

## PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

June 18, 2018

The Board of Trustees of the Pickerington Public Library met in regular session on Monday, June 18, 2018 at 7:00 p.m. in the Pickerington Public Library at 201 Opportunity Way. Members present were Cristie Hammond, Mike Jones, Mary Herron, Cheryl Ricketts, Berneice Ritter. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer, Donna Matturri, Assistant Director and Colleen Bauman, Community Relations Coordinator.

Excused Absence: Todd Stanley

Absent: Michelle Shirer

Public in attendance: Kathy Bowden, President of the Friends

### Call to Order

Cristie called the meeting to order.

### Roll Call

Cristie asked for approval for the regularly scheduled Board meeting and FAB Committee minutes from May 21, 2018.

### Consent Agenda

Secretary's Report

Approval of minutes

May 21, 2018 Regular Board Meeting

May 21, 2018 FAB Committee Meeting

### **6-1-18 Motion to approve Consent Agenda items**

Mike Jones made a motion to approve the Consent Agenda items. Mary Herron member seconded. Consent Agenda items were approved with no changes. Motion passed.

Roll Call: Mike Jones-yes, Mary Herron-yes, Cristie Hammond-yes, Berneice Ritter - yes. Cheryl Ricketts – abstained

### Public Participation

None

Friends of the Library Report – no report. Cheryl asked if the Friends were accepting books at this time. Kathy responded that they were accepting donations.

## Finance Committee

### Fiscal Officer's Report

Brenda asked if there were any questions from the report sent. Brenda shared that there are some short term CDs available with good rates. Cheryl asked what the bank is offering, Brenda said 2.25%.

### Other Committee Reports

No reports at this time.

### Director's Report

Main Library Structural roofing issue – Bryon and Tony met with the Architectural Engineer and IAP project team. The main issue is that the majority of the runoff is funneled to the area of the roof that is having problems. Project plan outline along with quotes will be due by the end of June. Architectural Engineer is estimating a 6 to 12-week closure of the back half of the atrium during the project time.

Parking Lot – Met with a representative of SOCIL (Southeastern Ohio Center for Independent Living) to discuss ADA (American with Disabilities Act) compliance issues with the current handicapped parking spaces. This is prep work for our upcoming meeting with the concrete contractor. New areas of decay in the parking lot have been identified. Plans are to quote out the rough areas and to improve ADA accessibility.

HVAC maintenance contract – The library has had the same contract for many years. The original contract had a three-year term, and has gone to a year to year default term. Requested quotes from 3 vendors and are currently reviewing the contracts to determine the best option.

Staff PCs – New staff PCs have arrived and Cyril is working on imaging and installation. Estimated completion time for this project is mid-July.

Levy Talking Points – General but still informational. Intended for use by Administrative staff, the Board and the PAC (Citizens for the Pickerington Public Library). Staff will receive a more simplified set of talking points to use during work shifts.

Gale Analytics – Received the correct spatial file and have run the most recent report and sent out to the Board. One of the surprises was that radio is one of the ways stakeholders receive their information.

Staffing - Tony welcomed Donna Maturri to Executive Leadership Team. Board applauded. Information & Research Services Manager position has been interviewed

and an offer made. Custodial position has been filled; new staff members start date will be August 15.

Performance Assessments – Assessments are in progress at this time. All staff will have the following action items in addition to their individual developmental action items will include: Know and be able to recite the mission, vision and strategies for the library, (it is being considered, that no raises would be offered if staff does not know this) Find two ways to support the strategic plan beyond our day to day duties, Support two educational classes (programs) during the performance year, Cross-train in one public services department outside of your own area of operations. The Board responded positively to these items.

Tech Services Update – All materials are being processed in house and staff are trained accordingly. Working to iron out a few bugs with our vendors.

### Assistant Director's Report

Donna shared registration stats from Summer Reading as of today. Erikka is the summer reading coordinator for this year. Working with Colleen to staff volunteers, and market programs with both Main and Sycamore Plaza. Program attendance numbers are up at both locations.

New Databases available – Genealogy databases – African American Heritage, Heritage Quest and Full 3, a military database. Also a new language database called transparent languages, Hobbies/Crafts center and Small Business Center for patrons. Also new is Flipster – an online and app based magazine subscription service.

Donna shared some of the upcoming events planned for summer reading; including Bring the Farm to You, Harrison Farms with goat yoga and Digital Bookmobile visit provided by Overdrive.

Teen Book Fest, October 27, has confirmed two keynote speakers, Sarah Dessen and Margaret Peterson Haddix. Complete author panels are set for the day.

Guiding Ohio Online Grant – Applied in May, have heard back that the proposal has been approved to move forward.

Mike Jones asked about the availability of back issues on Flipster. Donna said she would find out. Cheryl asked if Donna would be able to send her report out to the Board.

### Old Business

Cristie shared the Approved Records Retention Schedule and list of items to be disposed. List was sent out to the Board to be reviewed. No questions by the Board.

Tony shared stats – Circulation is doing well and increasing. Biggest increase is in renewals and digital; both up 9%. 30% of circulation came from Juvenile Fiction which is only 17% of budget. New patrons increased in May – push due to summer reading sign ups. Internet usage – PC lab use is down, however, wireless usage is up. Steady average in program attendance. 69% increase in attendance from when our original levy passed to now. Tony shared this information with PLSD school board.

### New Business

#### Deposit of Public Funds Policy and Returned Check Policy

Deposit of Public Funds Policy has been updated using other library's policies and Ohio Revised code sections 9.38 and 135. The Board Policy and Administrative procedures have been separated in this policy. The Administrative procedures details the processes for depository agreements, securing of monies, reporting of receipts and deposits, receipt of checks and checks returned due to non-sufficient funds. This policy now includes the same information as the Returned Check Policy with additional processing procedures.

#### **6-2-18 Motion to approve the changes to the Deposit of Public Funds Policy**

Cheryl Ricketts made a motion to approve the changes to the Deposit of Public Funds Policy. Mary Herron member seconded. Motion passed.

Roll Call: Mike Jones-yes, Cristie Hammond-yes, Berneice Ritter-yes. Cheryl Ricketts-yes, Mary Herron-yes.

(please insert policy)

#### **6-3-18 Motion to delete the Returned Check Policy**

Berneice Ritter made a motion to delete the Returned Check Policy. Cheryl Ricketts seconded. Motion passed.

Roll Call: Mary Herron-yes, Mike Jones-yes, Cheryl Ricketts-yes, Cristie Hammond-yes, Berneice Ritter-yes.

#### For the good of the order

Cristie adjourned the meeting at 8:00 p.m.

#### Next Board Meeting:

FAB Committee  
July 16, 2018 @ 6:30 p.m. (Meeting room A)

Regular Board Meeting  
July 16, 2018 @ 7:00 p.m. (Meeting room A)

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Cristie Hammond  
Library Board President

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Mary Herron  
Library Board Secretary