partially financial, and partially ease of use for the team. The transition was completed in early June and staff has worked over the past month to resolve issues and learning curves.

- Parking Cones - In early July, the library began circulating Parking Cones at both locations. This is something that has been requested by customers for quite a while. Tony shared a picture.

- Experience Passes - A few years ago, the library began circulating AHA! Children's Museum Passes. This has been very popular and the library tried bringing other organizations on board without success. Earlier this year, Customer Service Manager Ashley Mensah requested we try again with other organizations. Approval was given because this material type supports the recovery of the community. Some passes did not cost the Library any money while others were purchased out of the collection budget. Colleen was able to secure passes to Dawes Arboretum through her professional contacts. Since then, Ashley and YS Manager Dana Folkerts have been able to secure commitments on the following passes.

- o Columbus Museum of Art



- National Veterans Memorial and Museum
  - Wexner Center for the Arts
  - The Works – Newark (Waiting on Artwork)
  - Franklin Park Conservatory (Finalizing Agreement)
- Tents - The Tents arrived at Main Library in late June and were put up before the end of the month. Tony shared some pictures. The library is waiting on final approval from the township on the plan for Sycamore Plaza tents. These tents are intended to support the library's Retain and Regain initiatives.
- Book Bundles - Book Bundles kicked off at the end of the first quarter of this year and subscriptions are starting to pick up. Currently, there are 22 customers signed up. When customers sign up, they fill out a form with their interests and staff select materials once to twice a month for the customer. Staff are planning a push in promoting this service during summer classes and events. This service promotes all three of the library's goals this year.
- Pop-up Library - Staff began our new Pop-up library services in June. Sycamore Creek Elementary School's visit went well! Brienne and Erica did checkouts, card signups, and summer reading signups, as well as setting up tables to display all the books. The school library assistant was there to help and greet families, too. Staff also attended a couple Farmers Markets to provide services and promote the library. Staff have been supporting the school's free lunch program on Fridays this summer by providing free books to all of the kids. Pop-up Library supports Regain and Recover initiatives.
- Changes at Sycamore Plaza - Recently, the teen area was flipped with the adult nonfiction area. This move was strategic in planning for the return of students in the fall. It moves the teen area right outside of the Homework Help Center. This move supports our Regain and Retain initiatives.
- Guiding Ohio Online Grant/Tech Trainers – The library was approved for another year of the Guiding Ohio Online Grant. This means the library will be able to provide a valuable service by offering paid contractors to support the community's technological learning needs. Recognition goes out to Information and Research Manager, Jennifer Hrusch for her work on writing another successful Grant. We have had turnover in the technology trainers recently. A new contractor started in the beginning of July and Brenda and Jennifer are currently interviewing for the second trainer. This service supports all three of the library's initiatives of Retain, Regain and Recover.
- Summer Reading and Programming –
- Summer reading stats as of 7/3/21:
    - 2343 registered
    - 465 completions so far
    - 20% completion rate
  - 2019 Summer Stats
    - 3000 Registered with a 30% Completion rate
  - Classes and events have been well attended so far this summer. There have been between 60 and 90 people attend early Literacy classes at Main Library and 20 to 30 at Sycamore Plaza. These attendance numbers are at or above previous year's (pre-COVID) stats.

- KultureCity - In early July, the library received an official certification as a Sensory Inclusive Library. This was paid for by a grant and the library will now be able to better serve customer of all ages with sensory needs.
- Outreach to Assisted Living Facilities - The library has a semi-permanent footprint in several assisted living facilities by adding book drops and/or bookshelves. Tony shared some pictures. This service model was specifically designed to help a specific portion of the community recover. However, it supports the library's Regain goals as well. Some of the customers lost during the pandemic moved into assisted living facilities.
- Tactical Project Updates -
  - Down with Dewey Project - At the beginning of July, the Down with Dewey Project was officially closed. All collections have been re-categorized with the exception of a few items still checked out.
  - Develop Strategies to regain customers - changed habits – Data is being analyzed to determine who these customers are and if they truly are not using the library due to changed habits.

Director's Annual Goals:

- Retain - With the challenges brought by the pandemic, Tony feels working to retain our current customers is vital to our organization's success. To accomplish this, he will work to ensure that the quality of the virtual programming and services continue to meet the customer's changing needs. He will do this by launching a Customer Experience campaign outlined in newly written guidelines.
- Regain - The pandemic has changed the habits of many 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 our business model to expand capacity outside of the four walls of the facilities. 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 be a library that waits for people to come to us. Once it is safe, the library will need 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

<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
SP Curbside: 124 Drive-up window: 632 Computer res: 0 Copy/Fax/Scan reservations:0	SP Curbside: 78 Drive-up window: 443 Computer res: 137 Copy/Fax/Scan reservations: 15	Curbside: 69 Drive-up window: 466 Computer res: 140 Copy/Fax/Scan reservations: 11	Curbside: 58 Drive-up window: 442 Computer res: 44 Copy/Fax/Scan reservations: 7	Curbside: 33 Drive-up window: 239	Curbside: 11 Drive-up window: 189

<p>Table Reservations: 0</p> <p>Door Count: 4,271 (subtracting curbside at Sycamore)</p> <p>Total circulation: 35,338 Wifi use: 2,768</p> <p>Computer lab use: 322 users</p> <p><b>January '21 Newsletter:</b> 31.7% open rate, 227 opens, sent to 717 people</p>	<p>Table Reservations: 459</p> <p>Door Count: 3,702 (subtracting curbside at Sycamore)</p> <p>Total circulation: 33,487 Wifi use: 710</p> <p>Computer lab use: 302 users</p> <p><b>February '21 Newsletter:</b> 32% open rate, 351 opens, sent to 715 people</p>	<p>Table Reservations: 654</p> <p>Door Count: 6,656 (subtracting curbside at Sycamore)</p> <p>Total circulation: 39,772 Wifi use: 1,090</p> <p>Computer lab use: 430 users</p> <p>COVID tests handed out: 543 <i>*At-home COVID tests became available on Monday, March 8.</i></p> <p><b>March '21 Newsletter:</b> 31.3% open rate, 225 opens, sent to 723 people</p>	<p>Table Reservations: 348</p> <p>Door Count: 6,120 (subtracting curbside at Sycamore)</p> <p>Total circulation: 51,221 Wifi use: 1,174</p> <p>Computer lab use: 359 users</p> <p>COVID tests handed out: 256 (total all 799) <i>*Last month for reservation statistics. Stopped reservations system on April 20, after April 18 BOT.</i></p> <p><b>April '21 Newsletter:</b> 30.6% open rate, 220 opens, sent to 720 people <b><u>April Events: 31 total events</u></b> <b>Most attended hosted interactive events:</b> ACT crash course: 32 Beyond Abilities Book Club: 22 and 20 STEAM Break: Kaleidoscope at Home Take 2: 13</p>	<p>Door Count: 7,097 (subtracting curbside at Sycamore)</p> <p>Total circulation: 38,000 Wifi use: 1,177</p> <p>Computer lab use: 382 users</p> <p>COVID tests handed out: 140 (total all 939) <i>*Reservations system no longer in place</i></p> <p><b>May '21 Newsletter:</b> 31.4% open rate, 228 open, sent to 725 people <b><u>May Events: 26 total events</u></b> <b>Most attended events:</b> Scavenger hunt: shapes: 38 Feed the bees: 40 Scavenger-hunt Insects: 57 Beyond Abilities: 21</p>	<p>Door Count: 11,570 (subtracting curbside at Sycamore)</p> <p>Total circulation: 44,379 Wifi use: 1,284</p> <p>Computer lab use: *users</p> <p>COVID tests handed out: 49 (total all as of July 12 - 1,010)</p> <p><b>June '21 Newsletter:</b> 31.7% open rate, 230 opens, sent to 725 people <b><u>June Events: 49 total events</u></b> <b>Most attended events:</b> Facebook Live Chat: 343 Community Resource Expo: 280 Grab n' Go: Butterfly Feeder: 99 Scavenger Hunt: Safari Animals: 83 Family Fun (4): 231 Pop-up Library at Sycamore Creek Elementary: 60 Animals we Love to Hate: 56</p>
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June Social Media:

- Website traffic referrals: Facebook (107), Instagram (12), Twitter (2), LinkedIn (2)

Top Post: Expo Underway

Top Ad: Community Expo

Impressions: 134

Google Business page:

Pickerington Public Library: Main Library

201 Opportunity Way, Pickerington, OH 43147

Colleen shared a comment from a customer.



The Family Made Mom

□□□□□ 2 weeks ago

From the time you walk in to your departure, staff is greeting you and making sure you are taken care of with great respect and beautiful smiles. Just the right touch for a Mom needing to work in silence.

Pickerington Public Library  
June 9

Our Community Resources Expo is in full swing! 40+ community organizations and agencies all just waiting to connect with you! Unfortunately, today is not the day for quiet study time at Pickerington Main; Sycamore Plaza would be a better choice 😊

2,335 People Reached

33 Likes, Comments & Shares

30 Likes	15 On Post	15 On Shares
0 Comments	0 On Post	0 On Shares
3 Shares	3 On Post	0 On Shares

47 Post Clicks

14 Photo Views	0 Link Clicks	33 Other Clicks
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NEGATIVE FEEDBACK

1 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page

Reported stats may be delayed from what appears on posts

Mobile app: (promo piece – business card)

<https://fb.watch/6L-umHYiHw/>

One comment received says, “Seriously one of the best apps we have gotten in the last year! Total game changer!”.

Upcoming Events:

Summer Reading Finale at the Wigwam! You are invited! (invitation promo)

Schedule:

11-11:45 a.m. Jim Gill's Sing-a-thon of Celebrated Songs Concert  
11:45 a.m. - 2 p.m. Bring the Farm to You  
Touch-a-Truck with local agencies | Dunk Tank | Food Trucks (Kona Ice, Schmidt's, Taco Time)  
| Kids' Crafts & Activities  
Library Card Signup | Representatives from Community Agencies

Outreach:  
Summer Feeding, Farmer's Market

### Old Business

#### Pandemic Operational Update:

Throughout the past sixteen months, the library has had many safety protocols up to and including facility closure. As more members of society become "vaccinated", many organizations and businesses are reducing restrictions. In fact, the library has reduced restrictions within the organization. When making decisions, industry trends and guidance are looked at from the CDC and state health department.

Effective July 6, 2021, almost all operations of the Pickerington Public Library returned to pre-pandemic status. Hours of operations, public use of early literacy manipulatives (toys) and allowing the public to consume food in the facilities are the major changes still in effect.

Below is an outline of the library's current operations with effective dates.

- Quarantine of Materials - Effective April 26, 2021, quarantining ended for all materials received at Pickerington Public Library. All materials continued to be quarantined going to CLC libraries through mid-May as part of CLC Governing Council expectations. This decision was made because the science does not support the quarantining of materials.
- Masks - Masks became optional on June 2, 2021 when the Governor lifted all health orders. Masks will remain optional for the foreseeable future.
- Gloves - Effective April 26, 2021, the library eliminated the requirement to wear gloves when handling materials. Gloves are still available as an option for any employee. Gloves will be required when cleaning as outlined by the CDC and per BWC safety guidelines.
- Cleaning - Effective April 26, 2021, facilities staff took over sole responsibility of daily cleaning of the facilities unless there is an immediate need for staff to clean an area. Additionally, each facility is to be fogged once per week.
- Plexiglass Barriers - All plexiglass barriers will remain in place until determined unnecessary by Library Administration or 2/3 majority of public service staff support their removal.
  
- Staff Health Checks - Staff are required to check their temperature before coming into work or when they arrive at work. Staff should not work if they have a fever higher than

100 degrees. Staff are expected to wash or sanitize their hands before the start of their work shift. This expectation will remain for the foreseeable future.

- Staff Quarantine Requirements - If staff are “fully vaccinated”, there will be no requirement for quarantining. If staff are not fully vaccinated and come in close contact with someone who has COVID 19, they will be required to follow CDC guidelines and quarantine for 14 days. Staff will need to take PTO or use unpaid time during this 14-day quarantine.

- Social Distancing Guidelines - Social distancing will be recommended to customers. Staff will be expected to social distance whenever possible.

- Public Access - All Restrooms were made available for the public on January 18, 2021.

- Tables - Effective July 6, 2021, all furniture was returned to public areas of the library. Limits on table capacity were lifted, too.

- Computers - Reservation and time limit requirements for computers were eliminated on April 26, 2021.

- PAC stations - All Catalog Computers were made accessible to the public on April 26, 2021.

- Meeting and small conference rooms - Effective July 6, 2021, all meeting and conference rooms reopened for public use at full capacity.

- Self-Serve Reserves - Self Serve Reserves began at Main Library on April 26, 2021. Due to collection space needs, the reserves remained behind the desk at Sycamore Plaza.

- Self-Checkouts - All Self-Checkout stations were brought back online and accessible to the public on April 26, 2021.

- Classes and Events -

Indoor – Effective July 6, 2021, all indoor classes and events were no longer limited by number of participants per room capacity.

Outdoor – Effective July 6, 2021, all outdoor events and classes will have no restrictions.

- Food & Drinks - Food is not allowed inside the library at this time. However, on June 2, 2021, covered drinks were allowed back into the facilities. The library is considering allowing food back into the facilities sometime in fall of this year.

- Early Literacy Manipulatives, Toys and AWE Computers - Early Literacy manipulatives, toys and AWE computers will remain unavailable for customers at this time. The current plan is to wait until a “vaccine” is made available for children between 2 years old and 11 years old.

The library will continue to monitor the progression of the current pandemic and adjust operations to meet the needs of the public while being considerate of public safety.

## New Business

### Juneteenth and Holiday Policy

On June 17, 2021, President Biden signed legislation making Juneteenth a Federal Holiday.

Juneteenth commemorates the end of slavery in the United States. Its name stems from June 19, 1865, when Maj. Gen. Gordon Granger in Galveston, Texas, issued General Order No. 3, which announced that in accordance with the Emancipation Proclamation, "all slaves are free." Months later, the 13th Amendment was ratified, abolishing slavery in the final four border states that had not been subjected to President Abraham Lincoln's order.

Additional informational source - <https://americanlibrariesmagazine.org/2021/06/01/by-the-numbers-juneteenth/>

Since the law was signed two days before the holiday, many organizations including the library did not have a chance to make changes to support the new federal holiday. After speaking with many library directors from throughout Ohio, it has been determined that libraries' responses are varied. The most prevalent possibilities are as follows.

- Do nothing.
- Do nothing for 2021 and add the holiday to the 2022 Holiday and library closing calendar for future years.
- Select a day later in the 2021 calendar year to close the library on order to observe the holiday.
- No observation for the public but give staff floating holiday hours to use in 2021 and add the holiday to the 2022 calendar.

There are four Federal Holidays in which the library does not close to the public or compensate staff with paid time off. Those holidays are: Birthday of Martin Luther King, Jr., President George Washington's Birthday (President's Day), Veterans Day and Columbus Day. Before the arrival of the current library administration, staff development days were held on Columbus Day and Washington's Birthday. Those development days were changed to the following week to provide working citizens an opportunity to come to the library while being off work.

The Library Board's Personnel and FAB Committees met in a joint session. As a result of their discussion, they recommend adding both Juneteenth and Dr. Martin Luther King Jr. Day to the Holiday Policy as recognized and observed Holidays. This brings the Pickerington Public Library close to local library practices.

### **07-03-21 Resolution to approve the changes to the Holiday Policy as presented by adding Juneteenth and Dr. Martin Luther King Jr. Day for 2022 and beyond**

Mike Jones made a motion to approve the changes to the Holiday Policy as presented by adding Juneteenth and Dr. Martin Luther King Jr. Day for 2022 and beyond. Michelle Shirer seconded.

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

# Pickerington Public Library

## Holiday Policy

**Board Policy:**

**Date Approved: 07/19/2021**  
**Effective Date: 07/9/2021**  
**Replacing Policy Effective: 05/12/2016**

It is the policy of the Library to observe holidays each year as may be determined by the Library Board. Full-time and part-time staff are eligible for holidays with pay. The library will be closed for the following traditional holidays each year:

New Year's Day  
Dr. Martin Luther King Jr. Day  
Juneteenth  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Eve  
Christmas Day

The Library will be closed on Easter Sunday. There will be no holiday pay for this day.

The library will be open on the Federal Holidays of, Presidents' Day, Columbus Day, and Veterans' Day except when and in-service/staff development day is scheduled. There will be no holiday pay for these days.

**Administrative Procedure:**

**Date Approved: 04/22/2020**  
**Effective Date: 05/22/2020**  
**Replacing Procedure Effective: 05/12/2016**

A. The Library will post a schedule of closed days/Holidays on the library's website annually.

B. Full-time and part-time staff are granted holidays with pay. Staff are compensated for a prorated number of hours, not to exceed 8 hours, according to the following schedule:

<u>Hours Scheduled/Week</u>	<u>Hours Paid</u>
36+	8.0
27.5-35.5	6.0
22.5-27	5.0
15-22	4.0



C. If an employee is scheduled to work on a holiday, the employee will be paid his/her regular rate of pay plus the appropriate amount of holiday pay according to the schedule in item B of these administrative procedures.

D. The Library reserves the right to schedule work on an observed holiday for a community event or in an emergency situation as determined by the Library Director.

E. Holiday pay will not be considered as time worked for the purpose of overtime calculations.

F. At the discretion of the Director, the Library may close at 5 p.m. on July 3<sup>rd</sup>, on Thanksgiving Eve, and on New Year's Eve.

G. When a holiday falls on Sunday, the holiday will be observed on Monday.

H. Scheduling: When a designated holiday falls on a full-time employee's regularly scheduled day off, the supervisor will schedule another day off.

I. Eligibility: In order for an employee to be eligible for holiday pay, the employee must have been hired prior to the holiday, be on a leave with pay during the week when the holiday occurs, or have actually worked during the pay period in which the holiday occurred. An employee who has an unscheduled absence the scheduled shift immediately before or after a holiday will forfeit holiday pay unless a doctor's excuse is provided.

J. The Library recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days which are not included in the Library's holiday schedule. Accordingly, employees who would like to take a day off for such reasons may be permitted to do so, upon giving prior notice to their department manager and provided the employee's absence from work does not result in an undue hardship on the conduct of the Library's business. Employees may use accumulated days of paid absence on such occasions, or they may take such time off an unpaid, excused absence.

Discussion was held about whether to add a floating holiday as well.

**07-04-21 Resolution to add one floating holiday based on the Holiday Policy for all employees as of July 19, 2021 in recognition of Juneteenth for retention purposes to be used before December 31, 2021, not payable if employment is terminated**

Mike Jones made a motion to approve the resolution to add one floating holiday based on the Holiday Policy for all employees as of July 19, 2021 in recognition of Juneteenth for retention purposes to be used before December 31, 2021, not payable if employment is terminated. Todd Stanley seconded.

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

### Fairfield County PLF Distribution Agreement

In June 2020, Pickerington requested that the libraries in Fairfield County Agree to extend the PLF Agreement. At that time, Wagnalls Memorial Library declined citing that their Board wanted to see where the data was in 2021.

In early 2021, the Director of Wagnalls Memorial Library declared that they would not sign a PLF Agreement and would take their chances with letting the County Budget Commission decide a fair distribution agreement. Their reasoning is outlined in their annual report. They believe there is an unfair distribution of PLF funds in our county. Additionally, they need additional funding in order to continue to operate.

In May of 2021, Directors from the three Fairfield County Library Systems began discussing the PLF Distribution Agreement for Fairfield County. This was done knowing that Wagnalls intended not to come to an agreement. However, there is an obligation outlined in the current agreement and to the Budget Commission to at least try. The Directors identified various categories each library would like to use as part of the formula update. After compiling the data, it was apparent that one key piece of information was missing. That data is current census data for population. For an accurate and fair updated agreement, current population data was necessary. The US Census bureau is behind schedule on release of data due to the pandemic. The data needed is expected to be released later this year or early in 2022. Therefore, Pickerington again suggested to extend the current agreement by one year.

Fairfield County District Library agreed with this recommendation right away. After the June Wagnalls Memorial Library Board meeting, it was decided that if the State biennium budget was signed at 1.7% for the PLF then they would be willing to extend the current agreement.

Currently, the agreement uses the following four (4) categories of data: Population of Service Area, Total Square Footage, FTE Staff, and Total Circulation.

Fairfield County District Library (FCDL) – 63.20%

Pickerington Public Library (PPL) – 28.5%

Wagnalls Memorial Library (WML) – 8.30%

During research and discussions, it was discovered that Delaware County District Library receives a small portion of the Franklin County PLF Distribution. They receive these funds because they have a small portion of their population residing in Franklin County. Pickerington Public Library has a 397-unit apartment complex as well as 122 single family homes in Franklin County. Therefore, Pickerington Public Library requested a fair portion of the Franklin County PLF distribution because of the precedent set by the Delaware County District Library.

**07-05-21 Resolution to approve the Fairfield County PLF Distribution Agreement as presented to the Library Board with the following percentage breakdown: 63.2% to FCDL, 28.5% to PPL, 8.3% to WML, and that the agreement shall be valid for the calendar year 2022**

Todd Stanley made a motion to approve the Fairfield County PLF Distribution Agreement as presented to the Library Board with the following percentage breakdown: 63.2% to FCDL, 28.5% to PPL, 8.3% to WML, and that the agreement shall be valid for the calendar year 2022. Mary Herron seconded.

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

Student Trustee Representatives

During the Library Board of Trustees recent Board Retreat, the subject of having a teen Board member was briefly discussed. As a result, research was conducted and it was found that a few public libraries already have this position.

Granville Public Library had a well laid out program in conjunction with their local school district. Documents were given that model their concepts, but changed to fit the needs of the Pickerington Public Library.

The Board members agreed that the library should add two Student Trustee Representatives.

Employee Dress and Personal Appearance Policy

Cristie wanted to discuss the Employee Dress and Personal Appearance Policy. Several changes were recommended and Tony said he would make those changes.

Executive Session

**07-06-21 Motion to go into Executive Session – Compensation of Public Employees and Performance Review (ORC 121.22 (G)(1))**

Cristie Hammond made a motion to go into Executive Session – Compensation of Public Employees and Performance Review (ORC 121.22 (G)(1)). Jennifer Hess seconded.

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

Entered into Executive Session at 8:48 p.m.

**07-07-21 Motion to come out of Executive Session – Compensation of Public Employees and Performance Review (ORC 121.22 (G)(1))**

Cristie Hammond made a motion to come out of Executive Session – Compensation of Public Employees and Performance Review (ORC 121.22 (G)(1)). Mary Herron seconded.

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

Came out of Executive Session at 9:07 p.m.

**07-08-21 Resolution to approve an increase of 2% for Tony Howard the Director for a salary of \$98,529 and an increase of 2.5% for Brenda Oliver the Fiscal Officer for a salary of \$73,250 effective 7/18/21**

Berneice Ritter made a motion to approve an increase of 2% for Tony Howard the Director for a salary of \$98,529 and an increase of 2.5% for Brenda Oliver the Fiscal Officer for a salary of \$73,250 effective 7/18/21. Mary Herron seconded.

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

For the good of the order

Adjournment

Cristie adjourned the meeting at 9:09 p.m.

Next Board Meeting:

Regular Board Meeting  
August 16, 2021 @ 7:00 p.m. at Main Library

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Cristie Hammond  
President

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Mary Herron  
Secretary