

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
October 24, 2022

The Board of Trustees of the Pickerington Public Library met in regular session on October 24, 2022 at 7:04 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present: Cristie Hammond, Mike Jones, Mary Herron, Alissa Henry, and Berneice Ritter. Student Trustee Representatives present: Mikayla Wagner. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer, Colleen Bauman, Executive Manager - Community Engagement and Norma Lockney, Deputy Fiscal Officer. Also in attendance: Theresa Wessel, President of the Friends of the Pickerington Public Library.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absence: Todd Stanley

Unexcused Absences: Jennifer Hess and Alyssa Gray

Executive Session

**10-01-22 Motion to go into Executive Session – to discuss imminent court action (ORC 121.22 (G)(3))**

Cristie Hammond made a motion to go into Executive Session – to discuss imminent court action (ORC 121.22 (G)(3)). Mike Jones seconded.

Roll call: Berneice Ritter-yes, Cristie Hammond-yes, Alissa Henry-yes, Mike Jones-yes, Mary Herron-yes. Motion passed.

Entered into Executive Session at 7:05 p.m.

**10-02-22 Motion to come out of Executive Session – to discuss imminent court action (ORC 121.22 (G)(3))**

Cristie Hammond made a motion to go into Executive Session – to discuss imminent court action (ORC 121.22 (G)(3)). Mike Jones seconded.

Roll call: Mike Jones-yes, Cristie Hammond-yes, Alissa Henry-yes, Berneice Ritter-yes, Mary Herron-yes. Motion passed.

Came out of Executive Session at 7:35 p.m.

## Secretary's Report

### Consent Agenda

1. Minutes
  - a. September 19, 2022 Regular Board meeting minutes
2. Staffing
  - a. Maxwell Duff starts October 24<sup>th</sup> as a Customer Service Assistant at main at \$11.17 an hour
  - b. Ryan Gerig effective October 31<sup>st</sup> – Information & Research Services Manager at \$51,000 salary a year

### **10-03-22 Motion to approve the Consent Agenda**

Berneice Ritter made a motion to approve the Consent Agenda items. Mary Herron seconded.

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

### Public Participation

#### Friends of the Library Report

Theresa reported there is a balance of \$33,589.05. They approved a mobile monitor for the branch for \$2,200, after school snacks for \$1,000, memory care kits for \$2,600, and early literacy social emotional kits for \$500. The booksale will be Wednesday through Sunday, with \$5 per bag on Sunday.

### Finance Committee

#### Fiscal Officer's Report

Brenda asked if there were any questions from the financial reports. There were none. She pointed out that the interest rate for Star Ohio was 2.54% and has increased to 3.08% as of today. She also shared that the library will hold a surplus sale on Monday, October 31<sup>st</sup> at main.

### Other Committee Reports

Berneice shared what was discussed at the Fundraising Committee meeting. They are looking at an adults only event in March with funds going toward pavilion. Next meeting will be on November 21 at 6:00 p.m.

## Director's Report

### Summer Strategic Focus – Connecting Community

#### Facilities:

##### Current projects:

- Pavilion - Working with triad Architecture for more reasonable architectural fees. This project will end up happening in 2023 due to capacity.
- Aunt Flow - Dispensers and product arrived. Dispensers were installed at the Branch, but still need to be installed at Main Library. Expected completion October 31<sup>st</sup>.
- The Facilities Manager went on a long term leave of absence at the end of September.

#### Branch Expansion:

- Recently, the library had the annual fire inspection 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 the circuit panels be relabeled. Due to capacity, this work will be completed by an outside vendor.

#### IT:

- Waiting to hear back from Charter (formerly Spectrum) on when the new fiber connection will be added to Main Library.
  - o They have the best pricing at \$22,900.00.
  - o Completion date of November 7, 2022.
  - o Windstream cut the phone lines off without any warning, even though they assured management that they would wait until the fiber connection was added.
  - o Library cell phones are being used as a temporary workaround.
  - o The biggest issue is making sure the old numbers are ported correctly. Otherwise, the library would lose those numbers.

#### Miscellaneous:

- Staff Member Highlight - Lorna Reine has been with the library for three years and one month. During that time, Lorna was promoted from Customer Services Associate to Youth Services Assistant. During her time at the library, Lorna has served on several tactical plan committees where her experience from other library systems has added great value and insights. She is an excellent programmer and regular attendance is growing at her early literacy classes. When short staffed at the branch, Lorna sometimes fills in as the person in charge. She is always willing to step up when the need arises. For these reasons, Lorna is being recognized before the Library Board of Trustees.

#### - Training and Development

- Three staff members attended the 2022 OLC Convention and Expo.
  - o Tony Howard
  - o Moth Meuser
  - o Lauren Edmonds

- Overall it was a good convention to be able to connect with vendors for the first time since before the pandemic. Additionally, many sessions were attended and staff were able to bring back information to the team.
  - Six leaders attended a leadership training called Conversations Worth Having. This training was focused on changing the way leaders think in order to become more effective communicators.
    - Tony Howard
    - Colleen Bauman
    - Leah Taynor
    - Joan Underwood
    - Rebekah Lennon
    - Dana Folkerts
  - Tony has been talking to several organizations regarding a formal leadership training for the library's leaders. With three new managers, this will set the library up for success.
- Polaris to Leap
- The team has been working on transitioning from a desktop-based ILS (Polaris) to the online version (LEAP). This project is being driven by the CLC.
  - By the end of November, all Public Service Departments will be using the online version.
  - It is important that to highlight the new Manager, Leah Taynor. She developed a transition plan and her training and timeline will have the library completing the transition well before the CLC Deadline.
- Staff Development Day - Staff Development Day was another success. Training included presentations on how staff can support early literacy, Team Building "improv", and a Teen Panel answering staff questions to improve staff understanding.

Save the dates:

- Events
  - October 31, 2022 – Trick or Treat @ Main Library 1pm – 3pm
  - December 3, 2022 - Santa Saturday @ Main Library
- Personnel Committee Meeting - 6:30 p.m. November 7, 2022 -- Main Library Meeting Room A
- Library Fund Committee Meeting 10:00 a.m. November 14, 2022 – Pickerington Public Library Main – Large Conference Room
- Regular Board Meeting - 7:00 p.m. November 21, 2022 Meeting – Main Library Meeting Room A

Tactical Plan - Early Literacy Guarantee – Tony invited Dana to share a presentation on this plan.

# Early Literacy Guarantee Tactical Plan

October 24, 2022



## Desired Goal:

Audit classes, events, and Youth Services areas to ensure there is a focus on teaching early literacy skills as well as supporting the social-emotional well-being of our young customers.



# Early Literacy Classes

Class	Age Range	Frequency
Rhyme Time	0-23 months	2x/week
Toddler Time	2-3 years	4x/week
Preschool Pals	4-5 years	2x/week
Stories & Songs	2-5 years	2x/week
Family Fun	All ages	6x/week (Summer)

## Youth Services Spaces

1. Add early literacy activities to Customer Service areas.



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# Youth Services Spaces

2. Create activity sheets for Early Literacy Stations.

## Early Literacy Station

Read Write Sing Play Talk

### Activity Name

Instructions for Activity Written for the Adult

### Extend the Learning

• List questions or ways the caregiver can interact with the child

### This Activity Helps with the Following Skills:

• List skills being worked on  
• SCRR Practices



Pickerington Main | 2871 Opportunities Way | Pickerington, OH 43127 | 614.837.4700  
Barnes & Noble | 1300 Village Road | Pickerington, OH 43122 | 614.837.4700  
pickeringtonlibrary.org

# Youth Services Spaces

3. Add early literacy wall clings in the Family Restroom at Main.



# Youth Services Spaces

4. Add more infant activities to both areas.



Folds together for crawl-around fun!





# Thank you

Project Manager: Grace Walker  
Project Administrator: Dana Folkerts

Team Members: Danielle Carey  
Regina Fetherolf  
Reita Linton  
Olivia Pettengill  
Leah Taynor



## Executive Manager - Community Engagement's Report

E-newsletter: Added a slider on the website with a link to the monthly e-newsletter, archived issues and opt-in.

Date	Recipients	Open	Open Rate %	Click Rate	Bounced	Unsubscribed
Jul 2022	789	340	43.40%	4.80%	5	3
Aug 2022	792	337	42.90%	4.70%	8	4
Sep 2022	843	476	39.40%	41.40%	8	7

Digital Resource Highlight:



Free to use in-library only.



Projects – Colleen shared some pictures:

- Website rebuild is moving along! Shooting to have the pieces done by the end of November with Buckeye done by the end of the year.
- Wayfinding: Old blue endcaps are gone (at least in the children's area)! New ones are being fabricated to be installed.
- Bug Lab with Dr. Insecta!

Upcoming events and initiatives:

Outreach:

Oct 24 - YMCA Trunk or Treat

Oct 27 - Pickerington Haunted Village with Violet

In-library: Oct 31 - Trick or Treat

Staff Development Day – Colleen shared a video of staff doing improv.

Continuing Ed:

Oct 21 – Attended Conversations Worth Having for Library Leaders through OhioNet

Nov 1-3 – Attending Library Marketing and Communications Conference in Indianapolis.

Old Business

New Business

## Collections Fund

The library applied for a youth literacy grant through the Dollar General Literacy Foundation and has been approved and received \$2,500. The library is going to use the grant funds to purchase Vox and Wonderbooks for the Juvenile collection and for the new bookmobile.

Restricted Grants need to be accounted for in a separate special revenue fund. The Collections fund was set-up this year.

### **10-04-22 Resolution to appropriate 2014-120-413-4150 (Juvenile Audio Materials) for \$2,500**

Mike Jones made a motion to approve the resolution to appropriate 2014-120-413-4150 (Juvenile Audio Materials) for \$2,500. Mary Herron seconded.

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

## Main Library Remodel

The planning phase of the Main Library Remodel is complete and the library is ready to move forward with bidding for this project. This project covers remodeling the youth services staff workspace, enclosing the barn, carpet replacement for all of Main Library (except Tech Services and Administration), and adding motorized blinds to the atrium.

The architect is recommending an estimated cost of the project at least 30% higher than initially planned due to increased costs of materials and labor. The total estimated cost of this project is \$431,600.

Originally, these projects were planned as standalone individual projects. By combining them, there is a better opportunity to get quality companies bidding on the overall project.

### **10-05-22 Resolution to put the Main Library Remodel out for bids**

Mike Jones made a motion to approve the resolution to put the Main Library Remodel out for bids. Berneice Ritter seconded.

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

## Legal Ad

Sealed bids will be received no later than 12:00 noon, local time, Friday December 9th, 2022 at the Fiscal Officer's Office, Pickerington Public Library, 201 Opportunity Way,

Pickerington, OH 43147. They will be publicly opened and read at 12:15 pm at that location, for all labor, material and services necessary for the Main Library Remodel (Construction cost estimate \$431,600), all in accordance with Contract Documents prepared by DesignGroup. Direct all questions to Nikki Wildman Associate Principal Project Manager, DesignGroup 614.255.2253, [nwildman@designgroup.us.com](mailto:nwildman@designgroup.us.com). Contract documents may be examined at the Library, 201 Opportunity Way, Pickerington, and will be provided electronically at no cost upon request to Tony Howard at [thoward@pickeringtonlibrary.org](mailto:thoward@pickeringtonlibrary.org).

Each bid must include a Bid Guaranty as described in the Instructions to Bidders; Ohio prevailing wage rates are required.

Pre-bid meeting: Friday, November 11<sup>th</sup>, 2022 at 2:00 pm, at Pickerington Public Library, 201 Opportunity Way, Pickerington.

No bid may be withdrawn within 60 days after the bid opening. The Library reserves the right to waive irregularities, reject any or all bids, and to investigate bidder responsibility.

### **10-06-22 Resolution to approve the advertisement for bids on the Main Library Remodel**

Mike Jones made a motion to approve the resolution to approve the advertisement for bids on the Main Library Remodel. Mary Herron seconded.

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

### **10-07-22 Resolution to publicly open and read the bids by the Fiscal Officer immediately after the time for filing the bids has expired on Friday, December 9, 2022 at noon and a Report of the Tabulation of the bids brought to the Board at its next meeting**

Berneice Ritter made a motion to approve the resolution to publicly open and read the bids by the Fiscal Officer immediately after the time for filing the bids has expired on Friday, December 9, 2022 at noon and a Report of the Tabulation of the bids brought to the Board at its next meeting. Mary Herron seconded.

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

### **10-08-22 Resolution to appoint Brenda Oliver as the Prevailing Wage Coordinator for the Main Library Remodel project**

Berneice Ritter made a motion to approve the resolution to appoint Brenda Oliver as the Prevailing Wage Coordinator for the Main Library Remodel project. Alissa Henry seconded.

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

### Ravine Stabilization and Stormwater Management Project

The planning phase of the Ravine Stabilization and Stormwater Management project is complete and the library is ready to move forward with bidding for this project. This project is intended to address erosion issues impacting more than 200 feet along the southern border of the property. Construction involves clearing the brush and some trees, adding riprap along the ravine, and replacement of the curb to allow for diffused stormwater runoff.

The estimated cost of the project is double the cost of what was initially planned for due to increased costs of materials and labor. Additionally, it was found that erosion is occurring at more than 200 feet of the ravine. This is almost double what was initially expected. The total estimated cost of this project is \$120,000.

It is vital for this project to move forward in order to prevent the southern most parking spaces from collapsing into the ravine.

### **10-09-22 Resolution to put the Ravine Stabilization and Stormwater Management Project out for bids**

Mike Jones made a motion to approve the resolution to put the Ravine Stabilization and Stormwater Management Project out for bids. Berneice Ritter seconded.

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

### Legal Ad

Sealed bids will be received no later than 12:00 noon, local time, Thursday, November 17<sup>th</sup>, 2022 at the Fiscal Officer's Office, Pickerington Public Library, 201 Opportunity Way, Pickerington, OH 43147. They will be publicly opened and read at 12:15 pm at that location, for all labor, material and services necessary for the Ravine Stabilization and Stormwater Management project (Construction cost estimate \$120,000), all in accordance with items 1 and 2 of the drainage site report prepared by Thomas H, Marshall, PHD., P.E. Engineering, Operations and Construction Management. Direct all questions to Thomas H. Marshall, (614) 778-7877, [contactus@marshallengineeringandconstruction.com](mailto:contactus@marshallengineeringandconstruction.com) . Contract documents may be examined at the Library, 201 Opportunity Way, Pickerington, and will be provided electronically at no cost upon request to Tony Howard at [thoward@pickeringtonlibrary.org](mailto:thoward@pickeringtonlibrary.org).

Each bid must include a Bid Guaranty as described in the Instructions to Bidders; Ohio prevailing wage rates are required.

Pre-bid meeting: Monday, November 11<sup>th</sup>, 2022 at 12:00 pm, at Pickerington Public Library, 201 Opportunity Way, Pickerington.

No bid may be withdrawn within 60 days after the bid opening. The Library reserves the right to waive irregularities, reject any or all bids, and to investigate bidder responsibility.

### **10-10-22 Resolution to approve the advertisement for bids on the Ravine Stabilization and Stormwater Management Project**

Mike Jones made a motion to approve the resolution to approve the advertisement for bids on the Ravine Stabilization and Stormwater Management Project. Berneice Ritter seconded.

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

### **10-11-22 Resolution to publicly open and read the bids by the Fiscal Officer immediately after the time for filing the bids has expired on Thursday, November 17, 2022 at noon and a Report of the Tabulation of the bids brought to the Board at its next meeting**

Berneice Ritter made a motion to approve the resolution to publicly open and read the bids by the Fiscal Officer immediately after the time for filing the bids has expired on Thursday, November 17, 2022 at noon and a Report of the Tabulation of the bids brought to the Board at its next meeting. Mary Herron seconded.

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

### **10-12-22 Resolution to appoint Brenda Oliver as the Prevailing Wage Coordinator for the Ravine Stabilization and Stormwater Management Project**

Berneice Ritter made a motion to approve the resolution to appoint Brenda Oliver as the Prevailing Wage Coordinator for the Ravine Stabilization and Stormwater Management Project. Alissa Henry seconded.

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

### **Trustee Reappointment**

Cristie Hammond's first full term expires on December 31, 2022. Each Trustee can have two full terms.

**10-13-22 Motion to reappoint Cristie Hammond as a Board Trustee for another term**

Berneice Ritter made a motion to approve to reappoint Cristie Hammond as a Board Trustee for another term. Mary Herron seconded.

Roll Call: Mary Herron-yes, Mike Jones-yes, Cristie Hammond-abstain, Alissa Henry-yes, Berneice Ritter-yes. Motion passed.

Employee Insurance Policy

The Employee Benefits Policy Administrative Procedure will be updated effective 11/1/22 after reviewing other library's policies regarding the percentage of employer paid health insurance benefits for dependents. This change was prompted during negotiations with the new Information & Research Services Manager. The 50% library paid dependent health coverage and the \$500 a month limit were found to be on the lower end compared to libraries in the area. The percentage has been changed to 75% with the limit removed. The limit was removed, because it does not keep up with inflation. The HRA benefit was also removed, because the library no longer offers this benefit.

The change to the percentage and limit on dependent health insurance coverage was discussed with each board member and the consensus was to make this change to remain competitive with other libraries. Since only the Administrative Procedure is being changed, this does not require a Board motion.

**Employee Insurance Policy**

Board Policy:

DATE REVIEWED: 03/09/2017  
DATE APPROVED: 03/09/2017  
EFFECTIVE DATE: 04/01/2017  
REPLACING POLICY EFFECTIVE: 01/12/2015

It is the policy of the Library to provide employees who consistently work an average of 30 or more hours each week with a program of benefits. This program may be modified, amended or terminated at the discretion of the Library. Included in this benefit program is health, dental, vision, and life insurance.

Administrative Procedure:

DATE REVIEWED: 10/24/2022  
DATE APPROVED: 10/24/2022  
EFFECTIVE DATE: 11/01/2022  
REPLACING POLICY EFFECTIVE: 04/01/2017

A. A staff member who consistently works an average of 30 hours or more per week is eligible for health, dental, vision and life insurance coverage through the Library's insurance plan. All eligible employees may also elect family coverage for eligible dependents. The amount of the employee's contribution will vary dependent on the

details of the insurance coverage, which may change from time to time depending on the specific insurance plan and the Library's financial resources or State/Federal laws.

### **Health Insurance**

- The library will pay 90%, of the insurance premium for an employee working 30 or more hours per week.
- The library will pay 75%, of the insurance premium for all covered dependents (spouse, spouse and child or children's plan) for employees working 30 or more hours per week.

### **Dental Insurance**

- The library will pay 90%, of the insurance premium for an employee working 30 or more hours per week.
- The library will pay 25%, of the insurance premium for all covered dependents (spouse, spouse and child or children's plan) for employees working 30 or more hours per week.

### **Vision Insurance**

- The library will pay 100% of insurance premium for employees working 30 or more hours per week.
- The library will pay 25%, of the insurance premium for all covered dependents (spouse, spouse and child or children's plan) for employees working 30 or more hours per week.

### **Life Insurance**

- The library will pay 100% of insurance premium for employees working 30 or more hours per week.
- Employees will be required to pay their portion of their premiums through payroll deduction.
- When offered by the library's chosen insurer, employees may elect to upgrade their coverage plan. All expenses above the costs of the Library's selected plan must be paid by the employee through payroll deduction.
- A new employee becomes eligible for insurance benefits, including health, dental and vision on the first of the month 30 days after hire. In addition, Open enrollment is held during the first quarter of each year. During open enrollment, all eligible employees may elect or decline coverage, and add or change dependent status effective on the date new policies become effective.
- Employees on leave of absence may continue medical insurance coverage at the employee's expense, subject to applicable laws and regulations [see "LEAVE OF ABSENCE Policy"].

B. Continuation of health coverage may be available to eligible employees and their dependents according to their individual circumstances and governing state or



federal law. Employees should consult with their supervisors for their rights and benefits under the governing regulations.

- C. This policy contains only a brief overview of the benefit plans. Details of the benefit plans are contained in the benefit plan documents distributed by the Library and the benefit plan carrier at the time of insurance eligibility.
- D. The insurance contract is the ruling document on all coverage and eligibility issues.

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:36 p.m.

Next Board Meeting

Regular Board Meeting  
November 21, 2022 @ 7:00 p.m. at Main Library

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Cristie Hammond  
President

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Mary Herron  
Secretary