

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
December 19, 2022

The Board of Trustees of the Pickerington Public Library met in regular session on December 19, 2022 at 7:01 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present: Cristie Hammond, Mike Jones, Mary Herron, Alissa Henry, Beth Muncy, and Berneice Ritter. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer, Colleen Bauman, Executive Manager - Community Engagement and Norma Lockney, Deputy Fiscal Officer.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absences: Todd Stanley, Alyssa Gray and Mikayla Wagner

Oath of Office

Colleen Bauman administered the Oath of Office to Beth Muncy as a new Trustee of the Pickerington Public Library Board to replace Jennifer Hess' partial term beginning December 19, 2022 through December 31, 2027.

Secretary's Report

Consent Agenda

1. Minutes
  - a. November 21, 2022 Regular Board meeting minutes
2. Staffing
  - a. Patrick Thompson – Customer Service Associate – Main – wage increase to \$10.10 effective January 1, 2023

**12-01-22 Motion to approve the Consent Agenda**

Mike Jones made a motion to approve the Consent Agenda items. Mary Herron seconded.

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

Public Participation

Friends of the Library Report

## Finance Committee

### Fiscal Officer's Report

Brenda shared with the Board what the Finance Committee discussed. Brenda asked if there were any questions from the financial reports. There were none.

### Other Committee Reports

#### Director's Report

Winter Strategic Focus – Inspire Knowledge

Staff work showcase:

- IDE Committee - Presentation by Branch Manager, Rebekah Lennon

#### 2022 IDE Committee Report

Committee members:

Grace Walker- Youth Librarian

Lauren Edmonds- HHC

Laura Hanby- Reference Librarian

Moth Meuser- Teen Librarian

Jeff Brusoe- Tech Trainer

Erica Ward- Outreach Specialist

Leah Taynor- Customer Service Manager

Rebekah Lennon- Branch Manager

Lorna Reine- Youth Services- Branch

Ana Walter-Green- HHC- Branch

2022 accomplishments-

- Staff Development-
  - Staff pronoun buttons- staff have the option to add a pronoun button to their PPL ID badge
  - Kulture City staff training- all staff are Kulture City certified
  - Monthly resource shares with bi-monthly topics (WOTM= word of the month):

Date	Format	Topic	Staff
2022-04	Resource	Implicit Bias	Rebekah
2022-05	Resource	Accessibility	Lorna
2022-06	Resource	Kulture City	Grace
2022-07	Resource	Diverse Reader's Advisory	Laura
2022-07	WOTM	"Reader's Advisory"	Laura
2022-08	Resource	Adultification	Rachael
2022-08	WOTM	Welcome back teens	Moth
2022-09	Resource	Period Poverty	Ana

2022-09	WOTM	Gender-Inclusive Language	Lauren
2022-10	Resource	Pronouns 101	Rebekah
2022-10	WOTM	Pronoun Pins	Rebekah
2022-11	Resource	Customer Mental Health Awareness	Erica
2022-11	WOTM	Emotional Intelligence	Ana
2022-11	WOTM	Sonder	Rebekah
2022-12	Resource	Multicultural Holidays	Lauren
2022-12	WOTM	End-of-Year IDE Survey	Moth

- Kulture City resources-
  - Added additional sensory resources available for public use (more kits for Main, kits for outreach services and new kits for Branch expansion)
- Partnership w/Aunt Flow; free period products now available for public use in all restrooms
- Collection Development-
  - Added memory care kits to collection for individuals in need of memory building resources
  - Citizenship study kits for individuals who are in process of becoming US citizen
- Collection Maintenance-
  - Research and implementation of diversity tools when purchasing materials
  - Research and implementation of diversity tools that assess current collection for diversity representation
- Events & Classes-
  - Conducted a public survey to determine interest and time/location preferences for hosting ESL and ASL events & classes in 2023

#### 2023 Goals-

- Upcoming resource share topics for staff
  - January: Multigenerational workplace
  - February: Bystander intervention/ WOTM – Review “5Ds”
    - Talk to admin about doing bystander training for staff? IDE involved in SDD planning?
  - Social Media posts highlighting IDE resources and services
    - Plan ahead for heritage months!! Build a document & outlook calendar for reference that SM team and programmers can use
- Events & Classes-
  - ESOL/ASL
    - Try to schedule ASL at one location and ESOL at the other, and then swap each quarter
- Additions to services-
  - Video interpreter services
  - At minimum, work on building a contact list in case customers reach out with accommodation requests.

## Facilities:

### Current projects:

- Sycamore Plaza lighting and electric - The emergency lighting was repaired and the electrical panels relabeled. Currently working with the Township and Fire Department to reset and reissue occupancy for the branch. The Township is trying to determine what paperwork is necessary to complete this step.
- Custodial change - Bennett Building Services began on December 5, 2022. They are contracted to clean six days a week and are performing as expected.
- Ravine Project - The Ravine project has experienced some setbacks.
  - The first day of work the contractor had to stop working due to improper filing of prevailing wage paperwork.
  - During the first week of work, the electric for the light poles was damaged. This caused power issues with all of the parking lot lights.
    - Without lights, the main library had to close early one day.
    - A trench is being dug this week and an electrician will be working (at Yardmaster's expense) on Saturday, December 24 and Sunday, December 25.
  - So far, 11 loads (44 tons) of stone have been delivered with 7 more to go. In all, they will put 72 tons of stone in the ravine.
  - Yardmaster's goal is to complete this project by the end of the year.
  - Week 1 – Tony shared some pictures.
  - Week 2 – Tony shared some pictures.
- Main Library Remodel - Bids were due on December 9; however, there were no general contractors.
  - After reaching out to the general contractors who came to look at the project or expressed some initial interest, there were two main reasons for not submitting bids.
    - Timing was bad between the holidays.
    - Overall project was too small with bigger projects available.
  - Next steps: With the bid documents already created, the plan is to rebid the project in the spring. This will prevent the library from needing additional documents and will provide ample time for contractors to consider and prepare bids for the project.

## IT:

### - Phone Situation

- Cyril is meeting with Garber tech later this week to adjust the phone system in order to be able to port the numbers from Windstream.
  - Biggest challenge is that Windstream has been delaying porting the phone numbers to NUSO.
  - Currently at the point of involving the County Prosecutor to try and speed things up.
- New printers - The new printers were installed at both locations last week and are working fine.
  - Print management and computer reservation software
    - TBS is planning to install their system in January. No definite dates yet.

- Lack of microchips is the reason for the delay.
- No new updates on this project.

Miscellaneous:

- Staff Member Highlight - Grace Walker has been with the library for eight years. During that time, Grace has proven herself as an informal leader among staff. Her colleagues don't hesitate to turn to her for her knowledge, opinions, and guidance. Focused on early childhood literacy and developing young minds, Grace led our Early Literacy Guarantee Tactic as the project manager. The results of this project, enabled the organization to extend and define our early literacy focuses. Grace has also served as part of the Main Library remodel project. Her valuable insight was important to a well-rounded plan for the project. She created the pollinator garden and has worked to foster partnerships with local garden enthusiast. Grace is always focused on supporting the library's mission and vision. This is why Grace is being recognized before the Library Board of Trustees.

- Collection Inventory - Staff have begun the annual inventory of the entire collection, beginning with the Youth Services Department. In January, the library will move to the inventory of the Adult and Library of Things collections.

- Reading Initiatives - The Youth Services team recently purchased two sets of decodable books, one set for each location. These books are part of a program used at the Pickerington Elementary schools. They were purchased so parents can access the same materials used in school at the library for free.

- Memory Care Kits - Memory Care Kits have begun to arrive. Staff will begin to assemble and prepare the kits for circulation over the next couple of weeks. The library expects to have the kits ready for circulation in January.

- Staff Association - Staff Association hosted the annual Holiday Party at Main Library last Friday. This was a family friendly event where staff were able to enjoy food, play games and the company of others. Also, the Staff Association provided a special treat to all staff thanks to the support of the Friends of the Library. Tony shared some pictures.

Save the dates:

- Meetings
  - December 20, 2022 – Personnel Committee @ Main Library
- Events
  - December 31, 2022 – Noon Year's Eve @ Sycamore Plaza
  - April 27, 2023 – OLC Legislative Day

Executive Manager - Community Engagement's Report

Library Stats:

E-newsletter:

Date	Recipients	Open	Open Rate %
Oct 2022	854	357	42.00%
Nov 2022	855	371	43.70%

## Volunteer stats:

Site	Place	Assignment	Oct Hours	Oct Volunteer	Nov Hours	Nov Volunteer	Total Hours	Total Volunteers
PPL	Off Site	Off-Site - Events	2	1	0	0	9.00	2
	Total		2	1	0	0	9.00	2
	Pickerington Main	Main - Events	9.25	3	0	0	215.50	47
		Main - General	16.75	8	25.25	10	486.95	89
		Main - HHC (3-7p.m.)	10	2	12.25	4	169.50	22
		Main - Orientation/Training	0	0	0	0	0.00	0
		Main - Shelving	72	15	73.75	13	1,106.25	93
		Main - Summer Reading Table	0	0	0	0	421.25	49
	Total		108	27	111.25	23	2,399.45	167
	Sycamore Plaza	Syc - Events	0	0	0	0	9.00	4
		Syc - General	14	3	15.5	3	66.50	8
		Syc - Homework Help Center (3-7p.m.)	11.25	3	5.5	1	28.75	6
		Syc - Orientation/Training	0	0	0	0	0.00	0
		Syc - Summer Reading Table	0	0	0	0	8.00	4
	Total		25.25	6	21	4	112.25	19
Total			135.25	31	132.25	26	2,520.70	173
Grand total			135.25	31	132.25	26	2,520.70	173

## Social Media:

<https://www.instagram.com/p/CmO7HbMsG4N/>



### [pickeringtonlibrary](https://www.instagram.com/pickeringtonlibrary)

BIG NEWS! Our NEW Immersive Reality books are in and ready for checkout! These books combine virtual reality (VR) and augmented reality to make reading a truly interactive experience that is great for visual learners.

Check out a pair of VR glasses to use with your smartphone TODAY!

[#IRBooks](#) [#VirtualRealityReading](#) [#VisualLearningMadeEasy](#) [#VisualLearners](#) [#ReadMoreBooks](#) [#FreeLibraryResources](#) [#ReadingIsFun](#) [#MakeReadingFun](#)

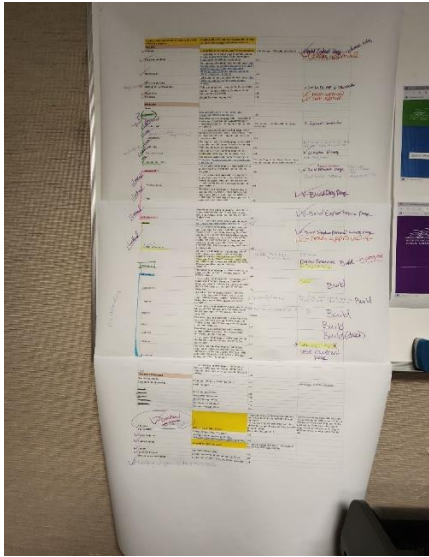
## Projects:

### Wayfinding:



As of today, the installation of the endcaps in Youth Services area is scheduled for next week. At the same time, the rest of the endcap inserts will be removed, temporary signs will go up and fabrication and installation will be scheduled.

Side note – Eclipse rep did a walk-through of Sycamore Plaza for ideas and signage needs.



Building pages is a slow, meticulous process with plenty of team input!

Projected: Live in April 2023

**Events:**

**Past events:**

- Pop-Up Library: (Outreach)
- PHSC on 11/4 – 102 attendance
- PHSN on 11/22 – 75 attendance
- PHSC on 12/16 – 192 attendance

12/3 – PPL Main: Santa Saturday – 227 people – Colleen shared some pictures.

12/4 – Sycamore Plaza: DIY ornaments – 20 people

**Coming up:**



Old Business

New Business

## Then and Now Purchase Orders

The library needs to process a couple of Then and Now Purchase Orders. One is for Bricker & Eckler LLP and the other is for Anthem.

Bricker & Eckler assisted with the preparation for the bid packets for two bid projects. The estimated purchase order was based on previous work and did not account for the updates that were needed to the current bid packets, along with increased rates for service.

The library's medical insurance carrier is Anthem and the purchase order for medical was done in April based on staff at that time. Since then, there have been changes in staff and the amount needs to be increased for the latest billing.

According to ORC Code 5705.41, the library is unable to process a Then and Now Purchase Order over \$3,000 without board approval.

### **12-02-22 Resolution to approve a Then and Now Purchase Order to Brickler & Eckler, LLP for \$3,906.50**

Berneice Ritter made a motion to approve the resolution to approve a Then and Now Purchase Order to Brickler & Eckler, LLP for \$3,906.50. Mary Herron seconded.

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

### **12-03-22 Resolution to approve a Then and Now Purchase Order to Anthem for \$3,100.58**

Berneice Ritter made a motion to approve the resolution to approve a Then and Now Purchase Order to Anthem for \$3,100.58. Alissa Henry seconded.

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

## Program Policy

Recently, libraries in Ohio have had programs challenged by individuals and groups designed to disrupt the presenter's ability to perform or present a program. Ohio Library Council (OLC) has encouraged Ohio libraries to incorporate wording into policies that outline proper procedures to address any challenges.

As per the usual process for updating policies, the library reviewed other libraries that have already incorporated similar changes. For this policy, sources used were Cincinnati & Hamilton County Public Library, Lafayette Public Libraries, OLC and ALA.



## Changes

- Updated the language, bringing the policy and administrative procedures in line with current language incorporating mission, vision and current strategic plan used by the Library.
- Updated administrative procedures to support marketing guidelines.
- Added inclusion language to the policy and administrative procedures.
- Added a section to outline the process which enables members of the public to challenge library programming.

## **12-04-22 Resolution to approve the changes to the Program Policy, including changing the name to Programming Policy**

Mike Jones made a motion to approve the resolution to approve the changes to the Program Policy, including changing the name to Programming Policy. Berneice Ritter seconded.

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

# **PROGRAMING POLICY**

## **Board Policy:**

DATE REVIEWED:	12/19/2022
DATE APPROVED:	12/19/2022
EFFECTIVE DATE:	12/19/2022
REPLACING POLICY EFFECTIVE:	06/08/2017

Pickerington Public Library (PPL) uses a disciplined approach to program planning and execution. All programming supports the library's mission of connecting people and enriching our world by developing and presenting classes and events that meet the life-long learning and engagement needs of our community. All PPL led and sponsored classes and events, that are held anywhere, in which PPL serves as a partner, are designed to engage participants while introducing and promoting library services, resources, and collections. PPL is committed to a culture of inclusion and mutual respect that welcomes the vibrant differences and variety of backgrounds, perspectives, interests and talents represented by the community served. Using library marketing strategy, PPL will identify key audiences of focus to which classes and events will be aligned. All classes and events will be planned, measured and evaluated on an on-going basis to ensure that library resources are being optimally used. PPL provides meeting rooms that are available for community-led programming.

## **Administrative Procedure:**

DATE REVIEWED:	12/19/2022
DATE APPROVED:	12/19/2022

## A. Programming Focus and Criteria

- i. All classes and events created and presented by library staff or facilitated through community partners are expected to support the library's mission and vision. Additionally, classes and events must have one or more of the following components:
  - a. Expand the Library's role as a community resource
  - b. Introduce customers and non-users to Library resources
  - c. Provide entertainment
  - d. Provide opportunities for life-long learning
  - e. Expand the visibility of the library
- ii. The Library's staff are expected to use the following criteria in making decisions about program topics, speakers, and accompanying resources:
  - a. Community needs and interests
  - b. Availability of program space
  - c. Treatment of content for intended audience
  - d. Presentation quality
  - e. Presenter background and qualifications in the content area
  - f. Relevance to community issues
  - g. Budget
  - h. Historical or educational significance
  - i. Connection to other community programs, exhibitions or events
  - j. Relation to library collections, electronic resources or exhibits. Providing classes and events which accurately and authentically reflect the perspectives of the diverse community served.
- iii. Library staff who present classes and events do so as part of their regular job and are not hired as outside contractors for programming.
- iv. Paid programmers and community partners
  - a. The Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs.
  - b. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy.

## B. Publicity

- i. PPL sponsored classes and events shall be publicized by the Community Engagement office with assistance from all staff of the library. The Library department originating the class or event is expected to take the lead among all staff on promoting their class or event.. This includes, but is not limited to:
  - a. Library newsletters
  - b. Purchased advertising space
  - c. Library web-site listings and social media sites Designated locations for advertising materials in the library according to the library's marketing guidelines
  - d. Marketing materials created for distribution outside of the library.
- ii. Library staff will follow the marketing and branding guidelines when developing original publicity and marketing copy, or when making use of information provided by presenters. Non-library staff presenters will be told of the level of library publicity, and if more is desired, the presenters may engage in their own supplemental publicity, provided it does not misrepresent the Pickerington Public Library and its positions on programming.

#### C. Food

- i. While food should not be the main driver to increase attendance in programs, there is a time and reason where providing food is necessary or adds value to the event. Food purchases need to be stated on the programming form for their purpose and approval from the Executive Leadership Team (ELT) is required.
- ii. Food can play several roles to certain programs that we have here at the library.
  - a. Socialization
    - I. The purchase of food for customers in certain types of classes and events may be permitted to foster an atmosphere of socialization (Adult painting, Teen Advisory Board, etc.).
  - b. Recognition
    - I. Food can be purchased and used to recognize a completion of a session of programs (Early literacy classes, library book clubs, homeschool connect, etc.) or if a group has reached a goal (HHC participants) or just deserved recognition (Volunteer Appreciation).
  - c. Supply
    - I. Food can also be purchased as a supply for classes and events here at the library (cupcake wars, tea party, building and constructing, etc.)

#### D. Program Evaluation

- i. Evaluating programs is a key aspect of developing dynamic services. All classes and events for the Pickerington Public Library should be evaluated for effectiveness, success, desirability, and to determine where improvements can be made.
  - a. Class or Event
    - I. The Library will use an evaluation process for each class or event similar to those created in Project Outcome. The expectation is that the evaluation does not solely look at overall attendance, but also looks at the benefit to the attendee.
  - b. Performer/Speaker
    - I. Non-PPL Performers and Speakers will be evaluated in the following areas:
      - a. Library appropriateness
      - b. Connectivity with the audience
      - c. Would they be invited back
  - c. Staff
    - I. Staff should self-evaluate programs for the following criteria
      - a. Success or not
      - b. Necessary improvements
      - c. Scheduling issues with other community events
      - d. Weather as an issue for poor attendance
    - II. Supervisors are expected to evaluate two classes presented by their staff (if programming is part of the staff job description) during each performance cycle. They should evaluate the following areas:
      - a. Preparation
      - b. Implementation
      - c. Follow-up

#### E. Setup & Cleanup

- i. Program setup will be provided by library staff, except in the case of equipment or items brought by the presenter. Assistance with these will be provided by staff upon request. Likewise, library staff will clean up the program room or area immediately after the class or event. This includes, but is not limited to, storing tables and chairs, washing up dishes, emptying trash, and turning off lights or other electrical equipment.

#### F. Request for Reconsideration

- i. Any person residing in a county where the library receives funds (Fairfield County and Franklin County), may question the classes and events offered by library staff, contracted presenters, and/or any partner organizations representing library interests.
- ii. If a customer has a question or concern regarding a Library class or event,

- they may speak with library staff hosting the class or event, the Executive Manager-Community Engagement or the Library Director.
- iii. A customer may formally request reconsideration of a class or event by submitting a "Request for Reconsideration" form located on the Library's website. All classes and events will remain on the library's events calendar during the reconsideration process.

### Tax Advances in 2023

The County Auditor collects real estate taxes on the library's levy and this authorization approves the Fiscal Officer, on behalf of the Pickerington Public Library receiving tax advances and settlements from the county auditor for calendar year 2023.

Every December, the Board approves the authorization for the county auditor to release advance distribution of tax dollars for the following year.

### **12-05-22 Resolution to direct the Fiscal Officer to request the County Auditor to provide tax advances in 2023 year as they are received**

Mike Jones made a motion to approve the resolution to direct the Fiscal Officer to request the County Auditor to provide tax advances in 2023 year as they are received. Alissa Henry seconded.

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

### 2023 Temporary Appropriations

The 2023 Temporary Budget includes \$1,220,500 for the General Fund, \$850 Homework Help Center Fund, \$5,880 Guiding Ohio Online Grant Fund and \$170,000 for the Capital Projects Fund. This budget covers the 1<sup>st</sup> quarter of 2023 for the library. Increases to the overall 2023 budget includes being fully staffed at both locations, an additional full-time staff member for main customer service, Sycamore Youth Services position increasing from part-time to full-time, an HR Assistant, specialized trainings for managers, projected increases for health insurance coverage, and a facilities study.

The library needs to approve a temporary budget for the first quarter of 2023, so the library is able to appropriate and pay bills starting January 1<sup>st</sup>, before the permanent budget is approved by March 2023.

### **12-06-22 Resolution to approve the 2023 Temporary Appropriations of \$1,220,500 General Fund, \$850 Homework Help Center Fund, Guiding Ohio Online Grant Fund \$5,880 and Capital Projects Fund \$170,000**

Berneice Ritter made a motion to approve the resolution to approve the 2023 Temporary Appropriations of \$1,220,500 General Fund, \$850 Homework Help Center

Fund, Guiding Ohio Online Grant Fund \$5,880 and Capital Projects Fund \$170,000.  
Mike Jones seconded.

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

#### Board Meeting Schedule

**12-07-22 Motion to approve the 2023 Board meeting schedule for the 3<sup>rd</sup> Monday of each month except any Monday that falls on a holiday that the library is closed, the meeting will be the 4<sup>th</sup> Monday**

Mike Jones made a motion to approve the 2023 Board meeting schedule for the 3<sup>rd</sup> Monday of each month except any Monday that falls on a holiday that the library is closed, the meeting will be the 4<sup>th</sup> Monday. Beth Muncy seconded.

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

#### For the good of the order

#### Adjournment

Cristie adjourned the meeting at 8:13 p.m.

#### Next Board Meeting

FAB Committee Meeting  
January 23, 2023 @ 6:30 p.m. at Main Library

Regular Board Meeting  
January 23, 2023 @ 7:00 p.m. at Main Library

---

Cristie Hammond  
President

---

Mary Herron  
Secretary