

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
March 15, 2021

The Board of Trustees of the Pickerington Public Library met in regular session on March 15, 2021 at 7:05 p.m. via a Zoom Virtual Meeting, Pickerington, OH 43147. Members present were Cristie Hammond, Mike Jones, Mary Herron, Jennifer Hess, Michelle Shirer, 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: Jennifer Hrusch and Dana Folkerts.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Secretary's Report

Consent Agenda

1. January 18, 2021 Regular Board Meeting
2. Staff Change
 - a. Promotion – Rebekah Lennon from part-time Adult Services Librarian to full-time, benefited Teen Services Librarian. The extra hours for Rebekah's changed role came from the elimination of a part-time library assistant vacancy at the Main Library. Rebekah will work at both locations leading teen service efforts.
3. Donations
 - a. 499 new to like new Juvenile and Adult books donated by Rhyan Smith. 300 of the donated books were added to the collection. The books ranged from approximately \$8 to \$30 each, dependent on the type of book. This donation is valued between \$4000 and \$5000. We gave to the Friends of the Pickerington Public Library the books not added to the collection per our contractual agreement.

03-01-21 Motion to approve the Consent Agenda

Mary Herron made a motion to approve the Consent Agenda items. Mike Jones seconded.

Roll Call: Mike Jones-yes, Michelle Shirer-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

The first meeting will be held on April 12, 2021 in the library atrium after closing hours.

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. There were none.

Other Committee Reports

Director's Report

Winter Strategic Focus – Inspire Knowledge

Facilities:

Current projects:

- Main Library Structural roofing issue - Unfortunately, the library hit a couple of project stopping snags along the way.

1. The roof materials did not meet the standards set in project specifications according to CTL engineering and the company who will hold the warranty. Core samples were sent to the manufacturer for testing and verification. The manufacturer stated that the product was up to standard. CTL disputed the manufacturer's findings and requested that independent tests be conducted. The independent tests are occurring over the next couple of weeks. The library is anticipating the test will come back showing the entire roof needs replaced due to substandard materials. This cost will be on the manufacturer. Work should continue in early April. The faulty roof is on the back of the building, so there is no worry of water damage inside of the building.
2. Copper shortage – Currently there is a copper shortage holding up work on the front of the building. The manufacturer is expecting a shipment of copper coil at the end of the month. The contractor expects the roof panels by mid-April.

- Atrium work - The Atrium is almost complete. All wood decking and supporting beams have been replaced and stained. There is one area still in question and two coats of polyurethane coating will need added to the woodwork. Tony shared some pictures. The quarantine process was shifted to the atrium to allow preparations and staging of materials for repairs to the front roof.

- Contractual obligations - Our contract states that a significant amount of work needs to be completed, otherwise ACI will have to pay \$1000 per day. Due to unforeseen circumstances with the materials of the back roof and raw materials shortages for the front roof, a meeting will be held later this week to discuss extending this expectation.

- Touchless door entry - This was installed at both locations on 2/11/2021 and is one of the last parts of the touchless project. There are a couple of faucets at Sycamore Plaza which need to be replaced.

Miscellaneous:

- Staff Member highlight - Each month, Tony plans to highlight the accomplishments of specific staff. For this inaugural month, there are three staff whose actions and work on the Down with Dewey Project should be spotlighted.

- Grace Walker – Grace is a Children Services Librarian and has worked at the library for over 6 years. She is natural leader who successfully led the Down with Dewey changes for the children’s collections. Her organizational skills allowed us to complete changes in the children’s collections in under five months. Grace actively writes grant proposals, which helps bring in additional revenues for the library. Grace is active in providing early literacy classes and leading service efforts to customers with different abilities.
- Laura Hanby – Laura is a Reference Services Librarian and has worked at the library for over 5 years. She is respected among her peers and not afraid to act in a crisis. Laura is successfully leading the Down with Dewey changes for the adult collections. While the library is two thirds of the way through the collections, Laura is doing an excellent job of managing the team’s efforts and workflow. Laura’s expertise is working in and developing a well-rounded collection. She actively writes grant proposals, which helps bring in additional revenues for the library.
- Joan Underwood – Joan is a Cataloging Supervisor and has worked at the library for over 24 years. She is responsible for all Technical Service Operations and a valued member of the library’s Management Team. Joan is an excellent trainer and dedicated to efficient operations. She is the quality control manager for the Down with Dewey Project. She has successfully kept the project on track and managed expectations regarding classification of all items. Joan is always willing to help where needed and dedicated to the overall success of the organization.

- Staff Development Day - This spring, the focus was again on changing over the collection in order to make it more customer friendly. The library was able to relabel all biographies, Sci-Fi and Fantasy collections. The large print collection was rearranged into genre, thus making it easier to find those items. In addition, almost two thirds of the nonfiction collection were reclassified and labeled. Within two weeks of staff development day, the team led by Librarian Laura Hanby was able to finish the nonfiction collection. Strategic planning focus groups with staff and managers were also held. Tony shared some pictures.

- Storage unit issues - In December, the company Public Storage purchased the StorageOne facility where the library has excess shelving and building materials from Sycamore Plaza. (Ceiling tiles, metal-shelving supplies, shelving lights, etc). The transition has not been good. There are issues with tax-exempt status, responsiveness from Public Storage staff and their District Manager, and receiving additional fees. Due to the issues, the library is looking at options of moving the storage unit to A One

Storage where we currently have a climate controlled unit for Main Library's furniture, equipment and shelving and archived records.

- Digital Downloads / Overdrive update - The Digital Downloads Consortium is in discussions to allow partnerships with schools in order to link SORA with the library's overdrive account. This is something the library pushed about 2 ½ years ago. At that time there were not enough schools with SORA to interest the consortium members to agree. Now that the pandemic has pushed more school districts into the digital realm, more libraries are interested. Financially, there may be costs to the consortium and our library due to increased checkouts of overdrive materials. Additionally, the consortium mainly purchased adult materials; now the library will be purchasing more titles that are juvenile.

- In Person Classes and Events - Per customer demand, the Youth Services staff have begun in person early literacy classes. These classes are limited to two families at a time and social distancing is required. Classes started last week and had 14 customers attend 4 sessions.

- Subscription Book/DVD Bundle Service - Coming Soon - In the next few weeks, staff will be rolling out a new book bundle service

- Voluntary Subscription Service
- 5 to 10 items
- Biweekly or monthly options
- Beginning with Children's materials

- COVID19 At Home Tests - The library started handing out COVID 19 At Home test kits on March 8, 2021. On the first day, almost all of the initial kits we received (150 kits) were handed out. 500 more kits were requested and received. During the first week, 262 kits were handed out from both locations - 202 from Main Library and 60 from Sycamore Plaza. On Friday, the library will be picking up Worthington Public Library's allotment as they have decided not to participate in this free program. Concern among a few libraries and staff are that we are inviting sick people to the library. However, safety protocols are in place and it is pushed as a curbside and drive up window service. Most people asking for the kits are hoping to visit relatives and want to make sure it is safe for them to visit.

- Changes to access of titles by content owners - During the past month, two companies have made decisions affecting how their works are accessible to consumers. Dr. Seuss Enterprises chose to stop printing and circulating new copies of five different Dr. Seuss titles. Recently, Walt Disney Company chose not to allow streaming of several movies to any customer with a Disney+ children's profile due to negative depictions. The Pickerington Public Library chose not to remove any of the titles from the collection. The library views this as censorship. While the Dr. Seuss titles were put in reference to prevent theft, the Disney movies were left in the children's collection. The library supports the intellectual freedom of everyone. Additionally, the library's stance is that it is the parent's responsibility to monitor what materials their child checks out. While every item is considered on an individual basis, this is the planned approach if further companies choose to adjust access to their works.

- Strategic Planning - Strategic planning kicked off at Staff Development Day. State Library Consultant Mandy Simon held three virtual focus groups. The non-management staff were split into two smaller groups, and the third group was the department

managers. Brenda and Tony completed a survey for the consultant. ELT and some staff worked with Mandy to finalize questions for a community survey. This survey will go out in a couple of weeks. Next step will be to schedule the Board Retreat and have Mandy attend to conduct a one-hour focus group with just Board Trustees.

2021 Action Items:

- Retain - With the challenges brought by the pandemic, Tony feels working to retain our current customers is vital to our organization's success. To accomplish this, Tony will work to ensure that the quality of our virtual programming and services continue to meet the customer's changing needs. This will be done by launching a Customer Experience campaign outlined in newly written guidelines.

- The new customer experience guidelines have been created and are in the review process. They will be rolled out to staff in the next couple of weeks with plans to share them with the Board at the April Board meeting.
- Colleen is leading a team to develop Customer/Supporter retention strategies. More to come by the end of the second quarter.

- Regain - The pandemic has changed the habits of many of our citizens. Additionally, with lockdowns and concerns of spreading the virus, many people have turned to other outlets in order to meet needs traditionally fulfilled by the library. Tony will work to update the library's business model and align services to meet the new/changed needs of our community members.

- The library has a tactical project slated for the second quarter specifically to develop strategies around regaining customers lost due to changing habits caused by the pandemic.
- Work will begin during the second quarter to outline long-term plans on how the library should be serving the needs of the children and teens in the community. The Youth Services Manager will lead this work.
- The library's IT Specialist will be updating the long-term IT Plan in the second quarter to ensure the library is meeting the changing needs of the community.

- Recover - For a long time, Tony has talked about the library playing a strong role in supporting the health of the community. One way the library can continue with this role is to continue to create partnerships and adjust the business model to expand capacity outside of the four walls of the facilities. It is important to examine whom the library is currently working with regularly and determine if there is a need to create other partnerships. Additionally, the library can no longer wait for people to come to the library. Once it is safe, the library needs to have and execute the plan to reach the community where they are instead of where the library is located. This is the first step in helping the community and our organization recover from this pandemic.

- The tactical project team responsible for creating guidelines for classes and events have created a survey to gather information from the community as part of one of the final steps in creating the guidelines. These guidelines will encompass both physical and virtual programming.
- All staff received the following action items on their annual assessments in addition to individual action items.
 - Find two ways to support the Tactical Plan.

- Support the library's initiative of providing exceptional customer experiences and share out with colleagues at least once per quarter.
- Retain, Regain & Recover - Share at least one idea each quarter on how the library can retain current customers, regain customers lost due to changed habits, and/or how the library can help the community and organization recover from the pandemic.
- Managers received the following action items in addition to the all action staff action items.
 - Ensure your department is active on the Communication and Engagement Team.
 - Ensure your department's staff are focusing on serving the community where they are (physically and virtually).
- Pickerington Chamber's Legislative Day
 - In order to help the businesses in the community recover from the pandemic, Tony suggested the Chamber hold a legislative day. Using his experience from library advocacy, he successfully led their legislative day, which included meetings with all three township trustees, two city council members, State Representative Jeff LaRe and two of the three County Commissioners. The results of this day are a plan to move forward where business have an open channel of communication with legislators at all levels.

Community Engagement Report

January 1-31: Curbside: 124 (just Sycamore) Drive-up window: 632 (Pickerington Main) Computer reservations: 0 Copy/Fax/Scan reservations:0 Table Reservations: 0 Door Count: 4,271 (subtracting curbside at Sycamore) Total circulation: 35,338 Wifi use: 2,768 users Computer lab use: 322 users	February 1-28: Curbside: 114 (just Sycamore) Drive-up window: 424 (Pickerington Main) Computer reservations: 137 users Copy/Fax/Scan reservations:15 users Table Reservations: 459 users Door Count: 3,702 (subtracting curbside at Sycamore) Total circulation: 33,487 Wi-Fi use: 710 users Computer lab use: 302 users
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January '21 Newsletter: 31.7% open rate, 227 opens, sent to 717 people	February '21 Newsletter: 32% open rate, 351 opens, sent to 715 people
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<p>January Events: 21 events</p> <p>Most attended hosted interactive events: *Three separate family fun lives (7 attendees each)</p> <p>Most watched recorded videos:</p> <ul style="list-style-type: none"> - No Sew Fleece (121) - Teen reads excited about (30) - Meet Pete The Cat (22) - Violet and Friends Holiday Special (16) 	<p>February Events: 17 total events</p> <p>Most attended hosted interactive events: Facebook Live chat: 161 Family Fun: 12 Draw with Violet (in person): 10 Paint Night (in person): 10</p> <p>Most watched recorded videos: No-sew Fleece Scarf Demo (2018) – 58 What happens when you give a mouse a cookie? (Feb 2021) – 18 The Ultimate Secret Weapon: Board Books for Baby (Feb 2021) – 12 Sensory Story time with Miss Grace: 11 Make Your Own Pinecone Birdfeeder: 11</p>
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Community Engagement Office:
Website project Tactical Plan Q3:

- Tactical team works with library staff, board and partners to update website to increase overall accessibility based on legal and industry best practices. These elements are incorporated through design, speed, content, content organization, graphics, SEO and functionality, as well as ADA compliance, data security and similar components.

Stakeholder/Customer Retention Tactical Plan Q1:

- Developing Digital Marketing Strategy:
Retain | Regain | Recover
Structuring Communications Team
Evaluating best social tools (platforms)
Boosting strategically chosen posts to gain reach
- Bookmark campaign – Placed in hold requests that match subject interest.
Example: teen books being checked out – add a bookmark for Overbooked Teen Book club

Social media: The library is seeing an increase in numbers.

Feb 15 - Mar 14

Last 28 days ▼






Posts ?

[SEE MORE](#)

50+ posts published in the last 28 days.

MOST ENGAGING POSTS

	In an effort to continue comm... March 4	Reach Engagements	6.1K 867
	March 2021 - Lucky You! Disc... March 1	Reach Engagements	585 175
	#PPLibrary Staff Development Da... February 22	Reach Engagements	647 70

*Reach is the number of people who saw any content from your Page or about your Page. Facebook engagement is any action someone takes on your Facebook Page or one of your posts. The most common examples are likes, comments, and shares. Facebook engagement matters because it can help extend organic (free) reach.

SM Response to COVID-19 tests:

You guys are amazing!! I love how innovative and service oriented our library remains. It is definitely worth every bit of tax dollar we spend (and worth more IMO) Thank you for all you do. - Melissa

Draw with Violet night – February 6, 2021 (prize from winter reading) – Colleen shared some pictures.

Paint Night – in person (winter reading prize) – Colleen shared some pictures.

Old Business

Pandemic Operational Update:

On February 1, 2021, the Library lifted restrictions and began to allow customers to use tables and conference rooms. Additionally, the 1-hour computers were reopened. Furthermore, the library transferred customer greetings back to the customer service desks. Initially, the library saw a slight increase in user visits. However, this leveled off until other CLC libraries began reopening in early March. Currently, the library is not operating with a capacity limit.

Library Usage

February 1-28:

Curbside: 114 (just Sycamore)

Drive-up window: 424 (just Pickerington Main)

Computer reservations: 137 users

Copy/Fax/Scan reservations: 15 users

Table Reservations: 459 users

Door Count: 3,702 (subtracting curbside at Sycamore)
Total circulation: 33,487
Wifi use: 710 users
Computer lab use: 302 users

January 1-31:

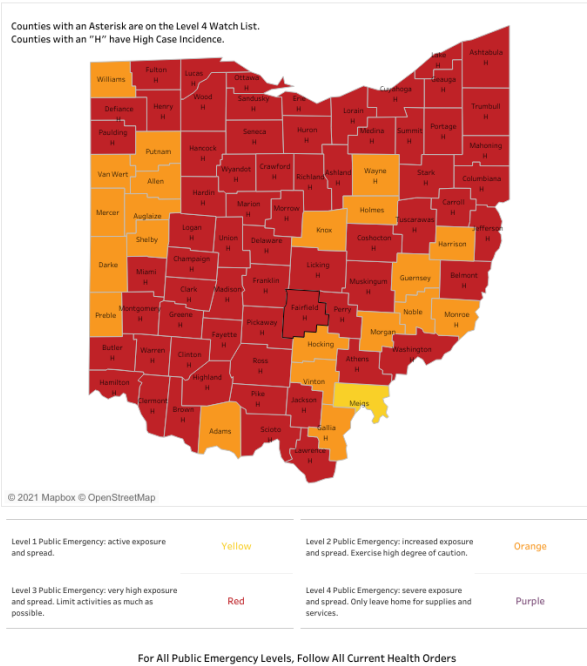
Curbside: 124 (just Sycamore)
Drive-up window: 632
Computer reservations: 0
Copy/Fax/Scan reservations: 0
Table Reservations: 0
Door Count: 4,271 (subtracting curbside at Sycamore)
Total circulation: 35,338
Wifi use: 2,768 users
Computer lab use: 322 users

December 1-31:

Curbside: 960
Drive-up window: 25 (first day was Dec. 31)
Computer reservations: 98
Copy/Fax/Scan reservations: 4
Table Reservations: 145
Door Count: 3,476 (combined, removing curbside/staff)
Total circulation: 31659
Wifi use: 873
Computer lab use:

Current COVID information:

- 2 Categories met, 5 not met



On March 8, 2021, the library began distributing at home COVID 19 tests. Almost the entire amount of tests received were handed out on the first day. On Wednesday, 500 additional tests were received.

Board Retreat

- ii. When - A Sunday in May
- iii. Where - TBD
- iv. Length - 4 hours
- v. Topics
 - 1. Trustee Professional Development
 - a. Role of the Trustee
 - b. "Ask Not What the Library Can Do for You..."
 - 2. Industry trends – Libraries a look into the future!
 - 3. Strategic planning discussion

New Business

UAN Bank Reconciliation

The library received a notification by the Auditor of State regarding a new feature available on their eServices website. The AOS reviews the Uniform Accounting Network for its clients and noticed in 2019 that 323 UAN clients did not perform timely bank reconciliations. Currently, UAN reflects a statement on the bottom of three reports (Fund Status, Cash Summary by Fund, and Fund Summary) that indicates if the entity has not performed a bank reconciliation in the past 60 days. The AOS has created a feature on the eServices website that the entity can "opt-in" to Board Members receiving an email if

the entity's fiscal officer has not posted a bank reconciliation in UAN in approximately 60 days. The Auditor of State recommends that the Board of Trustees pass a resolution to "opt-in" to this new feature on their entity's eServices account.

According to the Auditor of State, many governing boards do not receive the Fund Status, Cash Summary by Fund, and Fund Summary reports as part of their meeting agenda or board meetings may take place a few weeks after month end. Currently, the monthly Pickerington Public Library financial statements include the Fund Status and Fund Summary report.

03-02-21 Resolution authorizing the UAN Bank Reconciliation notification feature be activated within eServices by the Fiscal Officer

Berneice Ritter made a motion to approve the resolution authorizing the UAN Bank Reconciliation notification feature be activated within eServices by the Fiscal Officer. Mary Herron seconded.

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

2021 Permanent Appropriations

The proposed 2021 Permanent Appropriations for the General Fund, Homework Help Center, Guiding Ohio Online, Coronavirus Relief Fund and Capital Fund are included. The proposed General Fund Appropriations are \$2,178,479, Homework Help Center \$750, Guiding Ohio Online \$17,898.50, Coronavirus Relief Fund \$1,027.38 and the Capital Fund is \$175,000.

Personnel Expenses – Increase is due to one staff role that was split between main and the branch. Total expenses will not actually increase, but line items cannot be decreased from the temporary budget.

Branch Operations – The library is currently coding CAM charges and the lease expense under Rents & Leases. In discussions with the Auditor, it was decided to breakout the charges based on what type of charge it is. Therefore, there are some increases or new accounts based on the CAM charges. Once again, the line items cannot be decreased.

03-03-21 Resolution to approve the permanent appropriations for 2021 of \$2,178,479 General Fund, \$750 Homework Help Center, \$17,898.50 Guiding Ohio Online, \$1,027.38 Coronavirus Relief Fund and \$175,000 Capital Fund

Mike Jones made a motion to approve the permanent appropriations for 2021 of \$2,178,479 General Fund, \$750 Homework Help Center, \$17,898.50 Guiding Ohio Online, \$1,027.38 Coronavirus Relief Fund and \$175,000 Capital Fund. Mary Herron seconded.

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

Transfer of Funds

According to Ohio Revised Code Ruling 117-8-02 the Library Board determines and approves the legal level of control at which spending in excess of budgeted amounts would be a violation of law.

Due to unforeseen factors, there are times when funds need transferred between appropriation accounts within the general fund and capital fund. In order to effectively conduct day-to-day business, the library board has the authority to authorize the Fiscal Officer, Deputy Fiscal Officer and Library Director to transfer between appropriations accounts up to a specified dollar limit.

In August 2017 and each March thereafter, the Library Board approved resolutions for the Fiscal Officer and Library Director to be able to transfer funds up to \$25,000.

03-04-21 Resolution authorizing the Fiscal Officer, Deputy Fiscal Officer and Library Director to transfer funds between Appropriation Accounts, as needed, up to \$25,000 per transfer

Todd Stanley made a motion to approve the resolution authorizing the Fiscal Officer, Deputy Fiscal Officer and Library Director to transfer funds between Appropriation Accounts, as needed, up to \$25,000 per transfer. Berneice Ritter seconded.

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

Records Retention Review

This year there are no proposed changes to the Records Retention Schedule. Records to be disposed according to the schedule are listed.

Once a year, the Board reviews the records retention schedule. If updates are made to the schedule, then it is submitted to the Ohio Historical Connection and Auditor of State for approval. Once approval is received, the library can dispose of items per the schedule unless the Ohio Historical Connection makes a notation on the approved schedule for a Certificate of Records Disposal before disposition.

2021 Proposed Destruction of Documents:

Administrative

- 2014 Accident/Incident Report – A-01
- 2019 Board Agendas – A-06
- 2013 Building Fire Inspections – A-07
- 2017 Building Project Records – Unsuccessful – A-08

- 2019 Committee Reports – A-13
- 2018 General Correspondence – A-20
- 2019 Adult Library Card Applications – A-23
- Birthdate 2002 or older – Juvenile Library Card Applications – A-24
- 2018 or older – Library Material Request for Review form – A-25
- 2016 Library News Release – A-26
- 2018 Library Publications – A-27
- 2015 and older Litigations Records – A-28
- 2019 Meeting Room Applications – A-29
- Monthly Statistical Report – A-30
- 2017 Open Meeting Notifications – A-31
- 2014 and older Overdue Circulation Records – A-33
- 2018 and older Postal Records – A-34
- 2018 and older Proctoring Records – A-35
- 2016 Public Programming documentation – A-36
- 2018 and older Records Requests and responses – A-37
- Recordings of Board Meetings (audio) – A-38
- 2010 and older Records Commission/Records Disposal Documents A-39
- 2020 Survey Results – Individual Customer Surveys – A-42
- 2019 Volunteer Applications/Agreements - Applicants – A-47
- 2014 and older Volunteer Applications/Agreements/Background checks – 6 years after inactive – A-48

Finance

- 2015 Accounting Records not specified – F-01
- 2015 A/P Ledger – F-02
- 2015 Amended Official Certificates – F-03
- 2015 Annual Budget Resolutions – F-04
- 2015 and older Annual Certificate of Estimated Resources – F-05
- 2015 Appropriation Ledger – F-07
- 2017 and 2018 Bank Deposit Receipts – F-09
- 2016 Bank Statements/Reconciliations – F-10
- 2016 Unsuccessful Bids – F-12
- 2010 Annual Budgets – F-13
- 2016 Canceled Checks – F-14
- 2016 Cash Journals – F-15
- 2016 Certificate of Total Amounts - F-17
- 2016 Check Registers – F-18
- 2014 and older Contracts (6 years after expire) – F-20
- 2016 Depository Agreements – F-21
- 2018 Donor Correspondence – F-22
- 2015 Encumbrance and Expenditure Journal – F-23
- 2015 Expense Records – F-24
- 2016 Financial Year End Backups – F-25
- 2017 and older Gift Donor Forms – F-26
- 2015 Grant Files – F-27
- 2008 Insurance Policies/Bonds – F-28

- 2016 Investment Records – F-30
- Leases – Equipment (4 years after expire) – F-31
- 2017 Monthly Financial Reports to the Library’s Board of Trustees – F-35
- 2016 Prevailing Wage Records – F-36
- 2018 Purchase Orders – F-37
- Purchased Services and Maintenance Contracts (7 years after expire) – F-38
- 2015 Receipt Journals – F-40
- 2015 Vouchers with Invoices – F-41

Payroll

- 2015 Annual Employee Absence summary – P-01
- 2019 Applications for Employment, resumes, interview notes and other documents (candidates) – P-03
- 2018 Benefits Enrollment – P-04
- 2018 Benefits Summary Plan Documents – P-05
- 2015 Deferred Compensation Deduction Report - P-08
- 2018 and older Employee Handbook – P-09
- 2019 Employment Request for Leave Forms – until audited – P-10
- 2016 Employee Schedules – P-11
- 2016 Payroll Journals – P-18
- 2016 Time Sheets – P-21
- 2016 Unemployment Compensation Claims – P-22
- 2010 Worker’s Compensation claims – P-25

No changes to the Records Retention schedule were made by the Board.

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:18 p.m.

Next Board Meeting:

Regular Board Meeting
April 19, 2021 @ 7:00 p.m. via a Zoom Virtual Meeting

Cristie Hammond
President

Mary Herron
Secretary