

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
March 16, 2020

The Board of Trustees of the Pickerington Public Library met in regular session on March 16, 2020 at 6:57 p.m. in the Sycamore Plaza Library Branch of the Pickerington Public Library at 7861 Refugee Road, Pickerington, OH 43147. Members present were Cristie Hammond, Mike Jones, Mary Herron, Jennifer Hess, Todd Stanley and Berneice Ritter. 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: none.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Unexcused Absence(s): Michelle Shirer

Secretary's Report

Consent Agenda

1. Staff Changes
 - a. Kimberly Brown – Promotion from Customer Services Assistant to Youth Services Assistant - New hourly rate – \$13.87 effective March 1st
 - b. Alison Spagnolo – Promotion from Customer Services Assistant to Youth Services Assistant - New hourly rate – \$13.87 effective March 1st
 - c. Daniel Porter – New hire – Custodian - Hourly rate – \$10.25 effective March 4th
 - d. Raychelle Steele – Customer Service Leader at main – Hourly rate - \$15.00 effective March 23rd

2. Donations
 - a. Township Trustee Melissa Wilde donated 181 Stampin' Up stamp pads for use with art classes. Estimated total is \$700.00.
 - b. Janis Gephart – Board games and puzzles valued at approximately \$1125.00 (Most of the items donated have been added to the collection).

03-01-20 Motion to approve the Consent Agenda

Todd Stanley made a motion to approve the Consent Agenda items. Mary Herron seconded.

Roll Call: Mike Jones-yes, Mary Herron-yes, Cristie Hammond-yes, Todd Stanley-yes, Berneice Ritter-yes, Jennifer Hess-yes. Motion passed with no changes.

Public Participation

Friends of the Library Report

Finance Committee

Fiscal Officer's Report

Brenda shared with the Board what the Finance Committee discussed. Brenda asked if there were any questions from the financial reports and permanent appropriations values. There were none.

Other Committee Reports

Director's Report

Community Engagement Report

Old Business

New Business

Permanent Appropriations

03-02-20 Resolution to approve the permanent appropriations for 2020 of \$2,457,480 General Fund, \$1,799.77 Homework Help Center Fund, \$32,461.33 Guiding Ohio Online Grant Fund and \$445,840 Capital Projects Fund

Mike Jones made a motion to approve the permanent appropriations for 2020 of \$2,457,480 General Fund, \$1,799.77 Homework Help Center Fund, \$32,461.33 Guiding Ohio Online Grant Fund and \$445,840 Capital Projects Fund. Jennifer Hess seconded.

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

Transfer of funds between Appropriation Accounts

03-03-20 Resolution to authorize 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 authorizing the Fiscal Officer and Library Director to transfer funds between appropriation accounts, as needed, up to \$25,000 per transfer. Todd Stanley seconded.

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

Partial Roof Replacement Project

Two bids were received. Harold J. Becker Company, Inc. bid \$397,630 and Advanced Concepts, Inc. bid \$347,800. Recommendation from the engineer is to approve Advanced Concepts Inc.'s bid at \$347,800 with a contingency of 10%.

03-04-20 Resolution to award the partial roof replacement project to Advanced Concepts, Inc. at \$347,800 with a contingency of 10%

Mike Jones made a motion to approve awarding the partial roof replacement project to Advanced Concepts, Inc. at \$347,800 with a contingency of 10%. Mary Herron seconded.

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

Record Retention Schedule

RECORDS RETENTION POLICY

Board Policy

Date Approved: 3/19/2018

Effective Date: 3/19/2018

Replacing Policy Effective: 3/12/2012

The Pickerington Public Library, like other public entities in the State of Ohio, must retain certain records from year to year. It is the Policy of the Library to comply with all applicable laws for the proper retention of public records.

Although the Ohio Revised Code does not set guidelines for public libraries, the Pickerington Public Library Records Commission sets and approves the record retention schedule. The Pickerington Public Library Records Commission is comprised of all Board Members, the Fiscal Officer and the Library Director. The Commission will meet at least once every twelve months to review schedules of records retention and disposition.

Administrative Procedures

Date Approved: 3/16/2020

Effective Date: 3/16/2020

Retention of records may be any commercially viable media that provides an accurate reproduction of the record. The following list show the retention period of specific records, which is compiled from recommendations from the Auditor of State's Office and the Ohio Historical Society:

SCHEDULE NUMBER	RECORD TITLE/DESCRIPTION	RETENTION PERIOD
ADMINISTRATION		
A-01	Accident/Incident Report	6 years providing no pending action
A-02	Administrative Policy/Procedure File	1 year after superseded
A-03	ADA grievance files	6 years
A-04	Annual Reports to the Community	4 years
A-05	Annual Reports to the State Library of Ohio	Permanent
A-06	Board Agendas	1 year
A-07	Building Fire Inspections	7 years
A-08	Building Project Records – Unsuccessful	3 years
A-09	Building Project Records – Successful	Retain as long as PPL owns or leases the property
A-10	Building Specifications and Plans	Retain as long as PPL owns or leases the property
A-11	CCTV Surveillance Videos	20 days (unless as part of a criminal investigation, court proceeding, or security incident report)
A-12	Circulation Records	Retained until Item is returned
A-13	Committee Reports	1 year
A-14	Computer Booking Logs	Daily

A-15	Consultant Report	4 years
A-16	Correspondence – Informative – does not attempt to influence library policy	2 years
A-17	Customer Information	Permanent or 3 years after inactive
A-18	E-Mail	Retain according to content
A-19	Formal Legal Opinions	Permanent
A-20	General Correspondence	2 years
A-21	Historical Information	Permanent
A-22	Library Board of Trustees' Minutes	Permanent
A-23	Library Card Application - Adult	1 year
A-24	Library Card Application - Juvenile	Until Juvenile reaches 18
A-25	Library Material Request for Review Form	2 Years
A-26	Library News Releases	4 Years
A-27	Library Publications	2 Years
A-28	Litigation Records	5 years after case closed and appeals exhausted
A-29	Meeting Room Applications	1 year
A-30	Monthly Statistical Reports	Until incorporated into year end report
A-31	Open Meeting Notifications	3 years
A-32	Operating Procedures/Guidelines	Retained until Superseded
A-33	Overdue Circulation Records	6 years

A-34	Postal Records (e.g. registered /certified/ insured or receipts/postal meter documents)	2 years
A-35	Proctoring Records	1 year
A-36	Public Programming documentation	4 years
A-37	Record Requests and responses	2 years
A-38	Recordings of Board Meetings (Audio)	Until written minutes approved
A-39	Records Commission/ Records Disposal Documents	10 years
A-40	Software	Retain until software is no longer in use
A-41	Survey Results	Permanent
A-42	Survey Results – Individual Customer surveys	Until incorporated into survey results
A-43	Technology Plans	Until superseded
A-44	Training Manuals	Until superseded
A-45	Transient Material (all informal and/or temporary messages and notes, including e-mail and voice mail message, and all drafts used in the production of public records)	Discretionary; retain until no longer of administrative value
A-46	Vehicle Title	Retain as long as PPL owns the vehicle
A-47	Volunteer Applications/Agreements - Applicant	1 year if never completed application process
A-48	Volunteer Applications/Agreements/Background checks	Retain as long as they are an active volunteer, 6 years after inactive

A-49	Volunteer Profiles	1 year after inactivity
FINANCE		
F-01	Accounting Records not specified	5 years provided audited
F-02	Accounts Payable Ledger	5 years provided audited
F-03	Amended Official Certificates	5 years provided audited
F-04	Annual Budget Resolutions	5 years provided audited
F-05	Annual Certificate of Estimated Resources	5 years provided audited
F-06	Annual Financial Reports to the Auditor of State	Permanent
F-07	Appropriation Ledger	5 years provided audited
F-08	Audit of Library's Financial Records	Permanent
F-09	Bank Deposit Receipts	Until audited
F-10	Bank Statements	4 years provided audited
F-11	Bids – Successful	15 years after completion of project
F-12	Bids – Unsuccessful	4 years after Letting of Contract provided audited
F-13	Budgets – Annual (filed with the County Budget Commission)	10 years
F-14	Canceled Checks	4 years provided audited

F-15	Cash Journals	4 years provided audited
F-16	Cash Register Tapes	Until audited
F-17	Certificates of Total Amount from Sources Available for Expenditures	4 years provided audited
F-18	Check Registers	4 years provided audited
F-19	Construction Contracts	Retain as long as PPL owns or leases the building/property
F-20	Contracts	6 years after expiration
F-21	Depository Agreements	4 years provided audited
F-22	Donor Correspondence	2 years (unless gift requires a commitment from PPL that extends beyond 2 years)
F-23	Encumbrance and Expenditure Journal	5 years provided audited
F-24	Expense Records	5 years
F-25	Financial Year End Backups	4 years
F-26	Gift Donor Forms	3 years
F-27	Grant Files	5 years provided all state or federal audits conducted and audit reports released and audit findings resolved
F-28	Insurance Policies/Bonds	12 years after expiration provided all

		claims have been settled
F-29	Inventories, except library materials	Until superseded
F-30	Investment Records	4 years provided audited
F-31	Leases - Equipment	4 years after expiration
F-32	Leases – Real Estate	5 years after expiration, provided audited
F-33	Levy Campaigns and Work Papers	Life of Levy plus 5 years
F-34	Levy Official Files	Life of Levy plus 5 years
F-35	Monthly financial reports, including investment report to the Library's Board of Trustees	3 years (provided that the audit report was released)
F-36	Prevailing Wages Records	4 years provided audited
F-37	Purchase Orders	2 years provided audited
F-38	Purchased Services and Maintenance Contracts	7 Years after expiration, unless part of litigation
F-39	Receipt Books	Until audited
F-40	Receipt Journals	5 years provided audited
F-41	Voucher with Invoices	5 years provided audited

PAYROLL		
P-01	Annual Employee Absence Summary	5 years provided audited
P-02	Annual Payroll Summaries	Permanent
P-03	Applications for Employment, resumes, interview notes and all other related employment documents	Retain with personnel records if applicant employed, others 1 year
P-04	Benefits Enrollment	2 years
P-05	Benefits Summary Plan Documents	2 years
P-06	Court Orders for Payroll Deductions	Permanent
P-07	Deduction Authorizations	Permanent
P-08	Deferred Compensation Deduction Reports	5 years provided audited
P-09	Employment Handbook	2 years provided audited
P-10	Employment Request for Leave Forms	Until audited
P-11	Employee Schedules	4 years provided audited
P-12	Employee Withholding Requests	Until replaced or revoked by employee
P-13	Employer Quarterly Federal Tax Return	Permanent
P-14	I-9 Immigration Verification Forms (retained separately from personnel files)	The later of 3 years from date of hire or 1 year following termination
P-15	Job Descriptions	Until Superseded

P-16	Job Postings/Advertisement of Job Openings, Promotions, Training Programs	1 years if no action pending
P-17	OPERS Records and Reports	Permanent
P-18	Payroll Journals	4 years provided audited
P-19	Payroll Tax Records	Permanent
P-20	Personnel Records	Permanent
P-21	Time Sheets	4 years provided audited
P-22	Unemployment Compensation Claims	4 years provided audited
P-23	W-2 Forms	Permanent
P-24	W-4 Forms	Until superseded
P-25	Worker's Compensation Claims	10 years after date of final payment
Technical Services		
T-01	Material Inventories	Maintained online; until superseded
T-02	Collection Guidelines	Retain until superseded
T-03	Collection Management – Ordering (Selections)	Keep until no longer administratively necessary
T-04	Collection Management - Acquisitions	2 years
T-05	Collections – Holdings (Items in Library Catalog)	As long as viable item exists in the library collection
T-06	ILL Records	30 days, unless financial obligation

Regardless of format, computer back-ups of any of the above-referenced records shall follow the same retention period as paper records.

For all above records, if a paper record has been scanned into electronic format, then the paper copy of the record can be destroyed after the audit.

“Until Audited” and “Provided Audited” are defined as the Auditor of State (or other contracted auditors) having audited the fiscal years encompassed and the audit report has been duly released.

03-05-20 Motion to approve the changes to the Records Retention Schedule.

Todd Stanley made a motion to approve the changes to the Records Retention Schedule. Berneice Ritter seconded.

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

Closing the Library

03-06-20 Resolution to close the library and pay staff regular/budgeted hours through April 21 with a re-assessment at the next Board meeting on April 20, giving the Director or Fiscal Officer authority to extend the closure and alter paying staff if the Board is unable to meet on April 20

Mike Jones made a motion to approve closing the library and paying staff regular/budgeted hours through April 21 with a re-assessment at the next Board meeting on April 20, giving the Director or Fiscal Officer authority to extend the closure and alter paying staff if the Board is unable to meet on April 20. Mary Herron seconded.

Roll call: Mary Herron-yes, Todd Stanley-yes, Cristie Hammond-yes, Mike Jones-yes, Berneice Ritter-yes, Jennifer Hess-yes. Resolution passed.

For the good of the order

Adjournment

Cristie adjourned the meeting at 7:20 p.m.

Next Board Meeting:

FAB Committee Meeting
April 20, 2020 @ 6:30 p.m. at Main Library

Regular Board Meeting
April 20, 2020 @ 7:00 p.m. at Main Library

Cristie Hammond
President

Mary Herron
Secretary