

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
November 16, 2020

The Board of Trustees of the Pickerington Public Library met in regular session on November 16, 2020 at 7:01 p.m. via a Zoom Virtual Meeting, Pickerington, OH 43147. 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: Antonia Boveia, Mikel Coulter, Lauren Edmonds, Jennifer Hrusch, Grace Walker, Catie White.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Secretary's Report

Consent Agenda

1. October 19, 2020 Regular Board Meeting Minutes
2. October 19, 2020 FAB Meeting Minutes

**11-01-20 Motion to approve the Consent Agenda**

Todd Stanley made a motion to approve the Consent Agenda items. Mary Herron seconded.

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

Michelle Shirer entered the meeting.

Public Participation

One public comment was given.

Berneice Ritter entered the meeting.

Friends of the Library Report

Finance Committee

Fiscal Officer's Report

Brenda shared the October financials:

October 2020 financials

Checking balance - \$1,602,375.89

General Fund Investments - \$2,340,414.02

Capital Fund Investments – Star Ohio - \$543,357.41

October General Fund Revenue - \$119,690.74

Revenue Highlights:

PLF - \$94,176.87

Property Tax Allocation - \$11,453.04 (Franklin County)

Customer Fees & lost items - \$123.49

Coin Op - \$513.25

Interest - \$375.47

Insurance Reimbursements - \$12,641.13

Capital Projects Interest Income - \$70.14

Special Revenue Income - \$8,679.28 (\$4,266.28 Transfer)

Expenditure Highlights:

Main Personnel - \$73,056

Branch Personnel - \$12,476

Main Operations - \$31,770

Branch Operations - \$9,384

Collection - \$22,210

Equipment and Furniture - \$405

October General Fund Expenditures - \$153,566

Total Expenditures through 10/31/20 - \$1,608,244

Financial Updates:

Revenues:

- Property tax levy revenue – Franklin County's 2<sup>nd</sup> half tax levy funds were received in early October. The amount received was \$11,453.04. The total amount received this year is \$53,102.33 over the estimate.

- Public Library Fund – State Revenues – The October PLF based on September receipts was 0.47% higher than originally estimated. The amount to be received for November PLF is \$99,113.21 which is 3.75% higher than the estimate.

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	309,490.35	-50,318.65	
July	389,459.00	379,315.57	-10,143.43	
August	303,560.00	415,212.64	111,652.64	
September	352,071.00	384,829.27	32,758.27	
October	328,899.00	330,445.15	1,546.15	
November	335,210.00	347,765.64	12,555.64	
December	355,567.00			
	4,076,616.00	3,673,199.86	-47,849.14	
	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%
June	102,546	88,204.75	-14,340.82	-13.98%
July	110,996	108,104.94	-2,890.88	-2.60%
August	86,515	118,335.60	31,821.00	36.78%
September	100,340	109,676.34	9,336.11	9.30%
October	93,736	94,176.87	440.65	0.47%
November	95,535	99,113.21	3,578.36	3.75%
December	101,337	0.00		
	1,161,835	1,046,861.96	-13,637.00	
Revised Estimate	1,073,160			
Difference	\$88,675			

-1.29% % short of est thru Nov

Star Ohio's daily interest rate – 0.13%  
Star Ohio Plus daily interest rate – 0.20%

Other Items:

- BWC Rebate – The Bureau of Worker's Compensation reimbursed the library's 2019 premium in November. The amount is \$2,008.52.
- Payroll Processing – The library received a notice from Paycor, the library's current payroll processor that their fees were going to increase by 5% in November. After researching payroll providers and services, we were able to negotiate with Paycor for another year with increased services and no price increase.
- Performance Assessment Form Project – The library's Performance Assessment Forms have been updated. They have been converted from excel to a PDF fillable

format. There is a 90 day, quarterly, and annual Performance Assessment form for staff and managers. The Performance Assessment Team did an excellent job of modifying and creating these forms.

### Other Committee Reports

Mike Jones gave an update on the Personnel Committee. He recommended using the same end of year assessments as previous two years as well as getting input from the Director and Fiscal Officer of their assessments and goals. The committee will have to meet in December.

### Director's Report

Fall Strategic Focus – Connect Community

Facilities:

Current projects:

- Main Library Structural roofing issue - An issue arose with the warranty of the roof. Mikel Coulter from CTL Engineering discussed that during the planning and design, CTL worked with SIKA Corporation to have an 80-mil material installed, Patina Green in color, with a 30 year No Dollar Limit (NDL) Warranty. However, SIKA does not give a 30 NDL warranty for the Patina Green color, regardless of the thickness.

Therefore, the library has three options with no extra cost:

1. Stay with the design in Patina Green with a 20 NDL warranty, 80-mil thickness;
2. Change to Reflective Gray with a 30 NDL warranty, 80-mil thickness; or
3. Change to Patina Green with a 20 NDL warranty, 60-mil thickness and add a vapor barrier that would be adhered directly to the wood tongue and groove decking.

CTL Engineering recommends option 3 as the vapor barrier would act as a 2<sup>nd</sup> waterproof membrane in addition to the 60-mil PVC with the possibility of extending the warranty based on prior history with SIKA.

### **11-02-20 Motion to approve changing the roof to Patina Green with a 20 NDL warranty, 60-mil thickness and adding a vapor barrier**

Mike Jones made a motion to approve changing the roof to Patina Green with a 20 NDL warranty, 60-mil thickness and adding a vapor barrier. Mary Herron seconded.

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

- Drive up service window - The original contractor backed out of the project before signing the contract. The library is completing this project in phases with current contractors regularly used. Handyman Matters will install the window and drawer. The general electrician will install the electric. The IT contractor will set up the data

connections. Frank and Tony will install the counter. Cyril will install ring doorbell service.

- Touchless fixtures - By breaking out the drive up window, the library is able to save money from the grant and install touchless fixtures in all bathrooms.

Miscellaneous:

- Fairfield County COVID Defense Team - Tony is part of the County's COVID Defense team. This team was formed as a request from the Governor to local community leaders. The goal is to help share COVID-19 information to the community.

- Down With Dewey - The youth services collection is almost finished. Juvenile fiction is the last section to complete, and its conversion is in progress. The Adult collection audiobooks have been converted and staff are working on genre fiction.

- Board Retreat - Prepared information for the Board Retreat. State Library has pushed back help for the library's strategic planning into next year.

2020 Director Action Items:

- Better Communication early on with Managers and Staff regarding changes - Continued with regular staff weekly updates.

- Better Communication with the Board - Emailed or texted when necessary.

- Continue to expand community outreach to be reflective of the community - Held an initial programming strategy meeting with the Management team. The team discussed trends and started researching other libraries' plans for programming post COVID-19. Discussion will continue next month.

- Find better ways to manage the afterschool crowds – Staff is working out the bugs for online HHC. Large crowds have not been an issue since the beginning of the pandemic.

### Community Engagement Report

Library Programming:

October Stats:

October Events: roughly 25 total events

Most attended hosted interactive events:

- Craft it Paper Dahlias (30)
- Buckeye Bigfoot (14)
- Facebook Live Family Fun (11)
- Facebook Live Family Fun 2 (10)
- Paint Night Summer Reading Grand Prize (8)

Trending on PPL YouTube:

- No-sew Fleece Scarf Demo, 2018 (34)
- Sensory Storytime with Miss Grace (25)
- Grab n' Go STEAM: Chicken Crafts (21)
- Pickerington Library Commercial (19)
- Craft it! Paper Dahlias (17)

Coming up:

- Santa Saturday virtually TBA
- Winter Reads with Violet

E-Newsletter (Mailchimp):

October Newsletter: 33 percent open rate, 240 opens, sent to 720 people.

September Newsletter: 37 percent open rate, 268 opens, sent to 722 people.

What the library is seeing: Higher open rate during COVID-19. The library has a higher open rate over other non-profits (25.1%), entertainment (20.5%), religious (27.6%) and education (23.42%). Special focus emails have higher rates, ie: Buckeye Bigfoot, COVID updates.

Community Partnerships:

- Grace Fellowship – 2<sup>nd</sup> delivery of books. Books are available for in class use only. They are also used as read-alouds.
- Goodwill – They are struggling with places to meet, and are grateful library conference rooms are available. Excerpt from an email: “Thank you very much for your help with this. From all of Goodwill, we will not be able to express how much you are helping us and what a relief that this is to have this partnership.”
- Pickerington Area Chamber of Commerce – Colleen shared the banner the library is using.

Colleen shared some pictures of staff member Kim Shay painting Violet on the windows at Sycamore Plaza - New messaging upcoming!

### Old Business

The library had the first staff member test positive with COVID-19. This triggered the below communication to staff regarding the procedures we follow. The staff member did not get COVID-19 from work.

Updated COVID-19 Procedures sent out to staff on November 11:

Please keep in mind that the procedures outlined below are rough processes and subject to change dependent on the situation.

1. Staff notifies manager of illness or is sent home for being sick.
2. Manager informs ELT of situation.
3. ELT works with the Department Manager to review the desk schedule for contact tracing purposes.
  - a. Assumption: All staff are following safety protocols and social distancing.
  - b. Due to the timeline of testing and results turnaround, as well as HIPAA laws, the Library will not notify all employees when there is a positive case of COVID-19 among employees. Instead, any instance where social distancing is found to be in question, staff will be asked to self-quarantine and be tested for COVID-19.

- c. Staff will be required to provide approval from the local Health Department in order to return to work once testing positive for COVID-19.
4. Director works with Property Management to thoroughly clean (immediately) the employee's department and anywhere else the employee may have gone inside the facility.

Points of clarification:

1. There seems to be a misunderstanding that CDC recommendations overrule HIPAA law. This is not the case.
  - a. CDC Guidelines state, "If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Those who have symptoms should self-isolate and follow CDC recommended steps."
  - b. With the library being a small organization and departmentalized, ELT has determined we cannot share COVID results without violating HIPAA Law. This determination was confirmed by the Franklin County Health Department when they recently conducted contact tracing for a staff member.
2. Timeline of COVID Testing, Notification and Return to work
  - a. When a person self identifies with COVID-19 symptoms it could take between one and two weeks to receive results.
    - i. Employee calls off or are sent home with symptoms.
    - ii. COVID-19 Test scheduled (1 to 4-day wait period)
    - iii. COVID-19 Test results return (2 to 5-day wait period)
      1. The shortest time period someone would have results is 4 days.
      2. The longest time period for receiving results is probably closer to two weeks.
      3. Most recent incident: The Library wasn't notified of the positive test results until 10 days after the employee last worked.
    - iv. Negative Results
      1. Employee may return with no symptoms
    - v. Positive results
      1. Employee must receive approval from the Health Department clearing them to return to work.

Library Usage:

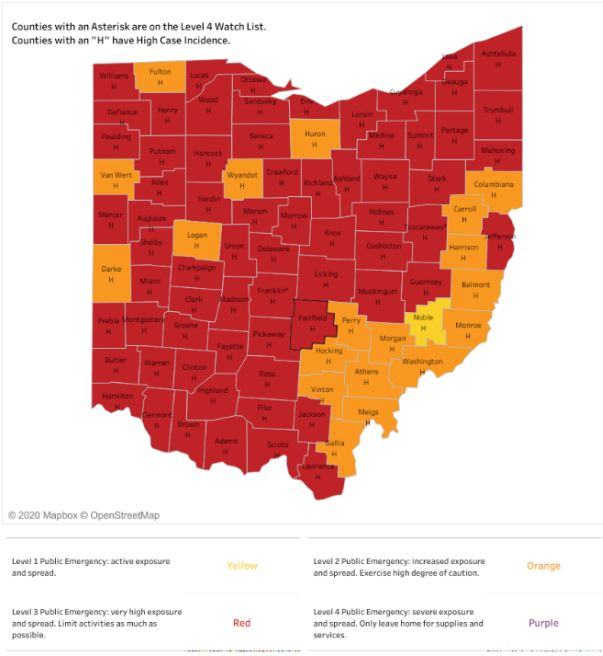
October 1 – 31:  
Curbside: 460  
Computer reservations: 221  
Copy/Fax/Scan reservations: 43  
Table Reservations: 696  
Door Count: 6,968 (combined)

Total circulation: 41,510  
 Wifi use: 1,334  
 Computer lab use: 428

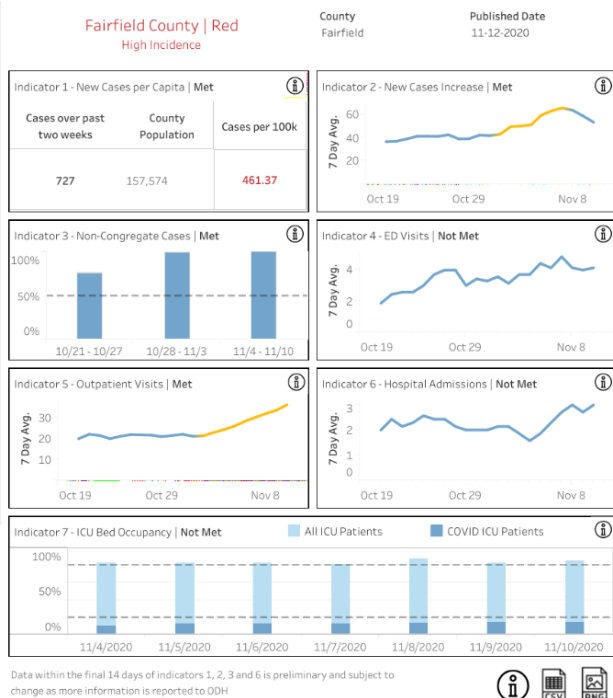
Sept. 1 – Sept. 30:  
 Curbside: 597  
 Computer reservations: 188  
 Copy/Fax/Scan reservations: 50  
 Table reservations: 577  
 Door Count: 4,569 (subtracting curbside employee activity)  
 Total circulation: 38,118  
 Wifi use: 1,210 (unique users)  
 Computer lab use: 381

Current COVID information:

- 4 Categories met, 3 not met



For All Public Emergency Levels, Follow All Current Health Orders



New Executive Orders:

- Updated Mask Order - Gov. DeWine and ODH issued an order enforcing mask-wearing in retail locations. Many, if not all, of Ohio's public library systems are already following these requirements. Please note the following sections in this order:
  - Facial Covering (Mask) Requirement
  - New Posting Requirement
  - Responsibility (Employees are not required to place themselves in jeopardy or risk harm when seeking to enforce this Order.)



- Reasonable Accommodation (Read both sections (a) curbside/no-contact pick-up/delivery option and/or (b) allowing full-face shield that extends below the chin.) Requires posting arrangements for such accommodations on website.
- Updated Mass Gathering Order - In order to minimize the spread of COVID-19 through airborne particles passing between people in close contact, wedding receptions, funeral repasts, and other events at banquet facilities are subject to the following restrictions:
  - No socializing or activities in open congregate areas and no dancing.
  - Guests must be seated at all times. Traditional wedding reception events such as first dance, toasts, tossing the bouquet and cutting the cake are permitted.
  - If serving food and beverages, guests must be served at their seats. No self-serve buffets and no self-serve bar areas permitted.
  - Masks must be worn at all times unless actively consuming food or beverages.
  - No more than 10 people should be seated at a table and those individuals must be from the same household.

This order does not apply to religious observances; First Amendment protected speech, including petition or referendum circulators, and any activity by media; and to governmental meetings which include meetings that are required to be open to the public.

#### The Library's Operational levels:

When the County's Health Advisory level moved into red, the library closed access to collections and limited access to the facilities. With research showing a low probability of fomite transmission, the community at large wanting the library to be open and accessible, and many libraries throughout the state allowing access to collections, the library recommends adjusting our operational levels.

Currently, 12 out of the 17 CLC libraries allow access to browse their collections. Two of the libraries who restrict access have restricted since March. The other three libraries have restricted access when their county level changed to red.

#### Other considerations:

Funding concerns – When it comes to funding, the library is facing challenging times. As this biennial budget cycle is ending, legislators are already questioning the need to continue funding organizations with closed and limited services. New Leadership in the House and Senate are vocal in their opinions on leaning this way toward schools. It is inevitable that the focus will turn on other industries funded by the State.

The library supports the positive mental health in the community. One thing libraries have known for a while is that the services we provide to the community play a vital role in supporting a healthy community. For many customers, the library is an escape from their daily monotony. With winter coming and members of the community already suffering from high anxiety due to a sense of isolation and loneliness, allowing customers the ability to come into the library and browse the collection can be therapeutic. This is a consistent message ELT has heard and some staff have experienced firsthand.

Recommended Changes to the current Operational Plan:

- Level 1 (Yellow): Library Open with browseable collections, strict safety protocols, virtual service, and curbside service. Masks Required
- Level 2 (Orange): Library Open with browseable collections, strict safety protocols, virtual service, and curbside service. Masks Required
- Level 3 (Red): Library Open with browseable collections, strict safety protocols, virtual service, and curbside service. Masks Required
- Level 4 (Purple): Curbside service, virtual services. No access to Facilities by customers

Governor Ordered shutdown – Facilities closed

Berneice raised concerns about customers touching the books when browsing.

Michelle raised concerns about time limits in the building and maximum capacity per level, in addition to how the library can control that as well as mask usage requirements.

Mike stated he would be open to allowing customers make reservations for computers in purple.

Berneice stated that she does not like continuing to make changes.

Cristie allowed the public to make comments. Three public comments were given.

Jennifer stated concerns about the length of time customers are at tables, and worries about exposing staff. She also had concerns about maximum capacity, and she did not agree with computers at purple.

**11-03-20 Motion to accept the recommended operational plan, but change level 3 to have administration monitor traffic flow and implement controls if needed**

Mike Jones made a motion to approve the recommended operational plan, but change level 3 to have administration monitor traffic flow and implement controls if needed.

Mary Herron seconded.

Roll Call: Todd Stanley-yes, Mike Jones-yes, Cristie Hammond-yes, Michelle Shirer-yes, Berneice Ritter-no, Mary Herron-yes, Jennifer Hess-yes. Motion passed.

New Business

## Holidays and Closings

Tony stated there were no differences from 2020. If the holiday is on a Sunday, the following Monday is also observed.

### **11-04-20 Resolution to approve the 2021 Holiday and Closing schedule**

Mike Jones made a motion to approve the 2021 Holiday and Closing schedule. Jennifer Hess seconded.

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

New Year's Day – January 1 – Closed  
Staff Development Day – February 22 – Closed (Professional Development)  
Easter – April 4 – Closed  
Memorial Day – May 31 – Closed  
Independence Eve – July 3 – Close at 5:00 p.m.  
Independence Day – July 4 – Closed  
Independence Day (Observed) – July 5 – Closed  
Labor Day – September 6 – Closed  
Staff Development Day – October 18 – Closed (Professional Development)  
Thanksgiving Eve – November 24 – Close at 5:00 p.m.  
Thanksgiving Day – November 25 – Closed  
Christmas Eve – December 24 – Closed  
Christmas Day – December 25 – Closed  
New Year's Eve – December 31 – Close at 5:00 p.m.

## Social Media Policy

Tony shared an incident a couple of months ago where a staff member used their personal Social Media account to respond to some comments from community members that were dissatisfied with the library closing. The messages alienated some customers. So, legal recommended we update the policy.

### **11-05-20 Resolution to approve the changes to the Social Media Policy**

Mike Jones made a motion to approve the changes to the Social Media Policy. Mary Herron seconded.

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

**Board Policy:**

**Date Reviewed: 11/16/20**

**Date Approved: 11/16/20**

**Effective Date: 11/16/20**  
**Replacing Policy Effective: 01/12/15**

The library recognizes the value of the exchange of ideas and information through social media and other online communication opportunities available to its employees. At the same time, however, using social media can cause problems for employees, the library, and its customers. Therefore, the library expects its employees to use social media in a manner that is consistent with this policy and the outlined administrative procedures below.

For purposes of this policy, “social media” includes all means of communicating or posting information, such as words, pictures, videos or any other content, on the Internet. Such technology includes but is not limited to Facebook, Twitter, YouTube, LinkedIn, Google+, blogs, message boards, wikis, podcasts, product review sites, online forums, gaming sites, or any other site where information can be uploaded or posted. It also includes comments or posts on another person’s social networking site.

While every individual has a right to speak out on issues facing our community, state, and nation, employees must take great care to make it clear that their personal opinions are their own and do not represent the official policy position of the library. It is important for employees to remember that their personal communications, even those done outside of work, may reflect negatively on the library, especially if they are commenting on library business.

**Administrative Procedure:**

**Date Approved: 11/16/20**

**Effective Date: 11/16/20**

**Replacing Procedure Effective: NEW**

There, the following guidelines apply to personal use of social media by employees of the library:

- A. All library employees must actively protect all confidential information of the library. As used in these procedures, Confidential Information of the library means social security numbers, personal health information protected by HIPAA, library customer information, and similar types of information.
  - a. In accordance with Ohio Revised Code § 149.432, employees are prohibited from sharing on social media or in any other medium: (1) any information that the library requires a patron to provide in order to be eligible to use library services or borrow materials; (2) any information that identifies a patron as having requested or obtained specific materials or materials on a particular subject; (3) any information that is provided by a patron to a library staff member to answer a specific question or to provide information on a particular subject; or (4) any personally identifiable information about an individual who has used any library service or borrowed any library materials.
  - b. Under no circumstances should confidential Library strategies, personnel disciplinary situations, etc., be posted to an online community.
- B. Common sense should be applied by employees in that this policy cannot prescribe acceptable and unacceptable speech. Employees should have no expectation that what is said or written in an online community social network or blog will be protected by the same levels of privacy typically associated with a conversation.
- C. Employees should not establish an online presence on sites such as Facebook or blog and represent it as the Library, or a Library-sponsored entity.
  - a. Library logos and trademarks may not be used without written consent.

- D. Postings and user profiles on personal social media accounts must not state or imply that the views, conclusions, statements or other social media content are an official policy, statement, position, or communication of the library, or represent the views of the library or any library officer or board member. For example, if you choose to make a statement regarding the library, you should state that ““The views, opinions and judgments expressed in this message are solely those of the author. The message contents have not been reviewed or approved by the Pickerington Public Library.”
- a. Personal blogs should have clear disclaimers that the views expressed by the author in the blog are the author’s alone and do not represent the views of the Library. Be clear and write in first person.
  - b. Employees may share official library social media posts on their personal social media platforms
- E. Employees cannot use social media to threaten, libel or slander, defame, maliciously disparage, harass, or discriminate against coworkers, managers, library customers or visitors, vendors or supplies, or organizations associated or doing business with the library. The library’s anti-harassment policy applies to the use of social media, even outside the workplace. Statements of this nature will be subject to review and consideration under all other applicable Library policies and existing laws, and based on content and severity, may be addressed through provisions of the corrective counseling process.
- F. Be careful to respect all copyright and other intellectual property laws. For the library’s protection as well as your own, employees are urged to abide by the laws governing copyright, fair use of copyrighted materials owned by others, trademarks and other intellectual property, including the library’s own copyrights. As information professionals, library employees should always cite their sources to avoid copyright issues.
- G. If someone from the media or press contacts you about your personal social media use that relates to the library, you must clearly explain that you do not speak on behalf of the library and that your comments have not been authorized, reviewed, or approved by the library. If the contact is seeking the official position of the library, obtain the name of the person or company requesting information and immediately contact the Director, Community Engagement Manager or the Fiscal Officer.
- H. The library recognizes that public employees do not surrender their First Amendment rights to reason of their employment and that the First Amendment protects a public employee’s right, in certain circumstances, to speak as a citizen addressing matters of public concern. Many considerations go into balancing an employee’s free speech interests against the interests of the library, including the library’s interests in avoiding disruptions in regular operations, disharmony among coworkers, impairment of discipline and supervisory control, and obstructions in the employee’s ability to perform work responsibilities. Therefore, employees should use common sense and good judgment before posting any content on a social media site.
- a. The library reserves the right to lawfully monitor employees’ use of social media in openly accessible, personal and business discussions forums. Further, employees should have no expectation of privacy while using library equipment and facilities for any purpose, including the use of social media.
  - b. Any posts on personal social media that alienate or damage the relationship of the library from the community and customers may be subject to disciplinary action up to and including discharge.
  - c. Should an employee have concerns regarding their employment or the business of the library, the employee should remember that the library strives to resolve those concerns whenever possible through its open-door policy. Nonetheless, if the employee decides to use social media to express complaints or criticism,

avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, intimidating, harassing, or bullying. Examples of such conduct include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, religion or similar status protected by library policy.

- i. Employees should not represent themselves on social media as a spokesperson for staff unless this is a responsibility outlined as part of their job description.
- I. In the event that the Library sponsors a blog or social networking site, non-exempt employees are not required nor expected to participate on this site during non-working hours.
- J. Other than for work-related assignments, non-exempt employees may access and utilize social networking sites while at work only during their approved lunch and work break periods.
- K. Exempt employees are expected to limit their access and time spent on social networking sites during working hours to the period of time that is consistent with meeting the demands of their position.
- L. Managers should address directly with the individual employee those situations where it appears the employee is engaged in excessive non-work-related online social networking activities.
- M. Failing to comply with this policy may lead to disciplinary action, up to and including termination. The library also may report suspected unlawful conduct to appropriate law enforcement authorities.

#### Reappointment to Board of Trustees

#### **11-06-20 Motion to confirm Jennifer Hess for recommendation of reappointment to the Pickerington Public Library Board of Trustees by the Pickerington Local School Board**

Cristie Hammond made a motion to confirm Jennifer Hess for recommendation of reappointment to the Pickerington Public Library Board of Trustees by the Pickerington Local School Board. Michelle Shirer seconded.

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

#### Bylaws Update – First Reading

Tony highlighted some areas of the bylaws for the first reading. Todd suggested changing the wording in Section Four to state Board members could serve two full terms. Two more readings are needed before adopting.

#### Executive Session

#### **11-07-20 Motion to go into Executive Session – Compensation of Public Employees (ORC 121.22 (G)(1))**

Cristie Hammond made a motion to go into Executive Session – Compensation of Public Employees (ORC 121.22 (G)(1)). Jennifer Hess seconded.

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

Entered into Executive Session at 9:18 p.m.

**11-08-20 Motion to come out of Executive Session – Compensation of Public Employees (ORC 121.22 (G)(1))**

Cristie Hammond made a motion to approve come out of Executive Session – Compensation of Public Employees (ORC 121.22 (G)(1)). Mike Jones seconded.

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

Came out of Executive Session at 9:24 p.m.

Exempt Staff Salaries

**11-09-20 Resolution to restore the salaries of exempt staff to pre-COVID rates retroactive to October 25, 2020**

Michelle Shirer made a motion to approve the resolution to restore the salaries of exempt staff to pre-COVID rates retroactive to October 25, 2020. Jennifer Hess seconded.

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

Exempt Staff	3% Reduced Salary	Effective 10/25
Bauman	\$45,164.17	\$46,561.00
Folkerts	\$45,041.95	\$46,435.00
Howard	\$93,699.09	\$96,597.00
Hrusch	\$47,277.80	\$48,740.00
Mensah	\$44,783.93	\$46,169.00
Oliver	\$69,319.11	\$71,463.00
Polack	\$46,588.13	\$48,029.00

For the good of the order

Adjournment

Cristie adjourned the meeting at 9:28 p.m.

Next Board Meeting:

Regular Board Meeting

December 21, 2020 @ 7:00 p.m. via a Virtual Zoom Meeting

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Cristie Hammond  
President

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Mary Herron  
Secretary