

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
June 27, 2022

The Board of Trustees of the Pickerington Public Library met in regular session on June 27, 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, Berneice Ritter, and Todd Stanley. Student Trustee Representatives present: Alyssa Gray and Mikayla Wagner. 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: Theresa Wessel, President of the Friends of the Pickerington Public Library.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absence: Jennifer Hess

Secretary's Report

Consent Agenda

1. May 16, 2022 Regular Board meeting minutes
2. May 16, 2022 FAB meeting minutes
3. Staffing
  - a. Position Job Title Change – Community Engagement Manager position is being changed to Senior Manager – Community Engagement
  - b. Abigail Mattingly started 5/23 as a Customer Service Assistant – Main - \$11.17 an hour
  - c. Sam Flick started 6/8 as a Custodian - \$13.16 an hour

**06-01-22 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, Todd Stanley-yes, Berneice Ritter-yes. Motion passed with no changes.

Public Participation

Friends of the Library Report

Theresa reported that 227 books were given away and \$778.70 was earned at the summer book sale. The next meeting will be in August.

## Finance Committee

### Fiscal Officer's Report

Brenda asked if there were any questions from the financial reports. There were none. She noted that \$400,000 of the Capital Fund was moved from checking in early June into Star Ohio that was .79% at the end of May, but is currently at 1.45%. She also reported that the State of Ohio will be reinstating the administrative fees on the rollback income, which was not charged for the past four years. These fees will be reflected on the August payments. Additionally, the PLF certificate for 2022 was updated, which is 7.8% more than issued as of December 2021.

### Other Committee Reports

Tony reported that the Personnel Committee discussed establishing an HR position and Brenda is researching the financial impact of a part-time or a full-time employee and Tony is researching the office space needs. They also discussed minimum wage; however, since the wages were brought up at the beginning of the year into industry standards, they decided no changes would be made at this time. Additionally, they discussed changes to the Community Engagement Manager title. Dress code was also discussed.

### Director's Report

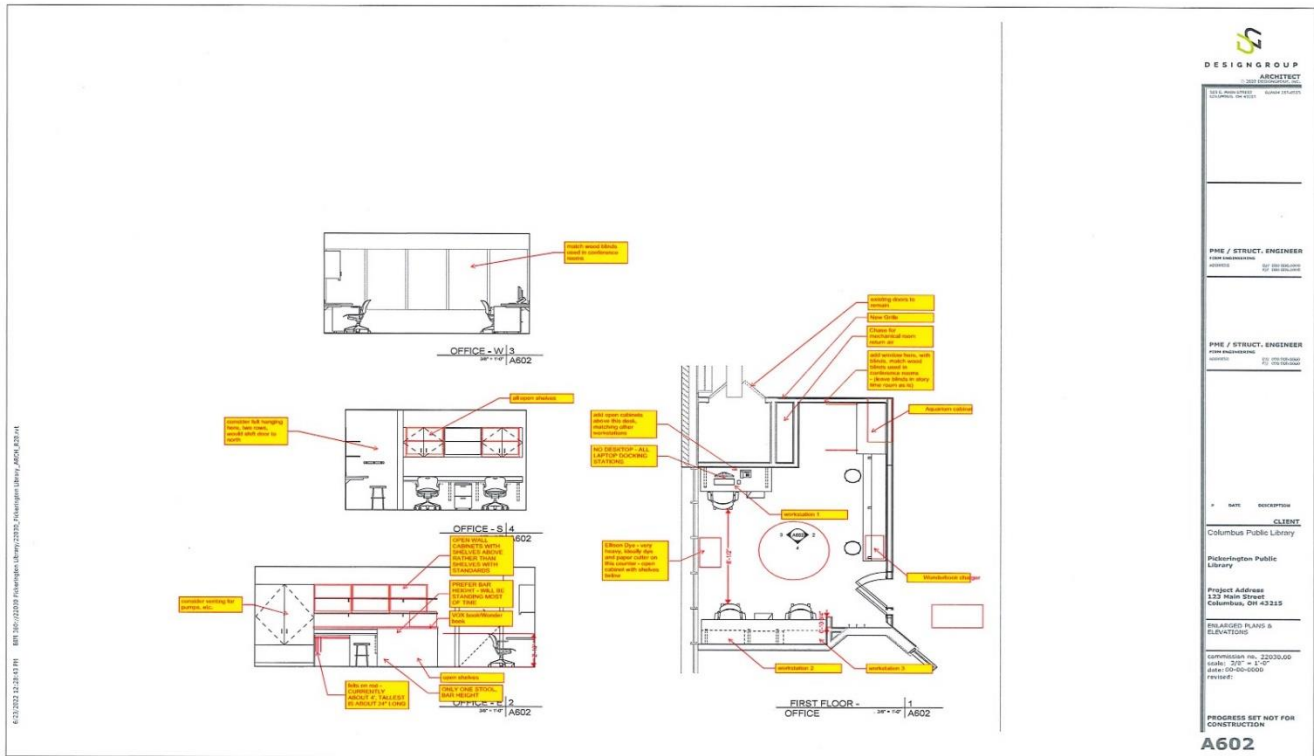
#### Spring Strategic Focus – Fostering the Love for Reading

##### Facilities:

##### Current projects:

- Damage to the Gutter and Roof Repairs - Work is complete on this project.
- Pavilion - Tony will be meeting with this architect in July.
- Youth Services Staff Workroom/Barn, Carpet, & Atrium Blinds
  - Timeline
    - PO Issued for Architectural/Engineering services - Complete
    - Meeting 1 (6/7) Dream State - Complete
      - Carpet Selected for Main Library – Tony shared a picture
      - Defined needs of Youth Services Work Space
      - Defined needs of Barn Space
      - Identified Atrium furniture needs
      - Discussed Blinds needs for atrium – Tony shared a picture
        - Custom made slate 3% open
        - Powered because manual would be impossible to operate

- Meeting 2 (6/23) Redefine Design – Complete
  - Reviewed and adjusted space designs for the YS workroom –



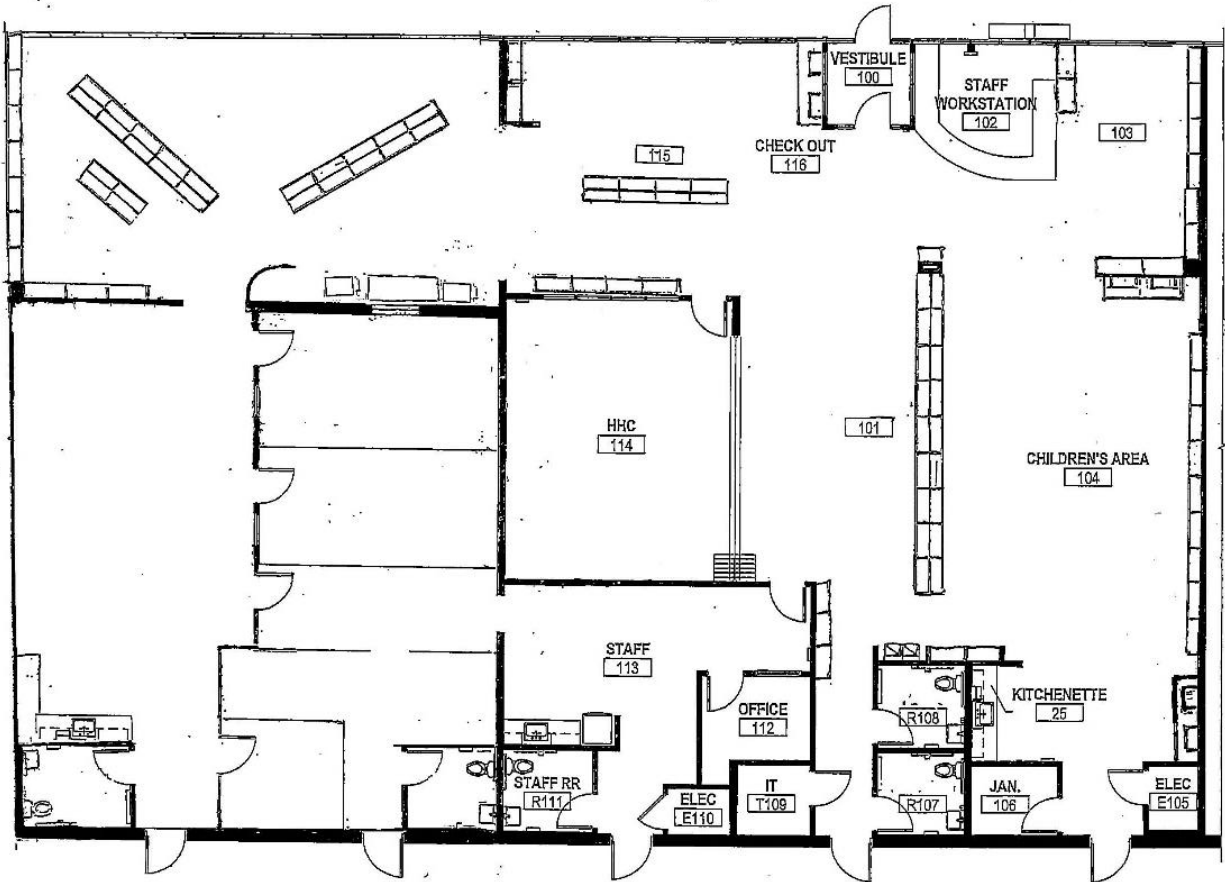
- Approved the design for enclosing the Barn
  - The library went with the option of standard storefront steel case doors due to cost and functionality – Tony shared a picture
- Meeting 3 (7/5) 95% Contract Documents
- Permitting and Bidding process to begin mid to late July
- Notice to Proceed late August

- 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.

- Timeline
  - Tony will meet with the contractor next week to confirm the plan and plan out the bidding process. 7/8/22
  - Bid process August 2022
  - Construction September – December 2022

- Branch Expansion

- Branch Floor Plan



- Expected Expenses
  - Total initial estimated expenditure \$49,620.66
  - Electrical work \$3,200.00
  - Additional construction expenses \$7,024.00
  
- New Total expenses \$59,844.66
- Timeline for the Project
  - Construction
    - Construction began June 6, 2022
    - Construction paused June 9, 2022
    - Additional construction paused due to major electrical changes.
    - Changed construction scope of work to install windows, frame passthroughs, and spray walls to match existing walls
    - Unexpected electrical work complete
    - Windows arrived and installed
  - Data wiring already complete
  - Security equipment installation complete
  - Painting
    - Some staff have already begun painting. Dates are being looked at to complete this work.
- Goal for opening – pushed to early August

IT:

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

Miscellaneous:

- Staff Member Highlight - Leah Taynor has been with the Library for ten (10) months. She worked as a Customer Service Assistant until May, when she was promoted to Customer Service Leader. She is dedicated to the success of her department and the organization. Her natural ability to lead and willingness to learn new things has set her on a path of success here at the library. Since the unexpected change in leadership within her department, Leah has stepped up and taken charge of daily operations. For these reasons, Leah is being recognized before the Library Board of Trustees.

- Summer Reading - May 21 through August 6

- o Planning for the Finale is well underway – Tony shared a picture of the plan
- o After reassessing last year’s event, the site was rearranged in order to bring everything closer together
- o Trustees are encouraged to stop by and visit
- o Summer Reading by the numbers

Program	2022 Participants	2021 Participants	2022 Completion	2021 Completion
Babies (0-23 months)	69	149	7	51
Kids (2-11 years)	1486	1416	147	571
Teens (12-17 years)	356	303	32	315 (A&T)
Adults (18+ years)	557	615	54	

- Kulture City - All staff are working to complete their certification for Kulture City.

- First Aid Training - All Public Service Staff are working on their CPR/AED training.

- School Board Presentation - Presented the 2023 library Budget to the school board.

Due to changes made by the new County Auditor, the School District and County Budget Commission no longer needs to approve the annual budget, so this was just an information share on the state of the library. A budget is still required to be created.

## Community Engagement Report

Digital Resource Highlight:



INVESTMENTS • BANKING • INSURANCE  
MEDIGAP • FINANCIAL LITERACY

Free Access to Weiss Financial Ratings available now!

In these ever-changing economic times, it is even more important to stay on top of investments and our money. To provide customers with help in making informed decisions, Pickerington Public Library has added Weiss Financial Ratings, a collection of important financial literacy

tools, to the digital resource page on the website. Want to learn more about investing and saving? Need help choosing a bank or insurance company? Weiss Financial Ratings can help!

Newsletters/Social media stats:

E-Newsletter	Sent	Opened
April 2022	775	365
May 2022	775	347

Facebook:

Date	# of Posts	Total Page Likes	New Likes
April 2022	24	3,561	20
May 2022	37	3580	28

Instagram:

Date	# of Posts	Total Followers	New Followers	Reach
April 2022	21	1,063	8	3,019
May 2022	31	1,075	18	3,424

Google:

Date	Location	Business Profile Interactions	Calls	Directions	Website Clicks
April 2022	Main	1,321	200	0	1183
	Sycamore Plaza	322	98	120	296
May 2022	Main	1,426	301	444	587
	Sycamore Plaza	334	129	115	143

Project updates:



Graphics are being installed with a projected completion time of the week of July 5.

- Wayfinding project: The project is being requoted due to project changes. The library is removing outside signage off the original quote to be done after the ravine

and parking lot project. The library is moving forward with endcaps and hope to have the design proof this week. Once the design is approved and quote is updated based on changes, the next step will be to schedule the pick-up of endcaps. Tentatively scheduled for the week after July 4<sup>th</sup>. With the branch expansion, that part of the project is on hold until it is complete. Branch project should go quicker with the design already approved at main.

#### Events:

Volunteer usage: In May, volunteers were used 53 times for a total of 186.68 hours. The library is a busy place on a daily basis!

Regular Family Fun classes are running 25-55 people each class.

- Tide Pools - Presented by The Wave Foundation at Newport Aquarium – 137 people – Colleen shared some pictures.

- Dinosaur - June 16 – 251 people – high of 91 degrees – water/ice was provided – Colleen shared some pictures.

- Community Resources Expo - Did not go as planned. This event struggled this year due to many different factors: change in venue, planning issues, community's desire for such an event, etc. On a positive note, moving forward, we have a wrap-up meeting scheduled to share feedback later this week. Helpful feedback has been heard from the community partners that participated and staff that worked the event. Take-aways for future events – match the community partners with the correct audience. Offer them as part of our events/classes, not as a stand-alone event. From feedback, a new logistics guide for staff has been developed to use as a tool to help plan out logistics, promotions and provide contingency plans. 17 people in attendance.

#### Upcoming events and initiatives:

This week:

- Wednesday @ PPL Main/Thursday @ Sycamore: Oceans of Fun Magic Show - Presented by Jim Kleefeld

#### Out-and-about:

Wednesday: Community Day of Action at Victory Park  
Summer Feeding at Tussing Elementary

Next week:

- Thursday, July 7 - Farmer's Market with Violet the Cow! Visit Mauger's Mini Donuts between 4:00 and 7:00 p.m. to support the library. Twenty percent of sales plus all tips from the evening will be donated to PPL.

- Saturday, July 9 - Lifeline of Ohio Mascot Dash at COSI – Colleen shared some photos from a couple of years ago

#### Old Business

#### Naloxbox

Tony spoke with the fire and police department chiefs. The police chief did not think the library needed to have the Naloxbox due the response time of the fire department. The fire chief thought it would be a great offering for the community. Tony brought up the library's policy of the not administering any medication, but was concerned about staff members accidentally being exposed. According to the fire chief, there are no known side effects for taking this medication. Therefore, Tony recommended that a Naloxbox be placed in the library. He stated that training would be provided, and it would be voluntary for any staff. In the event that it is needed and no staff are comfortable administering it, there will always be the option to call the fire department.

### **06-02-22 Motion to have a Naloxbox be placed in the library**

Todd Stanley made a motion to approve a Naloxbox to be placed in the library. Berneice Ritter seconded.

Roll Call: Berneice Ritter-yes, Todd Stanley-yes, Cristie Hammond-yes, Alissa Henry-yes, Mike Jones-yes, Mary Herron-yes. Motion passed.

### New Business

#### License Agreement

The planning for the ravine project is progressing well. After surveying the site, it has been determined that some construction access to the ravine area will need to be from the Pickerington Local School District's property.

This License grants the library access without ownership rights. It guarantees that no costs will be incurred by the school district. Additionally, this agreement requires the library and its contractors to restore the site as close to pre-construction/pre-repair condition.

Since this is an agreement to use another organization's property and alterations will be made on that property, this agreement requires pre-approval from the Library Board.

### **06-03-22 Resolution to approve the Library entering into a License Agreement with the Pickerington Local School District in order to conduct repairs on the ravine**

Mike Jones made a motion to approve the Library entering into a License Agreement with the Pickerington Local School District in order to conduct repairs on the ravine. Todd Stanley seconded.

Roll Call: Todd Stanley-yes, Mike Jones-yes, Cristie Hammond-yes, Alissa Henry-yes, Berneice Ritter-yes, Mary Herron-yes. Resolution passed.



### Community Engagement Manager Title

Cristie stated that the Community Engagement Manager's title should not have been Senior Manager, but Executive Manager - Community Engagement.

### **06-04-22 Motion to change the Community Engagement Manager's title to Executive Manager - Community Engagement**

Cristie Hammond made a motion to change the Community Engagement Manager's title to Executive Manger - Community Engagement. Mike Jones seconded.

Roll Call: Cristie asked if all were in favor - all ayes. Motion passed.

### Executive Session

### **06-05-22 Motion to go into Executive Session – Personnel dismissal and disciplinary actions (ORC 121.22 (G)(1))**

Cristie Hammond made a motion to go into Executive Session – Personnel dismissal and disciplinary actions (ORC 121.22 (G)(1)). Mary Herron seconded.

Roll call: Berneice Ritter-yes, Todd Stanley-yes, Cristie Hammond-yes, Alissa Henry-yes, Mike Jones-yes, Mary Herron-yes. Motion passed.

Entered into Executive Session at 8:02 p.m.

### **06-06-22 Motion to come out of Executive Session – Personnel dismissal and disciplinary actions (ORC 121.22 (G)(1))**

Cristie Hammond made a motion to come out of Executive Session – Personnel and disciplinary actions (ORC 121.22 (G)(1)). Mary Herron seconded.

Roll call: Cristie Hammond-yes, Mary Herron-yes, Berneice Ritter-yes, Todd Stanley-yes, Alissa Henry-yes, Mike Jones-yes. Motion passed.

Came out of Executive Session at 8:23 p.m.

### For the good of the order

### Adjournment

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

Next Board Meeting:

Regular Board Meeting  
July 18, 2022 @ 7:00 p.m. at Main Library

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Cristie Hammond  
President

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Mary Herron  
Secretary