

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
September 16, 2019

The Board of Trustees of the Pickerington Public Library met in regular session on September 16, 2019 at 7:01 p.m. in the Pickerington Public Library, Sycamore Plaza Library branch at 7861 Refugee Road, Pickerington, OH 43147. Members present were Cristie Hammond, Mike Jones, Mary Herron, Michelle Shirer, Todd Stanley, Berneice Ritter and Jennifer Hess. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer, Colleen Bauman, Community Relations Coordinator, Norma Lockney, Deputy Fiscal Officer. Also in attendance, Kathy Bowden, President of the Friends, Scott Sears, FAB Community member.

Call to Order

Roll Call

Excused Absences

Secretary's Report

Consent Agenda

Approval of Minutes - August 19, 2019 Regular Board Meeting and FAB meeting

New Staff

Wendy Mellott - Customer Service Associate at main started August 26 at \$8.55 an hour (last day 8/27)

Lauren Edmonds - Homework Help Center Coordinator at Main started September 5th at \$13.87 an hour

Norma Lockney - Deputy Fiscal Officer started September 11, 2019 at \$15 an hour

**09-01-19 Motion to approve the Consent Agenda items**

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

Roll Call: Mike Jones-yes, Mary Herron-yes, Cristie Hammond-yes, Todd Stanley-yes, Jennifer Hess-yes.

Public Participation

Friends of the Library Report

Kathy Bowden shared that the Friends approved the funds to purchase the instruments for the Music Garden.

7:05 p.m. – Berneice Ritter entered the meeting

7:05 p.m. – Michelle Shirer entered the meeting

### Finance Committee

#### Fiscal Officer's Report

Brenda shared that in the FAB meeting they went over the August financial report. Talked about the Pickerington School Board approved the 2020 amounts. There were no questions.

### Other Committee Reports

Mike Jones reported that the PACC can invest the money they have and it is easy to report.

### Director's Report

This quarter the staff focus is Connect Community.

Main Library structural roofing issue – contract is signed.

Parking lot restriping will be redone. Parking spots were measured and they will be corrected.

Nature backpack kits – 21 backpacks have circulated 38 times in the first Month.

Technology – One of the promises made to the community was to stay current on technology. Library has purchased 30 Playaway Launchpads that will start circulating next month. STEAM kits are next to be purchased to lend out.

DVD shelving – Part of the Down with Dewey project. DVDs were re-catalogued and rehomed in the library. In the new DVD location, a TV will be set up to show movies.

Children's Music Garden – The instruments will be installed in the Rose garden area, \$13,000 investment by the Friends. Tony shared his presentation on the different instruments that will be installed.

### Community Engagement Manager's Report

This quarter is Connect Community and outreach set up is:

We have reached out to the schools to get invited to their various functions that parents will be attending. September 10 was Fairfield Elementary PTO meeting and from that an invitation was extended to attend their quarterly new family orientation nights.

Harmon Middle School Family Night – Sept 18

Working with the HHC Coordinators to develop handouts and speaking points for their feeder schools.

Sept 19 – Chamber of Commerce nonprofit showcase event.

Social Media: Enjoying Library card sign up month with the cast of Toy Story. For customers that have received a new or replacement library card this month, they have been invited to enter in to a drawing for a \$10 gift card from MacKenzie River Pizza.

There are 10 gift cards to give away. El Vaquero in Pickerington chose the library as their Dine to Donate for the month of September. That has been shared on social media as well.

Communications Team: Made up of one to two members from each department.

Stats updated: Lindsay has been busy updating 2019 stats.

## Old Business

Board Calendar – year long board schedule. Trustees were fine with the schedule.

## New Business

Cristie switched the order of the agenda items as they waited for a notary.

### Discussion and resolution to support the decision of the Director to discontinue the use of LinkedIn Learning

Tony shared that there are less than 150 uses per month. LinkedIn is requiring that LinkedIn Learning (Lynda.com) is attached to a personal account. At this time there is not a way to attach it to a business account. Customers under 16 may not use it at all because they cannot have a LinkedIn account. Tony recommends to move away from it and create a page with other learning resources.

### **09-02-19 Resolution to support the decision of the Director to discontinue the use of LinkedIn Learning**

Berneice Ritter made a motion to approve the resolution to support the decision of the Director to discontinue the use of LinkedIn Learning. Michelle Shirer seconded. Resolution passed.

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

### Resolution to appoint Norma Lockney as Deputy Fiscal Officer and add her as a check signer on the Huntington checking account.

### **09-03-19 Resolution to appoint Norma Lockney as Deputy Fiscal Officer and remove Tony Howard as Deputy Fiscal Officer and add her as a check signer on the Huntington checking account.**

Todd Stanley made a motion to appoint Norma Lockney as Deputy Fiscal Officer and remove Tony Howard as Deputy Fiscal Officer and add her as a check signer on the Huntington checking account. Berneice Ritter seconded. Resolution passed.

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

Norma Lockney was sworn in as Deputy Fiscal Officer by Brenda Oliver, Fiscal Officer.

### Resolution to approve and continue the Individual Surety Bonds in the amount of \$50,000 for the Fiscal Officer and Deputy Fiscal Officer.

**09-04-19 Resolution to approve and continue the Individual Surety bonds in the amount of \$50,000 for the Fiscal Officer and Deputy Fiscal Officer**

Mike Jones made a motion to approve the resolution to continue the Individual Surety bonds in the amount of \$50,000 for the Fiscal Officer and Deputy Fiscal Officer. Mary Herron seconded. Resolution passed.

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

Resolution to approve changes to the Cardholder Policy

Changes were recently made in the CLC and the addition of new circulating items. The cardholder policy needed to be updated to reflect these changes.

**09-05-19 Resolution to approve changes to the Cardholder Policy**

Mary Herron made a motion to approve the changes to the Cardholder Policy. Jennifer Hess seconded. Resolution passed.

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

Executive Session

**09-06-19 Motion to go into Executive Session – Compensation of Public Employee and Performance Review (ORC 121.22 (G)(1))**

7:56 p.m. Mike Jones made a motion to go into Executive Session regarding staff performance and compensation. Mary Herron seconded. Motion passed.

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

**09-07-19 Motion to come out of Executive Session – Compensation of Public Employee (ORC 121.22 (G)(1))**

8:36 p.m. Cristie Hammond made a motion to come out of Executive Session regarding staff performance and compensation. Todd Stanley seconded. Motion passed.

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

09-08-19 Executive Session decision to approve the resolution to Increase pay for Thomas Tiller from \$11.00 per hour to \$12.00, effective September 1, 2019 and approve an increase in pay for

Joan Underwood from \$15.63 to \$16.50 an hour, effective June 23, 2019.

Additionally, support the Library Administration's decision to discontinue contracted services with Sturgiss Janitorial Services.

Cristie made a motion to approve the resolution to increase pay for Thomas Tiller from \$11.00 per hour to \$12.00, effective September 1, 2019 and approve an increase in pay for Joan Underwood from \$15.63 to \$16.50 an hour, effective June 23, 2019.

Additionally, support the Library Administration's decision to discontinue contracted services with Sturgiss Janitorial Services.

Mike Jones seconded. Resolution passed.

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

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:40 p.m.

**Next Board Meeting:**

FAB Committee Meeting

October 21, 2019 @ 6:30pm at Main Library

Regular Board Meeting

October 21, 2019 @ 7:00pm at Main Library

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Cristie Hammond  
President

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Mary Herron  
Secretary