

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
September 17, 2018

The Board of Trustees of the Pickerington Public Library met in regular session on Monday, September 17, 2018 at 7:08 p.m. in the Pickerington Public Library at 201 Opportunity Way. Members present were Cristie Hammond, Cheryl Ricketts, Michelle Shirer, Todd Stanley and Mike Jones. Staff members present: Brenda Oliver, Fiscal Officer, Donna Maturri, Assistant Director and Colleen Bauman, Community Relations Coordinator.

Public in attendance: Kathy Bowden, President of the Friends

Excused Absences: Berneice Ritter, Mary Herron

Call to Order

Cristie called the meeting to order.

Roll Call

Secretary's Report

Consent Agenda

- i. Approval of minutes
  1. August 20, 2018 Regular Board Meeting
  2. August 20, 2018 FAB Committee Meeting
  
- ii. Staffing
  1. Jennifer Winter (9/4) – Customer Service Assistant  
Sycamore - \$9.73 per hour
  2. Ashley Mensah (9/17) Customer Service Manager \$20.73 per hour

Cristie asked for approval for the consent agenda items.

Michelle Shirer entered the meeting at 7:09 p.m.

Approval of Consent Agenda

## **9-1-18 Motion to approve the Consent Agenda items**

Mike Jones made a motion to approve the Consent Agenda items, Todd Stanley seconded. Consent Agenda items were approved with no changes. Motion passed.

Roll Call: Mike Jones-yes, Cheryl Ricketts-yes, Cristie Hammond-yes, Todd Stanley-yes, Michelle Shirer-yes

### Public Participation

None

Friends of the Library Report – No report

### Finance Committee

#### Fiscal Officer's Report

Brenda shared a couple of items from the August report. Received the property tax revenue for August. Expecting the rollback in September. Personnel was up due to 3 paychecks in August and leave payouts.

#### Other Committee Reports

Mike Jones shared that the Levy committee is progressing well. There is one report to file in mid-October.

#### Director's Report

Current projects:

Retaining wall – Architect is working to ensure we are following local guidelines.

Main Library Structural roofing issues – Received an overall estimate from ES Architecture and Development. Estimated cost for the entire project - \$1,150,000. At this time, the plan is to get other estimates.

Parking Lot project – motions to move forward are to be addressed under new business.

Fire system – Annual inspection and flush out of fire system passed in all areas.

HVAC system – HVAC operating system is old and runs off of a DOS based system. Requested quotes to upgrade to a newer system.

IT current projects – Staff PC's project is almost complete. Laptops for training/public use at Main are planned purchases for later this year.

Levy information – Board of Elections verified that the ballot language was correct for Issue 4.

Staffing – Facilities Manager – Interviews are expected to be completed sometime next week.

Main Library Youth Services Manager – Dana Folkerts begins on Wednesday, September 19.

Main Library Customer Service Manager – Ashley Mensah started on Monday, September 17.

Sycamore Plaza Library Customer Service Assistant – Jennifer Winter started Tuesday, September 4.

OLC Convention & Expo – Two staff are presenting; Colleen – Marketing and Tony – Down with Dewey?

Four staff attending: Colleen Bauman, Donna Maturri, Catie Polack and Jennifer Hrusch.

### Assistant Director's Report

Staff is being more intentional in planning educational classes. Right now classes are planned through March. Current classes – ASL class has been so popular that a second class was added. Sycamore Plaza Birthday celebration was on September 1 with about 150 people attending. Early Literacy classes have started back up this fall. New Chess Club, facilitated by parents, at Pickerington Main and Dog Tales have resumed.

Ohio Wildlife will be visiting twice this fall, once at each location.

Sensory Storytime not only received funding from A.B.L.E but also a grant from State Library of Ohio.

Teen Book Fest – held at Pickerington Main 10 a.m. to 5 p.m. 2 keynote authors, one in the morning, one in the afternoon. Author panels are set; food trucks will also be available.

Halloween events – Spooky magic show, author James Willis and trick or treating here at Pickerington Main.

Working on dedicated guidelines for blog posts, social media, marketing.

### Old Business

### New Business

Establish revenue accounts for the Guiding Ohio Online Grant fund

The Guiding Ohio Online Grant fund has been set-up and needs revenue accounts set up for the grant funds to be deposited or transferred next month.

**9-2-18 Motion to approve the Resolution to establish revenue accounts 2008-212-0000 Restricted Federal Grants-In-Aid and 2008-931-0000 Transfers-In for the Guiding Ohio Online Grant Fund.**

Cheryl Ricketts made a motion to approve the resolution to establish revenue accounts 2008-212-0000 Restricted Federal Grants-In-aid and 2008-931-0000 Transfers-In for the Guiding Ohio Online Grant Fund. Mike Jones seconded. Motion passed.

Roll call: Todd Stanley-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mike Jones-yes, Cheryl Ricketts-yes.

Establishment of a Sensory Story Time Grant Fund and revenue account

Restricted Federal Grants need to be accounted for in a separate special review fund. The revenue is expected in October.

**9-3-18 Motion to approve the Resolution to establish a Sensory Story Time Grant Fund number 2009 restricted by the State Library of Ohio's federal grant contract.**

Mike Jones made a motion to approve the resolution to establish a Sensory Story Time Grant Fund number 2009 restricted by the State Library of Ohio's federal grant contract. Todd Stanley seconded. Motion passed.

Roll call: Todd Stanley-yes, Mike Jones-yes, Cristie Hammond-yes, Michelle Shirer-yes, Cheryl Ricketts-yes.

**9-4-18 Motion to approve the Resolution to establish revenue account 2009-212-0000 Restricted Federal Grants-In-Aid.**

Mike Jones made a motion to approve the resolution to establish revenue account 2009-212-0000 Restricted Federal Grants-In-Aid. Todd Stanley seconded. Motion passed.

Roll call: Mike Jones-yes, Todd Stanley-yes, Cheryl Ricketts-yes, Cristie Hammond-yes, Michelle Shirer-yes.

Parking Lot Project

Brenda showed an aerial photo of what areas of the parking lot need to be repaired. The parking lot is over 25 years old and is crumbling in many areas. This year parking lot repairs have been addressed in sections. There is also a need to be ADA compliant with handicap spots and sidewalks. Recommendation is to move forward with the bid

process to make necessary repairs to the parking lot.

**9-5-18 Resolution to approve the parking lot repairs and bid the project with estimated costs of \$50,000.**

Todd Stanley made a motion to approve the resolution to approve the parking lot repairs and bid the project with estimated costs of \$50,000. Mike Jones seconded. Motion passed.

Roll call: Todd Stanley-yes, Cristie Hammond-yes, Michelle Shirer-yes, Mike Jones-yes, Cheryl Ricketts-yes.

**9-6-18 Resolution to approve the advertisement of the Bid process for the parking lot project.**

Cheryl Ricketts made a motion to approve the advertisement of the Bid process for the parking lot project. Michelle Shirer seconded. Motion passed.

Roll call: Cheryl Ricketts-yes, Mike Jones-yes, Cristie Hammond-yes, Michelle Shirer-yes, Todd Stanley-yes.

**Legal Notice**

Sealed bids will be received at the Fiscal Officer's Office, Pickerington Public Library, 201 Opportunity Way, Pickerington OH 43147 until 12:00 noon, local time, October 11, 2018, when they will be publicly opened and read, for all labor, material and services necessary for the Parking Lot Project (cost estimate = \$50,000), all in accordance with the Contract Documents for the Project. Direct all questions to Tony Howard at 614-837-4104 ext. 222 or email at [thoward@pickeringtonlibrary.org](mailto:thoward@pickeringtonlibrary.org). 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.

All bids must be accompanied by a Bid Guaranty as described in the Instructions to Bidders; Ohio prevailing wage rates are not required.

Pre-bid meeting: October 4, 2018 at 12 noon at the Library, 201 Opportunity Way, Pickerington.

No Bidder may withdraw its bid within 60 days after the date of the bid opening. The Library reserves the right to waive irregularities and to reject any or all bids.

**9-7-18 Resolution to authorize the Fiscal Officer to publicly open and read all bids after time for filing bids has expired and to report on the results at the next Board meeting.**

Mike Jones made a motion to authorize the Fiscal Officer to publicly open and read all bids after time for filing bids has expired and to report on the results at the next Board meeting. Todd Stanley seconded. Motion passed.

Roll call: Michelle Shirer-yes, Mike Jones-yes, Cristie Hammond-yes, Cheryl Ricketts-yes, Todd Stanley-yes.

Cristie announced next meeting date. She asked Board members to try to attend some of the upcoming programs; the staff is very appreciative when they attend.

Meeting adjourned at 7:36 p.m.

Next Board Meeting:

FAB Committee

October 15, 2018 @ 6:30 p.m. (Meeting room A)

Regular Board Meeting

October 15, 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