

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
May 18, 2020

The Board of Trustees of the Pickerington Public Library met in regular session on May 18, 2020 at 7:03 p.m. via a Zoom Virtual Meeting, Pickerington, OH. 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. April 20, 2020 Regular Board Meeting Minutes
2. Administrative Procedural Changes
  - a. Bereavement Policy

**Bereavement Leave**

**Board Policy:**

**DATE REVIEWED: 11/9/2015  
DATE APPROVED: 11/9/2015  
EFFECTIVE DATE: 11/9/2015  
REPLACING POLICY EFFECTIVE: 1/12/2015**

It is the policy of the Library to permit employees to be absent from work on an authorized, short-term basis for grieving and/or attendance at the funeral of a family member.

**Administrative Procedure:**

**DATE APPROVED: 05/18/2020  
EFFECTIVE DATE: 05/18/2020  
REPLACING PROCEDURE EFFECTIVE: 11/9/2015**

- A. Up to three days will be granted for leave in the event of a death in the immediate family. Immediate family here is defined as: parent, sibling or step-sibling, child or step-child, spouse, parent-in-law or relative who resides in the employee's household. Up to one day will be granted for leave in the event of a death of a near relative. Near relative is defined as: first cousin, grandparent, grandchild, aunt, uncle, niece, nephew, brother- or sister-in law.

- B. Days off must be consecutive calendar days. However, employees who had scheduled PTO during the bereavement leave may not substitute bereavement leave for the scheduled PTO. The employee will be paid for scheduled work days. Bereavement hours will not count toward overtime. Time will not be deducted from paid time off or sick leave, but is considered separate for the days of leave. Additional time may be requested and charged to paid time off, vacation time, or sick leave.
- C. Full-time employees (36 – 40 hours per week) are paid for eight hours for each day. Regular part-time staff (28-35 hours per week) will be paid for six hours and regular part-time staff (18-27 hours per week) will be paid for four hours leave. Part-time staff working less than 18 hours will not be paid for bereavement leave.
- D. Employees should contact their immediate supervisor as soon as possible but no later than the beginning of the first day of absence due to bereavement leave. An employee must specify the relationship of the deceased and the number of days off. Proof of the death and relationship may be requested.
- E. Prior approval from the Director or designee may be obtained for the actual time needed to attend the funeral of a friend. The time missed is to be made up during the same pay period if possible otherwise PTO may be used.
- F. Absence for bereavement will not be utilized in determining unscheduled absence/poor attendance records.
- G. Absence for bereavement will be noted as such on time cards.

## b. Employment Classification Policy

### Employment Classification Categories

**Board Policy:**

**Date Reviewed: 3/18/2019**  
**Date Approved: 3/18/2019**  
**Effective Date: 3/18/2019**  
**Replacing Policy Effective: 1/1/2018**

It is the policy of the library that all employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and benefit eligibility. These classifications do not guarantee employment for any specified period of time and can change with job duties or as stated in the Fair Labor Standards Act. The right to terminate the employment-at-will relationship at any time is retained by both the employee and the Pickerington Public Library.

**Administrative Procedure:**

**Date Reviewed: 5/18/2020**  
**Date Approved: 5/18/2020**  
**Effective Date: 5/18/2020**  
**Replacing Procedure Effective: 3/18/2019**

The following terms will be used to describe employment categories and status:

#### **Exempt Employees**

An exempt employee is a salaried employee earning at least \$684 per week who holds an executive,

administrative, professional, or computer professional position as defined by the Fair Labor Standards Act. Exempt employees are exempt from the minimum wage and overtime provisions of the Federal Fair Labor Standards Act (FLSA).

### **Non-Exempt Employees**

Non-exempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

### **Full-Time Employee**

Full-time employees are those who are regularly scheduled to work at least thirty-six 36 hours per week. Generally, they are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefit program.

### **Part-Time Employee**

Part-time employees are those who are regularly scheduled to work less than Thirty-six 36 hours per week. Eligibility for benefits is determined by the number of hours worked per week.

### **Independent Contractors**

Independent Contractors are persons the Library retains to perform a particular job, typically for a limited time period. These persons may be self-employed or they may work for an outside agency. Independent contractors are not eligible for Library benefits and they are not employees of the Library.

## **c. Holiday Policy**

### **Holiday Policy**

#### **Board Policy:**

**Date Approved: 05/12/2016**  
**Effective Date: 05/12/2016**  
**Replacing Policy Effective: 01/12/2015**

It is the policy of the Library to observe holidays each year as may be determined by the Library Board. Full-time and part-time staff are eligible for holidays with pay. The library will be closed for the following traditional holidays each year:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

The Library will be closed on Easter Sunday. There will be no holiday pay for this day.

The library will be open on the Federal Holidays of Martin Luther King Day, Presidents' Day, Columbus Day, and Veterans' Day except when and in-service/staff development day is scheduled. There will be no holiday pay for these days.

#### **Administrative Procedure:**

**Date Approved: 05/18/2020**  
**Effective Date: 05/18/2020**

- A. The Library will post a schedule of closed days/Holidays on the library's website annually.
- B. Full-time and part-time staff are granted holidays with pay. Staff are compensated for a prorated number of hours, not to exceed 8 hours, according to the following schedule:

<u>Hours Scheduled/Week</u>	<u>Hours Paid</u>
36+	8.0
27.5-35.5	6.0
22.5-27	5.0
15-22	4.0

- C. If an employee is scheduled to work on a holiday, the employee will be paid his/her regular rate of pay plus the appropriate amount of holiday pay according to the schedule in item B of these administrative procedures.
- D. The Library reserves the right to schedule work on an observed holiday for a community event or in an emergency situation as determined by the Library Director.
- E. Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- F. At the discretion of the Director, the Library may close at 5 p.m. on July 3<sup>rd</sup>, on Thanksgiving Eve, and on New Year's Eve.
- G. When a holiday falls on Sunday, the holiday will be observed on Monday.
- H. Scheduling: When a designated holiday falls on a full-time employee's regularly scheduled day off, the supervisor will schedule another day off.
- I. Eligibility: In order for an employee to be eligible for holiday pay, the employee must have been hired prior to the holiday, be on a leave with pay during the week when the holiday occurs, or have actually worked during the pay period in which the holiday occurred. An employee who has an unscheduled absence the scheduled shift immediately before or after a holiday will forfeit holiday pay unless a doctor's excuse is provided.
- J. The Library recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days which are not included in the Library's holiday schedule. Accordingly, employees who would like to take a day off for such reasons may be permitted to do so, upon giving prior notice to their department manager and provided the employee's absence from work does not result in an undue hardship on the conduct of the Library's business. Employees may use accumulated days of paid absence on such occasions, or they may take such time off an unpaid, excused absence.

## **05-01-20 Motion to approve the Consent Agenda**

Todd Stanley made a motion to approve the Consent Agenda items. Jennifer Hess seconded.

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

## Public Participation

Mary Herron, Berneice Ritter and Michelle Shirer came into the meeting.

### Friends of the Library Report

Tony shared that the Friends of the Pickerington Public Library has agreed to pay for the cost of the program to allow a virtual Summer Reading Program, READSquared.

### Finance Committee

#### Fiscal Officer's Report

Brenda shared the financial reports for April.

Checking balance - \$926,064.34

General Fund Investments - \$2,480,002.42

Capital Fund investments – Star Ohio - \$592,212.64

April General Fund Revenue - \$70,626.46

Revenue Highlights:

PLF - \$66,381.60

Customer Fines - \$117.07

Interest - \$1,818.07

Refunds & Reimbursements - \$2,309.72 (BWC refund for 2018 premium)

Capital Projects interest income - \$441.36

No special revenue income

Expenditure Highlights:

Main Personnel - \$73,657

Branch Personnel - \$15,823

Main Operations - \$43,349 (higher due to yearly insurance payment, quarterly consortium and annual website maintenance)

Electricity is down due to usage and refund of Capital credits from South Central Power

Branch Operations - \$13,629

Collection - \$14,007

Equipment and Furniture - \$0

April General Fund Expenditures - \$160,465

Financial Updates:

Revenues:

- Property Tax Levy Revenue – Franklin County Auditors are delaying the due date of real estate taxes by a couple of months. Fairfield County has not changed their due date from July 16, 2020 at this time. The 2<sup>nd</sup> half of the real estate taxes are still expected to be received in 2020. Attended recent zoom meeting with State Treasurer and he confirmed that property tax levy revenues are secure. Adjustments to property tax levy collections occur with re-evaluations of lower property values. According to

State Treasurer there will be late payments, but they are minor to the overall amount expected.

- Property Tax Allocation – The State portion of the tax levy and is expected to be received in full at this time.

- Public Library Fund – State Revenues – The April PLF based on March receipts was 10.06% lower than estimated. May PLF based on April collections is 35.13% lower than the State’s estimate. Delayed income tax collections are expected in July, which are normally received in April. The amount to be received for May PLF is \$76,752.65. The library has projected to receive 20% less PLF revenue this year than estimated.

Pickerington Public Library					
PLF Receipts					
2020					
	County	County			
	Estimate	Actual	Difference		
January	325,859.00	325,554.99	-304.01		
February	383,844.00	391,315.40	7,471.40		
March	268,219.00	287,045.41	18,826.41		
April	258,957.00	232,917.88	-26,039.12		
May	415,162.00	269,307.56	-145,854.44		
June	359,809.00				
July	389,459.00				
August	303,560.00				
September	352,071.00				
October	328,899.00				
November	335,210.00				
December	355,567.00				
	4,076,616.00	1,506,141.24	-145,899.76		
	PPL Estimate	PPL Actual	Difference	% of Monthly Est.	
January	92,870	92,783.17	-86.64	-0.09%	
February	109,396	111,524.89	2,129.35	1.95%	
March	76,442	81,807.94	5,365.53	7.02%	
April	73,803	66,381.60	-7,421.15	-10.06%	
May	118,321	76,752.65	-41,568.52	-35.13%	-8.83% % short of estimate through May
June	102,546	0.00			
July	110,996	0.00			
August	86,515	0.00			
September	100,340	0.00			
October	93,736	0.00			
November	95,535	0.00			
December	101,337	0.00			
	1,161,835.56	429,250.25	-41,581.43		

- Star Ohio’s 5/18 daily interest rate – 0.72%

Other Items:

- Dental Insurance – The library has received a notice that April insurance charges for participating employees will be credited on the June bill due to COVID-19. Once the library receives this credit on the dental bill, staff will be credited for the amount they paid for April coverage on their June payrolls.

- Ohio Unemployment – Even though the library did not furlough or layoff any staff, the library has received 3 claims for unemployment. The claims are for former employees

that worked for the library in 2019 and voluntarily left the library for another employer. Unemployment benefits are calculated based on the prior year and since the library is a reimbursing employer, ODJFS is preparing to bill the library for all or a portion of their current unemployment benefits based on being furloughed from the current employer. The library has appealed all 3 of these claims. The total potential charges are \$6,857.50. The library has budgeted \$8,000 for unemployment for 2020.

- Consortium Expenses – The library is expecting a credit for 2.5 months of delivery services on the next quarterly consortium bill since there have not been delivery services during the shutdown starting in mid-March. Delivery services are currently being scheduled to begin in June. The calculated credit will be \$3020.43 for Main and \$3020.43 for Sycamore.

- The Families First Coronavirus Response Act – Effective April 1, 2020 – December 31, 2020 this law requires paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. This applies to the library, so the library will be providing this paid leave based on the criteria listed in the act. The library is not eligible for reimbursement for this paid leave.

## Other Committee Reports

### Director's Report

#### Spring Strategic Focus – Connect Community

##### Facilities:

##### Current projects:

- Main Library Structural roofing issue - Nothing new at this time.
- Customer Service workroom remodel - Final inspection occurred this past week.

##### Project complete.

- Thorough Clean of Facilities - Frank and Daniel continue cleaning both locations from top to bottom.
- Chiller Water Pump repair - One of the water pumps to the chiller developed a leak and Frank is working with GTC to obtain replacement parts and repairs. Water damage to walls in entryway and men's public restroom. The quote to repair was \$1700. The library plans to repair this without using a contractor for \$200 - \$300.
- Repairs to HHC chairs - HHC chairs are all more than 10 years old. The actual chairs are in great shape, but the hydraulic cylinders are going bad. The average cost of new chairs would be around \$200 - \$250 per chair. Frank found a vendor that is supplying us with replacement cylinders for \$25 each. This DIY has resulted in over \$2000 in savings for the library.

##### Miscellaneous:

- OLC presentations - OLC rescheduled the New Director Workshop to June 4. This will be a virtual workshop. Topic 1 (Tony) – So you decided to become a Library Director; Topic 2 (Cristie & Tony) – Success with your Board of Trustees
- Virtual Library and Operations during the COVID 19 Shutdown:

Services - Staff are conducting virtual programming (early literacy classes, ASL classes, crafting idea classes, book clubs and Facebook Live). Staff are answering reference

questions by email, following up phone messages and issuing library cards so community members can use our e-resources. May 7 Bookdrops reopened - 72 hour quarantine. May 12 Curbside Pickup began. May 26 Lockers will reopen.

- PPE (Personal Protective Equipment) – Masks: We are working on getting all staff 2 reusable cloth masks. The fabric was either donated or provided by Tony. Four staff members are making these masks: Joan Underwood, Laura Hanby, Eriikka Sawdey and Lorna Reine. A limited supply of disposable masks was provided for staff - around 800 to start out.

Gloves – The library has a few cases of gloves, so there are plenty for now.

Sanitizer – The library was able to stock up early on during the pandemic. We are on a couple of lists for monthly supply shipments from local distilleries making sanitizer, so this should not be a problem restocking. Sanitizing wipes is the only product we are having a problem getting.

- Summer Reading (Virtual) - June 8-August 8 – READSquared - Dana Folkerts shared the different aspects of this website/app, and what the library has done to customize the site. Prizes should be able to be picked up curbside. Staff is working on a paper program for those who do not want to participate virtually. The library will also be providing grab-and-go bags and on demand stories and songs.

- Staff work expectations - All staff are expected to work their budgeted hours or take PTO/unpaid time. Staff are expected to take online workshops/webinars each week. The tech trainers, Robin and Kim, are creating trainings for staff as well as providing virtual tech support. There are at least three zoom meetings a week: Managers meetings, Department Touch base meetings, and all staff touch base on Fridays.

- Safety procedures - All staff are expected to wear masks when moving around the library (not at their desks or work stations). All staff must clean their workstation before turning over to a coworker. Gloves and masks should be worn during curbside pickup services. Staff are expected to follow the wellness checklist when arriving at work (we do provide a thermometer).

- Policies reviewed - Besides the ones covered on the Board agenda, the PTO policy was the only one reviewed. There are no changes needed to this policy.

#### Tax Increment Financing (TIF) Awareness:

The City of Pickerington is getting ready for a second reading to create a TIF for several parcels along refugee road. Brenda and Tony are looking into how this will affect the library's revenues. There are currently nine other TIFs in our service area.

ORDINANCE 2020-07, "AN ORDINANCE DECLARING THE IMPROVEMENT TO CERTAIN PARCELS ALONG REFUGEE ROAD TO BE A PUBLIC PURPOSE AND EXEMPT FROM TAXATION; PROVIDING FOR THE COLLECTION AND DEPOSIT OF SERVICE PAYMENTS AND SPECIFYING THE PURPOSES FOR WHICH THOSE SERVICE PAYMENTS MAY BE EXPENDED; AUTHORIZING MAKE-WHOLE COMPENSATION PAYMENTS TO THE PICKERINGTON LOCAL SCHOOL DISTRICT AND THE EASTLAND JOINT VOCATIONAL SCHOOL DISTRICT," First Reading, Mayor Gray.

#### 2020 Director Action Items:



- Better Communication early on with Managers and Staff regarding changes - Regular updates and constant communications are ongoing during the COVID 19 closure.
- Better Communication with the Board – Tony has been keeping the Board up to date with what has been happening during the closure.
- Continue to expand community outreach to be reflective of the community - This has been put on hold until we know what will happen after the Governor’s Stay at Home order ends.
- Find better ways to manage the afterschool crowds - This hasn’t been an issue lately!

Mike Jones left the meeting.

### Community Engagement Report

Curbside Pickup – Colleen shared a picture of the first day that was posted on social media, along with comments and questions from the one post.

Customer Comments:

“We’ve been to pick up a lot the past week! Thank you so much for offering this!!

My 9 year old is in heaven with all his new books.♥”

“Our kids were SO excited for new books this morning - thanks for doing this!”

“I miss the staff!!!”

“Thank you so much for offering this service. We were able to pick up our first group of books yesterday and it was super easy.”

“Appreciate it. Will be happy when library is open and I can volunteer again!”

FAQs:

I have one item held in the lockers the app says? Are the lockers being used now? If not how do I get that book?

Does anyone know when the library will open inside?

I have a book on hold. Do I just drive by to get it? Not sure how this works. Thank you.

We have some items we would like to return. Is there a way for us to do that? Or should we wait?

Will we get a text like before when the books are ready for pickup?

Will there be summer reading challenges for kids and adults like last summer?

Does this mean everything is due back now? Or are due dates still extended or not happening right now?

Stats:

App usage: Apple (274 impressions, 52 installations), Google/Android 118 installs (70 new users).

Twitter: 15k tweet impressions, 118 profile visits, 11 mentions. *Popular posts:*

Top tweet: introducing family fun storytime and Bear hunt materials. Top mention:

Pickerington Public Schools about online classes and materials.

Facebook: 3,281 followers (saw biggest jump in followers in one month (April) since the library got its Facebook page), page views up 28% in last 28 days, engagement up 11% in the last 28 days, reached 11,116 in last 28 days. *Popular posts:*

- ASL announcement (adding more classes): 17.5k reach
- Curbside pickup announcement: 3k reach

- Bookdrop reminder: 3k
- Curbside pickup update: 2.7k reach
- Art class w/ Kim (tiger king image): 1.9k reach
- App announcement: 1.8k reach

Instagram: Over 2,800 impressions (May 2- May 8), 802 followers, top post: top 5 Friday with 2,014 impressions.

Youtube - Colleen shared a YouTube video of one of the library's virtual classes: 1,027 views in the last 30 days, 6 new subscribers (now 36)

Popular YouTube Videos:

- Marble Runs: 226 views
- Warhol Inspired Art class: 85 views
- Sensory Storytime w/ Grace: 72 views
- Storytime w/ Kimberly: 64 views
- Stay-at-home STEAM: Turtle Talk (collab w/ Camp Oty'Okwa): 55

Colleen shared a picture of Violet with a mask holding a board that says #in this together Ohio and #PPL at home.

Popular links on social media (using Bitly.com tracking):

- Curbside pickup announcement press release: 328 clicks
- Curbside pickup announcement preview press release: 200 clicks
- Here are 450 Ivy League courses you can take online right now for free (Freecode): 67 clicks
- LeapFrog straw rockets STEAM project w/ Ali: 64 clicks
- Storytime w/ Grace: 53 clicks

Website usage: 17,299 pageviews, popular pages from April 1 to May 16:

- home page (8.2k)
- curbside pickup announcement post (1.6k)
- E-branch (1.6k)
- curbside pickup preview post (649)
- About us (338)
- Services (324)
- (ecard sign up had 201 and app release had 294)

Blogs: had 2,969 hits overall in April (making it the site's most popular general destination other than the home page). Popular posts in April 1 to May 16:

- curbside pickup announcement
- curbside pickup preview
- App announcement
- facility closure update

Old Business

New Business

Summer Reading Grant

The library has been approved for a summer reading grant through the State Library of Ohio.

**05-02-20 Resolution to establish a Summer Reading Grant fund number 2011**

Mary Herron made a motion to approve establishing a Summer Reading Grant fund number 2011. Todd Stanley seconded.

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

Establish Summer Reading Grant Revenue Account – Expected 2020 revenue is \$1,500

**05-03-20 Resolution to establish revenue account 2011-212-0000 Restricted Federal Grants-In-Aid**

Mary Herron made a motion to approve establishing revenue account 2011-212-0000 Restricted Federal Grants-In-Aid. Berneice Ritter seconded.

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

Time Reporting Policy

**05-04-20 Resolution to approve the changes to the Time Reporting Policy**

Berneice Ritter made a motion to approve the changes to the Time Reporting Policy. Todd Stanley seconded.

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

**Time Reporting**

Board Policy:

DATE REVIEWED: 05/18/2020  
DATE APPROVED: 05/18/2020  
EFFECTIVE DATE: 05/18/2020  
REPLACING POLICY EFFECTIVE: 1/12/2015

It is the policy of the Library to require employees to record their time for pay purposes in accordance with laws and regulations.

Administrative Procedure:

DATE APPROVED: 05/18/2020  
EFFECTIVE DATE: 05/18/2020  
REPLACING PROCEDURE EFFECTIVE: NEW

- A. All nonexempt employees are required to use the designated timekeeping system to record their hours worked and paid time off for payroll and attendance purposes. The time record covers a pay period consisting of two workweeks and is submitted at the end of the second workweek on a schedule determined by the Fiscal Office.
- B. Employees are to maintain an accurate daily record of hours worked. They should not modify their schedule without approval of their supervisor.
- C. A work hour is defined as any hour of the day that is worked and should be recorded to the nearest (.25) of an hour.
- D. All forms of compensated leave must be recorded on all employees time keeping record.
- E. Employees should clock in no sooner than five minutes before/after the scheduled shift and clock out no later than five minutes before/after the scheduled shift.
- F. If the employee misses an entry in the online timekeeping system, the employee must note the missed punch on the online timekeeping system. The supervisor will manually enter the employee's work hours into the timekeeping system.
- G. Managers are responsible for ensuring that all of their direct reports have correct time entries.
- H. The normal workweek for full-time staff members shall be thirty-six (36) to forty (40) hours in any given week. Overtime is defined as hours worked by an hourly or nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest quarter (.25) hour. Overtime must be approved by the Director and will be reimbursed at 1-1/2 times regular pay. Employees with overtime entries that do not have prior approval are subject to disciplinary action.
- I. Filling out another employee's time record, by anyone not in a supervisory role over that employee, is not permitted and subject to disciplinary action.
- J. Once the time record is submitted electronically by the employee and supervisor, they are certifying that time recorded is accurate. Falsification of a time record is prohibited and grounds for disciplinary action up to and including discharge.
- K. Exempt employees are expected to put in a minimum of 80 hours in a pay period, as time worked or a combination of time worked and PTO taken. Department Managers are expected to manage their schedules to meet the needs of the service requirements of their departments. Any member of the Library's Executive Leadership Team (ELT) has the authority to adjust the work schedules of exempt employees based on the specific needs of the department and/or organization.

## 2021 Budget Request

### **05-05-20 Resolution to approve the 2021 Budget Request of \$2,069,434 General Fund and \$150 Homework Help Center Fund**

Berneice Ritter made a motion to approve the 2021 Budget Request of \$2,069,434 General Fund and \$150 Homework Help Center Fund. Mary Herron seconded.

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

## Temporary Hours

**05-06-20 Motion to temporarily change library hours during curbside pickup to Monday-Saturday 9:00 a.m. to 6:00 p.m., closed Sunday, at both locations effective May 26, 2020**

Mary Herron made a motion to approve temporarily changing the library hours during curbside pickup to Monday-Saturday 9:00 a.m. to 6:00 p.m., closed Sunday, at both locations effective May 26, 2020. Berneice Ritter seconded.

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

For the good of the order

Berneice gave a thumbs up for the Pickerington Public Library starting curbside pickup two weeks earlier than the Columbus Metropolitan Library.

Adjournment

Cristie adjourned the meeting at 8:45 p.m.

Next Board Meeting:

Regular Board Meeting

June 15, 2020 @ 7:00 p.m. via Zoom Virtual Meeting if the Governor extends the stay-at-home order or legislation is passed that continues to allow virtual meetings

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Cristie Hammond  
President

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Mary Herron  
Secretary