

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
October 12, 2017

The Board of Trustees of the Pickerington Public Library met in regular session on Thursday, October 12, 2017 at 7:00 p.m. in the library at 201 Opportunity Way. Members present were Cristie Hammond, Michelle Shirer, Mary Herron, Bob Mapes, Todd Stanley and Mike Jones. Staff members present: Tony Howard, Library Director, Kent Daniels, Assistant Director and Colleen Bauman, Community Relations Coordinator.

Call to Order

Cristie called the meeting to order. She shared that Brenda Oliver was on PTO.

Roll Call

Absent – Cheryl Ricketts  
Excused Absence - none

Cristie asked for approval for the regularly scheduled board meeting and FAB Committee minutes from September 14, 2017

Approval of minutes

**10-01-17 Motion to approve the Regular Board and FAB Committee Meeting Minutes for September 14, 2017**

Mary Herron made a motion to approve the Regular Board and FAB Committee meeting minutes for September 14, 2017. Mike Jones seconded. Minutes were approved with no changes. Motion passed.

Public Participation -none

Friends of the Library Report – Tony shared the fall book sale would be November 1 through 5, 2017.

Finance Committee  
Fiscal Officer's Report

Tony presented the financial report for the month of September. He asked if there were any questions. There were none.

Other Committee Reports

Mike Jones shared Levy Committee plans. Meeting of the committee will be held in the library Thursday, November 30, 2017 at 6:30pm. This is the meeting where the decision will be made about the next Levy. After this meeting, all of the information will be turned

over to the Citizens for the Pickerington Public Library. It is best that meetings be held elsewhere than the library.

### Director's Report

Tony shared a packet of statistics that show a snapshot or dashboard of the organization. Our very talented Erikka Sawdey, HHC Coordinator, has been working on this project. Tony and Erikka are working to separate Main and Branch statistics. Mike Jones praised the work and asked if he could share a couple of suggestions on presenting the data with Tony and Erikka.

Michelle Shirer entered the meeting at 7:12pm

Fire Alarm Panel - currently getting quotes to replace the 17 year old panel.

Teen Area redesign – waiting for final tables to be delivered and the installation of the new sign.

Parking lot – it's been so long that library is getting new updated quotes.

Tree Replacement and Rose Garden – replacement of a dead maple tree, remodel of dying hibiscus, adding some roses and moving hostas. Planting a tree dedicated to Suellen and there will be a small ceremony scheduled.

Children's Area Updates – removing some picture book shelving and weeding books.

Adding wall mounted early literacy manipulatives, adding a LEGO interactive table.

Carpet in Tech Services – scheduled to be replaced in December.

Public PC Desk project – planning for a November installation; tables have been in storage.

Branch statistics: Circulated 2089 items with 265 circs from lockers. 1862 user visits with 490 on Grand Opening day with an actual average of visits per day. Branch HHC open 10 days in September with 24 visits during this time.

Statewide levy update – Tony shared that there are 22 public library ballot issues in the state of Ohio this fall. He will report back with results next month.

Staff Development Day is Monday, October 16, 2017. Brenda will be doing some HR training, Kent organized Fire Extinguisher training. Staff will be working on a SWOT Analysis for strategic planning. Reference USA training and Opioid Epidemic training in the afternoon.

OLC Convention & Expo – 5 staff total went to the OLC Convention & Expo. Laura Hanby, Joan Kendall-Sperry, Tony Howard, Lisa Johnson, April Anda

Mary asked for updates on the phone system and panic button at the branch. Phones should be going live on Monday and the panic button has been ordered.

### Assistant Director Report

Kent reported that library staff is working with ASPIRE to organize more adult education sessions at both locations. Computer training, possibly ESOL training.

Ironwood Wolves – coming to Sycamore Plaza next week.

Digitization Tactic – finished and presenting at the Pickerington-Violet Township Historical Society next week.

After Hours Movie night next week, October 24 – Bride of Frankenstein held in the teen area. Will be serving popcorn with the new machine.

Planning for 2018 budget needs.

Notary Tactic update – Working on evaluating policies of other libraries, have identified staff and working on process. Each county is different.

Todd asked for clarification on the ASPIRE classes and what was offered. He asked what was available for ACT/SAT students. Tony said Erikka has classes on test prep.

### Old Business

### New Business

### Credit Card Policy

With the opening of the branch we found it necessary to add the position of Branch Manager to the approved list of staff who routinely needs the use of a library issued credit card with a credit limit of \$1000.

### **10-02-17 Resolution to approve the changes to the Administrative Procedures of the Credit Card Policy.**

Mike Jones made a motion to approve the changes to the Administrative Procedures of the Credit Card Policy. Mary Herron seconded.

Roll Call: Cristie Hammond-yes; Bob Mapes-yes; Mary Herron-yes; Todd Stanley-yes, Mike Jones-yes; Michelle Shirer-yes. Resolution passed.

Before going into Executive Session, Bob Mapes wanted to remind the Board that he will be leaving at the end of his term. However, he will not be available to finish his term due to surgery. He suggested that potential new members could be brought in early and he is willing to write a letter to the School Board. Tony will be putting together an advertisement for the newspaper and social media.

### Executive Session – Employee Compensation

### **10-03-2017 Motion to go into Executive Session – Compensation of a Public Employee ORC 121.22 (G) (1)**

Cristie Hammond made a motion to go into Executive Session compensation of public employees ORC 121.22 (G) (1) Mary Herron seconded.

Roll call vote: Mary Herron-yes; Michelle Shirer-yes; Todd Stanley-yes; Cristie Hammond-yes; Robert Mapes-yes; Mike Jones-yes. Motion approved.  
7:37 p.m. went into Executive Session.

All Library staff were excused from the Executive Session.

**10-04-2017 Motion to leave Executive Session – Compensation of a Public Employee (ORC 121.22 (G) (1))**

Cristie Hammond made a motion to leave Executive Session compensation of public employees (ORC 121.22 (G) (1)). Mary Herron seconded.

All voted yes to come out of Executive Session. 8:50 p.m. left Executive Session.

**10-05-2017 Motion to approve a 3.5% wage increase for the Director to be retroactive to anniversary date August 17, 2017.**

Mike Jones made a motion to approve a 3.5% wage increase to be retroactive to Tony Howard's anniversary date of August 17. Mary Herron seconded.

Roll call: Robert Mapes-yes; Todd Stanley-yes; Cristie Hammond-yes; Michelle Shirer-yes; Mike Jones-yes and Mary Herron-yes. Motion passed.

**10-06-2017 Motion to approve a one-time bonus of \$2500 for Tony Howard in recognition of his hard work in opening of the Sycamore Plaza Branch.**

Mike Jones made a motion to approve a one-time bonus of \$2500 for Tony Howard in recognition of the additional efforts and commitment in regards to the opening of the Sycamore Plaza Branch. Todd Stanley seconded.

Roll call: Robert Mapes-yes; Todd Stanley-yes; Cristie Hammond-yes; Michelle Shirer-yes; Mike Jones-yes and Mary Herron-yes. Motion passed.

For the record, Tony thanked the Board, he said he was very humbled and this was unexpected. He said he didn't do it alone, but he did lead the team. Having a great team made it a success.

For the record, Cristie acknowledged the hard work of the staff.

For the good of the order

Cristie reminded the Board that next month the meeting would be at Sycamore Plaza Library.

**Next Board Meeting:**

FAB Committee Meeting

November 9, 2017 at 6:30 p.m. (Sycamore Plaza Library)

Regular Board Meeting  
November 9, 2017 at 7:00 p.m. (Sycamore Plaza Library)

Cristie Hammond adjourned the meeting at 7:53 p.m.

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Cristie Hammond  
Library Board President

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Mary Herron  
Library Board Secretary