

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
Monday, June 17, 2019

The Board of Trustees of the Pickerington Public Library met in regular session on June 17, 2019 at 7:03 p.m. in the Pickerington Public Library- Sycamore Plaza Library branch, 7861 Refugee Road. Members present were Cristie Hammond, Mike Jones, Mary Herron, Michelle Shirer, Todd Stanley. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer, Donna Maturri, Assistant Director and Colleen Bauman, Community Relations Coordinator. Also in attendance, Kathy Bowden, President of the Friends.

Call to Order

Cristie called the meeting to order.

Roll Call

Cristie asked for roll call.

Excused Absences

Berneice Ritter let us know last month, she would not be here this evening. Cheryl Ricketts has resigned. Monday, June 24 the Board applications are due. Criteria for Board members, resident of Fairfield County and eligible to vote.

Secretary's Report

a. Consent Agenda

i. Approval of Minutes

1. May 20, 2019 Regular Board Meeting and FAB meeting

ii. Donations

1. PMCA food Pantry – 24 boxes of protein and breakfast bars (\$101.45) to help feed children who stay at the library all day in the summer.

iii. New Staff

1. Kimberly Brown started June 3, 2019 as a Customer Service Assistant at Sycamore - \$9.73 an hour
2. Thomas Tiller started May 31, 2019 as the Custodian - \$11.00 an hour

Approval of consent Agenda

## **06-01-19 Motion to approve the Consent Agenda items**

Mary Herron made a motion to approve the Consent Agenda items, Todd Stanley seconded. Consent Agenda items were approved with no changes. Motion passed.

Roll Call: Mike Jones-yes, Michelle Shirer-yes, Mary Herron-yes, Cristie Hammond-yes, Todd Stanley-yes.

### Public Participation

#### Friends of the Library Report

Mini book sale during summer reading kick-off was very successful. Took in over \$1,100. Between sales and vouchers – over 2000 books went into the hands of kids.

#### Finance Committee

#### Fiscal Officer's Report

Brenda shared that the FAB went over the May fiscal report. Due to projections, looking at investing funds into CDs.

#### Other Committee Reports

#### Personnel Committee

Tabling performance assessment until Tony and Mike have a chance to meet.

#### Director's Report

Main Library Structural roofing issue: Other Library Directors who have used CTL Engineering stated that they have never experienced such an increase in fees from estimate to proposal. Legally, this is an estimate versus being a proposal. Not happy with the change from estimate to proposal with the addition of 11%. Options are to bring CTL in to the July Board meeting, move forward with the accepting the proposal at the 11% proposed fee, or post a request for proposal (RFP) for the project. Next step: Tony will set up a meeting with CTL Engineering.

Mortar replacement on Chimney and sealing stonework: postponed due to weather

Parking Lot restriping: yet to be scheduled.

Boiler Expansion Tank: Replacement tank came in, however the pipe fitters union has been on strike. The install will occur once the strike ends.

Circulating Backpacks: Close to processing the first of the nature backpacks. Funded by the Pickerington Public Library fund. Backpacks will be branded and hashtags created so customers can share as they use them.

ALA: Tony and Ashley Menseh will be attending. Four major focuses will be Community Engagement, Technology, Philanthropy/Fundraising and Collection Development.

Assistant Director Transition: Moving forward with splitting the position into two part-time positions; Deputy Fiscal Officer and Community Engagement Assistant. Reviewing policies impacted by the change. Transition meetings with Donna to turn over duties. Tony wanted to

make sure that Donna is recognized in front of the Board. Tony said Donna has truly been his right hand. In the year that she held the position of Assistant Director, she developed the customer service model, LSTA Technology Grant which lightened the load for the Information and Research team. She handled digital marketing and social media, managed and upgraded the website working with Buckeye Interactive. Fostered strong vendor relationships. Negotiated a partnership between the Friends, the library and The Book Loft of German Village. Collection administration. Donna's work has positioned the library to be able to identify areas of focus to bring our collection up, understand opportunities through Collection HQ. Tony thanked Donna and told her it was his pleasure and honor to call her his colleague. He wished her luck at Upper Arlington. Cristie officially speaking for the Board, thanked Donna for all her work with the library and wished her luck as she moves forward.

### Assistant Director's Report

Donna gave her final board report. She said she is very proud of the staff and to share that circulation is once again up. Digital circulation is growing at a much larger margin; circulated over 5600 e-books this past month. Donna shared data of what is being circulated through Hoopla.

Summer reading is off to a great start. 2287 registrations since May 28. 385 have already completed level 1. Since June 1 there have been 878 event attendees.

### Discussion regarding customer concerns about Meeting Room Policy

Tony shared his conversation with a customer who was interested in having a graduation celebration.

### Meeting Room policy

With the addition of Communico, we discovered that it was necessary to update the meeting room policy. We took this opportunity to adjust the language in order to reflect the terminology we currently use. Additionally, we removed the word "small" when referring to conference rooms because we have two different sized spaces. Recently, there was a challenge to a decision not to let a customer use the meeting space for the purpose of a graduation recognition. The customer specifically asked that this policy be brought to the board for review. The Administrative Procedures have been changed to reflect how we will administer the policy. We used feedback from staff to help adjust these procedures. This policy was last updated January 2019.

### **06-02-19 Motion to approve the changes to the Meeting and small conference room policy, including changing the name of the policy to Meeting Room and Conference Room Policy**

Mike Jones made a motion to approve the resolution to approve the changes to the Meeting and small conference room policy, including changing the name of the policy to Meeting room and conference room policy. Mary Herron seconded.

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

### Investment Policy

The Investment Policy has been updated to reflect the current requirements in Ohio Revised Code for making investing interim money of a political subdivision. The proposed changes to the policy separate Board Policy from Administrative Procedure. The diversification of investments is removed to allow more funds to be invested in government money market accounts, such as Star Ohio instead of holding larger balances in regular checking.

### **06-03-19 Motion to approve the updated Investment Policy**

Mike Jones made a motion to approve the updated Investment Policy. Mary Herron seconded.

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

### Updated Financial Statement

The Financial Position Statement has been updated to reflect the current vision and financial position of the library.

### **06-04-19 Motion to approve the updated Financial Position Statement**

Todd Stanley made a motion to approve the updated Financial Statement. Mary Herron seconded.

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

### Safety intervention grant fund

The library was approved for a grant from the Bureau of Worker's Compensation to purchase a lift. The Safety Intervention Grand Fund was set-up in May and the local matching funds were transferred of \$3663.20.

### **06-05-19 Motion to approve the resolution to appropriate the Safety Intervention grant fund for \$14,652.80**

Mike Jones made a motion to approve the resolution to appropriate the safety intervention grant fund for \$14,652.80. Michelle Shirer seconded.

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

#### Lost and Found policy

#### **06-06-19 Motion to approve the resolution to approve the Lost and Found policy**

Mary Herron made a motion to approve the resolution to approve the Lost and Found Policy. Michelle Shirer seconded.

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

#### Credit card policy

#### **06-07-19 Motion to approve the resolution to approve the change to the credit card policy**

Todd Stanley made a motion to approve the resolution to approve the change to the credit card policy. Mary Herron seconded.

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

#### Executive Session – Personnel

- To discuss employee compensation

#### **06-08-19 Motion to go into Executive Session – Compensation of Public Employee and Performance Review (ORC 121.22 (G)(1))**

Cristie Hammond made the motion to go into Executive Session – Compensation of Public Employee and Performance Review. Mike Jones seconded the motion.

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

Entered into Executive Session at 8:26

#### **06-09-19 Motion to come out of Executive Session – Compensation of Public Employee (ORC 121.22 (G)(1))**

Cristie Hammond made the motion to come out of Executive Session – and compensation of Public Employee. Mike Jones seconded.

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

Came out of Executive Session at 8:34

**06-10-19 Resolution to approve the reclassification of the Community Engagement Manager, Youth Services Manager, Information & Research Manager, Customer Service Manager and Branch Manager positions from nonexempt to exempt effective June 23<sup>rd</sup> with the salaries as presented**

Mary Herron made a motion to approve the Resolution to approve the reclassification of the Community Engagement Manager, Youth Services Manager, Information & Research Manager, Customer Service Manager and Branch Manager positions from nonexempt to exempt effective June 23<sup>rd</sup> with the salaries as presented. Mike Jones seconded.

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

Pickerington Public Library					
Effective 6/23/19					
Title	Name	Current FLSA Classification	New FLSA Classification	Current Hourly Rate	New Salary
Community Engagement Manager	Colleen Bauman	Non-Exempt	Exempt	\$19.04	\$45,760.00
Youth Services Manager	Dana Folkerts	Non-Exempt	Exempt	\$21.78	\$45,302.40
Information & Research Manager	Jennifer Hrusch	Non-Exempt	Exempt	\$22.75	\$47,320.00
Customer Service Manager	Ashley Mensah	Non-Exempt	Exempt	\$20.88	\$43,430.40
Branch Manager	Catherine Polack	Non-Exempt	Exempt	\$22.31	\$46,404.80

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:39 p.m.

**Next Board Meeting:**

FAB Committee Meeting to be held at Pickerington Main Library

July 15, 2019 @ 6:30pm

Regular Board Meeting to be held at Pickerington Main Library

July 15, 2019 @ 7:00pm

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Cristie Hammond, President

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Mary Herron, Secretary