

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES
SPECIAL BOARD MEETING
March 31, 2022

The Board of Trustees of the Pickerington Public Library met in Special session on March 31, 2022 at 5:00 p.m. in a hybrid Board meeting at the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147 and via a Zoom Virtual Meeting, Pickerington, OH 43147. Members present in person: Cristie Hammond, Mary Herron, and Todd Stanley. Members present online: Mike Jones, Alissa Henry, Jennifer Hess, Berneice Ritter. Student Trustee Representative present: Mikayla Wagner. Staff members present: Tony Howard, Library Director.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Board President Cristie Hammond recognized that all Trustees were present at the meeting and for the roll call.

Excused Absence(s): None

Unexcused Absence(s): None

New Business

A. Branch Lease Agreement –

Director Tony Howard presented the following information regarding the vacant spaces next to Sycamore Plaza.

The property owners' terms
5-year term lease

- Tier Rent for the additional 2800 sq ft
 - o Year 1 - \$12 per sq ft
 - o Years 2 & 3 - \$13 per sq ft
 - o Years 4 & 5 - \$14 per sq ft
- \$14 per sq ft for the existing 4200 sq footage
- Cam charges for the overall percentage of the property we occupy
 - o Todd Stanley asked what the Cam charges were for and Tony explained that they were general maintenance on the property, snow removal, lawn care, and Capitol expenses.
 - o This is standard and non-negotiable by the owner
- Option to extend the lease for another 5 years at the same terms if we choose to do so

- Cristie Hammond expressed that the option to extend the lease for another 5 years at 14 dollars was favorable.
- No rent abatement for buildout time
 - The owner is willing to allow us to access the space in April with the first Month's rent beginning in May.
- No construction allowances

For the last two items, the owner said there is new carpet, new wood flooring, and three office spaces already built into the space. If they were to rent to another business, there would be minimal build out because it is move in ready. While this can be debatable, our plans are to keep the work as minimal as possible.

Tony then outlined the construction of the space. He outlined the intentions to keep the cost of transitioning the space as minimal as possible. He discussed removing a portion of the wall between the current location and new space. In the front of the building and opening the back to allow for staff access to the new space. This is for safety reasons. He shared that a wall would be added to the back portion of the building to extend the staff space.

For furniture, Tony shared the plan to use current furniture for public computers and comfortable seating.

For collections, we will use current collections budget and thin out the collection from Main library for the initial collection at the branch.

Tony shared the estimated financial impact of expanding the branch. He began by stating that Brenda had not had a chance to look at the financials for the meeting. He did share that she coached him on what information to bring in order to provide the Board with an estimated financial impact.

Expanding the branch will have the following “estimated” financial impact on the library

- Year 1– Add approximately \$66,281 to the annual operating budget
- Years 2 & 3 - Add approximately \$69,081 to the annual operating budget
- Years 4 & 5 - Add approximately \$71,881 to the annual operating budget

These additional funds encompass utilities, insurance, lease, CAM charges etc.

Tony shared that the library was responsible for the HVAC systems for the spaces and that we have not checked the condition of the HVAC units. Berneice Ritter asked if we had a policy or insurance to cover issues. Tony explained that this would be covered out of our maintenance budget.

Tony shared that Brenda has not had an opportunity to look at how this decision would impact our ten-year forecast.

Tony shared the 4 benefits to the community by expanding the branch.

- Dedicated Computer Space
- Browsable Collection
- More Seating
- Additional Meeting Rooms

Todd asked if the circulation supported expanding the branch. Tony responded that he did not have the numbers in front of him, but recent completion of the Public Library report showed we have high circulation at the branch because of lockers use. By adding a browsing collection, circulation will increase.

Alissa Henry asked when this would be done to have people in the space. Tony responded, that it would take a couple of months for construction. Alissa then clarified that her question was referring to when the money would come out of the budget. Tony then explained that it would be this year. He further explained that Brenda would probably have to come back to the Board with an amended budget.

Todd Stanley asked if we would need to close the branch during construction. Tony responded that we wouldn't because a barrier could be put up.

Mike Jones confirmed that we would be locked in for 5 years and would have an option for renewal. Tony responded yes.

Sycamore Plaza Lease

- **03-11-22 Resolution to** allow the Director to amend the current lease agreement to include an additional 2800 square feet for the Sycamore Plaza Library Branch according to the property owners terms listed

Todd Stanley made a motion to approve the resolution to allow the Director to amend the current lease agreement to include an additional 2800 square feet for the Sycamore Plaza Library Branch according to the property owners' terms listed. Mary Herron seconded.

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

Adjournment

Cristie adjourned the meeting at Time 5:31 p.m.

Cristie Hammond
President

Mary Herron
Secretary