

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
October 15, 2018

The Board of Trustees of the Pickerington Public Library met in regular session on Monday, October 15, 2018 at 6:58 p.m. in the Pickerington Public Library at 201 Opportunity Way. Members present were Cristie Hammond, Mary Herron, Cheryl Ricketts, Todd Stanley, Berneice Ritter 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: Michelle Shirer

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 - September 17, 2018 Regular Board Meeting
2. Staffing Changes - Theresa Garee, Customer Service Staff start date October 3, \$9.73/hour.

Cristie asked for approval for the consent agenda items.

Approval of Consent Agenda

**10-1-18 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, Berneice Ritter-yes, Cheryl Ricketts-yes.

Public Participation

Friends of the Library Report

Kathy Bowden shared that the fall book sale will be held October 31-November 4, 2018. If not a member, people can be signed up for a membership at the door on Friends night.

#### Finance Committee – No meeting this month.

#### Fiscal Officer's Report

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

#### Other Committee Reports

Levy Committee – Mike Jones shared that he is prepared to file the pre-general Ohio Campaign Finance Report.

#### Director's Report

Pickerington Main roofing issue – Tony is reaching out to Mike Coulter, AIA-Architect, CTL Engineering, Inc. to come in to evaluate the situation and give a cost estimate.

Parking Lot – Bids came back; information later in the meeting.

IT – changed routers at Sycamore Plaza.

OLC Convention – 5 people attended. Tony and Colleen each presented. Everyone visited vendors and attended workshops. Cheryl asked about Down with Dewey?. Tony explained the history of the Dewey decimal system and thoughts on moving away from a strict classification structure.

OH-IUG Conference was attended by Tony and Ashley Mensah, Customer Service Manager.

Community – Staff had a table at the Pickerington Chamber Non-profit Fair where we shared Levy facts and how the library supports business. A partnership with Marcus was re-established for a 9-week opportunity to have a promotional table to help tell our story.

Tony then shared the library promotional video commercial. The 30 second version showed at Marcus as a pre-trailer.

#### Assistant Director's Report

Pickerington Teen Book Fest 2018 – Held at Pickerington Main on October 27. T-shirts will be worn to promote the event. Thanks to the Friends, author Jay Coles has been added to the author line-up. Total of 13 authors of teen and young adult fiction. Todd

asked if the authors were paid and how it was promoted. Donna shared which authors were paid by the Pickerington Fund and Friends. Promotion through schools, CLC libraries, newsletters, social media, printed bookmarks.

Ohio Wild Life visited the Sycamore Plaza Library on September 29. Very successful with 51 attendees.

Sensory Storytime continues at Sycamore Plaza, parents attending with the children have been very appreciative and receptive of the program.

Upcoming collaboration with Glen Welch, sales manager at the Book Loft of German Village to discuss a partnership on author visits and book sales/signings at the Library.

Technology Trainer interviews have been completed.

New research page has been launched for website users. Offers filtering and search capabilities. Working with Buckeye Interactive more user friendly.

#### Old Business

#### New Business

#### Transfer

#### **10-2-18 Motion to approve the Resolution to transfer \$4,000 from 1000-000-379-0000 Other-Professional Services into 1000-910-910-0000 Transfers-Out.**

Cheryl Ricketts made a motion to approve the Resolution to transfer \$4,000 from 1000-0000-379-0000 Other-Professional Services into 1000-910-910-0000 Transfers Out. Mary Herron seconded.

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

#### Guiding Ohio Online Grant Fund

The Guiding Ohio Line Grant fund has been set-up and we are expecting the first installment from the State Library of Ohio this month. Interviews have begun for the contract technology trainers from this grant and selection of trainers is expected this month. A portion of local matching funds of the grant need to be transferred into the Guiding Ohio Online Grant fund. Once the first installment is received from the State Library of Ohio, we will submit the documentation to the county so we receive the revised Certificate of Estimated Resources and appropriate the fund in November. Local matching funds from the General fund will be utilized until the Guiding Ohio Online

Grant fund can be appropriated. The library committed 25% matching funds for this grant of \$6,114.

**10-3-18 Motion to approve the Resolution to transfer \$4,000 from 1000-910-910-0000 General Transfers-Out to 2008-931-0000 Guiding Ohio Online Grant Fund Transfers-In.**

Cheryl Ricketts made a motion to approve the Resolution to transfer \$4,000 from 1000-910-910-0000 General Transfers-Out to 2008-931-0000 Guiding Ohio Online Grant Fund Transfers-In. Todd Stanley seconded.

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

Construction Bid

Parking Lot project, 7 requested bid packets with one response.

**10-4-2018 Motion to approve the Resolution to approve the Parking lot project contract in the amount of \$48,600 and award the lowest most responsible bid to Felix Construction.**

Todd Stanley made a motion to approve the Resolution to approve the Parking lot project in the amount of \$48,600 and award the lowest most responsible bid to Felix Construction. Mike Jones seconded.

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

For the good of the order

Election Day party on November 6 at Rule 3. Finance committee will meet in November.

Adjournment

Cristie adjourned the meeting at 7:31 p.m.

Next Board Meeting:

FAB Committee Meeting  
November 19, 2018 @ 6:30 p.m. (Meeting room B)

Regular Board Meeting  
November 19, 2018 @ 7:00 p.m. (Meeting room A)

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Cristie Hammond  
Library Board President

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Mary Herron  
Library Board Secretary