

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
November 19, 2018

The Board of Trustees of the Pickerington Public Library met in regular session on Monday, November 19, 2018 at 7:02 p.m. in the Pickerington Public Library at 201 Opportunity Way. Members present were Cristie Hammond, Mary Herron, Cheryl Ricketts, Todd Stanley, Michelle Shirer and Mike Jones. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer, Donna Maturri, Assistant Director and Colleen Bauman, Community Relations Coordinator.

Excused Absence: Berneice Ritter

Public in attendance: Kathy Bowden, President of the Friends

Call to Order

Cristie called the meeting to order.

Roll Call

Secretary's Report

Consent Agenda

1. Approval of minutes
 - o October 15, 2018 Regular Board Meeting
2. Donations
 - o Radio 90.9 AM donated 3 children's books valued at \$47.97
 - o Paul Johnson donated Virtual Reality glasses sets, games and children's books valued at approximately \$600.00
3. Frank Moriconi – pay increase from \$11.00 per hour to \$11.50 per hour effective on 11/11/2018 as part of the salary negotiation agreement and contingent upon completing a successful introductory period.

Cristie asked for approval for the consent agenda items.

Approval of Consent Agenda

11-1-18 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, Todd Stanley-yes, Michelle Shirer-yes.

Public Participation

Friends of the Library Report

Kathy Bowden shared that the fall book sale netted about \$3800 in sales. They are discussing adjusting the opening time if trick or treat falls during the book sales in the future.

Finance Committee

Fiscal Officer's Report

Brenda asked if there were any questions regarding the October financial report. There were none.

Cheryl Ricketts entered the meeting at 7:06 p.m.

Other Committee Reports

Levy Committee – Mike Jones shared the Levy was successful. There is a post Levy general report that he will be filing. He will share that information next month. He also shared that the intention is to leave the PAC in place and continue to accept donations. Cristie said that what this entails is that someone be the treasurer of the PAC; presently it is Mike Jones. If the Board thinks it is a good idea to keep the PAC it will need stay intact and have a treasurer file reports periodically. Board members concurred that is was necessary to keep the PAC in place.

Director's Report

Parking Lot – project going on right now through the next week. Portable book drop was borrowed from CML.

Roof project – Tony met with Mike Coulter. With the new understanding that it is a portion of the room and not the whole roof, his team will be re-evaluating the estimate this week.

Bathroom issues – Plumbers came out to fix the urinals. Converting to automatic sensing flushers. Also replaced 2 toilets in the women's bathroom.

Water fountain – Adding a bottle filler to the water fountain.

Boiler room – Water pump motor on one of boilers went out. Waiting on a replacement motor so we are back up to two working boilers.

Levy – Tony provided library ballot results from other libraries in the state for comparison.

Fish tank – Thanks to the Friends – the fish tank has a new life with new fixtures and fish.

Staff development day – Tony received many compliments from staff saying best staff development day ever. Cameron Mitchell presented.

Staffing updates – Facility Manager position is still open. Part-time Customer Service Associate has been filled. Nicole Cannell will be starting next week. Part-time Customer Service Assistant position is still open.

Community Connections – Helped Fairfield County Sheriff with an investigation. Library staff and Violet went out on a couple of successful Trunk or Treats visits.

Assistant Director's Report

Pickerington Teen Book Fest 2018 – 270 attendees. Best Book Fest sales for Barnes and Noble.

Trick or Treat at Your Library – Estimated 300 attendees.

Ohio Wildlife Center – November 17 – 79 attended.

Upcoming Events:

Santa Saturday, December 1 – at 1:45 Tim Schaffer will be reading 'Twas the Night Before Christmas. Photos with Santa and Violet, crafts and a final performance from the One More Time String Band starts at 2pm.

Author Visit with Lori Foster and Sophie Jordan in collaboration with the Friends and Book Loft of German Village.

Author visit at Sycamore Plaza with Janet Beard, author of the novel The Atomic City Girls.

Staffing – Tech Trainers Ethan Brown and Kimberly Donnelly started Tuesday November 13 and will be alternating shifts, Monday-Saturday. They are currently working on a survey to submit to the public about what kinds of classes and what they would be interested; will be available online and paper version.

Social Media Updates – Youth Services Department recently added a small collection of books in braille. Because of a post on Facebook, 50% of the books shown are already out to readers.

Old Business

New Business

We passed the levy! Next steps discussion

Now that our levy passed we need to figure out what's next. With the understanding that we do not start receiving money from the Levy until 2020, there is money that hasn't been spent that we are looking to use to fulfill some promises in 2019.

The Library's Executive Leadership Team (ELT) is proposing the following plan.

March 2019, Increase hours of operation at Sycamore Plaza by 18 to 22 hours a week. Survey the community to help us determine the appropriate hours. This will require hiring the following staff in January and start training them with the plan to begin the new hours in March.

- 1 Full-time Manager (Youth Services or Customers Services to be determined)
- 1 Part-time Homework Help Center Coordinator
- 2 Part Time Customer Service Assistants

January 2019 - To help better serve the northwest portion of Pickerington and Violet Township (and all of our service area) we feel the following changes are appropriate for Main Library staffing:

The current outreach staff person visits assisted living facilities to deliver books. The plan would be to create a new position of 1 Full-time Outreach Specialist position – This person would help ELT define outreach services for the future to better use our resources in order to enhance our services and deliver programs. Additionally, this person will allow us to reach those areas of the community we are missing and deliver information about the resources available from home.

Main Library's Homework Help Center Coordinator from Part-time to Full-time - This person would become the organizations Volunteer Coordinator and during the school year work out in the community (as well as at the library in order to increase how we build relationships and ensure the success of our services. Once the HHC is closed, this person would take over summer reading and the volunteers needed. They would also become the mentor for the part-time HHC at Sycamore Plaza to ensure this service remains consistent throughout the organization.

Adding one additional person a part-time Reference Assistant – This person is needed to take on the collection and desk responsibilities of the HHC Coordinator at Main library so they can have time to expand our reach in the community.

ELT is taking the next month to confirm the long-term sustainability of these changes. The financial ramifications can be viewed on the Temporary Appropriations Budget for 2019.

Tony added that they are sharing this information so there is a month to consider the proposal and formulate questions for the next board meeting. Mike said he would like to see an approach to what we are bringing to the community planned using the strategic plan. Michelle added she thought that the plan presented of adding new staff was a good plan financially.

Tony shared how the collection budgets were fine-tuned using smart data driven decisions.

2019 Holiday and Closing Schedule

Followed the Board approved policy in making the decisions regarding holiday and building closures for 2019. Planning two staff development days for 2019. February and October. February will focus on safety and security with Ohio Ethics training that will include an invitation to City and Township employees.

11-2-18 Motion to approve the Resolution to approve the 2019 Holiday and Closing Schedule

Mike Jones made a motion to approve the Resolution to approve the 2019 Holiday and Closing Schedule. Michelle Shirer seconded.

Roll call: Todd Stanley-yes, Cristie Hammond-yes, Mike Jones-yes, Cheryl Ricketts-yes, Mary Herron-yes, Michelle Shirer-yes. Resolution passed.

Pickerington Public Library
Holiday & Scheduled Closings 2019

New Year's Day – January 1 – Closed

Staff Development– February 11 – Closed (Safety & Security)

Easter – April 21 – Closed

Memorial Day – May 27 – Closed

Independence Eve – July 3 – Close at 5:00 pm

Independence Day – July 4 – Closed

Labor Day – September 2 – Closed

Staff Development Day – October 21 – Closed (Professional Development)

Thanksgiving Eve – November 27 – Close at 5:00 pm

Thanksgiving Day – November 28 – Closed

Christmas Eve – December 24 – Closed

Christmas Day – December 25 – Closed

New Year's Eve – December 31 – Close at 5:00 pm

2019 Board Meeting Schedule

Cristie asked the Board to consider the meeting schedule for 2019. Board agreed to stick with the third Mondays of each month at 7:00 p.m. Cristie added that it was important for members to make as many of the meetings as possible; everyone has great ideas and their input is appreciated.

Guiding Ohio Online Grant fund

This represents the portion of the Guiding Ohio Line Grant fund that needs to be appropriated for 2018. We have received the amended Certificate of Available Resources for this amount from the County Auditor.

11-3-2018 Motion to approve the Resolution to appropriate 2008-100-390-3912 Other-Purchased and Contracted Services (Programs) for \$3,150

Cheryl Ricketts made a motion to approve the Resolution to appropriate 2008-100-390-3912 Other-Purchased and Contracted Services (Programs) for \$3,150. Mary Herron seconded.

Roll Call: Todd Stanley-yes, Mike Jones-yes, Cristie Hammond-yes, Michelle Shirer-yes, Cheryl Ricketts-yes, Mary Herron-yes. Resolution passed.

Sensory Story Time Grant fund

Sensory Story Time Grant fund has \$3,787 available to be appropriated for 2018. The library has received the amended Certificate of Available Resources for this amount from the County Auditor.

11-4-18 Motion to approve the Resolution to appropriate 2009-100-451-2112 General Admin Supplies (Programs) for \$3,787

Cheryl Ricketts made a motion to approve the Resolution to appropriate 2009-100-451-2112 General Admin Supplies (Programs) for \$3,787. Michelle Shirer seconded.

Roll Call: Mary Herron-yes, Mike Jones-yes, Todd Stanley-yes, Cheryl Ricketts-yes, Cristie Hammond-yes, Michelle Shirer-yes. Resolution passed.

For the good of the order

Cristie shared that the December's Board meeting will be held at Sycamore Plaza Library at 7:00 p.m.

Adjournment

Cristie adjourned the meeting at 8:15 p.m.

Next Board Meeting:

FAB Committee Meeting
December 17, 2018 @ 6:30 p.m. (Sycamore Plaza)

Regular Board Meeting
December 17, 2018 @ 7:00 p.m. (Sycamore Plaza)

Cristie Hammond
Library Board President

Mary Herron
Library Board Secretary