

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
September 14, 2017

The Board of Trustees of the Pickerington Public Library met in regular session on Thursday, September 14, 2017 at 7:03 p.m. in the library at 201 Opportunity Way. Members present were Cristie Hammond, Mike Jones, Todd Stanley, Cheryl Ricketts, and Mary Herron. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer/Human Resources Manager and Colleen Bauman, Community Relations Coordinator.

Call to Order

Roll Call

Excused Absences – Bob Mapes, Michelle Shirer

Secretary's Report

Approval of minutes

9-01-17 Motion to Approve the Regular Board and FAB Committee Meeting Minutes for August 10, 2017.

Cheryl Ricketts made a motion to approve the August 10, 2017 regular Board and FAB Committee meeting minutes. Mike Jones seconded the motion. Minutes were approved with no changes. Motion passed.

Public Participation – none

Friends of the Library Report – Kathy Bowden reported that the Friends annual fall book sale begins November 1 with a member's sale and runs through Sunday, November 5 with a bag sale.

Finance Committee

Fiscal Officer's Report

Brenda asked if there were any questions regarding the August 2017 financial reports, there were none.

The Fairfield County Budget Commission hearing took place; they voted to accept the agreement between the Fairfield county libraries. It is a 3.2% increase for the library; however, there was a decrease statewide. Cheryl asked if it was known yet what the amount of the increase would be; Tony answered for next year, the total amount for PLF for Pickerington would be over a million dollars.

Other Committee Reports

Levy Committee – Mike Jones reported that he filed a couple of reports and there was one expense. Kathy asked for the actual name of the committee so the Friends could write a check. It is the Citizens for the Pickerington Public Library.

Director's Report

Monthly Statistical Overview – Overall increase of 3.9% increase for the month. This increase was due to a 14.3% increase of digital circulation. Last year the budget was increased from \$24,000 to \$36,000.

Homework Help Centers – Library staff is working to connect with the schools and parents. Todd Stanley offered to add the HHC information to the newsletter he produces. Colleen will send the information.

New Patrons – 272 newly registered patrons this is a 16.75% increase in new patrons over this time last year.

Social Media – Facebook is up with 43 new followers, Tumblr is down for the third month in a row.

Security – 3 miscellaneous incidents, 2 occurrences of theft, 1 harassment of staff, 1 patron injury

Facilities – Branch Grand Opening had 340 during the first hour; this includes the ceremony time. There were 490 visits the entire day, 915 circs in the first week and a half of operations; with an average of 83 circs per day. 72 items circulated from the lockers to date. The first story time had 12 people, 7 children/5 adults. It was held at 1:00pm on a Monday. The family story time will be on Thursday evenings.

Outstanding issues for the Branch: Phone system is not up and running yet. We are switching over to a VOIP system tied in with Main Library. There is a temporary internet solution; still working with AT&T for a fiber connection.

Miscellaneous – 31 staff and family walked in this year's Labor Day Parade.

Assistant Director's Report

Kent is closing out the Digitization project and moving it over to operations.

Old Business

Strategic Planning Board Retreat – Facilitator on Fire

November 18, 8:00am-4:00pm is confirmed; working on a location.

New Business

New Staff – Mary Turner – Branch Patron Service Staff and Erin Egan and Samuel Ralph – Main Patron Service Staff. We still need to fill a position. Cheryl asked if it was possible to know the staff members names and department. Colleen will put together an organizational chart with staff pictures.

Director's Assessment Timeline – Tony asked if the Board wanted to handle his assessment the same way Brenda's was handled. Consensus was yes. Tony will do his portion and then submit to the Board for discussion at the November meeting.

Tactical Plan update and discussion -Tony shared a copy of the 2017 tactical plan. There are 6 items that have been pushed to the last quarter to allow time for staff to complete them. The Branch was the focus for staff during the last quarter.

November Board Meeting Location Change - Cristie proposed to move the November Board meeting to the Sycamore Plaza Library Branch Site. Cristie asked the Board if a time change would be helpful to members to arrive on time for the meetings. The Board members indicated that 7:00pm is still fine for this year. October meeting will be held at Main Library. Hours for the branch will be extended on evenings that Board meeting will be held to stay open to the public.

Petty Cash

Before opening the new Sycamore Plaza Library, additional change funds were needed to open the cash drawer for that location. An additional \$100 was needed to maintain the drawer at the Sycamore Plaza Library location for processing patron fines/fees. On September 1, the petty cash account was increased from \$100 to \$200 to provide sufficient change for both locations.

9-2-17 Resolution to retroactively approve increasing the petty cash fund from \$100 to \$200 effective September 1.

Cheryl Ricketts made a motion to approve the resolution to retroactively approve increasing the petty cash fund from \$100 to \$200 effective September 1.

Roll Call: Todd Stanley – yes; Cristie Hammond -yes; Mike Jones – yes; Cheryl Ricketts – yes; Mary Herron – yes. Motion passed

Sycamore Plaza Branch

On September 5, 2017, the library received notice that the Sycamore Plaza property owners were in the process of selling the property. That communication included an Estoppel Certificate and a request for us to sign the Estoppel Certificate. A request was forwarded to the attorney (Brian Linhart; Vorys, Sater, Seymour & Pease LLP) that we

used in helping negotiate the original lease agreement. He has been working to ensure this certificate is accurate to our original lease. The property owner is requesting the signed Estoppel Certificate by Friday, September 15, 2017 so they can close the sale on the property. Brian has provided us with an updated Estoppel Certificate for the board to review, but we are waiting for additional terms to be added before signing.

9-3-17 Resolution to give the Director and/or Fiscal Officer the authority to execute the Lessee-Lessor Estoppel Certificate for the Sycamore Plaza Library branch upon terms determined to be reasonable by the Director and Fiscal Officer

Mike Jones made a motion to approve the resolution to give the Director and/or Fiscal Officer the authority to execute the Lessee-Lessor Estoppel Certificate for the Sycamore Plaza Library branch upon terms determined to be reasonable by the Director and Fiscal Officer. Mary Herron seconded.

Roll Call: Todd Stanley – yes; Mike Jones – yes; Cheryl Ricketts – yes; Mary Herron – yes; Cristie Hammond – yes. Motion passed.

For the good of the order

Cristie presented the Golden Allen Wrench award to Mary Herron and Bob Mapes in appreciation of their hard work helping set up the Sycamore Plaza Library. They volunteered their time and helped put together furniture for the branch and stocked library shelves with books.

Meeting Adjourned 7:52 p.m.

Next Board Meeting:

FAB Committee Meeting

October 12, 2017 6:30 pm (Meeting Room B)

Regular Board Meeting

October 12, 2017 7:00 pm (Meeting Room A)

Cristie Hammond
Library Board President

Mary Herron
Library Board Secretary