

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
July 18, 2022

The Board of Trustees of the Pickerington Public Library met in regular session on July 18, 2022 at 7:00 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present: Cristie Hammond, Mike Jones, Mary Herron, Alissa Henry, and Jennifer Hess. Student Trustee Representatives present: Alyssa Gray and Mikayla Wagner. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer, Colleen Bauman, Executive Manager - Community Engagement and Norma Lockney, Deputy Fiscal Officer.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absence: Todd Stanley  
Unexcused Absence: Berneice Ritter

Secretary's Report

Consent Agenda

1. Minutes
  - a. June 27, 2022 Regular Board meeting minutes
  - b. June 27, 2022 Fundraising Committee meeting minutes
2. Investment Policy Review
3. Credit Card Compliance

**07-01-22 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, Jennifer Hess-yes. Motion passed with no changes.

Public Participation

Friends of the Library Report

Finance Committee

Fiscal Officer's Report

Brenda asked if there were any questions from the financial reports. There were none. She mentioned that there were some issues with the credit card processor where some debit card transactions are bouncing. Hopefully, these funds will be collected from the processor and the problem will be remedied by the end of July so it does not affect bank statement reconciliation. Tony mentioned that Brenda is looking into a different company to process credit card transactions.

### Other Committee Reports

Tony reported that the Fundraising Committee did not meet and will push to reschedule that meeting.

Mike reported that the PACC Committee has not had any transition. He submitted the semi-annual report. The amount in the checking account of \$3,562.23, which has been the same for several years.

### Director's Report

#### Summer Strategic Focus – Fostering the Love for Reading

Facilities:

Current projects:

- Pavilion - No new information on this project.
- Youth Services Staff Workroom/Barn, Carpet, & Atrium Blinds
  - o Timeline
    - PO Issued for Architectural/Engineering services - Complete
    - Meeting 1 (6/7) Dream State - Complete
    - Meeting 2 (6/23) Redefine Design - Complete
    - Meeting 3 (7/5) 95% Contract Documents - Complete
    - Permitting and Bidding process to begin mid to late July
      - Moved to Early/Mid-August
    - Notice to Proceed late August
      - Moved to Mid-September
- Ravine - The contractor's engineer has recommended that energy breaking mechanisms be installed to reduce velocity and possible impoundment. This is in addition to repairing the sidewall of the ravine.
  - o Timeline
    - Tony meets with the contractor next week to confirm the plan and plan out the Bidding process. 7/8/22
      - Design not ready
    - Bid process August 2022
      - Pushed due to delay in designs
    - Construction September – December 2022
- Branch Expansion
  - Ace Handyman was able to restart work on the project late last week.
  - Goal for opening – pushed to late August

IT:

- Cyril is still looking for a replacement vendor for the landlines and a vendor to manage the VOIP phone numbers.

### Expenditure to Connect Fiber to the Library

Tony reported that Windstream does not want to service the library anymore, but no other company wants to take on the business because there is no fiber connection for them to use. The estimated cost is \$22,000-\$25,000 to connect fiber from the road to the building. Tony is trying to get Windstream to give the library an extension for a year. The POTS line, the landline for the security system, increased substantially.

### **07-02-22 Motion to approve an expenditure up to \$25,000 for the purpose of connecting fiber to the library**

Cristie Hammond made a motion to approve an expenditure up to \$25,000 for the purpose of connecting fiber to the library. Mike Jones seconded.

Roll Call: Cristie Hammond-yes, Alissa Henry-yes, Mike Jones-yes, Jennifer Hess-yes, Mary Herron-yes. Motion passed.

- There were power outage issues a couple of times during the past month, which negatively affected the restart of servers. Cyril had to work with an outside vendor to get them to reboot correctly.

- Print Management software change - The library is getting ready to move from EnvisionWare to TBS.

- This change in vendors will:
  - Allow an all in one (print, copy, scan, fax) machine for the public
  - Provide credit card use at the print stations
  - Eliminate the need for an extra computer at the print station
  - Provide customers with a more user-friendly wireless print option

Miscellaneous:

- Staff Member Highlight - Regina Fetherolf has been with the library for three years and two months. She works as a Customer Service Assistant at Main Library. Regina has outstanding people skills, which helps her provide excellent experiences to the customers. Recently, several of Regina's coworkers (at different times during the past couple of months), shared examples of exceptional customer interactions. During a recent farmer's market outreach event, Regina staffed the library table. During the Farmers Market, both the Executive Manager – Community Engagement and the Director observed her natural ability to connect with the community in meaningful ways. For these reasons, Regina is being recognized before the Library Board of Trustees.

- Summer Reading - With a little under three weeks left of Summer Reading, it's not too late to participate (even for adults!).

- Signups are faring better than last year

- To date 267 more people have signed up than last year. That bests the goal of a 10% increase in signups.
- Through engagement and outreach, there have been increased signups at the three lowest performing schools in the district.
  - Harmon Middle School - 129% increase over last year
  - Tussing Elementary - 13% increase over last year
  - Pickerington Elementary - 18% increase over last year
- Completions are still low
  - Currently there is a 22% completion rate
  - Last year there was a 32% overall completion rate
  - The goal this year is to increase the completion rate by 5% over last year's numbers
    - 314 customers are needed to complete summer reading by the end of the year in order to accomplish this goal
- Staff Association Potluck - The Staff Association held a family friendly 4<sup>th</sup> of July Potluck on the front lawn of the library. There were 30 staff, family, and friends that enjoyed great conversation and fireworks. Great event for morale. Tony shared a picture.
- Safety - There was an incident where a child spelled out the words "Help Me" on the Lego and Light table in the children's area. Tony is working on a procedure to come out in the near future on how staff should handle this type of situation.
  - He has been in conversations with other Directors from around the state and almost none have dealt with this issue.
  - In the meantime, Tony has reminded staff that they are allowed to call the police if they think someone is in danger. Please notify a manager if they do so.
- Fundraiser @ the Farmer's Market - Mauger's Mini Donuts held a fundraiser for the library at the July 7<sup>th</sup> Farmer's Market. The library received 20% of all sales and 100% from tips. Tony served the donuts. In all, \$203.26 was received.
- Save the dates
  - August 6 - Summer Reading Finale - 10:00 a.m. to 2:00 p.m.
  - September 5 - Labor Day Parade – 10:00 a.m. to 12:00 p.m.

Executive Manager - Community Engagement Report

Newsletters/Social media stats:

E-Newsletter	Sent	Opened
May 2022	775	347
June 2022	786	342

Welcome to new e-news opt-in followers: <https://youtu.be/944jj9eaqwl>

Facebook:

Date	# of Posts	Total Page Likes	New Likes
May 2022	37	3580	28
June 2022	38	3617	48

Instagram:

Date	# of Posts	Total Followers	New Followers	Reach
May 2022	31	1,075	18	3,424
June 2022	32	1,082	16	3,391

Google:

Date	Location	Business Profile Interactions	Calls	Directions	Website Clicks
May 2022	Main	1,426	301	444	681
	Sycamore Plaza	334	129	115	90
June 2022	Main	1,804	372	1	885
	Sycamore Plaza	484	133	0	143

Volunteer usage: In May, Lauren sent out a volunteer recruitment flyer to the PLSD National Honors Societies. Since then, she has received 85 volunteer applications with 56 follow-throughs to become active volunteers. (Usual onboarding is 5-10 volunteers total each month)

Volunteer training stats - usually she onboards volunteers and trains them one-on-one. However, the overwhelming response led to running multiple hour-long trainings per week. These don't fit under program stats, but we thought it was worth noting them!

- May 12 (Prize Table Training) - 6 teens
- May 25 (General orientation) - 7 teens
- May 26 (Prize Table Training - 11 teens, 1 adult
- May 26 (Shelving Training) - 5 teens
- June 2 (Prize Table Training) - 14 teens
- June 2 (Shelving Training) - 4 teens
- June 7 (Prize Table Training) - 12 teens
- June 7 (Shelving Training) - 8 teens
- June 13 (Prize Table Training) - 9 teens
- June 13 (Shelving Training) - 6 teens

- June 21 (Summer Reading Training) - 2 teens
- June 23 (Shelving Training, 10 am) - 3 teens
- June 23 (Shelving Training, 12:30 pm) - 7 teens
- June 27 (Summer Reading / Shelving Training) - 5 teens

Events – Colleen shared some pictures:

- Dana Hill Magic Show! 112 in attendance - fun was had by all!
- Art in the Afternoon with Illustrator Joe Sutphin - 65 people in attendance
- Oceans of Fun Magic Show presented by Jim Kleefeld - June 30 - 53 at Sycamore and 198 at Main
- Teen program - 12 teens at Sycamore Plaza - Hydrophobic sand consists of grains coated with a special substance that repels water molecules. On the surface of this sand, a water droplet behaves the same as on hydrophobic fabric. When hydrophobic sand is poured into a glass of water, it doesn't settle evenly at the bottom, but forms bizarre shapes.

Out-and-About – Colleen shared some pictures:

- Mascot Dash preview at Good Day Columbus!

<https://myfox28columbus.com/good-day-columbus/dash-for-donation-mascots-join-good-day-columbus-ahead-of-race?fbclid=IwAR1R7FOXgRt7wkbBwZUwUkc4y8oYN373y3pSKoR2eC1aXPvqKgzjmoWZWEE>

- Mascot Dash - Lifeline of Ohio - July 9

Upcoming events and initiatives:

- Street Painting with Sheryl - local artist
- Summer Reading Finale – August 6
- Labor Day Parade – Sept 5

Projects:

- Library On-The-Go is almost ready (outside of their shop on Hill Road)
- Wayfinding: signage verbiage is being discussed – endcaps being removed next week for installation

Initiatives:

- Stay tuned for information on a partnership with Chick-Fil-A!

Meetings this week:

- FACFC
- Pickerington Chamber of Commerce

Old Business

New Business

Transfers for the Guiding Ohio Online Grant Fund

The library has been approved for the Guiding Ohio Online Grant for 2022-2023 for two Technology Trainers at 15 hours a week. The library needs to transfer local funds into the grant fund.

The library committed 25% matching funds for this grant of \$5,839. The total Federal funds expected between July 2022 and June 2023 is \$17,818. In 2022, \$8,910 is expected in Federal revenue and the remaining balance of \$8,908 will be received in 2023. The library did not spend \$1,966.39 of the local funds from the 2021-2022 Guiding Ohio grant. The library needs to transfer \$3,872.61 into the Guiding Ohio Grant Fund for 2022-2023.

**07-03-22 Resolution to transfer \$3,872.61 from 1000-910-910-0000 General Transfers-Out to 2008-931-0000 Guiding Ohio Online Grant Fund Transfers-In**

Mike Jones made a motion to approve the resolution to transfer \$3,872.61 from 1000-910-910-0000 General Transfers-Out to 2008-931-0000 Guiding Ohio Online Grant Fund Transfers-In. Jennifer Hess seconded.

Roll Call: Mike Jones-yes, Cristie Hammond-yes, Alissa Henry-yes, Mary Herron-yes, Jennifer Hess-yes. Resolution passed.

Free Feminine Hygiene Products

Tony reported that the Inclusion Diversity Equity Committee in doing their research discovered that several libraries provide free feminine hygiene products. A grant would be used to initially purchase the supplies, but would be an ongoing expense once the grant money is depleted. The Board members thought it was a good idea.

COVID-19 Discussion

Tony reported that there were staffing issues due to COVID, and the branch had to shut down for a couple days. Plexi-shields were never removed, and staff are required to socially distance when possible. Masks are highly recommended. CLC guidelines are followed and continually monitored.

Executive Session

**07-04-22 Motion to go into Executive Session – Discipline of Public Employee (ORC 121.22 (G)(1))**

Cristie Hammond made a motion to go into Executive Session – Discipline of Public Employee (ORC 121.22 (G)(1)). Mary Herron seconded.

Roll call: Mary Herron-yes, Mike Jones-yes, Jennifer Hess-yes, Cristie Hammond-yes, Alissa Henry-yes. Motion passed.

Entered into Executive Session at 8:01 p.m.



**07-05-22 Motion to come out of Executive Session – Discipline of Public Employee (ORC 121.22 (G)(1))**

Cristie Hammond made a motion to come out of Executive Session – Discipline of Public Employee (ORC 121.22 (G)(1)). Mary Herron seconded.

Roll call: Jennifer Hess-yes, Cristie Hammond-yes, Alissa Henry-yes, Mike Jones-yes, Mary Herron-yes. Motion passed.

Came out of Executive Session at 8:18 p.m.

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:18 p.m.

Next Board Meeting:

FAB Committee Meeting  
August 15, 2022 @ 6:00 p.m. at Main Library

Regular Board Meeting  
August 15, 2022 @ 7:00 p.m. at Main Library

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Cristie Hammond  
President

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Mary Herron  
Secretary