

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
March 18, 2019

The Board of Trustees of the Pickerington Public Library met in regular session on Monday, March 18, 2019 at 7:00 p.m. in the Sycamore Plaza Library, 7861 Refugee Road, Pickerington, Ohio 43147. Members present were Cristie Hammond, Mary Herron, Michelle Shirer, Cheryl Ricketts and Mike Jones. 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.

Excused Absence

Berneice Ritter, Todd Stanley

Call to Order

Cristie called the meeting to order.

Roll Call

Secretary's Report

a. Consent Agenda

i. Approval of Minutes

1. February 18, 2019 Regular Board Meeting and FAB meeting

ii. New Staff

1. Dakota Travis - Customer Service Assistant at Sycamore
started 2/26/19 - \$9.73 an hour
2. Jennifer Wissenbach - Homework Help Center Coordinator
at Sycamore started 3/12/19 - \$13.87 an hour
3. Theresa Schroeder - Youth Services Assistant at Sycamore
started 3/15/19 - \$13.87 an hour
4. Erikka Sawdey - Promoted to Reference Librarian at
Sycamore effective 3/17/19 - \$17.50 an hour

Director's Report

2. Assistant Director's Report
3. Old Business
4. For the good of the order
5. Adjournment

Cristie asked for approval for the consent agenda items.

Approval of Consent Agenda

03-01-19 Motion to approve the Consent Agenda items

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

Roll Call: Mike Jones-yes, Mary Herron-yes, Cristie Hammond-yes, Cheryl Ricketts-yes, Michelle Shirer-yes.

Public Participation

None

Friends of the Library Report

Spring book sale will be April 3-7, 2019. Wednesday evening is Friends members only; public may sign up and join at the door. Book sale closes at 3:00 pm on Sunday where shoppers are invited to buy a bag to fill with books.

Exploring having a mini book sale with children's books during summer reading kick-off.

Cristie thanked the Friends for their support during the Levy.

Finance Committee

Fiscal Officer's Report

Cristie asked if there were any questions on February 2019 financials; there were not.

Other Committee Reports

None

Director's Report

Pickerington Main roof issue: According to the architectural engineer, the preliminary report does not indicate that the damage which needs to be repaired is near as extensive as what the other firm reported. Tony shared the material choices for the roof replacement. Copper would be the most expensive, but there is an option to go with PVC membrane. Tony asked if the Board would be willing to consider the less expensive option. Tony shared the differences in materials and showed pictures of what the PVC membrane roof would look like. Waiting for quotes with all the different options to come in. The Board was favorable to the less expensive option. The work will require closing off the area around the work for safety reasons.

Pickerington Main parking lot: Construction began today. Looking at the weather forecast, the owners of the construction company recommend leaving the parking lot closed until Monday, March 25, 2019. This would extend the closure by two days; we will communicate this out to the community.

Pickerington Main light poles: One of the light poles had a short, causing all the parking lot lights to go out. We had a circuit breaker installed on each pole to prevent continued total outages.

Department Goals: Donna and Tony have almost completed this tactical project. All direct customer service departments have goals which support the mission and vision.

False Fire Alarm: We had a young customer pull the fire alarm pull station and discovered that many staff didn't know or forgot what to do. As a result; some staff was trained on how to manage the alarm and updated the emergency procedures.

Person in Charge (PIC) training: the fire alarm "event" highlighted a gap in training. A formal training manual is being created.

Discontinuing databases: TrueFlix and FreedomFlix have seen very little use. This decision will save us several thousand a year. We purchased Bookflix, but will be watching to review the use to determine if it will be renewed.

Contracts: Yardmaster – The owner has asked us to enter into an official contract. We have agreed to a three-year contract to lock in our current rates.

General Temperature Control - It was discovered the previous Facilities manager was signing our contracts without written approval. We are reviewing the contract as provided and hope to enter into an agreement in the next few weeks.

Assistant Director's Report

Collections/Circulation – Circulated 43262 items at all locations in February 2019 (up 7% from February 2018). Digital circulation: 5267 (up 25% from February 2018)

Inventory project has been completed.

Digital Collections: New York Times digital access officially launched on February 17. In just one month, we've already had 26 new users, and will be continuing social media promotions.

Services and Policies: Cyril Gojer has updated half of the express-check machines as part of the quarter one tactical plan. Internet Use and Computer Access Policy has been edited and will be ready for the April Board of Trustees meeting.

Grant Project Updates: Ohio Arts Council Grant – Laura Hanby, Reference Librarian has put together a grant application to fund arts and crafts classes at all locations. The application will be submitted by the end of March.

Guiding Ohio Online Grant: Second quarter report this this grant is due on March 31. The Library's Technology Trainers, Kim Donnelly and Ethan Brown, have assisted 527 people from January to March 2019. From drop-in questions, computer lab inquiries, and one-on-one appointments. Kim has created a schedule of outreach appointments with residents at our local senior living and retirement communities.

Library Space Update: Information Services Desk has been split: one piece remains, facing the front door and the other has been relocated closer to the computer area. The Technology Trainers will be using the lab area desk in order to provide one-on-one support. The desk will also house the archival equipment.

Events/Classes: Hedgehog Welfare Society visited the Sycamore Plaza Library to educate attendees on their rescue efforts. Other upcoming animal programs – Ohio Rabbit Rescue Presentation on April 14, Columbus Zoo will visit during the summer.

First Technology Trainer classes:

Cricut DIY drop-in tutorials

Technology Playground with PS4 VR

Introduction to Microsoft Word – held twice per month. Word in March, Excel in April, and PowerPoint in May.

Mike wanted to recognize and commended the whole staff on aligning classes with the library's strategy. Cheryl added how thrilled she is with all the grants the library is receiving. She said it adds so much value and doesn't pull from the budget. Tony added that he asked Brenda to head up the grant committee and that she and Tony are working on a grant for a lift. Also just submitted a grant to the Fairfield Foundation for \$2,000 for books to give away for summer reading.

Old Business

New Business

2019 Permanent appropriations

Every March, the Board approved the Permanent Appropriations for the year. The recommendation is to approve the 2019 General Fund Appropriations at either \$2,448,930, Homework Help Center \$2,150, Guiding Ohio Online \$19,275.50, Sensory Story Time \$214.31 and Capital Fund at \$241,500.

03-02-19 Resolution to approve the 2019 permanent appropriations as proposed

Cheryl Ricketts made a motion to approve the 2019 permanent appropriations as proposed. Mary Herron seconded. Resolution passed.

Roll Call: Cristie Hammond, Michelle Shirer, Mike Jones-yes, Cheryl Ricketts, Mary Herron-yes.

Authorization for the Fiscal Officer and Library Director to transfer funds between Appropriation Accounts, as needed, up to \$25,000 per transfer

03-03-19 Resolution authorizing the Fiscal Officer and Library Director to transfer funds between Appropriation Accounts, as needed, up to \$25,000 per transfer

Mike Jones made a motion to approve the resolution authorizing the Fiscal Officer and Library Director to transfer funds between Appropriation Accounts, as needed, up to \$25,000 per transfer. Cheryl Ricketts seconded. Resolution passed.

Roll Call: Mike Jones-yes, Cristie Hammond-yes, Michelle Shirer-yes, Cheryl Ricketts-yes, Mary Herron-yes.

Records Retention Schedule review

Brenda shared the approved records retention schedule and the items to be disposed according to the schedule. No changes to the list. No questions or concerns from the Board.

Use of Grounds and/or Parking Lot Policy

Tony explained that not all libraries have a policy which defines use of library grounds and the parking lot. After speaking with several Library

Directors, it was recommended to keep and update this policy. The Library's Executive Leadership Team is recommending the library become a smoke free and tobacco free campus. As stated in the policy, "Research shows that tobacco use, including smoking, exposure to secondhand smoke and electronic-cigarette vapors constitutes a significant health hazard. In addition to causing direct health concerns, tobacco contributes to institutional costs, including fire damage, cleaning and maintenance costs, and costs associated with employee absenteeism, health care, and medical insurance" This move is supported by Ohio law and is a change that has the community's best interest in mind. The administrative procedure defines and offers detailed expectations for petitioners and demonstrators. This level of detail provides library staff authority when they have to enforce this policy.

03-04-19 Resolution to accept the updates and changes to the Use of Library Grounds and/or parking Lot Policy

Mike Jones made a motion to accept the updates and changes to the Use of Library Grounds and/or Parking Lot Policy with the addition of the word "any" before vehicle in the last sentence of the policy. Cheryl Ricketts seconded. Resolution passed.

Roll Call: Cristie Hammond-no, Michelle Shirer-yes, Mike Jones-yes, Cheryl Ricketts-yes, Mary Herron-yes.

Pickerington Public Library

Use of Library Grounds and/or Parking Lot Policy

Board Policy

Date Approved: 3/18/2019
Effective Date: 3/18/2019
Replacing Policy Effective: 2/10/2003

The Library Board of Trustees recognize that public areas of the Pickerington Public Library (the "Library"), including both facilities and grounds, are a limited public forum. As such, the Library may create reasonable rules and regulations to maintain the proper use of its property, yet must do so within lawful boundaries. Public sidewalks, near or around Library property, are traditional public forums and as such may be subject to content-neutral and reasonable time, place, and manner restrictions.

The Library is dedicated to maintaining a safe and healthy public environment, improving indoor and outdoor air quality, and promoting the comfort of library staff and customers. Research shows that tobacco use, including smoking, exposure to secondhand smoke and electronic-cigarette vapors constitutes a significant health hazard. In addition to causing direct health concerns, tobacco contributes to institutional

costs, including fire damage, cleaning and maintenance costs, and costs associated with employee absenteeism, health care, and medical insurance.

Given these concerns, and in accordance with Ohio Revised Code Chapter 3794.05, all buildings, grounds, and vehicles of Pickerington Public library are smoke and tobacco free. Tobacco use and smoking in all forms, including the use of electronic cigarettes and smoke-free oral tobacco products, is not permitted in any facility, any vehicles, or on property owned by Pickerington Public Library.

Administrative Procedure:

Date Approved: 3/18/2019

Effective Date: 3/18/2019

Replacing Administrative Procedure: New

A. The following procedures are for the express purpose of maintaining orderly management and control of all Library grounds to create safe, respectful, and appropriate environment for all customers. All Library Staff is empowered to enact provisions of this Policy to maintain a pleasant, orderly environment and may respond to violations of this Policy. The public and library customers are expected to follow the Library's Code of Conduct at all times.

B. The Library reserves the reasonable use of its facilities. The following activities are not permitted within any Library facility unless expressly required to conduct library business. However, the following activities may be conducted on Library grounds in accordance with the general policy set forth in this document.

1. The following activities are prohibited within Library facilities, but may be permitted, where reasonable, outside the facilities or on public sidewalks:

- Distribution and circulation of petitions to collect signatures;
- Public demonstrations; and
- Verbal communication conveying information other than library business.

2. The above permitted public activities must remain 25 feet from all public entrances to Library facilities. Such activities must not interfere or restrict customer access to Library facilities or grounds at any time, regardless of distance from the entrances.

- Signature Gathering and Political Activity as allowed by the First Amendment. People may petition on public property but they must act in a reasonable manner without violating the rights of other citizens. Therefore, this section outlines basic and reasonable content-neutral guidelines for petitioning on Library grounds.
- A petitioner must not act in such a manner so as to hinder ingress or egress to the Library or to in any way intimidate, confront, or accost a Library customer entering or exiting the building.

- A petitioner shall not call out or shout to draw attention to the petitioner. All activity shall be conducted in a normal tone of voice, and the use of identifiable signage is encouraged.
 - Any petitioner utilizing a table and/or chair, which must be furnished by petitioner, shall be set up in an area that does not hinder ingress or egress to the building from any direction. This allows direct access to Library customers without blocking or impeding patron traffic flow.
 - Any standing petitioner (without the use of a table and/or chair) is free to move about the property. However, a petitioner must not solicit in an area that hinders ingress or egress to the building from any direction. Additionally, for safety reasons, petitioning is prohibited in the parking lot. In order to preserve the quiet atmosphere within the Library, a petitioner must not solicit anywhere within the building.
 - Anyone violating this policy will first be warned by a Library staff member. If the conduct continues, the petitioner will be required to leave the Library grounds. Petitioners must comply with all other applicable ordinances, laws, and regulations.
 - The presence of petitioners does not constitute an endorsement from the Library of the opinions or points of view expressed or espoused by the petitioners, and petitioners will not suggest such is the case.
4. Please note that there is no expectation of privacy outside of the Library's facilities, such as on a public sidewalk. Therefore, audio or video recording by one citizen of another citizen, with or without consent, is a permissible activity and outside of the Library's scope of regulation.
 5. Public solicitation of funds is prohibited on Library property.
 6. All yard signs, other than those produced by the Library, are prohibited on Library property. Signs posted on Library grounds will be removed and disposed of by Library Staff.
 7. All medium such as chalking, unless sponsored or produced by the library is prohibited on library property. Any messaging shall be considered graffiti and removed as soon as possible.

C. Parking Lots

- Library parking lots are provided for Library users and staff for the use of the Library facility, services, and programs. Commuter and overnight parking, overnight sleeping in a vehicle in a Library parking lot, and any other use of parking lots by individuals who are not actively engaged in using the Library facility are prohibited. Misuse of the Library parking lots may result in towing of the vehicles.

D. Requests for use of the Library's grounds and/or parking lot for a non-library use will be decided by the Library Director or Assistant Director on a case by case basis.

- The following general guidelines will be used:

- Groups using Library space may not charge admission or request donations. Only the Pickerington Public Library or groups affiliated with the library may use the facilities for fund-raising activities.
- The use of Library space for private social functions is not permitted.
- Library use of space takes precedence over any other use.
- Use of the Library grounds and/or parking lot must not disturb normal Library operations. The Library reserves the right to stop any gatherings that are disruptive to normal library operations.

Employment Classification Categories Policy

In the review of this policy, it was decided to remove the Introductory Employee from the policy and either classify employees as non-exempt or exempt and part-time or full-time to eliminate confusion. Upon further review we are recommending changing full-time employees from 37.5-40 to 40 hours per week. The range of 37.5 to 40 hours for full-time employees creates confusion. The policy was updated to separate Board Policy and Administrative Procedure and updates wording to fit the actual wording of the Fair Labor Standards Act for exempt staff.

03-05-19 Motion to accept the updates and changes to the Employment Classification Categories Policy

Mary Herron made a motion to accept updates and changes to the Employment Classification Categories Policy. Michelle Shirer seconded. Motion passed.

Roll Call: Mike Jones-yes, Cheryl Ricketts-yes, Mary Herron-yes, Cristie Hammond-yes, Michelle Shirer-yes.

Pickerington Public Library

Employment Classification Categories

Board Policy:

**Date Reviewed: 3/18/2019
Date Approved: 3/18/2019
Effective Date: 3/18/2019
Replacing Policy Effective: 1/1/2018**

It is the policy of the library that all employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and benefit eligibility. These classifications do not guarantee employment for any specified period of time and can change with job duties or as stated in the Fair Labor Standards Act. The right to terminate the employment-at-will relationship at any time is retained by both the employee and the Pickerington Public Library.

Administrative Procedure:

Date Reviewed: 3/18/2019
Date Approved: 3/18/2019

The following terms will be used to describe employment categories and status:

Exempt Employees

An exempt employee is a salaried employee earning at least \$455 per week who holds an executive, administrative, professional, or computer professional position as defined by the Fair Labor Standards Act. Exempt employees are exempt from the minimum wage and overtime provisions of the Federal Fair Labor Standards Act (FLSA).

Non-Exempt Employees

Non-exempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Full-Time Employee

Full-time employees are those who are regularly scheduled to work at least 40 hours per week. Generally, they are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefit program.

Part-Time Employee

Part-time employees are those who are regularly scheduled to work less than 40 hours per week. Eligibility for benefits is determined by the number of hours worked per week.

Independent Contractors

Independent Contractors are persons the Library retains to perform a particular job, typically for a limited time period. These persons may be self-employed or they may work for an outside agency. Independent contractors are not eligible for Library benefits and they are not employees of the Library.

Grant request from the Fairfield County Foundation

03-06-19 Motion to approve the library to request a grant from the Fairfield County Foundation to help pay for children's books to use as giveaways during summer reading.

Mike Jones made a motion to approve the library to request a grant from the Fairfield County Foundation to help pay for children's books to use as giveaways during summer reading. Cheryl Ricketts seconded.

Roll Call: Cheryl Ricketts-yes, Mike Jones-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mary Herron-yes. Motion passed.

For the good of the order

Cristie adjourned the meeting at 8:33 p.m.

Next Board Meeting:

FAB Committee Meeting

April 15, 2019 @ 6:30 p.m. (Pickerington Main – meeting room A)

Regular Board Meeting

April 15, 2019 @ 7:00 p.m. (Pickerington Main – meeting room A)

Important Dates:

OLC Legislative Day @ Ohio Statehouse

April 9, 2019 – all day

Cristie Hammond, President

Mary Herron, Secretary