

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
Monday, May 20, 2019

The Board of Trustees of the Pickerington Public Library met in regular session on May 20, 2019 at 7:05 p.m. in the Pickerington Public Library at 201 Opportunity Way. Members present were Cristie Hammond, Mike Jones, Mary Herron, Berneice Ritter and Cheryl Ricketts. 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 Absences

Michelle Shirer & Todd Stanley

Call to Order

Cristie called the meeting to order.

Roll Call

Secretary's Report

Consent Agenda

Approval of Minutes - April 15, 2019 Regular Board Meeting and FAB meeting and the May 15, 2019 Special Board Meeting.

Donations - \$25 donated by the Vandervoort Family toward the purchase of a book in memoriam of George Francis White.

New Staff - Regina Fetherolf started as a Customer Service Assistant at main on 5/6/19 - \$9.73 an hour, Alison Spagnolo started as a Customer Service Assistant at Sycamore on 5/3/19 - \$9.73 an hour, Krista Graham started as a Reference Assistant at Sycamore on 5/13/19 - \$13.87 an hour

Cristie asked for approval for the consent agenda items.

Approval of Consent Agenda

05-02-19 Motion to approve the Consent Agenda items

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

Roll Call: Mike Jones-yes, Mary Herron-yes, Cristie Hammond-yes, Berneice Ritter-yes, Cheryl Ricketts-yes.

Public Participation

Friends of the Library Report

Kathy Bowden reported that the Friends of the Pickerington Public Library will be offering a special book sale on May 31 and June 1 during regular library hours. It will consist of kid and teen materials only. This special book sale coincides with the first week of Summer Reading registration and the kick-off event.

Finance Committee

Brenda shared with the Board what the Finance Committee discussed in the FAB meeting: April Financial Report, reducing the amount held in checking and moving funds over to Star Ohio to earn higher interest income. 2017/2018 Audit report, 2020 budget request and the revised Financial Position Statement.

Fiscal Officer's Report

Other Committee Reports

Personnel Committee Report – Committee met May 13, 2019. Mike Jones and Cheryl Ricketts shared the process and proposed timeline for evaluations of the Director and Fiscal Officer/HR Manager. Tony and Brenda shared their goals for 2019. Cristie thanked the committee for working on this project. This document will go back to committee for reworking some of the wording and will be presented in a future meeting.

Library Fund and Fundraising Committee – Committee met May 5, 2019. Berneice shared that the committee approved funding for Summer Reading, Classes and Events in the amount of \$5000; 2 bikes and helmets will be purchased for each location for summer reading prizes. Approved \$3000 for Circulating Nature Backpacks and \$3000 for New Library Card Holder Early Literacy Kits.

Director's Report

Main Library Structural roofing issue

Update: We received a proposal from CTL engineering, which outlined over 12% in fees for the overall project. Their initial estimate to the Board was between 7-9%. According to Mike Coulter, the reason for the additional fees is because we chose option 2 which has two roofing systems. Tony has reached out to Jay Boone from Moody Nolan to get his opinion. He also shared this information with the County Prosecuting Attorney seeking advice.

Mortar replacement on Chimney and sealing stonework. A contractor has been selected and is in the process of scheduling the work on this project. Frank was able to negotiate the price down more than \$1000. This work will repair the mortar on the chimney, seal all exterior mortar and stonework and it will clean out and re-caulk the expansion joints along the base of the exterior of the building.

Parking Lot restriping:

It is time to have the parking lot restriped, it has been about 3 years. This was a planned project this year and we are waiting for consistently warm/dry weather to schedule the work.

Painting:

Area outside of meeting room B is complete. Youth Services area is complete. Tech Services is complete.

Boiler expansion tank: Started leaking a couple weeks ago. It had been replaced in 2017 for a little over \$4000 with a one-year warranty. Initial quote was over \$6000, Frank was able to negotiate the price down to \$5000. The next closest quote was for more than \$10,000.

Miscellaneous:

OLC presentation by Cristie and Tony to train new and aspiring Directors from around Ohio.

Challenged book: After reviewing the collection development policy, the committee decided to keep the book in the collection.

Tim Schaffer is now the new Senator for District 20. We are still waiting to find out who will fill his seat in the Ohio House. The Library Directors in Fairfield County will be meeting with Senator Schaffer in June.

Assistant Director's Report

April Circulation was up 21% over 2018 for digital downloads. New app (RB Digital) will be available in July to download over 28,000 different items. This is separate from Overdrive/Libby. Tony shared a VOX book with the Board. (Audio and book together).

Communico – Colleen shared this new addition to the website. Customer room reservation system and integrated event calendar. Very user friendly and tracks stats. Very excited to announce a mobile app for the library is in the working stage and is coming soon! Joint project between Donna and Colleen.

Summer Reading-A Universe of Stories registration starts Tuesday, May 28. A paper calendar of events is available (colors match Communico age ranges). Tony invited the Board to kick-off and all of our events/classes.

Wildlife Education Grant – Pollinator garden is planted and ready for additional updates. We will be purchasing bee and butterfly houses with leftover grant funds from the Ohio Department of Natural Resources.

Tony shared that the library has been awarded a BWC grant for a lift to keep staff safe. Tony and Brenda worked on this grant.

Tony shared that we had applied to Fairfield County Youth Advisory grant for \$2000 for summer reading books, we received \$1000.

Old Business

New Business

Safety Intervention Grant fund through the Bureau of Workers' Compensation of Ohio

Brenda shared that in an effort to improve safety for employees, we budgeted to purchase a lift for the library this year. We have been awarded the 3 to 1 Safety Intervention Grant to purchase a vertical lift. The total cost of the lift with freight is \$14,652.80. The Safety Intervention Grant award is \$10,989.60 and the library needs to cover the remaining \$3,663.20.

5-3-19 Resolution to establish a Safety Intervention Grant fund number 2010 restricted by the Bureau of Workers' Compensation of Ohio

Mike Jones made a motion to approve the resolution to establish a Safety Intervention Grant fund number 2010 restricted by the Bureau of Workers' Compensation of Ohio. Cheryl Ricketts seconded. Resolution passed.

Roll call: Berneice Ritter-yes, Cristie Hammond-yes, Mike Jones-yes, Cheryl Ricketts-yes, Mary Herron-yes.

Establish revenue account

5-4-19 Resolution to establish revenue account 2010-222-0000 Restricted State Grants-In-Aid and 2010-931-0000 Transfers-In

Cheryl Ricketts made a motion to approve the resolution to establish revenue account 2010-222-0000 Restricted State Grants-In-Aid and 2010-931-0000 Transfers-In. Mary Herron seconded the motion.

Roll call: Mike Jones-yes, Cristie Hammond-yes, Berneice Ritter-yes, Cheryl Ricketts-yes, Mary Herron-yes. Resolution Passed.

Transfer from Equipment to Transfers-Out \$3,663.20

5-5-19 Resolution to transfer \$3,663.20 from 1000-760-750-5512 Furniture and Equipment (Equipment) to 1000-910-910-0000 Transfers-Out

Cheryl Ricketts made a motion to approve the resolution to transfer \$3,663.20 from 1000-760-750-5512 Furniture and Equipment (Equipment) to 1000-910-910-0000 Transfers-Out. Mary Herron seconded the motion.

Roll call: Mary Herron-yes, Mike Jones-yes, Cheryl Ricketts-yes, Cristie Hammond-yes, Berneice Ritter-yes. Resolution passed.

Transfer from the General Fund Transfers – Out to the Safety Intervention Grant Transfers-In for \$3,663.20

5-6-19 Resolution to transfer \$3,663.20 from 1000-910-910-0000 Transfers- Out to 2010-931-0000 Transfers-In

Cheryl Ricketts made a motion to approve the resolution to transfer \$3,663.20 from 1000-910-910-0000 Transfers-Out to 2010-931-0000 Transfers-In. Mary Herron seconded the motion.

Roll call: Berneice Ritter-yes, Cristie Hammond-yes, Mike Jones-yes, Cheryl Ricketts-yes, Mary Herron-yes. Resolution passed.

2020 Budget Request

5-7-19 Resolution to approve the 2020 Budget Request of \$2,455,080 General Fund, \$100 Homework Help Center and \$40,000 Capital Projects Fund

Mike Jones made a motion to approve the resolution to approve the 2020 Budget Request of \$2,455,080 General Fund, \$100 Homework Help Center and \$40,000 Capital Projects Fund. Berneice Ritter seconded the motion.

Roll call: Berneice Ritter-yes, Cristie Hammond-yes, Mike Jones-yes, Cheryl Ricketts-yes, Mary Herron-yes. Resolution passed.

2019 Capital Projects Fund Permanent Appropriations Increase

5-8-19 Resolution to Increase the 2019 Permanent Appropriations for the Capital Projects Fund to \$630,500

Berneice Ritter made a motion to approve the resolution to increase the 2019 Permanent Appropriations for the Capital Projects Fund to \$630,500. Mary Herron seconded the motion.

Roll call: Cheryl Ricketts-abstained, Mike Jones-yes, Cristie Hammond-yes, Berneice Ritter-yes, Mary Herron-yes. Resolution passed.

For the good of the order

Cristie adjourned the meeting at 8:29 p.m.

Next Board Meeting:

FAB Committee Meeting

June 17, 2019 @ 6:30 p.m. to be held at Sycamore Plaza Library

Regular Board Meeting

June 17, 2019 @ 7:00 p.m. to be held at Sycamore Plaza Library

Cristie Hammond, President

Mary Herron, Secretary