

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
March 21, 2022

The Board of Trustees of the Pickerington Public Library met in regular session on March 21, 2022 at 7:01 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present: Cristie Hammond, Mike Jones, Mary Herron, Alissa Henry, and Jennifer Hess. Student Trustee Representatives present: Mikayla Wagner. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer, and Norma Lockney, Deputy Fiscal Officer.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absences: Berneice Ritter and Todd Stanley

Secretary's Report

Consent Agenda

1. February 21, 2022 Regular Board Meeting minutes
2. Donations
 - a. Ann Rowe donated \$100 in memory of Georgia Anne Holmes
 - b. Joie Moore donated \$50 for prom program
3. New Staff
 - a. Taylor Wellman – Customer Service Assistant – Sycamore effective March 23rd at \$11.17 an hour

03-01-22 Motion to approve the Consent Agenda

Mary Herron made a motion to approve the Consent Agenda items. Jennifer Hess seconded.

Roll Call: Mike Jones-yes, Alissa Henry-yes, Mary Herron-yes, Cristie Hammond-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. There were none.

Other Committee Reports

Tony stated that the Library Fund financial status would be reported next month.

Director's Report

Winter Strategic Focus – Inspiring Knowledge

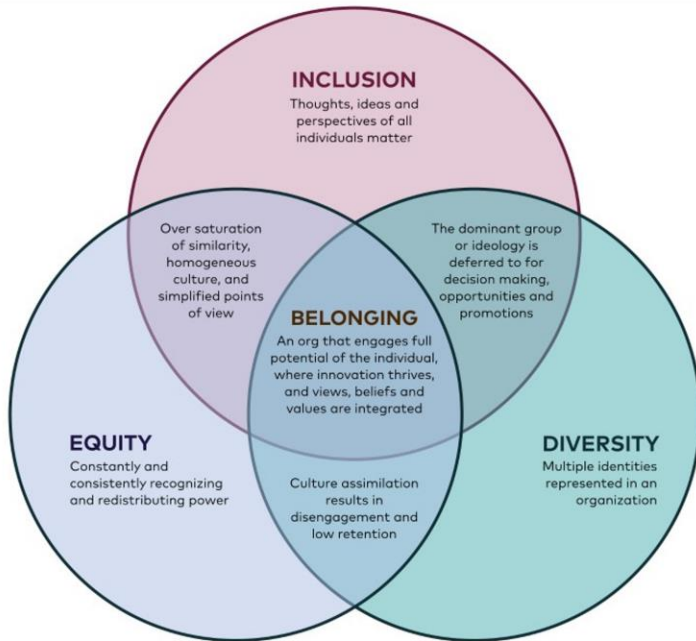
Facilities:

Current projects:

- Damage to the Gutter and Roof - A quote was received and the information was sent to the Columbus Metropolitan Library. The quote to fix the damage is \$13,480.00.
- Roof Repairs - During the major roof project, there were multiple areas of the roof, which were identified for repair needs. Over the past couple of months, there have been multiple leaks in those areas. The quote was received and there is an add on resolution for this meeting.
- Emergency Exit Door Replacement at Sycamore Plaza Library - Painting is being scheduled at this time. Once painting is complete, the alarms will be installed.
- Fence for Butterfly Garden - There have been discussions with contractors and the decision was made to move forward with a local fence company, Capitol Fence.

Miscellaneous:

- Staff Member Highlight - Patrick Thompson has been with the library as a Customer Services Associate for 9 months. Patrick is friendly and welcoming to all staff. He does an outstanding job by helping new branch staff feel welcomed as if they have always been part of the team. His enthusiasm for his work shows. He is consistently fast when shelving, completing reports, or straightening the stacks. He works very well with his colleagues in managing incoming cargo in order to have a quick turnaround of materials. For these reasons, Patrick is being highlighted before the Library Board.
- IDE – Inclusion, Diversity & Equity - Rebekah Lennon is the Chair of the IDE committee. She joined the meeting to share a presentation on what the IDE committee is doing.



What is

I **D** **E**

- Inclusive
- Diverse
- Equity



Impact:

“1 in 6 individuals have a sensory need or an invisible disability, These are individuals with PTSD, Autism, Dementia, Strokes just to name a few” –KultureCity

According to census data, that is over 3,000 individuals within our service area.

Aligning our development within the Library sphere;

The ALA (American Library Association) provides endless resources supporting libraries with their efforts of incorporating IDE into their day to day functions.

“Equity, Diversity, and Inclusion are fundamental values of the association and its members, and diversity is listed as one of ALA's Key Action Areas. The Office for Diversity, Literacy and Outreach Services uses a social justice framework to ensure the inclusion of diverse perspectives within our profession and association to best position ALA as a trusted, leading advocate for equitable access to library services for all.” –American Library Association



Current Successes

The big picture-

- Included IDE wording into our new Vision statement; officially establishing IDE values as an organization
 - Supported the vision statement by making IDE professional development a part of individual staff goals; requiring at minimum one formal IDE training
- Formed a committee of staff who will focus on sharing IDE professional development opportunities
 - Started the conversation- presented IDE values at our recent staff development day, introducing initiatives of the new IDE committee

It's the little things-

- Kulture City Certification- renewal this May
- Intentional wording through marketing materials; social media



Goals: Measuring Progress

- Discussion among peers
- Witnessing staff incorporate inclusive language when interacting with each other and our customers
- Questioning practices/supporting ideas to alter services to better fit IDE
- Embracing IDE as being personal development work, not just professional
- Understanding that these efforts are not "box -checking exercises"
- Listening to understand, not listening to respond

The formula:

- IDE Committee - monthly meetings in addition to ongoing email correspondence
- 3 to 4 resources and/or professional development opportunities will be shared out to all staff per month
- Committee members available for discussions and judgment -free questions



Citations and resources used;

- Slide 1 infographic; <https://medium.com/@krysburnette/its-2019-and-we-are-still-talking-about-equity-diversity-and-inclusion-dd00c9a66113>
- Kulture City website: <https://www.kulturecity.org/>
- American Library Association DEI webpage of resources: <https://www.ala.org/advocacy/diversity>
- Developing Equity, Diversity, and Inclusion Training for Library Staff webinar: <https://www.youtube.com/watch?v=XXaSk4uPaJI>



- COVID-19 Operational Update - No changes to operations due to the pandemic.
- Outreach Vehicle - The new outreach vehicle is almost ready for pickup from the dealership. They are installing the awning this week and once that is complete the vehicle will be ready for pick up. The library is contracting with a local company (Fast Signs) to design and install the wrap once the vehicle is in our possession. The brand for this service is Library On-The-Go.
- Digitizing Board Minutes - The Tech Trainers are preparing trainings for volunteers that will prepare them to help us digitize all of the Library Board minutes going back to 1907.
- Scholastic's Watch and Learn – Live - This is a new resource called Scholastic Watch and Learn Library. It has 1–2-minute nonfiction videos, quizzes, and comprehension exercises. This is great for English language learners and new readers. Tony shared a link.
- Changes to Print Management - Central Library Consortium (CLC) is considering moving away from the current print management and PC reservation software (Envisionware) to a company called TBS. Why: 1. Envisionware is no longer updating their product. They are mainly focusing on self-serve kiosks. 2. The library is increasingly seeing more issues with Envisionware. If they make the move, it will need to be decided if the library stays with Envisionware or moves with the consortium. The challenge – this change will increase cost for print and PC management. Without consortium pricing, there could be an increased pricing agreement. TBS is more expensive, but they make regular updates. Additionally, equipment might have to be leased from TBS.
- SearchOhio and OhioLINK Temporarily Unavailable - Due to issues and changes with statewide delivery services, materials requests through SearchOhio and OhioLINK are temporarily unavailable. The State Librarian announced that they are expecting

transportation services to be up and running sometime in April. So, these services are expected to resume in late April.

- Hotspots - T-Mobile recently acquired Sprint so the library is beginning to transfer Hotspots. In renegotiating the agreement, there will be four additional hotspots for just under what the library was paying Sprint. Overall, there will be 24 Hotspots. 22 will circulate. The new hotspots went live today, 3/21/2022.

- Trainings and Development opportunities

- Ohio Safety Congress
 - 9 sessions over 2 days
 - Improving Performance through Metacognition
 - Master the Art of Conflict
 - Work Fatigue and Burnout
 - Title 1: Americans with Disabilities Act; COVID Best practices
 - Management Mess to Leadership Success
 - Controlling Workers Compensation Costs
 - Pending Labor Shortage of 2010 is here. Now What?
 - Managers and Supervisors as EHS leaders – Safety is Everyone’s Job
 - Cyber Awareness, Risks, and Disasters
- OLC New trustees
 - Tony attended the entire day and presented on Director/Trustee Relationships
 - Boardmanship
 - Library Finances
 - Funding and Legislative issues
 - Legal Issues – What Trustees should know
 - The Importance of Equity, Diversity and inclusion in Public Libraries

- Management Team – Book Discussion - This month the team is reading Leadership Styles How to Discover and Leverage Yours by Mark Murphy.

Community Engagement Report

Tony shared the report.

Library Stats:

Social Media:

Platform	Date	# of posts	Total followers/page likes	New likes /retweet /impressions	Increase	
Facebook	21 Dec	44	3387	73	429%	
	22 Jan	37	3477	94	2.6%	
	22 Feb	40	3481	18	+20%	
Instagram	21 Dec	40	1020	17	+54%	
	22 Jan	34	1040	29	+70.6%	

	22 Feb	30	1052	22	+90%	
Twitter	21 Dec	26	290	30/8	+6	
	22 Jan	29	1601	30/4	+60%	
	22 Feb	21	24	3	-20%	
LinkedIn	21 Dec	1	71	2/44	8.25%	
	22 Jan	15	75	4/296	7.01%	
	22 Feb	9	2	203	5.99%	

Google Business	location	Interactions	Call	Directions	Clicks	
21 Dec	PPLM	3436	2013	564	859	
	PPLS	1258	883	181	194	
22 Jan	PPLM	3070	1438	447	1183	
	PPLS	908	468	144	296	
22 Feb	PPLM	1241	308	346	587	
	PPLS	407	143	121	143	

Rachel - volunteer spotlight
 Digital Resource Highlight:
 - Pickerington Magazine ad for next edition

New!

SCHOLASTIC

Watch & Learn
LIBRARY

Expand children's vocabulary, comprehension, and knowledge with short nonfiction videos geared toward PreK-3rd grade students. Great for English language learners and beginning readers, too.

For the most current information and updates visit:
pickeringtonlibrary.org

614.837.4104
communications@pickeringtonlibrary.org

- Scholastic Watch & Learn Library - Expands children's vocabulary, comprehension, and knowledge with short nonfiction videos geared toward PreK-3rd grade students. Great for English language learners and beginning readers too!
- On the Mobile App under E-Branch - Lists out all of the digital resources for books, audiobooks, music, movies, TV and documentaries. Note: Overdrive app is no longer available in the app store; but is still available to users for now. The push is to move over to use Libby instead. Other new(ish) changes/additions: Libby has magazines now, Wall Street Journal digital use only – print no longer available.

Projects:

- Website: Buckeye Interactive is updating the library's site map and navigation tools. As soon as that is finished, library staff will update page content.
- Wayfinding: Met with Eclipse, they showed some examples of design directions to go. Meeting back next week.
- Library On-The-Go: Reached out for quotes from 4 companies. Only one has met with the library for design ideas.

Events:

- United Way Tax Prep at the library until April 14.

Upcoming events:

- March 24 - Elephant & Piggie Party @ 10:30 a.m. – Violet will be there too! Some pictures were shared.
- March 26 - Prom Dress Giveaway – 309 sign ups so far for 500 dresses. Sign-ups from high schools from all over central Ohio. These are the top high schools on the list with the number of sign-ups per school. PHSC-11, PHSN-23, Reynoldsburg-24, Bloom-Carroll-9, Teays-Valley-9, Columbus Alternative-8

Total numbers will be presented next month after the event.

Old Business

New Business

2022 Permanent Appropriations

03-02-22 Resolution to approve the permanent appropriations for 2022 of \$3,262,058 General Fund, \$1,000 Homework Help Center Fund, \$18,072.26 Guiding Ohio Online Grant Fund and \$698,000 Capital Projects Fund

Mary Herron made a motion to approve the resolution for permanent appropriations for 2022 of \$3,262,058 General Fund, \$1,000 Homework Help Center Fund, \$18,072.26 Guiding Ohio Online Grant Fund and \$698,000 Capital Projects Fund. Mike Jones seconded.

Roll Call: Cristie Hammond-yes, Alissa Henry-yes, Mike Jones-yes, Jennifer Hess-yes, Mary Herron-yes. Resolution passed.

Transfer Authorization

03-03-22 Resolution authorizing the Fiscal Officer, Deputy Fiscal Officer and Library Director to transfer funds between Appropriations Accounts, as needed, up to \$25,000 per transfer

Mike Jones made a motion to approve the resolution authorizing the Fiscal Officer, Deputy Fiscal Officer and Library Director to transfer funds between Appropriations Accounts, as needed, up to \$25,000 per transfer. Mary Herron seconded.

Roll Call: Mike Jones-yes, Cristie Hammond-yes, Alissa Henry-yes, Mary Herron-yes, Jennifer Hess-yes. Resolution passed.

Insurance with Ohio Plan

The library is insured through the Ohio Plan Risk Management, Inc. for property/liability/auto/Director's and Officer's/umbrella/cyber/terrorism coverage. The policy is scheduled to renew on April 19, 2022. The premium has increased by \$1,851 compared to last year's policy. The new outreach vehicle represents \$876 of this increase. Building coverage and personal property limits were increased by 5%. Computer coverage limits increased by 38% and library materials increased by 3%. The premium for this year is \$14,991, which is a 14% increase from last year, the new vehicle represents 6% of this increase. The Ohio Plan Risk Management, Inc. is an Ohio self-insurance pool that falls under ORC 2744.081.

03-04-22 Resolution to approve continuing insurance coverage with the Ohio Plan Risk Management, Inc. effective April 19, 2022 thru April 19, 2023

Jennifer Hess made a motion to approve continuing insurance coverage with the Ohio Plan Risk Management, Inc. effective April 19, 2022 thru April 19, 2023. Alissa Henry seconded.

Roll Call: Mary Herron-yes, Mike Jones-yes, Jennifer Hess-yes, Cristie Hammond-yes, Alissa Henry-yes. Resolution passed.

Records Retention

The Records Retention Schedule has been updated to include library customer rental agreements, which includes the former sound system rental agreements and possibly the future pavilion rental agreements. Committee reports has been clarified as staff committee reports and the retention period has been increased. Library card

applications has been updated to include adult and juvenile into one schedule number and the length of retention period has been updated based on need of the item. The I-9 verification forms retention period has been re-worded for clarification purposes. The length proposed for retention of these items was determined based on the historical need of this type of information and length of similar type items on the current records retention schedule.

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.

03-05-22 Motion to approve the Records Retention Schedule

Mike Jones made a motion to approve the Records Retention Schedule. Mary Herron seconded.

Roll call: Jennifer Hess-yes, Cristie Hammond-yes, Alissa Henry-yes, Mike Jones-yes, Mary Herron-yes. Motion passed.

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: 3/21/2022

Effective Date: 3/21/2022

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 - staff	2year
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 Applications	Until entered into ILS System
A-24	– Library Customer Rental Agreement	1 year
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)	1 year following termination as long as it is later than 3 years from date of hire

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
------	-------------	--------------------------------------

Replacing Schedule Approved: 3/16/2020

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.

ACI

During the roof project that was completed in 2021, the contractor identified several areas of the roof where there were issues.

1. All zee flashing around the two flat roofs were not watertight and only held on with caulk. This is a problem because the wind has pulled away and even torn some sections off of the roof. Over the past several weeks we have experienced quite a few leaks in those areas.
2. The upper roof is causing long term problems where Ice dams are falling on to the lower roof, thus causing damage. To prevent additional or future damage, a snow fence will need to be installed.
3. There are seams at the base of the windows and the EPDM flat roof that need resealed and/or repaired properly.
4. The area above the entrance leaks regularly and needs repaired. The contractor, ACI, does have all materials in stock, including copper. The estimated completion is late Spring 2022.

These repairs have been planned for over six months. The overall quote is \$17,000, which was the price discussed between ELT and ACI last fall. This is not a bid project.

03-06-22 Resolution authorizing the Director to enter into contract with ACI Construction for roof repairs at a total cost of \$17,000

Mike Jones made a motion to approve the resolution authorizing the Director to enter into contract with ACI Construction for roof repairs at a total cost of \$17,000. Mary Herron seconded.

Roll call: Cristie Hammond-yes, Mary Herron-yes, Jennifer Hess-yes, Alissa Henry-yes, Mike Jones-yes. Resolution passed.

PLF Distribution Agreement

In January 2022, Tony began discussing updating the PLF Distribution Agreement with Fairfield County District Library and Wagnalls Memorial Library. Currently, the agreement uses the following four (4) categories of data: Population of Service Area, Total Square Footage, FTE Staff, and Total Circulation.

The current distribution of funds is:

FCDL – 63.20%

Pickerington – 28.5%

Wagnalls Memorial – 8.30%

One of the main reasons all libraries agreed to renew the agreement at current rates is because the United States Census Data had not been released. Unfortunately, that data still has not been released. Wagnalls Memorial has requested that we renew at the current rates for one more year with the expectation that the detailed Census data will be released. The Director of Fairfield County District library concurred.

03-07-22 Resolution to approve the Fairfield County PLF Distribution Agreement as presented to the Library Board with the following percentage breakdown: 63.2% to FCDL, 28.5% to PPL, 8.3% to WML, and that the agreement shall be valid for the calendar year 2023

Alissa Henry made a motion to approve the Fairfield County PLF Distribution Agreement as presented to the Library Board with the following percentage breakdown: 63.2% to FCDL, 28.5% to PPL, 8.3% to WML, and that the agreement shall be valid for the calendar year 2023. Jennifer Hess seconded.

Roll call: Alissa Henry-yes, Mike Jones-yes, Cristie Hammond-yes, Jennifer Hess-yes, Mary Herron-yes. Resolution passed.

Project Architects

As a result of the Request for Qualifications (RFQ) for Architects, four submissions were received.

- CBLH Design
- DesignGroup
- HBM Architects
- TRIAD Architects

Having qualified architects on file allows us to hire their services without going out to bid on any design less than \$50,000.

Upon reviewing the qualifications, all architects have extensive experience working with Public Libraries. Three out of the four received exceptional verbal recommendations

and one was a good rating. Two are located in central Ohio and two are located in Northeast Ohio.

When looking at past projects and work, DesignGroup is a firm PPL has used, which makes them a known organization. They created drawings for the Youth Services workroom, which included moving the workroom into Tech Services. This does not work for the library's future plans. However, they might be able to make adjustments to the older plans in order to meet current needs.

TRIAD Architects came highly recommended from Columbus Metropolitan Library and Muskingum County Library System for renovations and smaller projects.

HBM and DesignGroup would both be great candidates for interior design (carpet, furniture, etc.).

In considering the ravine project, discussions have been held with Yard Master, the City of Pickerington, and now the PLSD schools. The library is checking to see if this project needs to be taken to an outside firm.

03-08-22 Resolution authorizing the Director to move forward with negotiating an agreement and hiring DesignGroup for the barn enclosure and youth services workroom remodel project

Mike Jones made a motion to approve the resolution authorizing the Director to move forward with negotiating an agreement and hiring DesignGroup for the barn enclosure and youth services workroom remodel project. Alissa Henry seconded.

Roll call: Mike Jones-yes, Cristie Hammond-yes, Jennifer Hess-yes, Alissa Henry-yes, Mary Herron-yes. Resolution passed.

03-09-22 Resolution authorizing the Director to move forward with negotiating an agreement and hiring TRIAD Architects for the pavilion project

Mike Jones made a motion to approve the resolution authorizing the Director to move forward with negotiating an agreement and hiring TRIAD Architects for the pavilion project. Mary Herron seconded.

Roll Call: Cristie Hammond-yes, Alissa Henry-yes, Mike Jones-yes, Jennifer Hess-yes, Mary Herron-yes. Resolution passed.

Branch Expansion

Tony shared what was discussed in the FAB meeting. There is a 2,400 square foot space that opened beside the branch location. There was a plan to add more lockers at the branch and \$35,000 is budgeted for that purpose, but that money could be moved to furniture for that space. The Board discussed how this expansion is a great opportunity.

03-10-22 Motion authorizing the Director and Fiscal Officer to enter into discussions with Sycamore Plaza about the potential of renting additional space

Cristie Hammond made a motion authorizing the Director and Fiscal Officer to enter into discussions with Sycamore Plaza about the potential of renting additional space. Mary Herron seconded.

Roll Call: Mike Jones-yes, Alissa Henry-yes, Mary Herron-yes, Cristie Hammond-yes, Jennifer Hess-yes. Motion passed.

Tony asked if the Board wanted him to start thinking at what architect would be good for a master facilities plan. The members thought it would be good to wait to see what happens with the expansion, but could begin discussions.

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:07 p.m.

Next Board Meeting:

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

Cristie Hammond
President

Mary Herron
Secretary