

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

June 8, 2017

The Board of Trustees of the Pickerington Public Library met in regular session on Thursday, June 8 at 7:01 p.m. in the library at 201 Opportunity Way. Members present were Cristie Hammond, Mike Jones, Mary Herron, Cheryl Ricketts, Michelle Shirer, Todd Stanley and Robert Mapes. Also present, Kathy Bowden, Friends of the Pickerington Public Library President. Staff members present: Tony Howard, Library Director, Kent Daniels, Assistant Director, Brenda Oliver, Fiscal Officer/Human Resources Manager and Colleen Bauman, Community Relations Coordinator.

Cristie asked for approval for the board meeting minutes from May 11, 2017

Approval of Minutes

6-01-17 Motion to Approve the Meeting Minutes for May 11, 2017

Mary Herron made a motion to approve the May 11, 2017 Board meeting minutes. Mike Jones seconded the motion. Minutes were approved with no changes. Motion passed.

6-02-17 Motion to approve the Special Meeting Minutes for May 21, 2017

Mary Herron made a motion to approve the May 21, 2017 Special Board meeting minutes. Mike Jones seconded the motion. Minutes were approved with no changes. Motion passed.

Excused Absences - none

Public Participation – none

Michelle Shirer entered the meeting at 7:05 p.m.

Friends of the Library Report

Kathy Bowden presented the library branded merchandise for sale in the Friends store. T-shirts, tumblers and purple bags are available with the library logo. So far 11 t-shirts and 11 tumblers have been sold. Kathy said they will see how things go in consideration of future items. Kathy also informed the Board that the bird feeders have all been replaced. Tony told her that he had comments from patrons that the new feeders had been noticed.

Finance Committee

Fiscal Officer's Report

Brenda introduced the Finance Report from May. There were no questions.

Other Committee Reports - none

Director's Report

Monthly Statistical Overview

Digital circulation was up; consistent with other libraries around the state. Program numbers for adults were up – Big Comic Show had about 600 people Summer Reading has begun with kick-off tonight. Registration to date is 1,340 people for all three groups. Youth Services – 887, Teens – 212, Adults – 241. This is more signups in the first week than we had all of last summer. We have a designated SRP coordinator, Erikka Sawdey. We are still signing up readers, but the goal and focus is for the readers to complete the program.

Social Media – Facebook had 62 new followers

Security Incidents – 16 for the month of May. The young man who damaged the men's bathroom had his court date. The library was awarded restitution in the amount of \$98.32 for repairs and staff time.

User visits – average is 470 user visits per day. 10% increase over last year.

Homework Help Center averaged 164 kids per month. This is the first complete year with data for the HHC.

Facilities

Staff breakroom remodel – bathrooms and kitchenette. Splitting project up between trade disciplines to save money.

Teen Area redesign – Switching metal shelving out for wood shelving. The wood shelving is in the storage unit. Metal shelving will be moving to the branch. This will save a lot of money in the long run.

Updating phone system to VOIP- Install has been pushed back to June.

Branch – progress is going well. Tony shared photos showing before and after shots of the initial tearing out of walls and ceilings. Looking at a mid-august turn over date; the date should be set by the end of next week. Waiting on 3 long lead items, lighting covers, operable partition materials and sound panels. May need to amend the opening date with the owner on the lease. Issues – One of the electrical panels is bad, working with the owner to replace. We will be using shelving we already own. Working with the team to purchase the rest of the furniture and equipment needed.

Barnes & Noble Book Fair

Raised \$1,031.33 for the library – funds are on a gift card that has already arrived.

PLF Distribution negotiation meeting will take place Monday, June 12 at FCDL Northwest Branch.

Grant for HHC Laptops at the Branch – Library accepted a grant for \$5,290.00 from the Fairfield county Foundation’s Zimpfer Memorial Fund.

FOPPL Merchandise sale – First day of the t-shirts was yesterday and 11 t-shirts have been sold.

CLC – Central Library Consortium

Discussions are occurring regarding the CLC joining SearchOhio. Decision is needed by the end of June. Tony and Kent feel it is a good decision to join. It will increase access to 46 million items, 12 million unique items from 26 public libraries and 121 universities and colleges (OhioLink). There may be some restrictions in what PPL shares. DVDs, video games being a couple of items. PPL will be bringing on Granville, Pataskala libraries. CLC may also accept Delaware Libraries as well.

Cheryl Ricketts entered the meeting at 7:20 p.m.

Surplus sale is scheduled for June 29, 2017 – staff is finalizing the surplus list.

Todd Stanley entered the meeting at 7:21 p.m.

Assistant Director’s Report

Free faxing will be available at the library starting June 12, 2017. Technology was updated with new copiers and faxing can be provided for free.

Movie Licensing USA has been purchased. It was used during the Pet Adoption program, 6 people watched a cartoon. Staff is looking at how movies can be implemented for programs either in full or clips. Pet Adoption event was June 3 with around 200 people in attendance. Staff is looking to repeat this program and already looking how to expand it.

Website: working on some Wordpress security upgrades and a presence for the branch.

Pickerington Collection Portal is up and running. Kent will send the link to the Board so they can look at the photos.

ODNR: Wildlife Education Coordinator meeting on June 19 to discuss a possible programming partnerships, Project Wild Training, and grants.

Old Business

New Business

Donations

- Over 700 children's books valued at more than \$3500.00 by Cathy Olshefski and her family.
- \$50.00 donated for children's books at the branch by Linda Meisner

Naming Recognition

Tony presented a policy that came about due to a need identified in the planning the Sycamore Plaza Library Branch. In researching what other libraries do when naming a library branch, we found that many libraries name branches using the geography of the community. It addresses setting guidelines for naming rights. It sets the Pickerington Public Library fund Advisory committee with the authority to develop guidelines for recognizing gifts from individuals and families, business, organizations and other foundations. The policy also sets guidelines for the Board to consider and approve naming and recognition guidelines. Cheryl asked for clarification on (H) All naming recognitions do not extend beyond 5 years or the useful life of the spaces or facilities within which they are located, unless the individual or corporation provides additional support. Tony provided an example; They Homework Help Center is named after the Reynoldsburg-Pickerington Rotary Club. They donated \$4,500 of \$14,000 of the project and they got the naming rights. The HHC has been moved twice and another \$40,000 has been invested. With that said, do they still get to keep the naming rights? He also said he would never change the name without Board approval. Michelle did not like the wording of (H). Cheryl said people would be disappointed if their name would only stay on for 5 years. Tony said names may not necessarily be removed. Michelle shared her experience with the honoring gifts and people. She felt that this policy does not allow for flexibility and conversations. Todd felt that it does allow the Board to make decisions and is just guidelines. Cheryl asked about (A). Tony explained that (A) is about the Library Fund accepting gifts and then sending recommendations to the Board for approval. Michelle asked for more description in naming rights for programs, projects and buildings. Tony asked for the Board to table the policy so he can do more research from libraries that have this type of policy. Cheryl asked that Tony look at some non-library organizations as well as libraries that have policies that define building naming rights; there are a lot of places for people to make donations besides libraries. Policy was tabled until the next meeting.

Procurement Policy

This is a new policy that came about due to a need identified at a conference Brenda attended. Policy outlines the current practices and procedures in a formal way. It defines who can order what and what is needed. It talks about credit card usage. It defines items that require Board approval. It includes event refreshments.

Cristie noted that under (D-Contracts) the last sentence is missing Fiscal Officer.

6-3-2017 Resolution to adopt the Procurement Policy with the addition of Fiscal Officer to (D-Contracts).

Mike Jones made a motion to approve the Procurement Policy with the addition of Fiscal Officer to (D-Contracts). Mary Herron seconded the motion.

Roll call: Todd Stanley-yes; Mike Jones-yes; Robert Mapes-yes; Cheryl Ricketts-yes; Michelle Shirer-yes; Mary Herron-yes; Cristie Hammond – yes. Motion passed.

Program Recognition Policy

This is a new policy that came about due to a couple of factors. The library staff had a tactical project for programming, led by Cathy Burden. This policy addresses when it is appropriate to purchase food for programs. It includes program criteria, publicity, food, and program evaluation. Bob Mapes and Michelle Shirer asked about changing the wording in (D-Program Evaluation) change “instead” and “of” to “also” and “to”.

6-4-2017 Resolution to adopt the Program Recognition Policy

Cheryl Ricketts made a motion to approve the Program Recognition Policy with changes to wording. Robert Mapes seconded.

Roll call: Mary Herron-yes; Mike Jones-yes; Cheryl Ricketts-yes; Cristie Hammond-yes; Todd Stanley-yes; Robert Mapes-yes; Michelle Shirer-yes. Motion passed.

2017 Capital Fund Permanent Appropriations Increase

In May, the Board approved the transfer from the General Fund of \$150,000 to the Capital Projects Fund to cover the remaining 2017 and 2018 capital improvements projects. The proposed 2017 Permanent Appropriations increase for the Capital Fund is included. It includes possible addendums to the branch construction contract, tech services area carpet replacement, break room updates and parking lot repairs. Cheryl said she thought this was covered in the special Board meeting in May. Brenda explained that the \$150,000 was transferred into the Capital Fund, but the amount couldn't be appropriated until we received the revised estimate of available resources from the County Auditor.

6-5-2017 Resolution to increase the 2017 Permanent Appropriations for the Capital Projects Fund to \$935,000.

Mike Jones made a motion to approve the resolution to increase the 2017 permanent appropriations for the Capital Projects Fund to \$935,000. Mary Herron seconded.

Roll call: Cristie Hammond-yes; Robert Mapes-yes; Cheryl Ricketts-yes; Mary Herron-yes; Todd Stanley-yes; Mike Jones-yes; Michelle Shirer-yes. Motion passed.

For the good of the order

Tony shared the designs of the interactive literacy panels in the new branch. They are being created by Wil Roland, the creator/illustrator of Violet the Cow.

Cristie asked the Board about their availability at the July Board meeting.

Tony also shared that next Monday is the budget hearing before the School Board.

Next Board meeting:

FAB meeting

July 13, 2017, 6:30 pm (Meeting Room B)

Regular Board Meeting

July 13, 2017, 7:00 pm (Meeting Room A)

Cristie Hammond adjourned the meeting at 8:24 p.m.

Cristie Hammond
Library Board President

Mary Herron
Library Board Secretary