

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
November 9, 2017

The Board of Trustees of the Pickerington Public Library met in regular session on Thursday, November 9, 2017 at 7:01 p.m. in the Sycamore Plaza Library branch at 7861 Refugee Road. Members present were Cristie Hammond, Michelle Shirer, Mary Herron, and Mike Jones. Staff members present: Tony Howard, Library Director, Kent Daniels, Assistant Director, Brenda Oliver, Fiscal Officer and Colleen Bauman, Community Relations Coordinator. Erikka Sawdey, Homework Help Center Coordinator and Kathy Bowden, Friends of the Pickerington Public Library.

Call to Order

Cristie called the meeting to order.

Roll Call

Excused Absence – Cheryl Ricketts, Todd Stanley, Bob Mapes

Cristie asked for approval for the regularly scheduled Board meeting and FAB Committee minutes from October 12, 2017.

Approval of minutes

**11-01-17 Motion to approve the Regular Board and FAB Committee Meeting Minutes for October 12, 2017**

Mike Jones made a motion to approve the Regular Board and FAB Committee meeting minutes for October 12, 2017. Mary Herron seconded. Minutes were approved with no changes. Motion passed.

Public Participation -none

Friends of the Library Report

Book sale was very successful. No numbers yet. Brenda reported that the money that came through the credit card machine was \$652.50 for items and \$45 for memberships. Kathy said she was glad credit card payment was an option, this was the first time it was available.

Finance Committee  
Fiscal Officer's Report

Brenda shared the financials from October 2017. She asked if there were any questions, there were none.

## Other Committee Reports

Mike reminded the board that there is a Levy meeting scheduled on November 30, 2017 at 6:30 p.m.

## Director's Report

Money that has not been used in 2017 will be transferred from the General Fund to Capital Projects to cover upcoming 2018 projects.

Fire Alarm Panel will be brought up to code; project scheduled in December.

Staff breakroom remodel – work expected to begin in December.

Teen area redesign – 95% complete; waiting on a table and 1 double section of booth seating.

Parking lot - getting some new updated quotes. Wood line clean up – this is a new project. Kent is meeting with ODNR and Yardmasters. There are a couple of lights that are starting to lean toward the ravine and the curb has pulled away from the parking lot. The runoff creek in the ravine at the south end of the parking lot is eroding the hillside. Working on a plan to install a retaining wall and still maintain the integrity of the ecosystem in the ravine.

Children's area updates – Removing some picture book shelving – complete; Adding wall mounted early literacy manipulatives – they are ordered and the expected completion date is January 2018. LEGO interactive table is installed, and a Sensory Light table is installed.

Carpet in Tech Services is scheduled to be replaced as the vendor's schedule allows in December.

Public PC Desk project – scheduled for the 2<sup>nd</sup> week in December.

Monthly Statistical Overview was presented by Erikka Sawdey, who has been an integral part in updating the data project. She talked about how the report is set up and what the different areas represent and how to read the report. Tony shared details about our library and library trends. Less programs, more attendees. Circulation may not be going up, but library usage is up. Patrons are using us in different ways. Mike had a couple of suggestions for Erikka to make statistics more clear.

## Assistant Director Report

Kent shared his updates. Notary Tactic – policy is under construction and one staff member has already taken and passed the test.

End of the year program planning with Adult Services department – Working on a music program. A new book club “First Drafts Book Club” will be held at Combustion Brewery, registration filled up within a week.

Working on an online option through Paycor for time off requests. Program planning forms are going to be done online as well. Working on updating the Emergency Plan to include Sycamore Plaza.

## Old Business

## New Business

### Donation

\$100.00 from Bruce and Meribah Mansfield in honor of Bob Mapes Birthday.

### Patron Purge

Annual purge of inactive patrons at \$24.99 or less: 2519, total fines \$4521.40. Cristie asked if we purged inactive patrons that did not owe as well, Tony said yes. Our CLC fees are based on patron numbers.

### Dress Code Policy

Tony shared that when he started as Director two years ago, dress code was brought up by almost every staff member. At staff development day, this was one of the topics that came up. He made a decision on what to propose and take it to the Board. He took into account a couple of areas. There are legal concerns with the current policy; we are not legal regarding tattoos and body piercings. Cristie said it was apparent from the beginning that no one was happy with the uniforms. She finds this new policy very acceptable. Mary agreed. Tony added that the library is spending over \$2000 on shirts a year. Staff only received 2 shirts per year because of IRS rules on taxable fringe benefits. Tony said he felt it was time to move away from staff wearing required logoed attire; however, keeping it as an option.

### **11-2-17 Resolution to approve the changes to the Employee Dress Policy including changing the name to Employee Dress and Personal Appearance Policy effective January 1, 2018**

Mike Jones made a motion to approve the changes to the Employee Dress Policy including changing the name to Employee Dress and Personal Appearance Policy effective January 1, 2018. Mary Herron seconded.

Roll Call: Cristie Hammond-yes; Michelle Shirer-yes; Mike Jones-yes; Mary Herron-yes.  
Resolution passed.

### Fine Free at the Library

Tony presented a power point on the library going fine free. Goals of this initiative is that it will create a more positive patron experience, remove barriers to services and access, retain current patrons, regain lapsed patrons, reach non-users. He addressed issues and provided revenue breakdown. He shared information on the communication notifications that go out to the patrons and how lost item charges will be handled. Information provided from other libraries that have gone fine free all reported positive responses from their patrons. Mike asked how we roll out Fine Free. Tony said we let the community know the goals and share through a press release that they have one more thing to be thankful for in 2017.

### **11-3-17 Resolution for the library to go fine free November 23, 2017**

Mike Jones made a motion to approve the resolution for the library to go fine free November 23, 2017. Mary Herron seconded.

Roll Call: Mike Jones-yes; Michelle Shirer-yes; Mary Herron-yes; Cristie Hammond-yes.  
Resolution passed.

### Employee Compensation

Catherine Polack is the branch manager at the Sycamore Plaza Library. During the hiring negotiation process, Catherine was offered \$19.55 an hour, which is the starting point for her position on the library's salary ranges. She wanted to start at \$20 an hour. As a result of those negotiations, Tony agreed if she was successful in her new position in the first 90 days, the library would raise her wage to \$20 an hour after her initial 90 days. She received a performing as expected on her 90-day assessment. In fact, she has been performing better than we could have hoped for a new manager.

### **11-4-17 Resolution to retroactively approve increasing Catherine Polack's hourly rate from \$19.55 to \$20 an hour effective October 15, 2017.**

Mary Herron made a motion to approve the resolution to retroactively approve increasing Catherine Polack's hourly rate from \$19.55 to \$20 an hour effective October 15. Mike Jones seconded.

Roll Call: Mary Herron-yes; Mike Jones-yes; Cristie Hammond-yes; Michelle Shirer-yes. Motion passed.

Cristie reminded everyone of the Strategic Planning retreat at OhioHealth on Saturday, November 18.

Cristie Hammond adjourned the meeting at 8:33 p.m.

### **Next Board Meeting:**

FAB Committee Meeting  
December 14, 2017 at 6:30 p.m.

Regular Board Meeting  
December 14, 2017 at 7:00 p.m.

---

Cristie Hammond  
Library Board President

---

Mary Herron  
Library Board Secretary