

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
November 21, 2022

The Board of Trustees of the Pickerington Public Library met in regular session on November 21, 2022 at 7:03 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present: Cristie Hammond, Mike Jones, Mary Herron, Alissa Henry, Berneice Ritter, and Todd Stanley. Student Trustee Representatives present: Alyssa Gray and Mikayla Wagner. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer, and Norma Lockney, Deputy Fiscal Officer. Also in attendance: Theresa Wessel, President of the Friends of the Pickerington Public Library and Ana Walter-Green.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Secretary's Report

Consent Agenda

1. Minutes
 - a. October 24, 2022 Regular Board Meeting
 - b. November 7, 2022 Personnel Committee Meeting
 - c. November 14, 2022 Library Fund Committee Meeting
2. Donation
 - a. \$50 donation in memory of Evelyn Putz (NaNa) from the Ortiz family
 - b. \$100 donation in memory of Evelyn Putz from Babe Descak and Rick & Carolyn Gibson
3. Staffing
 - a. Lyra Daniel – Started November 3rd as a Customer Service Assistant – Sycamore at \$11.17 an hour

11-01-22 Motion to approve the Consent Agenda

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

Roll Call: Mike Jones-yes, Alissa Henry-yes, Mary Herron-yes, Cristie Hammond-yes, Todd Stanley-yes, Berneice Ritter-yes. Motion passed with no changes.

Public Participation

Friends of the Library Report

Theresa reported they made \$4,132.00 at the booksale. The account balance is \$30,205.63. There will be no December meeting. They had 9 football players help pack up, so it was the fastest packing that had ever been done. Christie mentioned that Tony and staff worked in the building the books are stored, and repaired everything inside so the books should stay in better shape in the future.

Finance Committee

Fiscal Officer's Report

Brenda asked if there were any questions from the financial reports. There were none. Brenda reported that Star Ohio is now 3.85%. The Auditor of State finished with the Request for Proposals and the winning firm was Barry & Associates to conduct the 2021-2026 Audits. She requested to have a FAB meeting in December. The meeting was confirmed for December 19th at 6:00 p.m.

Other Committee Reports

Berneice reported that the Fundraising Committee is looking at August 26, 2023 to do an adult only event. They are working on the initial planning. Next meeting will be in January.

Director's Report

Summer Strategic Focus – Connecting Community

Facilities:

Current projects:

- Aunt Flow - Dispensers installed at both locations and are being used by customers.
- Sycamore Plaza lighting and electric – Recently, the annual fire inspection was conducted at the branch. As a result of that inspection, the inspectors found that the emergency lighting is not functioning properly in the original portion of the facility. Additionally, they have requested that the circuit panels be relabeled. The library is working with Premier Electric to resolve these issues.
- Branch Expansion – Tony shared some pictures.
 - o Endcaps have been installed.
 - o PAC desk was installed.
 - o Staff workstation is expected to arrive in early December.
 - o Sound panels have no delivery date at this time.
 - o Handle had to be removed from one of the front doors due to issues with customers leaving and entering through those access points.
 - o Monitor for mobile meeting room screen arrived. The mobile base has been delayed several weeks.
 - o Security cameras had to be readjusted due to issues with customers in the early evenings.

- Shelving in the Property Management area and staff work room still need to be purchased and installed.
- Main Library PAC desks - Installation of the four new PAC desks has been completed.
- Early Literacy manipulatives - Early Literacy manipulatives have been installed and are being used by customers.
- Custodial change
 - Over the past year, the effectiveness and benefits of having inhouse custodial services have been closely monitored. In September of this year, a request for proposals and qualifications was put out.
 - Upon reviewing options, the library determined that contracting this work out was in the best interest of the organization and better use of taxpayer funds.
 - The library contracted with Bennett Building Services for custodial services. They will begin on December 5, 2022.
 - Effective at close of business on December 31, 2022, the custodian position will be eliminated.

IT:

- Phone Situation
 - The library is working with Garber Connect and NUSO to port the phone numbers over until Charter can run the fiber connection.
 - Charter has stated the completion date should be January or February. They told Cyril there have been permitting issues.
 - The library requested that they provide detailed information regarding the delays.
 - A couple of Board members asked about using AT&T. When quotes were requested from them, they required the library to stop using OPLIN and go with them as the internet provider.
 - Progress on phone issues. Garber is closer to porting the numbers to NEC (kind of a parking place to save the numbers). Per Garber, once the numbers are ported they can be able to forward the (614) 837-4104 calls to a mobile phone currently used. Tony will wait to clear on the forwarding part once he gets a definite answer from Garber. Spectrum is not giving any project completion date yet. They say they are waiting for pole permits to carry their cables on South Central Power company poles.
- New printers - The printers are in town and should be here soon. Kudos to Brenda for keeping the pressure on the contractor.
- Print management and computer reservation software - TBS is planning to install their system in January. No definite dates yet. Lack of microchips is the reason for the delay.
- Computer and equipment recycle - Old broken and outdated computer equipment were recycled.

Miscellaneous:

- Staff Member Highlight - Vanessa Marquez has been with the library for eleven months. During that time, Vanessa reorganized the way the library collects and uses data. She is the lead staff member working with Buckeye Interactive on updating the

website. Vanessa also works to enhance social media posts. She is a caring colleague and always takes the time to explain detailed or hard to understand information. This is why Vanessa is being recognized before the Library Board of Trustees.

- Training and Development

- o Grace and Lorna are attending a statewide Youth Services training in Chillicothe. Grace will be one of the presenters.
- o Information staff attended a Library IQ training – This is the collection management software for the library.

- Floor Position – It was decided to bring back the “floor position” during afterschool hours. This is an extra person working the public service floor during the busy after school hours. The library is starting to see pre-pandemic numbers for teen customers visiting the library. Additionally, now that Sycamore Plaza is expanded, they are seeing more visits.

- Library Surplus Sale and Friends Booksale – Spent quite a bit of time setting up the Surplus Sale and the Friends of the Library Booksale.

- LEAP transition – The goal of 90% of staff using leap was surpassed by 6%.

Additionally, staff were a month and a half ahead of schedule. Recognition goes to Leah Taylor for her hard work on this initiative.

- Early Literacy Initiative

- o Planning for Winter Reading has begun. This year, the library is partnering with elementary schools. More to come in December.
- o The library is getting ready to circulate immersive reality books and goggles. Tony shared some examples.
- o The library is getting ready to circulate.

Save the dates:

- Events

- o December 3, 2022 – Santa Saturday @ Main Library
- o December 31, 2022 – Noon Year’s Eve @Sycamore Plaza

Executive Manager - Community Engagement’s Report

Library Stats:

E-newsletter:

Average email open rate for non-profits is 25%. The library continues to exceed standards and grow recipients.

Date	Recipients	Open	Open Rate %	Click Rate
May 2022	775	347	44.8	6.10%
June 2022	786	342	43.90%	5.60%
July 2022	789	340	43.40%	4.80%
August 2022	792	337	42.90%	4.70%
Sept 2022	843	332	39.40%	41.40%
October 2022	854	357	42.00%	41.40%

Digital Resource Highlight:



With holiday shopping time upon us – check out Consumer Reports for buying guides, reviews and recommendations!

Social Media:

The biggest challenge has been that the phones are down. Daily (sometimes several times) FB, IG, Google are scoured for any messaging and direct to the correct department. Most questions are regarding COVID test availability, item renewals, library hours and early literacy class times.

Projects:

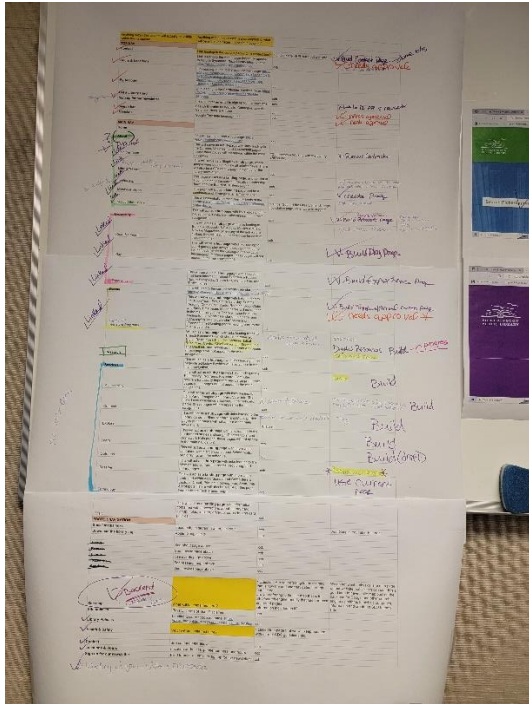
- Wayfinding - This project is slowly progressing. Each endcap has to be manufactured separately to fit on the individual endcaps. They are all different measurements and fit for the custom-made endcaps.

Strategic Plan – Marketing:

- Marketing has been targeted as a focus on the current strategic plan. In discussions within Community Engagement, the first step was to get everyone on the same page with a clear understanding of what marketing includes and what that means to our library. A Marketing Strategy presentation has been put together and is scheduled to be presented to each library department as a whole. At this time, we are about half done. This has been a great opportunity to hear concerns, answer questions and clear up misconceptions.
- After attending the Library Marketing Communication Conference earlier in the month, there are some ideas that we will be implementing in the next year that will hopefully move us forward with communication pieces to our community. One will be formulating a “welcome” series of emails with new customers when they get new cards, offering different emails depending on interest levels or demographics.
- Best take-away idea: Library grassroots marketing – who markets our library? We all do! Every time we share something about our resources, services, classes and events in person or through social media channels. Share our social media posts, watch the pages you follow – if there is something we have going on – add our info in a comment. During one-on-ones – when you hear “I didn’t know the library did/had/etc”, ask them do they follow the library on social media? Receive

e-newsletter? Ask them how/where they receive their information about what is going on in the community. Send me an email and let me know!

Website:



One of the biggest pieces Vanessa is currently working on is the Research part of the website. She is meeting with Laura and Ryan today to go over the current page and make edits.
ELT will review and approve.

Events:

Where you can find the library: Pickerington Village Tree Lighting (De 2) – Violet will be appearing, handing out candy canes and sharing about Santa Saturday (Dec 3) at Pickerington Main and our Noon Year’s Eve event at Sycamore Plaza (Dec 31).

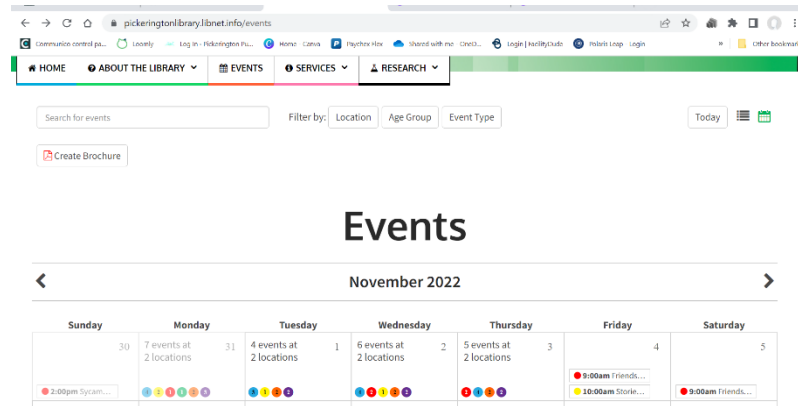
Did you know you can create a personalized event brochure?

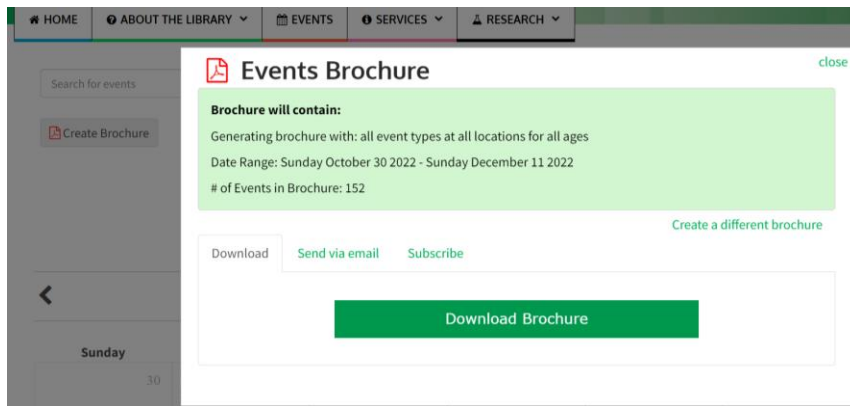
Here’s how:

From www.pickeringtonlibrary.org

Click: Events

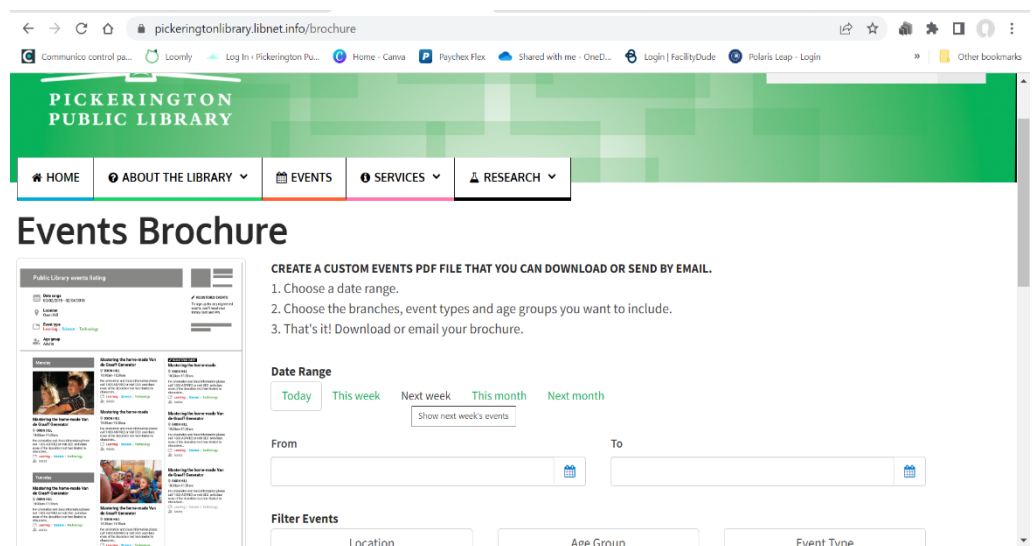
Click:
Create
Brochure
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Click: Create a different brochure
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Follow the instructions to filter date ranges, location, age groups and event type! Email or print out.
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Old Business

New Business

Ravine Stabilization and Stormwater Project

On Thursday, November 17, 2022 at 12:15 p.m. at Main Library, the Fiscal Officer publicly opened bids for the ravine project. Yardmaster of Columbus, Inc. was the sole bidder and submitted the lowest responsible bid at \$119,509.

Yardmaster has worked for the library on a regular basis for many years. They have completed large projects like Woodline cleanout and stormwater flow landscape work. They also are the primary snow removal and general landscaping contractor. The library has been very happy with their quality of work.

11-02-22 Resolution to award the Ravine Stabilization and Stormwater Management project to Yardmaster of Columbus, Inc. at \$119,509 with a contingency of 10%

Mike Jones made a motion to approve the resolution to award the Ravine Stabilization and Stormwater Management project to Yardmaster of Columbus, Inc. at \$119,509 with a contingency of 10%. Todd Stanley seconded.

Roll Call: Berneice Ritter-yes, Todd Stanley-yes, Cristie Hammond-yes, Alissa Henry-yes, Mike Jones-yes, Mary Herron-yes. Resolution passed.

2023 Holiday and Closing Schedule

In making decisions regarding holiday and building closures for 2023, the library followed our Board approved policy. There are two items to note, Staff Development Days and Monday closure due to Sunday holiday.

Staff Development Days - Two all-day Staff Development days are being planned again this coming year. In the spring, the focus will be on safety and security. In the fall, staff development day will focus on operational and library industry focused issues. In order for successful training days, the library will need to be closed. These dates were chosen because they do not fall on holiday dates when government offices are closed.

Monday Closure due to Sunday Holiday - Per Board approved policy, if a recognized holiday falls on Sunday, the library closes on the holiday and the following Monday. This year, New Year's Day falls on Sunday.

Staff Development Day during the past seven years were successes. The schedule adheres to the current holiday policy, which was updated in July 2021

11-03-22 Resolution to approve the Holiday and Scheduled Closings for 2023

Berneice Ritter made a motion to approve the Holiday and Scheduled Closings for 2023. Mary Herron seconded.

Roll Call: Todd Stanley-yes, Mike Jones-yes, Cristie Hammond-yes, Alissa Henry-yes, Berneice Ritter-yes, Mary Herron-yes. Resolution passed.

Pickerington Public Library
Holiday & Scheduled Closings 2023

New Year's Day – January 1 – Closed

New Year's Day Observed – January 2 - Closed

Martin Luther King Day – January 16 – Closed

Staff Development– February 27 – Closed (Professional Development)
Easter – April 9 – Closed
Memorial Day – May 29 – Closed
Juneteenth – June 19 – Closed
Independence Eve – July 3 – Close at 5:00 pm
Independence Day – July 4 – Closed
Labor Day – September 4 – Closed
Staff Development Day – October 23 – Closed (Professional Development)
Thanksgiving Eve – November 22 – Close at 5:00 pm
Thanksgiving Day – November 23 – Closed
Christmas Eve – December 24 – Closed
Christmas Day – December 25 – Closed

Board Vacancy

Cristie stated that the board has 45 days from the date of resignation to appoint a replacement for Jennifer Hess. There was one response to the Notice for Applications. Therefore, the option is to appoint her or try to get more applications before the next School Board meeting.

11-04-22 Motion to approve Elizabeth Muncey as a Board of Trustee member to replace Jennifer Hess

Mike Jones made a motion to approve Elizabeth Muncey as a Board of Trustee member to replace Jennifer Hess. Berniece Ritter seconded.

Roll Call: Mary Herron-yes, Mike Jones-yes, Todd Stanley-yes, Cristie Hammond-yes, Alissa Henry-yes, Berniece Ritter-yes. Motion passed.

For the good of the order

Adjournment

Cristie adjourned the meeting at 7:59 p.m.

Next Board Meeting

FAB Committee Meeting
December 19, 2022 @ 6:00 p.m. at Main Library or Sycamore Plaza

Regular Board Meeting
December 19, 2022 @ 7:00 p.m. at Main Library or Sycamore Plaza

Cristie Hammond
President

Mary Herron
Secretary