

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
October 19, 2020

The Board of Trustees of the Pickerington Public Library met in regular session on October 19, 2020 at 7:11 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147 and via a Virtual Zoom. 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: Jennifer Hrusch and Grace Walker.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Secretary's Report

Consent Agenda

1. September 21, 2020 Regular Board Meeting minutes
2. Rebekah Lennon started as the Reference Librarian at Sycamore on 10/7 at \$17.59 an hour
3. Donations
 - a. \$50.00 from Nancy Ross in memory of Nikki Justice to purchase 3 books.
 - b. \$20.00 from Anna Weigand (donation unrestricted)
 - c. Smithsonian Magazine Subscription valued at \$12 from Dick Henley

10-01-20 Motion to approve the Consent Agenda

Mary Herron made a motion to approve the Consent Agenda items. Mike Jones seconded.

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

Public Participation

Friends of the Library Report

Tony shared that the Friends are trying to set up a hybrid meeting to plan for next year. They are hoping to have some type of alternative book sale.

Finance Committee

Fiscal Officer's Report

Brenda shared with the Board what the Finance Committee discussed. Brenda asked if there were any questions from the financial reports. There were none.

Other Committee Reports

Director's Report

Fall Strategic Focus – Connect Community

Facilities:

Current projects:

- Main Library Structural roofing issue – The State of Ohio Board of Building Appeals has approved the variance on October 13, 2020. Once they heard the library had the support of the city, they were all in favor. Next steps: Kickoff meeting this week. The construction contractor is securing the materials needed to begin the work.
- Drive up service window – Out of the two bids we received, the library selected a local contractor to do the work - Varone Construction. Work is beginning immediately and should be complete in early November.

Miscellaneous:

- Staff Development Day – Today the library held staff development day. The main focus for most of the day was the Down with Dewey project. Tony shared a short video with highlights from the day.
- Outreach – The library is working on agreements with 5 assisted living facilities to begin service to those high risk customers. By the end of the year, 5 book_drops will be installed at the locations (purchased with grant funds) and bookshelves (from storage).

2020 Director Action Items:

- Better Communication early on with Managers and Staff regarding changes – Ended all staff zoom meetings and reinstated regular staff weekly updates. At the beginning of staff development day, the Down with Dewey project was discussed to help staff with buy-in and the transition.
- Better Communication with the Board – Tony has emailed or texted staff when necessary.
- Continue to expand community outreach to be reflective of the community – With the updated Gale Analytics information, the library has been incorporating that information into projects and programming decisions.
- Find better ways to manage the afterschool crowds – The current COVID-19 safety protocols have been a major factor in low turnout of the afterschool crowds.

Community Engagement Report

Most attended hosted interactive events:

- Virtual Family Fun w/ Grace

- First Draft Book Club
- Brown Bag Book Club
- On demand stories & songs w/ Brienne
- On demand stories & songs w/ Grace

Most watched recorded videos:

- Family Fun Early Literacy w/ Miss Ali (July 31, 2020: 36 views)
- Cup Shooters: Summer Reading Grab & Go (Aug. 3, 2020: 21 views)
- Sensory Stories w/ Miss Grace (Aug. 1, 2020: 17 views)
- Science in 60 Seconds: Capillary Action (2014: 16 views)
- No-Sew Heating Pads (2017: 16 views)

YouTube total (Sept) views: 327

Top videos:

- Science in 60 seconds (2014/24 views)
- Rhyme time w/ Miss Kim (Sept. 11/25 views)
- Sensory Stories w/ Miss Grace (Sept. 12/23 views)
- G&G STEAM: Plant & Grow a Red Pine Tree (Sept. 26/20)
- No-Sew Fleece Scarf Demo (2018/18 views)

Upcoming Events:

- Buckeye Bigfoot – Absence of Proof is not Proof of Absence - Saturday, October 24 @ 1:00 p.m. on Zoom

Talk will concentrate on all of Ohio's most recent Bigfoot sightings that have taken place in 2020 including some very interesting audio that was recorded in Ohio this year...

<https://www.buckeyebigfoot.com/blog>

- "Columbus Noir" with author Andrew Welsh-Huggins - True Crime in Columbus Ohio Tuesday, October 27 @ 6:00 p.m. on Zoom

<https://www.columbusmonthly.com/news/20200225/seven-questions-with-andrew-welsh-huggins-editor-of-columbus-noir>

Pickerington Magazine Oct/Nov – Colleen shared an article.

ThisWeek Pickerington article:

<https://www.thisweeknews.com/story/news/local/pickerington/2020/10/01/pandemic-response-pickerington-public-library-receives-coronavirus-relief-funds/5874930002/>

Reminder: Stay in-the-know!

Opt-in to our e-newsletter and you will receive library news straight to your email!

<https://bit.ly/3k40D9K>

Old Business

Board Retreat – Sunday, November 15 from 10:00 a.m. to 2:00 p.m. Location: TBD.

Topics:

1. Bylaw update – first reading
2. Role of the Trustee
3. Industry trends – Libraries

4. Strategic planning discussion

COVID-19 and Operational Plan Review

Month over Month comparison:

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

Aug. 1 – Aug. 31, 2020

Curbside: 2,188

Computer reservations: 75 (does not include walk in)

Copy/Fax/Scan reservations: 39 (does not include walk in)

Table reservations: 41 (does not include walk in)

Door Count: 2,978 (subtracting curbside employee activity)

Total Circulation: 23,328 (checkouts and renewals)

Wifi use: 685 unique users

Computer lab use: 106 people

**Reserve a service rolled out this month.*

July 1 – July 31, 2020

Curbside: 2,588

Door Count: 4,496 (subtracting curbside employee activity)

Total circulation: 34,583 (checkouts and renewals)

Wifi use: 888 unique users

Computer lab use (to July 27): 379 people

Quarantine - REALM Test 5

What was tested?

Leather book cover* Leather (circa 1861)

Hardcover book covering Synthetic leather*

Expanded polyvinyl chloride (PVC) Upholstery Polyolefin fabric*

100% polyolefin Upholstery Cotton fabric*

100% cotton (blue) Upholstery, costumes Nylon webbing** Nylon weave Nylon belt crowd control barrier

The results showed small traces of the virus was still detected on leather and synthetic leather materials at 8 days. The library does not carry these types of materials as they are mostly found in archival libraries. On polyolefin and nylon fabric, no traces were found after 1 hour. For cotton fabric, they could not find traces of the virus at all.

Additional Information:

In addition to the REALM test results, information has come out questioning the use of the REALM results for making specific recommendations regarding quarantining materials. Library leaders from around the county and ALA started asking Virologists for opinions on the virus and the results of the REALM Study. A Virologist and Biologist from Rutgers University challenged the results being used as recommendations for quarantining periods specifically due to the amount of virus Battelle uses on each material type. Here is his letter to Battelle,

Numerous librarians worldwide have contacted me because the advice you are providing is in disagreement with the assessment that I published in the Lancet comment. I was asked to look at the research study on which your recommendations are based, and I find that research to be subject to the same criticism of the research I reviewed in my Lancet Comment, namely the work used extraordinarily huge and unrealistic amounts of virus (2.6×10^5 , i.e., 260,000) on the materials tested. This has essentially no relation to a real-life scenario, as discussed in my Lancet Comment.

Even with these large amounts, half of the virus is dead after 1 hour on the surface. With a half-life of 1 hour, 7 hours would be enough to expect no remaining virus on library materials if the amount at the start were 100 virus particles, already a high end start point in itself. In my opinion, the risk of transmission on library materials is negligible, but if you want to play it safe, leave the materials undisturbed for a day. No cleaning would be required in that case.

Let me also point out that there are NO confirmed cases of transmission of this virus by surfaces in the scientific literature, and there is at least one report of lack of transmission by surfaces where it would have been expected had it occurred."

Recently, Tony attended an all-day conference hosted by Library Journal and one of the sessions included the Realm Project and library responses to the pandemic. The Battelle Virologists and communications team referred to this challenge to their research and clearly stated that the results should be considered but not used as the sole deciding factor when deciding appropriate quarantine lengths for materials. Additionally, they clarified that they used a high quantity because there is currently no research on how much virus is expelled by humans.

The library also purchased an electrostatic sprayer to disinfect materials and furniture. Electrostatic sprayers work by charging liquids (i.e., cleaners, sanitizers, and disinfectants) as they pass through a sprayer nozzle. This generates charged droplets that repel one another and actively seek out environmental surfaces, which they stick to and even wrap around to coat all sides.

The cleaner the library is using is Vital Oxide.

Vital Oxide is an EPA registered hospital disinfectant cleaner, food surface sanitizer, mold killer, and heavy-duty odor eliminator. Effective on a broad-spectrum of virus and bacteria, including “super bugs” like MRSA and H1N1, Vital Oxide breaks down to simple salt and produces no harmful by-products.

After researching the various products on the market, administration felt the risk of long term damage to books was negligible compared to public safety. This sprayer is not recommended on archival materials. As a circulating public library, very few materials are more than 5-10 years old.

As a direct result of these findings and additional information, the library has reduced the quarantine of items stacked in book drop bins to 3 days. The library is also continuing to unbox materials to shorten the quarantine length to 1 day.

Changes to service:

The library reopened small conference rooms, but limited seating to 2 to 3 people. These are by appointment only.

Staffing:

The library reduced staff hours as a cost saving measure in order to prevent furloughs of staff. The workhours reduction reflected the changes in our business model and hours of operation. Since that decision, our business model and circumstances have changed.

The library has been able to identify and adjust to the changing workflows, but the needs for staff to cover public service and the additional station of Curbside Service has increased. Staff spend a great deal of time managing the quarantine process. Preparations have begun to provide safe services to assisted living facilities in the next couple of months. Additionally, several staff are working reduced schedules and others are on Leave of Absence (LOA) for more than 3 months. These additional reductions in hours and LOA are directly related to impacts from the pandemic.

Financially, the library has fared better than expected. While the revenues are down for the year, impact isn't as harsh as it could have been. Most libraries have or are planning to bring their staff back by the end of the year. When considering all of these factors, ELT has determined there is a need to bring nonexempt staff back to their full pre-COVID hours by the end of the year.

Berneice stated her concern if the county goes to red level.

Jennifer stated that the staff is doing even more work now because there is less self-service.

10-02-20 Motion to reinstate staff hours to original hours

Mary Herron made a motion to reinstate staff hours to original hours. Berneice Ritter 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.

Tony stated that the managers needed time to let staff know that the hours will be brought up to original hours, and allow the employees to bring up any concerns they might have with the increased hours.

The Board members discussed making it effective at the next pay period.

10-03-20 Motion to reinstate hours effective October 25th with Director's approval to work with staff who need adjustments to their schedule

Berneice Ritter made a motion to reinstate hours effective October 25th with Director's approval to work with staff who need adjustments to their schedule. Mary Herron seconded.

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

New Business

Transfers

Brenda stated this transfer is needed to pay the local portion of the Technology Trainer through the end of December for the 2020-2021 Guiding Ohio Online Grant.

10-04-20 Resolution to transfer \$4,266.28 from 1000-100-110-1120 Salaries (Professional Salaries) into 1000-910-910-0000 Transfers-Out

Mike Jones made a motion to approve the transfer of \$4,266.28 from 1000-100-110-1120 Salaries (Professional Salaries) into 1000-910-910-0000 Transfers-Out. Mary Herron 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.

10-05-20 Resolution to transfer \$4,266.28 from 1000-910-910-0000 General Transfers-Out to 2008-931-0000 Guiding Ohio Online Grant Fund Transfers-In

Mike Jones made a motion to approve the transfer of \$4,266.28 from 1000-910-910-0000 General Transfers-Out to 2008-931-0000 Guiding Ohio Online Grant Fund Transfers-In. Todd Stanley 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.

Work Expectations Policy

As part of the normal practice of reviewing policies and procedures, the Work Expectations Policy was identified as outdated. In looking to other libraries, we were unable to find example policies. Therefore, Duke University and Wisconsin University's policies were used as resources.

The procedures are broken down into three areas of expectations (Orientation, Work Station, and Public Service Floor). Most of the procedures came directly from the former policy. As with all policy updates, the policy was separated from the administrative procedure.

Mike asked what prompted the need for this policy. Tony stated there were some issues with social networking and appropriateness which prompted the need for this policy.

10-06-20 Resolution to approve the changes to the Work Expectations Policy

Mary Herron made a motion to approve changes to the Work Expectations Policy. Berneice Ritter seconded.

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

Pickerington Public Library Work Expectations Policy

Board Policy:

Date Reviewed: 10/19/2020

Date Approved: 10/19/2020

Effective Date: 10/19/2020

Replacing Policy Effective: 01/12/2015

The Pickerington Public Library Board of Trustees (The Board) believes success in its mission depends on the successful job performance of its employees. Successful job performance depends on, among other things, an understanding of workplace expectations. The Board expects all employees to cooperate in maintaining a quality work environment. Employees contribute to the success of the work environment through good work habits, personal responsibility, respect for others, professional decorum, supporting an inclusive work environment, and following library policies, procedures, and programs.

The Library Director and his/her designee are responsible for setting workplace expectations, training staff on workplace expectations and ensuring expectations are followed.

As employees of an institution supported by the public, staff members have a special obligation to give a full day's work for a day's pay and to put forth their best efforts so that the public's tax dollars will not be wasted.

Administrative Procedure:

Date Approved: 10/19/2020

Effective Date: 10/19/2020

Replacing Procedure Effective: NEW

A. Orientation

As part of the orientation process for newly hired staff, supervisors should review the library's policies regarding workplace expectations and guidelines in addition to any department or job-specific expectations. New staff receive a copy of the library's Staff Handbook during the first day of onboarding. After reviewing the handbook and having an opportunity to ask questions or seek clarification, staff should sign the Acknowledgement of Receipt form and return it to the Human Resources Manager for inclusion in the individual's department personnel file.

B. Work Station

Employees are expected to be in their work area ready for work at the time specified on their work schedule. Punctuality is important to efficient performance. Anyone not on the assigned job station as scheduled is considered late. Workstations are to be kept as clean and orderly as possible. Staff are expected to clean their workstation before turning it over to anyone else.

C. Public Service Floor

Perform your work quietly with dignity and with efficiency. Meet the public cordially, helpfully, and with a smile.

When helping a customer, always begin with a cheerful greeting, help them locate the materials they desire, and end with a cordial good-bye. All staff are expected to approach every interaction like it is the first time they have met the customer.

Administration recognizes that socializing is a part of human nature. Therefore, staff must limit socializing to a minimum while on duty. Staff should never socialize with each other in the presence of customers.

Answer the telephone as quickly as possible by identifying the department the customer has reached. Employees are expected to keep personal calls to a minimum. Such calls should be made from non-public areas and only during break times unless there is an emergency.

Do not chew gum or use tobacco products while on duty in the Library.

Do not eat food, candy, and snacks while working in the public areas, which include but are not limited to the customer service desk, information and research desk, or youth services desk. Staff may drink while on station, but the drink must remain closed and out of the way of the workflow when not actively taking a drink.

Employees are expected to observe a quiet decorum so as to maintain a quiet place for study and research. Administration recognizes the need to communicate in the course of the library's daily operations, so staff must remain cognizant of their surroundings.

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:09 p.m.

Next Board Meeting:

Regular Board Meeting

November 16, 2020 @ 7:00 p.m. at Main Library or via Zoom

Cristie Hammond
President

Mary Herron
Secretary