

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
September 19, 2022

The Board of Trustees of the Pickerington Public Library met in regular session on September 19, 2022 at 7:02 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present: Cristie Hammond, Mike Jones, Mary Herron, Alissa Henry, Berneice Ritter, and Todd Stanley. Student Trustee Representatives present: Alyssa Gray. 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 Absences: Jennifer Hess and Mikayla Wagner

Secretary's Report

Consent Agenda

1. Minutes
  - a. August 15, 2022 Regular Board meeting minutes
  - b. August 15, 2022 FAB Committee Meeting
  - c. September 12, 2022 Library Fund Committee Meeting
2. Staffing
  - a. Christine Linnabary started on August 30<sup>th</sup> as Youth Services Assistant at main at \$14.43 an hour
  - b. Reita Linton promoted to Customer Service Leader at main effective September 11<sup>th</sup> at \$15.00 an hour
  - c. Hannah Mattingly promoted to Customer Service Leader at Sycamore effective September 11<sup>th</sup> at \$14.43 an hour
  - d. Jenna Miller started September 16<sup>th</sup> as a Customer Service Assistant at main at \$11.17 an hour
  - e. Emma Haynes starts September 20<sup>th</sup> as a Customer Service Assistant at main at \$11.17 an hour

**09-01-22 Motion to approve the Consent Agenda**

Mike Jones made a motion to approve the Consent Agenda items. Todd Stanley seconded.

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

### Public Participation

### Friends of the Library Report

Theresa reported the balance in the Friends account is \$33,480.76. They are still waiting for a bill for the sound boards for the new addition.

### Finance Committee

### Fiscal Officer's Report

Brenda asked if there were any questions from the financial reports. There were none. She also advised the Board that the Auditor's office is going to be contracting out the 2021-2026 audit years for the library.

### Other Committee Reports

Berneice reported on what was discussed at the Fundraising Committee meeting. They are looking at organizing a game night.

### Director's Report

#### Summer Strategic Focus – Connecting Community

Facilities:

Current projects:

- Pavilion - Meeting scheduled with Triad Architects in the beginning of October.
- Youth Services Staff Workroom/Barn, Carpet, & Atrium Blinds - The library is working with the architect on preparing the Bid packet.
- Ravine - The engineer's report came back and Tony is waiting on pricing of materials in order to finalize the Bid packet for this project.
- NaloxBoxes - NaloxBoxes were added to both locations.
- Branch Expansion - This project is close to completion. The opening celebration was held on September 12, which was well attended.
  - o There are a couple of outstanding items that are ordered, yet to be ordered, and/or completed
    - End caps for bookshelves
    - Kitchen "Programming supplies"
    - Decorative Sound panels (Paid for by the Friends)
    - Property Management Shelving for storage area
    - Painting sections of the staff area
  - o New Collections at the Branch

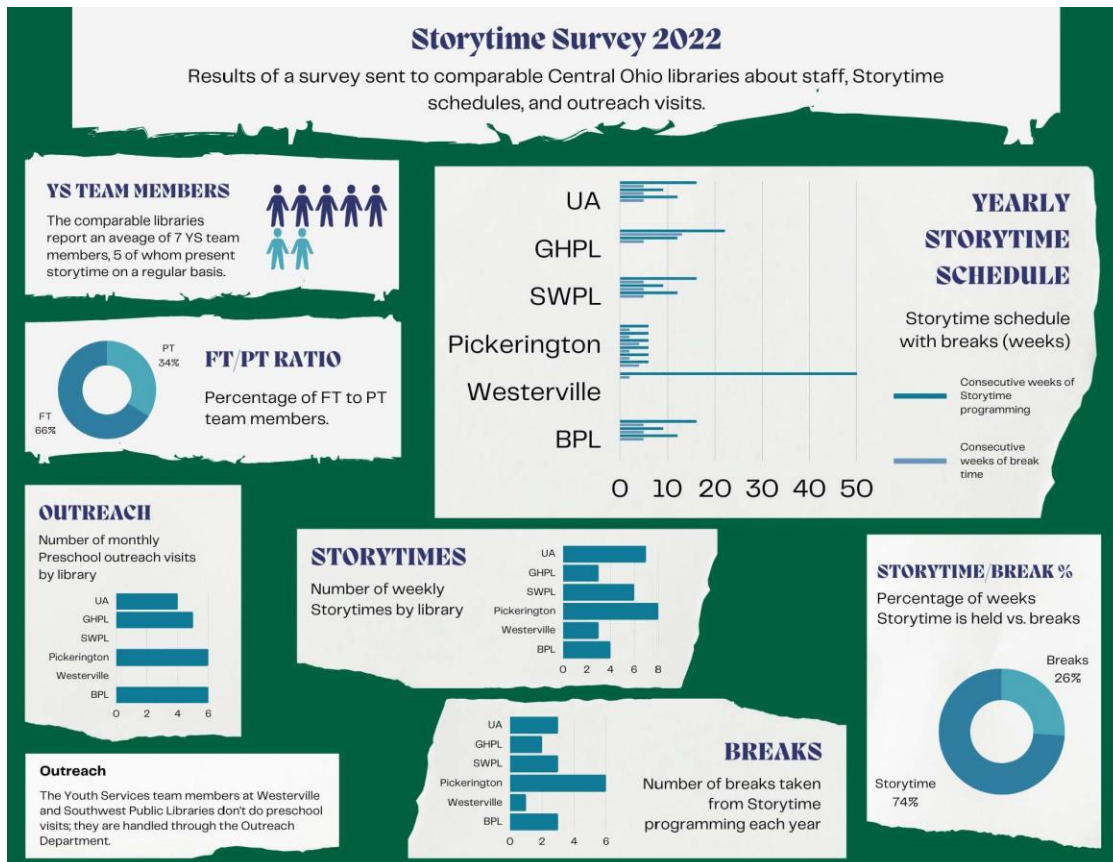
- Graphic novel, manga, and board game collections all had a 200% increase (triple in size)
- Audio books had a 100% increase
- DVDs 10% increase
- Video Games 33% increase
- Teen 70% increase
- Adult Fiction and Categories 270% increase
- Large Print 100% increase
- Adult Nonfiction 85% increase
- Staff are already starting to see an influx of visitors, especially from the High School.

#### IT:

- The library is waiting to hear back from Charter (formerly Spectrum) on when the new fiber connection will be added to Main Library. They have the best pricing at \$22,900.00.
- The computer at Customer Service stopped working and needed to be replaced. Cyril used a backup computer to get through the end of the year. As part of the scheduled replacement plan, staff computers are on the list for replacement in 2023.

#### Miscellaneous:

- Staff Member Highlight - Lauren Edmonds has been with the library for three years. She works as a Reading Initiatives and Homework Help Coordinator at Main Library. Lauren is a strong performing employee, who consistently sets a great example for other staff. She is extremely well organized and works hard to ensure our customers' needs are met. Fearless, Lauren is not afraid to work with outside organizations to create new partnerships and strengthen current ones. Lauren does a fantastic job coordinating our Summer and Winter reading initiatives. Additionally, under her direction, our volunteer program is stronger than ever. For these reasons, Lauren is being recognized before the Library Board of Trustees.
  - Collections - Baker & Taylor, the primary book supplier, was down for a few weeks because of a cyber-attack. They recently came back online. However, there is still a delay in getting new materials. All libraries across the country are experiencing the same problems with this vendor. To counter, some orders were placed with other vendors.
  - Hunger Action Month (September) - The library is participating in Hunger Action Month by collecting food for the Pickerington Food Pantry.
  - Storytime Survey - Recently, the library participated in a "storytime" survey of comparable Central Ohio libraries. With the exception of Southwest Library system, only main locations were counted. Most library systems only have one location.
    - Overall analysis of the data showed that while Pickerington takes more and longer breaks throughout the year, more early literacy classes are provided than other library systems. Additionally, it is done with less staff.
    - Pickerington also does more outreach preschool visits with fewer staff.
- This data is useful for future planning. The Outreach Staff member will be taking on some of the preschool workload.



## Facilities Master Plan:

A Facilities Master Plan (FMP) establishes a framework for orderly growth and development of capital improvements. It should be responsive to an institution's current and projected needs and sufficiently flexible to accommodate changes that can be expected to occur.

The benefits of master planning are threefold:

- 1) Identify and provide clarity around long term library system goals, perhaps reaching as far out as 5-10 years.
- 2) Evaluating and understanding current facilities, relative to both short term and long-term operations and maintenance requirements including order of magnitude estimated costs associated with those needs. Evaluation may include overall condition, ADA accessibility, and library functional efficiency.
- 3) Identify programming and spatial needs aligning with the 5-10 year goals established for the library system and estimated costs associated with those needs. Identifying these needs set the framework for future expansion opportunities.

For the Pickerington Library specifically, a master plan would:

- 1) Help identify goals and desired impact for the current and future library spaces and services
- 2) Provide a facilities assessment identifying short, mid and long term needs for the existing libraries
- 3) Allow for concept planning for future space needs

- 4) Give estimates of probable costs for maintenance, renovation and new construction work
- 5) Offer a structured outline for business planning and fundraising

Process:

- 1) Stakeholder and staff visioning meeting
- 2) Community engagement as needed
- 3) Facilities assessments
- 4) Concept meetings
- 5) Estimate and phasing meeting

Projected costs of a Facilities Master Plan - \$50,000 to \$80,000

An FMP is a structured roadmap into the future. It removes individual preferences from the planning process and uses data to align the needs of the community with the growth of the library. There is strong consideration to add this to the 2023 Budget.

Save the dates

- October 17, 2022 – Staff Development Day – Library Closed
- October 24, 2022 – Next Board Meeting
- October 31, 2022 – Trick or Treat @ Main Library 1pm – 3pm; also a Surplus Sale will happen on that day

Executive Manager - Community Engagement's Report

Library Stats:

e-newsletter

June 2022	786	342	43.90%	5.60%	7	2	6/22/2022
July 2022	789	340	43.40%	4.80%	5	3	7/21/2022
August 2022	792	337	42.90%	4.70%	8	4	8/25/2022

Social Media:

Facebook

Date	# of Posts	Total Page Likes	New Likes	Increased Likes	Engaged People
June 2022	38	3,617	48	48	1,423
July 2022	55	3,653	18	34	995
August 2022	42	3,678	29	13	1,457

Instagram

Date	# of Posts	Total Followers	New Followers	Impressions	Reach	Profile Views
June 2022	32	1,082	16	6,303	3,391	95
July 2022	33	1,081	4	9,026	5,188	113
August 2022	46	1,093	21	9,643	4,800	175

LinkedIn

Date	# of Posts	Total Likes	Followers	Impressions	Clicks	Engagement Rate
June 2022	36	7	83	356	3	5.16%
July 2022	21	11	88	422	8	5.00%
August 2022	26	13	93	551	12	4.97%

## Google

Date	Location	Business Profile Interactions	Calls	Messages	Directions	Website Clicks
June 2022	Main	1,804	372	1	545	885
	Sycamore Plaza	484	133	0	208	143
July 2022	Main	1,518	301	0	514	702
	Sycamore Plaza	449	135	0	167	147
August 2022	Main	1,594	266	1	612	715
	Sycamore Plaza	437	132	0	172	133

## Events:

Colleen shared some pictures.

- Apple Cidering with Bring the Farm to You! 29 people attended the event.

- Author Spotlight Event

37 authors + 4 hours!

3 panels (adult, teens, kids)

421 visitors

**BROOKE ELIZABETH**      **ELLEN SCHREIBER**

Brooke Elizabeth is the author of *Keep Me Sane* and the *Wolf Duology*. She lives in the state of Ohio, where she was born and raised. She has been fascinated with writing short stories all her life but started writing novels when she was thirteen. After several years of writing as a hobby, she discovered that she wanted to pursue a career in writing and become a storyteller. When not writing, she spends her time reading new books, daydreaming, and wishing she could live in all the fictional worlds she's read about.

<https://brookeelizabethauthor.com/>

Ellen Schreiber is the New York Times YA Best Selling Author of the *VAMPIRE KISSES SERIES* and the *NYTIMES* Best Selling *MANGA*, *VAMPIRE KISSES—BLOOD RELATIVES*. She is also the author of the YA series, *ONCE IN A FULL MOON*, *TEENAGE MERMAID*, AND *COMEDY GIRL*.

<http://www.ellenschreiber.com/>

**AUTHOR SPOTLIGHT EVENT**

- HHC/ACT Prep Virtual class: 54 registered/35 logged in for a Football Friday night class!

Upcoming events and initiatives (community, outreach):

- The Big Table: Oct 6 Columbus Foundation - PPL is the host space – Michael Thomas with Operation Meraki is hosting

*Launched in 2016, The Big Table is a day dedicated to community-wide conversations. Through open, intentional dialogue, participants are empowered to imagine what our community can look like when we move forward together toward a brighter future where everyone has a seat at the table. Together, we can inspire a culture of connection and kindness, one conversation at a time.*

Watch for the library in the Pickerington Community Calendar in 2023!

Mike shared an article he read that might be a good Community Engagement idea about receipts from libraries that shows how much money was saved by checking out materials instead of buying those materials. Tony shared that this library does have that printed on the receipts.

Old Business

New Business

Code of Conduct Policy

Two recent laws have a direct impact on libraries and other political subdivisions (Schools, Cities, Townships). SB 140 has been in effect since last year. SB 156 was passed and signed into law this past June and officially became law on September 14, 2022.

In brief, these laws prevent the library from putting a blanket ban on people carrying knives into the library.

Senate Bill 140 – Expressly eliminates knives, razors, and other cutting instruments from the definition of “deadly weapons” under ORC 2923.12, thereby eliminating the broad prohibition that previously applied under that section regarding knowingly carrying a concealed knife that could be used as a deadly weapon.

Senate Bill 156 (effective on September 14, 2022) – makes it a fundamental right for all individuals to own, possess, transport, carry, and keep a knife for purposes of personal protection and other legitimate uses (e.g., hunting and sporting activities), and establishes that such right shall not be subject to any license, permission, restriction, delay or process other than those which are imposed by the U.S. Constitution, the Ohio Constitution or applicable state or federal law.

SB 156 goes on to provide that, if any political subdivision in the State of Ohio enacts or enforces any ordinance, rule, regulation, resolution, or practice, or takes other action, that adversely affects a person's right to own, possess, transport, carry, or keep a knife in any manner (except as is consistent with the restrictions imposed by the U.S. Constitution, the Ohio Constitution, or applicable federal or state law), then the impacted individual will have the right to bring a civil action against the political subdivision seeking damages and declaratory relief (e.g., an injunction to prohibit enforcement), and the political subdivision may also be obligated to pay the expenses incurred by the individual in bringing the action.

The changes to these laws led to an update on a couple library policies. When reviewing the Library's Code of Conduct Policy and Appendix A of the code of conduct, it was determined that changes were necessary to both policy and administrative procedure.

#### Policy Changes

- Updated language making the policy consistent with current leadership structure.
- Removed profanity and replaced it with offensive language. This was a result of direct guidance from legal counsel.
- Added a statement addressing knives in the library.

#### Administrative Procedure Changes

- Updated the language, bringing the administrative procedures in line with current terms and positions used by the library.

Appendix A changes mirrored the policy changes.

The Customer Code of Conduct was last updated on 10/18/2021.

Many Board members voiced their concerns that they did not agree with knives being allowed in the library. Tony encouraged the Board members to contact their legislators to try to get libraries exempted from the law.

#### **09-02-22 Resolution to approve changes to the Code of Conduct Policy with Appendix A noting that the entire Board is approving under duress due to changes in Ohio law**

Cristie Hammond made a motion to approve changes to the Code of Conduct Policy with Appendix A noting that the entire Board is approving under duress due to changes in Ohio law. Mike Jones seconded.

Roll Call: Berneice Ritter-yes, Todd Stanley-no, Cristie Hammond-yes, Alissa Henry-yes, Mike Jones-yes, Mary Herron-yes. Resolution passed.

### **Customer Code of Conduct**



**Board Policy:**

DATE REVIEWED: 09/19/2022  
DATE APPROVED: 09/19/2022  
EFFECTIVE DATE: 09/19/2022  
REPLACING POLICY EFFECTIVE: 10/18/2021

In order to provide a comfortable environment for use of the Pickerington Public Library and on the Library's websites, the rules for customer behavior are listed below. The term customer addresses anyone on or utilizing Library property. Any individual who repeatedly violates the Library rules and regulations shall be denied the privilege of access to the Library by the Board of Trustees. Specific violations with lengths of eviction are outlined in Appendix A. Any individual whose privileges have been denied may have the decision reviewed by the board.

The board authorizes the Library Director to bring to the attention of law enforcement authorities the identity of and circumstances involving those individuals who violate these rules. Individuals who have been evicted may be required to discuss the violation with a manager, or a member of the Library's Executive Leadership Team before being readmitted. Juveniles may be required to bring a parent or guardian for such a conference.

Any individual evicted from the Library has the right to appeal that eviction by following the steps outlined in the Eviction Procedure.

The Library's Executive Leadership Team (ELT) has the responsibility for maintaining order in the Library and enforcing the established rules. The ELT will maintain a Code of Conduct and ensure that the Customer Code of Conduct is posted prominently and communicated to Library customers in electronic and print formats. Library employees are authorized to bring to an individual's attention any act or omission which violates these rules and detracts from the decorum of the Library. Such an individual will be asked to change the problem behavior to conform to the rules. If such change is not evident or forthcoming, that individual will be asked to leave the Library property in accordance to Appendix A of the Customer Code of Conduct. Failure to leave, if asked, will result in the police being summoned. A violation of section 2911.21 of the Ohio Revised Code (Criminal Trespass) will be considered if the individual does not leave of his\her own accord.

Any misconduct that hinders the use of Library materials or services, that disturbs the use of the Library by other customers or Library staff, or endangers the safety of the customer in question or other customers or Library staff, is prohibited. The rules of conduct include but are not limited to:

1. Appropriate attire, including a fastened/closed shirt must be worn.
2. Children under the age of twelve must be accompanied by an adult. Responsibility for all children using the Library rests with the parent/guardian or assigned chaperone, *not* with the Library personnel.
3. Customers must abide by the Library's Computer & Internet Usage Policy.

4. Customers shall promptly leave the building at closing time or in an emergency.
5. Personal items are the sole responsibility of the owner. They should not be left unattended.
6. Behavior that interferes with Library services and activities is prohibited. This includes, but is not limited to:
  - Unreasonable noise (including radios and ringing/musical tones played by cell phones) or loud talking which interferes with the rights of others
  - Physical or verbal abuse of Library customers or staff
  - Profanity or other abusive language toward other Library customers or toward employees
  - Harassing others, either verbally or through actions. Deliberate repeated behavior that is intimidating, hostile, offensive, or adversely impacts staff work performance
  - Fighting on Library property
  - Roughhousing or running in the building
  - Misuse of Library furnishings, restroom facilities, materials, or equipment
  - Unauthorized removal or attempted removal of materials (liable to prosecution —see Ohio Revised Code 2935.041)
  - Animals in the building, except service animals or those used in programs authorized by Library staff
  - Any illegal activity
  - Gambling, panhandling, soliciting money, any activity for personal profit
  - Trespassing, such as entering or remaining on premises after closing, or failing to leave property for violating the code of conduct
  - Engaging in or soliciting a sexual act
  - Consuming food or beverages while using Library technology
  - Offensive odors including but not limited to body odor
  - Bathing, shaving, or washing clothes on Library premises
  - Smoking, chewing tobacco, or using electronic cigarettes
  - Other acts disruptive to customers or staff

The Library does not permit weapons of any kind, either concealed or in plain view, in its facilities pursuant Ohio Revised Code, Section 2923, unless the owner of the weapon is a law enforcement officer.

The Library recognizes that Ohio Law gives all individuals the right to own, possess, transport, carry, and keep a knife for purposes of personal protection and other legitimate uses (e.g., hunting and sporting activities), and establishes that such right shall not be subject to any license, permission, restriction, delay or process other than those which are imposed by the U.S. Constitution, the Ohio Constitution or applicable state or federal law. Therefore, while knives are allowed on library property, the library reserves the right to prohibit the brandishing of knives, using a knife to threaten or intimidate others, or using

knives in any unsafe manner that could reasonably result in personal injury or property damage.

The Library reserves the right to inform law enforcement if any customer appears to be under the influence of any controlled substance.

The Library reserves the right to limit the number of individuals who may gather together where ingress and egress are blocked.

The above rules are based on powers granted to a public Library Board of Trustees under the Ohio Revised Code, Section 3375.40(H). They will be posted prominently in the Library building.

With everyone's cooperation with the above policy, the Library will continue to be a pleasant environment for our customers and visitors.

The Board of Trustees of the Pickerington Public Library reserves the right to change this policy without notice.

**Administrative Procedure:**

**DATE APPROVED 09/19/2022**  
**EFFECTIVE DATE: 09/19/2022**  
**REPLACING PROCEDURE EFFECTIVE: 10/18/2021**

Customers and visitors who fail to abide by the Library's policies are subject to having their Library privileges suspended and/or being evicted from all premises of the Pickerington Public Library. Eviction or suspension of Library privileges will be based upon the following administrative procedural guidelines.

Under normal circumstances, evictions and suspensions should be decided upon and imposed by the Director, Executive Manager of Community Engagement, or department managers. However, in the absence or unavailability of any of the foregoing and if circumstances require prompt action, all staff are authorized to evict a customer from the premises for the day of a code of conduct violation.

In the event a staff member issues an eviction under the prior sentence, the staff member is required to review the eviction with his or her supervisor or the Director to determine whether the eviction should be extended beyond one day in accordance to Appendix A as outlined in the Customer Code of Conduct policy.

Library staff members are to address behavior by individuals that violates Customer Regulations, Customer Code of Conduct, or related Library policies and procedures in the following manner:

**A. Warnings and Evictions:**

1. All staff members are required to inform customers immediately when improper conduct is observed or reported. Customers should be given a chance to respond to the allegation before any action is taken against the customer. If, after giving the

customer a chance to respond, the staff member still believes that the customer has engaged in improper conduct, the staff member should warn the customer so the customer has the opportunity to correct their behavior.

Under certain circumstances, a customer determined to have engaged in improper conduct will not be given the opportunity to correct their behavior and will be asked to leave immediately. These situations include conduct which poses a threat to the safety of the staff and other customers and/or involves criminal activity. Furthermore, if the situation is a repeat offense or disruptive to the overall operations of the library, staff may forego providing an opportunity to for customers to correct their behavior. See Appendix A of the Customer Code of Conduct.

2. A customer who has been warned of improper behavior may also be asked to leave immediately after a warning and asked not to return until the improper conduct is corrected.
3. Customers being accused of conduct that would normally result in eviction of a day or less will be verbally informed of the allegations against them and be given an opportunity to respond verbally.
4. Customers being accused of conduct that would normally result in eviction for more than a day will be given written notice of the allegations against them and the opportunity to respond in writing to the allegation.
5. If the customer being accused is a minor, his/her parents/guardians should be informed of the allegation and be given the opportunity to respond, if possible.
6. Department Managers and PIC (Person in Charge) staff have the authority to inform a minor child not to return to the Library until the child's parent or guardian contacts a manager, the Director or Executive Manager of Community Engagement. Any minor child evicted for seven (7) or more days must have their parent or guardian contact a Library Manager, the Director or Executive Manager of Community Engagement before returning to the library.
7. Managers may issue evictions for up to 30 days. The Director or Executive Manager of Community Engagement is required to approve evictions for greater than 30 days.
8. The department manager or his/her designee may mail the eviction notice to the adult evictee, or if a minor child to their parent or guardian.
9. Customers being accused of conduct that poses a risk to the safety of other customers or staff may not be permitted on the premises while an initial determination of their case is made. In such cases, the Library will act as quickly as possible in ruling on the customer's case.

10. Customer's accused of other conduct not posing a safety risk may be asked to leave the premises for the remainder of the day but will be allowed back on the premises while an initial determination of their case is made.

11. For allegations that could result in evictions longer than one day, the Director or Executive Manager of Community Engagement will mail the customer a written notice of the decision within one business day of making the decision, if the customer's address is known. If the customer's address is unknown the Director or Executive Manager of Community Engagement will call to notify the customer of the decision, if the customer's phone number is known. The failure to mail or notify by phone the decision within one day will not make the eviction invalid.

12. Staff members should attempt to identify the customer being warned and evicted by name. If additional information can be obtained, such as address, telephone number, and borrower card number, staff members should record this as well. At the discretion of the Director or Executive Manager of Community Engagement, if a customer being evicted fails to provide their name, they can be informed not to return to the Library until they are willing to provide that information.

13. The customer's information as well as details about the warning and eviction, including date, time, and location of the situation, will be recorded on the incident report.

#### B. Rights of Redress:

Any customer evicted from Library premises has the right to appeal that eviction.

The customer is not permitted on the Library premises during any appeal, unless the original term of the eviction has expired. If the individual disagrees with the eviction, the following procedure for redress will be utilized:

1. The customer should contact the Director or Executive Manager of Community Engagement within 48 hours of receiving his/her eviction to initiate an appeal. The customer may do so via telephone, mail, or email. The customer should explain the reasons for the appeal and include any additional information that he/she wants considered during review.
2. Upon receiving notice from the customer that he/she would like to appeal the eviction, the Director or Executive Manager of Community Engagement shall consider the appeal and whatever additional information is submitted and advise the customer of his/her decision on the eviction terms within seven business days or a reasonable amount of time dependent on the situation and the amount of research needed. Notice of the decision may be made via telephone, mail, or email.
3. Upon receipt of the decision by the Director or Executive Manager of Community Engagement, the customer has the right to further appeal the eviction to Board of Trustees. The customer should notify the Director within 48

hours of receiving his/her notice of decision regarding his/her eviction to initiate a board appeal. The customer may do so via telephone, mail, or email. The customer's appeal will be added as an agenda item on the next scheduled Board of Trustees Meetings. The Customer has the right to attend the meeting to personally explain the reasons for the appeal and to include any additional information that he/she wants considered during review.

4. The Board's decision will be considered final. The Library's failure to meet any of the deadlines set forth above shall not invalidate an eviction.
5. The Director or Executive Manager of Community Engagement will update the incident report involving the Customer's eviction being appealed by adding a supplement stating the appeal decision.

### C. Safety

It is the expectation of Library administration that all staff manage customer code of conduct violations in a safe manner.

The seriousness of the action and repeated misbehavior of a customer may indicate that a longer eviction than that which is indicated in Appendix A of the Customer Code of Conduct is appropriate. The Director or Executive Manager of Community Engagement are authorized to recommend an extended eviction to the Board for consideration. The Board will make the final decision on any eviction outside of the approved policy.

### Appendix A

	Infraction Type	First Violation	Second Violation	Third Violation
1	Inappropriate dress, to include but not limited to no shirt and no shoes.	Warning, and may be asked to leave the premises to correct the problem.	Warning, and may be asked to leave the premises to correct the problem.	Warning, and may be asked to leave the premises to correct the problem.
2	Presenting offensive and pervasive odor or odors, which constitute a nuisance to other customers or staff.	Warning, and may be asked to leave the premises to correct the problem.	Warning, and may be asked to leave the premises to correct the problem.	Warning, and may be asked to leave the premises to correct the problem.
3	Distributing or posting unauthorized printed materials.	Warning, and may be asked to leave the premises to correct the problem.	7 day eviction	30 day eviction

4	Bringing pets into the library, with the exception of service animals	Warning, and may be asked to leave the premises to correct the problem.	7 day eviction	30 day eviction
5	Sleeping	Warning, and may be asked to leave the premises to correct the problem.	7 day eviction	30 day eviction
6	Being under the influence of alcohol or drugs to the extent that one is unable to exercise care for one's own safety or the safety of others.	Warning, and may be asked to leave the premises to correct the problem.	7 day eviction	30 day eviction
7	Abuse or improper use of library facility and equipment, to include but not be limited to public computer usage, bathing, shaving, or washing clothes	Warning, and may be asked to leave the premises for the remainder of the business day.	7 day eviction	30 day eviction
8	Smoking, using chewing tobacco, or smoking e-cigarettes on library property	Warning, and may be asked to leave the premises for the remainder of the business day.	7 day eviction	30 day eviction
9	Creating any unreasonable noise, including loud talking, singing, running, boisterous activity and the playing of audio or video equipment which disturbs other customers or staff.	Warning, and may be asked to leave the premises for the remainder of the business day.	7 day eviction	30 day eviction
10	Use of offensive, obscene, or abusive language	Warning, and may be asked to leave the premises for the remainder of the business day.	7 day eviction	30 day eviction

11	Gambling, panhandling, soliciting money or engaging in activity for personal profit on library premises.	Warning, and may be asked to leave the premises for the remainder of the business day.	7 day eviction	30 day eviction
12	Engaging in any act which clearly disrupts or prevents the normal or intended use of the public library by any other customers or staff.	Warning, and may be asked to leave the premises for the remainder of the business day.	7 day eviction	30 day eviction
13	Intentionally destroying, vandalizing, or damaging Library Property to include defacing material.	4-month eviction. Eviction period may be extended longer until financial restitution is paid for the damage	1-year eviction. Eviction period may be extended longer until financial restitution is paid for the damage	1-year eviction. Eviction period may be extended longer until financial restitution is paid for the damage
14	Intentionally destroying, vandalizing, or damaging Customer Property while on library premises.	4 month eviction with approval	1 year eviction with approval	1 year eviction with approval
15	Trespassing, violating an eviction, or entering upon library property when banned.	4 month eviction with approval	1 year eviction with approval	1 year eviction with approval
16	Theft or attempted theft of personal property or library property.	4 month eviction with approval	1 year eviction with approval	1 year eviction with approval
17	Brandishing a knife or other cutting instrument, using a knife or other cutting instrument to threaten or intimidate others, or using a knife or other cutting instrument in any	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement



	unsafe manner that could reasonably result in personal injury or property damage.			
18	Inducing panic or placing false 911 calls to police or fire agencies on premises.	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement
19	Harassment of staff or customers to include but not limited to: threatening language; expressing racial or ethnic epithets to another person; stalking behavior, such as following a person on premises without permission, staring or watching persons to the point that it is unreasonable or the party claims the behavior makes them feel uncomfortable. To also include acts of harassing behavior committed via the telephone, email, or written communications directed toward customers or staff	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement

	while on library premises.			
20	Possession, selling, or distributing illegal drugs or alcoholic beverages on library premises.	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement	Asked to leave premises immediately. Eviction period to be determined after review by Director/Executive Manager of Community Engagement
21	Engaging in or soliciting any sexual act. Indecent exposure.	1-year minimum eviction with approval by Director/Executive Manager of Community Engagement	1-year minimum eviction with approval by Director/Executive Manager of Community Engagement	1-year minimum eviction with approval by Director/Executive Manager of Community Engagement
22	Engaging in fighting, challenging persons to fight, physically abusing or assaulting anyone on the library premises.	1-year minimum eviction with approval by Director/Executive Manager of Community Engagement	1-year minimum eviction with approval by Director/Executive Manager of Community Engagement	1-year minimum eviction with approval by Director/Executive Manager of Community Engagement

### Weapons Policy

Two recent laws have a direct impact on libraries and other political subdivisions (Schools, Cities, Townships). SB 140 has been in effect since last year. SB 156 was passed and signed into law this past June and officially became law on September 14, 2022.

As with all policy changes, policies were reviewed from other library systems, including Marysville Public Library, Chillicothe Library, Jackson City Library, and Fairfield County District Library.

#### Policy Changes

- Added a statement recognizing the Board’s Goal for the library to be a safe place.
- Added a statement prohibiting the use of “everyday items” as weapons.
- Changed the name of the policy removing the word concealed.

#### Administrative Procedure Changes

- Updated the language, bringing the administrative procedures in line with current terms and positions used by the library.
- Added a statement outlining the expectation for staff to address issues of customer using nontraditional weapons in the library.

The Concealed Weapons Policy was last updated on 02/09/2017.

**09-03-22 Resolution to approve changes to the Concealed Weapons Policy including changing the name to Weapons Policy noting that the entire Board is approving under duress due to changes in Ohio law**

Cristie Hammond made a motion to approve changes to the Concealed Weapons Policy including changing the name to Weapons Policy noting that the entire Board is approving under duress due to changes in Ohio law. Mike Jones seconded.

Roll Call: Todd Stanley-no, Mike Jones-yes, Cristie Hammond-yes, Alissa Henry-yes, Berneice Ritter-yes, Mary Herron-yes. Resolution passed.

**Weapons Policy**

Board Policy:

DATE REVIEWED: 09/19/2022  
 DATE APPROVED: 09/19/2022  
 EFFECTIVE DATE: 09/19/2022  
 REPLACING POLICY EFFECTIVE: 02/09/2017

The Pickerington Public Library is a community gathering place for lifelong learning and has children and adults of various ages in the library building during all service hours. It is a goal of the Library’s Board of Trustees to ensure the library is a safe place for everyone.

Ohio public libraries are exempt from the state’s “Concealed Carry” law as a political subdivision of the State of Ohio:

*Any building that is a government facility of this state or a political subdivision of this state and that is not a building that is used primarily as a shelter, restroom, parking facility for motor vehicles, or rest facility and is not a courthouse or other building or structure in which a courtroom is located.*

Ohio Revised Code, Section 2923.126

Weapons of any kind, concealed or in plain view, are prohibited in any Pickerington Public Library facility.

A deadly weapon is any instrument, device, or thing capable of inflicting death, and designated or specially adapted for use as a weapon, or possessed, carried, or used as a weapon, including explosives, or listed as listed in the Ohio Revised Code, Section 2923.11.

A firearm is any deadly weapon capable of expelling or propelling one of more projectiles by the action of an explosion or combustible propellant. A handgun is any firearm designed to be fired by the use of a single hand.

The Library prohibits anyone from brandishing or using normal everyday items not considered a weapon by the State of Ohio or United States Government as a weapon. These items could be, but not limited to furniture, books, knives or other cutting instruments.

Active duty law enforcement personnel are permitted to carry weapons onto Library property.

The Pickerington Public Library will post the necessary notification of its status as exempt from Ohio's Concealed Carry legislation, as required by the Ohio Revised Code 2923.1212.

**Administrative Procedure:**

**DATE REVIEWED: 09/19/2022**  
**DATE APPROVED: 09/19/2022**  
**EFFECTIVE DATE: 09/19/2022**  
**REPLACING POLICY EFFECTIVE: 02/09/2017**

- i. Visitors, Students and Vendors aka Customers
  - i. If a handgun (or other weapon) is discovered on a customer, the employee discovering the handgun or weapon should immediately inform Library Security, Management and Administration.
  - ii. If a customer uses any nontraditional item as a weapon or brandishes it as if it were a weapon, staff are to address the situation as if the item was a weapon.
  - iii. The Person in Charge (PIC) shall respond immediately to all such calls. The PIC shall inform the customer of the Library's policy of prohibiting all firearms including handguns on Library premises. If the customer possesses a valid license to carry a handgun, the PIC shall allow the customer to remove the handgun from the building. If a customer does not possess a valid license for the handgun, the PIC is expected to notify the local law enforcement agency.
  - iv. Ohio law permits a loaded handgun to be transported in the trunk of a motor vehicle or, if unloaded, in a box or other container in the motor vehicle.
  
- B. Employees/Volunteers/Third Party Support
  - i. No employee, volunteer or third-party support staff member shall be allowed to possess a handgun or other weapon in the Library. Individuals are to notify the Director or his/her designee if another employee, volunteer or third-party support member is believed to have a handgun.
  - ii. The Director or his/her designee shall handle the situation as appropriate for the circumstances.
  - iii. The Director or his/her designee should make the person aware of the Library's policy and ask the individual to remove the handgun from the Library immediately.
  - iv. The Director or his/her designee should do what is necessary to assure compliance with this instruction up to and including notifying the local law enforcement agency.

- v. Any employee or volunteer who violates this policy shall be subject to discipline under the Employee Handbook.

#### C. Reporting Obligation

- i. If any employee or volunteer believes that another person (visitor, another employee, physician, other clinical practitioner or any other guest of the Library) possesses a concealed handgun or other deadly weapon on the Library's premise, the employee shall report this belief and the basis for this belief immediately to his or her supervisor and to security (when available) simultaneously.
- ii. Failure to report knowledge of the presence of any firearm on Library premises shall subject the employee to discipline.

#### D. Safety

- i. Employees, including Contract Security, should be aware that the enforcement of this policy deals with confronting individuals carrying loaded handguns.
- ii. Under no circumstances should any employee take any unnecessary risks or compromise his or her safety in enforcing this policy. Local law enforcement should be contacted immediately if deemed necessary.

#### E. Signage

- i. Compliance signage will be posted in conspicuous places at the entrances of each library facility announcing the Library's policy of prohibiting firearms and other deadly weapons on the premises of the Library.
- ii. Compliance signage will be maintained by Facilities Management staff.
- iii. Signage will have the mandatory phrasing in accordance with ORC 2923.1212.  
"Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises."

#### F. Toy and Replica Weapons

- i. Toy guns, replica or imitation weapons or other items that could be reasonably mistaken for a firearm are prohibited from library facilities in accordance with this policy. The only exception where toy, replica or imitation weapons are permitted is during library sanctioned programs or events.

### Travel Reimbursement Policy

Several library staff are preparing to go to multi-day professional conferences over the next couple of months. These conferences are far enough away to require overnight stays for staff. In preparation for these trips, the library's policy for travel reimbursement was reviewed.

As with all policy changes, policies from other library systems were reviewed, including Marysville Public Library, Chillicothe Library, Jackson City Library, and Fairfield County District Library.

## Policy Change

- Fixed a grammatical issue

## Administrative Procedure Changes

- Made minor changes ensuring all forms of transportation were covered.
- Since the beginning of the pandemic, management realized the need to be more flexible and cautious, so the ability to allow refundable ticket fees and travel insurance costs were added.
- Clarified the information regarding per diem for meals.

The Travel Reimbursement Policy was last updated on 10/13/2016.

## **09-04-22 Resolution to approve the changes to the Travel Reimbursement Policy**

Mike Jones made a motion to approve the changes to the Travel Reimbursement Policy. Todd Stanley seconded.

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

## **Reimbursement for Travel**

Board Policy:

DATE REVIEWED: 09/19/2022  
DATE APPROVED: 09/19/2022  
EFFECTIVE DATE: 09/19/2022  
REPLACING POLICY EFFECTIVE: 10/13/2016

The Library Board of Trustees (The Board) recognizes the need for staff to travel in order to conduct the business of the library. Any staff member attending an approved meeting, workshop, conference or to conduct Library business outside of the Library may request mileage reimbursement and when appropriate, meal, lodging and parking reimbursement.

Library staff are expected to use the library owned vehicle for travel in accordance to the Use of Library Owned Vehicle and Equipment policy.

The Board acknowledges that some opportunities may require out-of-town/overnight travel. The Library will comply with FLSA guidelines in regard to compensation for non-exempt employees. In addition, all employees will be reimbursed for travel expenses as outlined in the procedural paragraphs below.

The employee must obtain prior approval for estimated travel expenses. All reimbursement requests should be for reasonable and necessary expenses. Staff approved to attend a meeting, workshop, conference or conduct library business will be paid for travel time to and from the temporary assignment; as well as attendance at the event.

The employee is expected to exercise the same care in incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds.

This policy does not intend to address every issue, exception or contingency that may arise in the course of travel.

Administrative Procedure:

DATE REVIEWED: 09/19/2022  
DATE APPROVED: 09/19/2022  
EFFECTIVE DATE: 09/19/2022  
REPLACING POLICY EFFECTIVE: 10/13/2016

## Transportation

- A. Actual mileage in excess of an employee's normal commute is reimbursable and will be calculated at the IRS established rate.
- B. The employee may use and will only be reimbursed for automobile travel in a private vehicle if the owner is insured under a liability policy that complies with Ohio Revised Code (ORC) Section 4509.51. The employee authorized for travel must maintain a valid driver's license.
- C. The use of air, train, bus or private vehicle shall be selected on the basis of the most reasonable and appropriate method – taking into account distance, time and total costs. Reimbursement for mileage may not exceed the cost of one (1) reasonably-priced airline ticket, railway ticket, or other method of long distance transportation to the destination. Any frequent flyer miles or other travel incentives earned are to be credited to the library. Reimbursement for a rental car will be authorized only if its use is more economical than any other type of transportation.
- D. Reasonable parking fees, tolls, taxi fees etc. will be reimbursed.
- E. Any gasoline, damages, needed service or repairs to private vehicles are the responsibility of the employee, as these costs are included in the per mile cost reimbursement.

## A. Compensation

The Library will comply with FLSA guidelines in regard to compensation for non-exempt employees who are scheduled for out-of-town or overnight travel as follows:

1. Whether time spent traveling out of town as a passenger is compensable depends on the time of the day during which the travel occurred, and whether the travel results in an overnight stay.
  - a. Time spent traveling out of town *during* normal work hours on any day of the week *is* hours worked because the employee is simply substituting travel for other duties. This is true even if the travel occurs on an employee's regular day off, such as Saturday or Sunday; if the hours spent traveling correspond to the employee's normal work hours on a work day. For example, if the employee regularly works 10 a.m. to 6 p.m., Monday through Friday, travel between 10 a.m. and 6 p.m. on any day of the week,

including weekends, is also work time. If an employee does not have a regular work shift, a regular work shift should be designated for purposes of determining compensable travel time. The schedule should be designated in advance of the traveling work week, and should not change from week to week.

2. Travel *outside* normal hours resulting in an overnight stay usually *is not* considered compensable hours worked (unless the employee performs work while a passenger).
3. During non-work hours, non-exempt employees are not authorized to utilize the Intranet, or remotely access email. Under extenuating circumstances (i.e., verify unexpected Library closing, review benefits information) non-exempt employees may do so for a limited period of time; however, they may not perform any work (i.e., respond to or act on information read) without pre-approval from their manager or the Director. Employees are not compensated for such time.
4. But if such travel outside normal working hours is part of a special *one-day* assignment, meaning that there is no overnight stay, then the time spent traveling during that day, even as a passenger *is* considered compensable hours worked. The employer can deduct the time that normally would be spent commuting, however.
5. Normal commuting trips occurring in a distant city (e.g. from hotel to work site and back), “down time” in the out-of-town city, as well as personal time such as sleep and meal time, are not hours worked. Business meals or working lunches are, however, considered hours worked.
6. General Rule Regarding Drivers of Vehicles: Travel by a driver beyond normal commuting distances is always hours worked. There is one exception to this rule. If an employee who is offered public transportation chooses instead to drive for personal convenience, then the time spent driving is not hours worked.
7. One Day Out-of-Town Business Trips: Uninterrupted travel to an out of town location which takes place in one day is hours worked. If the travel is interrupted (such as by travel to an airport and then travel via airplane to another city) then the travel to and from the airport in the “home” city is regarded as normal commuting time and therefore is not hours worked. The travel as a passenger by airplane within and outside the normal work hours is also hours worked.

## **B. Overnight Travel:**

1. Overnight Out-of-Town Business Trips: Travel as a passenger outside normal work hours on any day of the week is not hours worked (so long as the employee doesn't perform work while a passenger). This is true even if the travel occurs on an employee's regular day off, such as Sunday or Saturday. For example, if the employee regularly works 10 a.m. to 6 p.m. Monday through Friday, travel between 10 a.m. and 6 p.m. on weekends is also work time. Whereas, travel outside shift hours even for the employer's benefit is not hours worked.
2. If an employee does not have a regular work shift a regular work shift should be designated for the purpose of determining compensable travel time. The schedule should be designated in advance of the work week in which travel time is occurring, and should not change from week to week.



3. Travel that cuts across the work day on any day of the week is hours worked. In this situation, only the hours of the day which occur during the normal work day are considered hours worked. Normal commuting trips in the out of town city (such as from hotel to work site and back) are not hours worked.
4. Personal time out of town such as sleep and meal time is not hours worked. Business meals or working lunches are hours worked.

### **C. Reimbursement:**

The following requirements relate to the Travel Reconciliation & Employee Reimbursement process:

#### **1. Receipts in General**

- a. The Library's reimbursement policy is based on documentation of reasonable and actual expenses, supported by original receipts. Original, detailed and itemized receipts must be submitted for all travel expenses including airline, rail, hotels, meals, automobile rental, and incidentals.
- b. For Library credit card purchases, original, detailed and itemized receipts must be submitted for all travel expenses including airline, rail, hotels, meals, automobile rental, and incidentals. Monthly credit card statements and/or travel agency invoices and statements alone are not acceptable as backup documentation.
- c. The Library reserves the right to withhold reimbursement of expenditures lacking receipts and/or a valid reason for not submitting an original receipt.
- d. Customary gratuities of up to 15% are reimbursable. Alcoholic beverages or costs associated with a guest are not reimbursable. Not all situations can be anticipated in the procedure. Therefore, general guidance is that only pre-approved expenses are reimbursable.

### **D. Registration & Conference Fees**

1. Registration fees for a meeting or conference at which attendance has been approved should be completed using the Library credit card or by using a purchase order.
2. Registration fees paid directly by an individual will not be reimbursed until the conference is completed and proof of attendance is obtained by submitting the Conference/Workshop/Program/Event Reimbursement Form.

### **E. Airfares**

1. All Library approved air travel must be at the most reasonable and economical rate, not first class or business class. All travelers should use the least expensive airfare, based on a two-hour "window" on either side of their preferred departure times. Refundable ticket fees and penalty fares must have prior approval by the Director or designee. In accordance with the Ohio Ethics Commission's Advisory Opinions, employees are prohibited from using frequent flyer miles accumulated on fares that were reimbursed or paid for by the Library. The lowest cost air travel should take precedence.
2. Travelers are strongly encouraged to book well in advance of travel to secure the lowest fares. In addition, travelers are encouraged to select special or

promotional flights that may require significant advanced booking, use alternative airports, entail a connection, or feature departure and/or arrival times slightly different than originally specified by the traveler.

3. The Director or designee will make an assessment of the most reasonable method of travel to an event; in the event an attendee chooses to use an alternate method, lowest cost for transportation will be reimbursed with the attendee expected to make up the difference. It is acceptable if it is more economical to add an additional overnight lodging cost to save a greater cost on airfare.

#### **F. Rail Transportation**

1. The Library will reimburse the cost of railroad fare not to exceed the cost of the least expensive method of travel.

#### **G. Private Automobile Transportation – Mileage Rate**

1. Travel using privately owned vehicles may be desirable to save time, transport equipment, or reduce cost when Library staff are traveling together. The rate of reimbursement is based on the Internal Revenue Service reimbursement rates at the time of travel. This reimbursement covers all fuel, maintenance, insurance, transportation, and operating costs. The Library does not assume responsibility for deductibles or other uninsured loss to the vehicle.
2. Tolls and reasonable parking charges will be reimbursed in addition to the mileage allowance. No reimbursement will be made for the cost of repairs to the vehicle or other such costs whether they result from the traveler's actions or the actions of others. Costs for parking violations and moving violations are not reimbursable.
3. If, primarily for the convenience of the traveler, a personal automobile is used for approved travel to points more than 300 miles beyond the point of origin, the following applies:
  - a. Reimbursement will not exceed the lesser of the cost of the per-mile reimbursement plus tolls, or
  - b. The least expensive round-trip air fare between the nearest commercial airport serving the origin and destination cities, plus associated transfer costs to and from the airport.

#### **H. Rental Vehicles**

1. Rental vehicles should be used only, as follows:
  - a. Economy, compact or subcompact vehicles should always be rented.
  - b. Reimbursement will be made for other types of vehicles in exceptional cases (e.g., several travelers are riding in one vehicle, equipment being transported, etc.).

- c. Travelers should rent vehicles in the Library's name with the authorized traveler as the named driver. Under no conditions should the authorized traveler allow another person to operate their rental vehicle.
- d. All detailed fuel receipts are required. Gas must not be purchased from any rental agency.
- e. Travelers must report all accidents to the Director and Fiscal Officer within 24 hours, and immediately when any accident results in any personal injury or towing of a vehicle. The traveler should follow the rental agency accident report instructions, in addition to forwarding a copy of the report to the Fiscal Officer.
- f. Renters should purchase the rental company's minimum insurance coverage, i.e. collision and liability, which is reimbursable by the Library.
- g. In accordance with the Ohio Ethics Commission's Advisory Opinions, employees are prohibited from using personal rewards accounts on fares that were reimbursed or paid for by the Library.

#### **I. Tolls & Parking Fees**

- 1. Tolls and reasonable parking charges will be reimbursed. Receipts should be submitted with the Conference/Workshop/Program/Event Reimbursement Request form.
- 2. Library credit cards may be used for these expenses. Original, detailed and itemized receipts must be submitted for all such expenses.

#### **J. Ground Transportation**

- 1. Taxi fares, including tips, are reimbursable where public transportation is not practical. This includes taxis between hotels and railroad stations or airports, between appointments or between hotels and places of temporary duty.
- 2. Shuttle, limousine, public transportation, or livery service to and from airports and railroad stations, plus reasonable tips is reimbursable, where such costs do not exceed the comparable taxi fare.

#### **K. Lodging**

- 1. Travelers must book standard accommodations in reasonably priced, commercial-class hotels and motels. Travelers should ask for government discounts at all hotels and motels.
- 2. Travelers will be reimbursed for the actual cost of lodging.
- 3. The Director or their designee will assess the most reasonable method of travel to an event; in the event an attendee chooses to use an alternate method, the lowest cost for transportation will be reimbursed with the attendee expected to make up the difference. It is acceptable if it is more economical to add an additional overnight lodging cost to save a greater cost on airfare.
- 4. The Director or designee will make the final decision on the purchase of travel insurance for all lodging.

5. In accordance with the Ohio Ethics Commission's Advisory Opinions, employees are prohibited from using personal membership rewards on lodgings that were reimbursed or paid for by the Library.

#### **L. Extended Weekend Stays**

1. Because of the significant cost savings associated with airline reservations that include a Saturday night stay, Library personnel are allowed to extend business trips over Saturday when such a decision is cost-effective. To monitor this procedure, travelers must receive prior authorization from their supervisor and must include a calculation of net savings with any request for reimbursement. The calculation should include the difference in airfare quotes, and the incremental reimbursable expenses accumulated that result from the extra days stayed.

#### **M. Meals**

1. Per Diem rates at the time of travel are allowed for meals only and are based on the U.S. Government Services Administration (GSA). The GSA establishes the maximum CONUS (Continental United States) Per Diem rates for federal travel customers. These rates are reviewed annually.
2. For clarification on travel lasting more than twenty-four consecutive hours, the library allows meal expenses to be combined. However, the total amount should not exceed the daily total allotted for meals according to the GSA. A twenty-four-hour period is defined for these purposes as 12:00am to 11:59.59pm. All other travel less than twenty-four hours will strictly follow what the GSA outlines for each meal of the day.
3. For foreign travel, Google: Foreign Per Diem Rates to locate the most current rates. The rates are listed by travel date/country/city. According to current government regulations, per diem allowances shall not exceed the maximum found on the government's per diem web page.
4. Per Diem is defined as the maximum reimbursement for daily expenses. The Library's reimbursement policy for meals is based on documentation of actual expenses. Original, detailed and itemized receipts must be submitted for reimbursement. The actual costs of all meals, even those less than or equal to \$25.00, is required to be documented on the Conference/Workshop/Program/Event Reimbursement Form.
5. The Library's reimbursement provision for gratuity is not to exceed 15% of the actual bill prior to tax being charged. Any gratuity paid above the 15% will not be reimbursed by the Library unless a valid reason for exceeding is documented and subsequently approved by the Director or his/her designee. Gratuity is considered as part of the per diem rates for meals as outlined by the GSA.
6. Payment for group meals while traveling is not recommended. Sometimes this is unavoidable due to restaurant policy or special circumstances.

#### **N. Telephone & Internet Access**

1. Telephone calls and faxes, specifically those necessary to obtain transportation and hotel reservations or to communicate with the office, are reimbursable.

Internet access fees, when the internet access is used for Library business are reimbursable.

### **O. Tips**

Reasonable tips associated with baggage handling, storage and other services are reimbursable.

### **P. Taxes**

The Library is exempt from state sales taxes. Other unavoidable local taxes (e.g., lodging, meals, car rental, etc.) on travel and business-related services are allowable and reimbursable.

### **Q. Travel Expenditures Not Reimbursable by the Library**

- Airline clubs
- Airline upgrades
- Books, magazines, newspapers for personal use
- Business or first-class fares
- CD's and DVD's for personal use
- Child-care, babysitting, house-sitting, pet-sitting/kennel charges
- Commuting between home and PPL
- Corporate Charge Card delinquency assessments. (An exception may be if the delinquency assessment is not due to the actions of the traveler)
- Costs incurred by a traveler's failure to cancel transportation or hotel reservations in a timely fashion
- Evening-wear rentals
- Flowers
- Formal wear expenses
- Gifts
- Haircuts and personal grooming
- Laundry and dry-cleaning (An exception may be made for extended foreign travel with receipts)
- Passports, vaccinations, and visas, when not required as a specific and necessary condition of the travel assignment
- Personal entertainment expenses including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theatre movies, social activities, and related incidental costs
- Shoeshine services
- Other expenses not directly related to the performance of the travel assignment

### **R. Non-PPL Employees Expenses**

Incremental costs for travel, lodging, meals or other travel expenses for non-PPL employees will not be reimbursed. Please consult the Director and Fiscal Officer if special consideration is requested.

### **S. Visas, Passports, Inoculations**

Fees for visas, passports, and inoculations are allowable when they are a specific and necessary condition of fulfilling a work assignment on behalf of the Library. For example, if foreign travel is authorized and a visa is necessary for travel, this is allowable.

#### **T. Falsified travel forms**

Falsification of a travel expense report is grounds for disciplinary action up to and including discharge.

#### **U. Late Reimbursement Requests**

Reimbursement requests over 30 days from the date of travel are not reimbursable.

#### Cardholder Purge

Tony reminded the board that every year inactive customer records are purged because part of the fees paid to the Central Library Consortium are based on how many cardholders the library has.

#### **09-05-22 Resolution to approve the annual customer purge 2,707 cardholders with a total dollar amount in fines and fees of \$13,967.54**

Mary Herron made a motion to approve the annual customer purge 2,707 cardholders with a total dollar amount in fines and fees of \$13,967.54. Mike Jones seconded.

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

#### Executive Session

#### **09-06-22 Motion to go into Executive Session – Compensation of Public Employees (ORC 121.22 (G)(1))**

Cristie Hammond made a motion to go into Executive Session – Compensation of Public Employees (ORC 121.22 (G)(1)). Mike Jones seconded.

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

Entered into Executive Session at 8:26 p.m.

#### **09-07-22 Motion to come out of Executive Session – Compensation of Public Employees (ORC 121.22 (G)(1))**

Mike Jones made a motion to come out of Executive Session – Compensation of Public Employees (ORC 121.22 (G)(1)). Todd Stanley seconded.

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

Came out of Executive Session at 8:40 p.m.

**09-08-22 Motion to authorize the Director and Fiscal Officer to make an offer of up to six weeks of Paid Time Off in negotiations for the candidate for the Information and Research Services Manager**

Cristie Hammond made a motion to authorize the Director and Fiscal Officer to make an offer of up to six weeks of Paid Time Off in negotiations for the candidate for the Information and Research Services Manager. Berneice Ritter seconded.

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

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:41 p.m.

Next Board Meeting:

Regular Board Meeting  
October 24, 2022 @ 7:00 p.m. at Main Library

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Cristie Hammond  
President

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Mary Herron  
Secretary