

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
January 23, 2023

The Board of Trustees of the Pickerington Public Library met in regular session on January 23, 2023 at 7:16 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH. Members present: Cristie Hammond, Mike Jones, Mary Herron, Alissa Henry, Beth Muncy, Berneice Ritter, and Todd Stanley. Student Trustee Representatives present: Alyssa Gray and Mikayla Wagner. Staff members present: 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

Reorganization of the Board & Election of Officers

**01-01-23 Motion to nominate Cristie Hammond as President, Mike Jones as Vice President and Mary Herron as Secretary**

Todd Stanley made a motion to nominate Cristie Hammond as President, Mike Jones as Vice President and Mary Herron as Secretary. Alissa Henry seconded.

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

Appointment of Board Committees

Recommendations of members of each committee follows.

Finance, Audit and Budget (FAB) Committee

Cristie Hammond  
Mary Herron  
Mike Jones  
Alissa Henry

Political Action Committee (PAC)

Cristie Hammond  
Mike Jones  
Todd Stanley

Advisory Committee to the PPL Fund of the Fairfield County Foundation

Cristie Hammond

Tony Howard  
Theresa Wessel  
Mary Herron

Fundraising

Cristie Hammond  
Berneice Ritter  
Todd Stanley  
Beth Muncy  
Alissa Henry

Personnel Assessment

Cristie Hammond  
Mike Jones  
Beth Muncy  
Berneice Ritter

Facilities Committee

Cristie Hammond  
Berneice Ritter  
Todd Stanley

**01-02-23 Motion to approve the Committee Members as presented**

Todd Stanley made a motion to approve the Committee Members as listed. Beth Muncy seconded.

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

Appointment of Fiscal Officer and Deputy Fiscal Officer

**01-03-23 Resolution to appoint Brenda Oliver as Fiscal Officer and Norma Lockney as Deputy Fiscal Officer**

Mike Jones made a motion to appoint Brenda Oliver as Fiscal Officer and Norma Lockney as Deputy Fiscal Officer. Alissa Henry seconded.

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

Oath of Office

Colleen Bauman, a notary public, administered the Oath of Office to Brenda Oliver as the Fiscal Officer for 2023.

Colleen Bauman, a notary public, administered the Oath of Office to Norma Lockney as the Deputy Fiscal Officer for 2023.

### Secretary's Report

### Consent Agenda

1. Minutes
  - a. December 19, 2022 Regular Board Meeting minutes
  - b. December 19, 2022 FAB Meeting minutes
2. Credit Card Compliance
3. Changes to the Administrative Procedures for the Cardholder Policy

### **01-04-23 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, Beth Muncy-yes. Motion passed with no changes.

### Public Participation

### Friends of the Library Report

Theresa reported that the Friends balance is \$29,324. They approved the 2023 budget at the last meeting.

### 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

Mike reported the Political Action Committee annual report is due in January, and he is working on that.

Mike reported that the Personnel Committee met with Tony and Brenda, and they are doing excellent. The one recommendation they had for them as well as each Board member to think more strategically.

### Director's Report

Brenda reported that the Fairfield County Foundation contributions for 2022 was \$2,194.96. The ending balance is \$306,802.94.

Executive Manager - Community Engagement's Report

End of the year library stats:

Computer Lab Use				
	2019	2020	2021	2022
January	1148	1114	322	468
February	1055	1073	302	488
March	1182	0	430	583
April	1348	0	359	636
May	1099	0	382	542
June	1263	0	521	543
July	1413	379	521	706
August	1347	106	598	752
September	1182	381	451	626
October	1206	428	462	609
November	936	326	402	570
December	953	212	392	462
<b>Total (per year)</b>	<b>16151</b>	<b>6039</b>	<b>7163</b>	<b>6985</b>

Date	Recipients	Open	Open Rate %
<b>E-Newsletter</b>			
December 2021	742	376	51%
January 2022	762	374	49.5
February 2022	0	0	0
March 2022	767	369	48.50%
April 2022	775	365	47.1
May 2022	775	347	44.8
June 2022	786	342	43.90%
July 2022	789	340	43.40%
August 2022	792	337	42.90%
September 2022	843	332	39.40%
October 2022	854	357	42.00%
November 2022	855	371	43.70%
December 2022	876	391	45.10%

Google stats						
Date	Location	Business Profile Interactions	Calls	Messages	Directions	Website Clicks
January 2022	Main	3070	1438	2	447	1183
	Syc Plaza	908	468	0	144	296
February 2022	Main	1241	308	0	346	587
	Syc Plaza	407	143	0	121	143
March 2022	Main	1241	225	2	383	631
	Syc Plaza	323	78	0	121	124
April 2022	Main	1,321	200	0	0	675
	Syc Plaza	322	98	0	120	104
May 2022	Main	1,426	301	0	444	681
	Syc Plaza	334	129	0	115	90
June 2022	Main	1,804	372	1	545	885
	Syc Plaza	484	133	0	208	143

July 2022	Main	1,518	301	0	514	702
	Syc Plaza	449	135	0	167	147
August 2022	Main	1,594	266	1	612	715
	Syc Plaza	437	132	0	172	133
Sept 2022	Main	1,402	220	2	524	656
	Syc Plaza	373	95	0	166	112
Oct 2022	Main	1,544	548	4	408	593
	Syc Plaza	454	218	0	130	106
Nov 2022	Main	1,615	550	5	384	676
	Syc Plaza	513	260	0	154	99
Dec 2022	Main	1,524	426	5	393	700
	Syc Plaza	502	202	0	185	115

Total Wireless Users By Location					
	Location	2019	2020	2021	2022
January	Main	2380	2279	1330	552
January	Sycamore	225	489	245	297
February	Main	2493	2382	587	1,245
February	Sycamore	271	498	232	277
March	Main	2554	1601	831	1532
March	Sycamore	338	419	260	314
April	Main	2687	82	852	1671
April	Sycamore	408	177	291	330
May	Main	2707	140	889	1569
May	Sycamore	464	244	288	335
June	Main	2229	176	1029	1,560
June	Sycamore	379	295	255	352
July	Main	2422	573	1093	1,543
July	Sycamore	397	315	1358	329
August	Main	2853	383	1305	1,913
August	Sycamore	435	302	291	372
September	Main	3006	906	1339	2221
September	Sycamore	522	340	299	452
October	Main	2067	967	1462	2,325
October	Sycamore	525	367	306	421
November	Main	2868	744	1433	2,247
November	Sycamore	533	342	334	375
December	Main	2458	526	1294	1785
December	Sycamore	463	287	284	352

### Volunteer stats and highlight:

New! Recognition for volunteers are on the front display board.

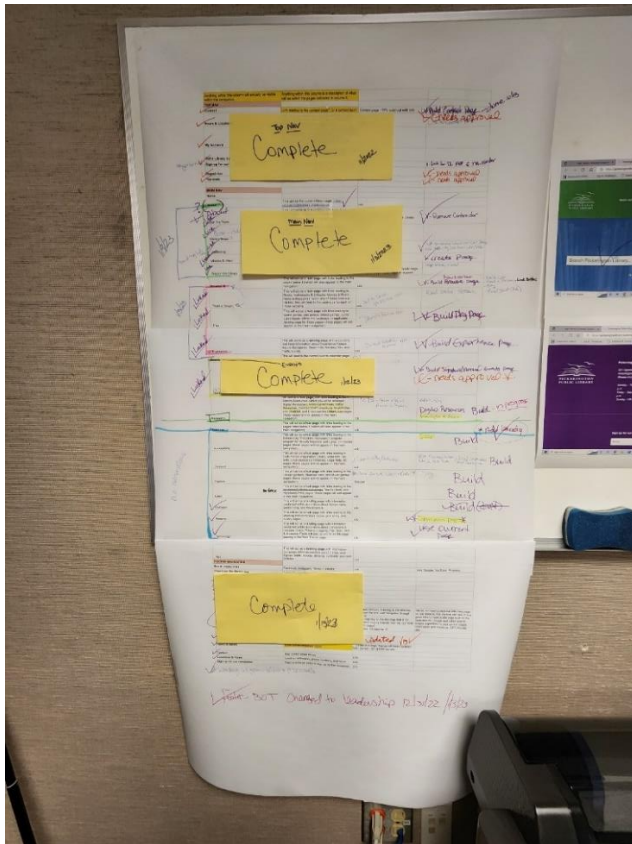
The 2022 Volunteer of the Year is Elizabeth Putz. Elizabeth has been a steadfast volunteer for more than six years. In 2022, she logged the most time of any volunteer with a mind-boggling 92 service hours!!! Her help was appreciated with book club, children's events, and marking discarded materials.

The December Volunteer of the Month is Constanza Sands! Constanza began volunteering midway through 2022 and has already logged over fifty hours! It is wonderful being able to depend on her as a Friday afternoon shelver, not to mention her bonus shifts throughout the week.

### 2022 Wrap Up:

In 2022, there were 175 volunteers who served 2,600 hours of service at the library, including...

- 1,000+ hours of shelving
- 400+ hours at the Summer Reading table
- 200+ hours at events and classes
- 175+ hours of Homework Help



### Website project:

Building research pages this week!

As can be seen, four areas are complete and sent off.



While waiting for the next installation phase, staff is busy updating the in-house signs with new templates.

Events:

Past:

Mandala Dot Painting hosted at Pickerington Main, partnered with Fairfield Parks. 49 people in attendance!



Upcoming events and initiatives:

United Way Tax Prep – offering free tax preparation for qualifying individuals by appointments and drop off. Call 740-653-0643 Tuesdays/Thursdays at Pickerington Main through Jan 31 - April 8. Reserve with United Way.

<https://www.uwayfairfieldco.org/tax-prep>



Youth area display called CHOMP  
All about teeth!

## Old Business

## New Business

## Check Signers

### **01-05-23 Resolution to approve the Board President, Board Vice President, Board Secretary, Brenda Oliver, Norma Lockney and Tony Howard as check signers**

Berneice Ritter made a motion to approve the Board President, Board Vice President, Board Secretary, Brenda Oliver, Norma Lockney and Tony Howard as check signers. Todd Stanley seconded.

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

## Depository of Public Funds

### **01-06-23 Resolution to approve Huntington and Fifth Third Bank as the Depository of Public Funds**

Berneice Ritter made a motion to approve Huntington and Fifth Third Bank as the Depository of Public Funds. Beth Muncy seconded.

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

## 2023 Interest Allocation

### **01-07-23 Resolution to re-invest the 2023 interest allocated back into the fund generated**

Berneice Ritter made a motion to re-invest the 2023 interest allocated back into the fund generated. Mary Herron seconded.

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

## Surety Bonds

### **01-08-23 Resolution to approve Individual Surety Bonds for \$50,000 for the Fiscal Officer and Deputy Fiscal Officer**

Berneice Ritter made a motion to approve Individual Surety Bonds for \$50,000 for the Fiscal Officer and Deputy Fiscal Officer. Beth Muncy seconded.



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

#### Credit Card Compliance Officer.

#### **01-09-23 Resolution to appoint Norma Lockney, Deputy Fiscal Officer, as the Library's Credit Card Compliance Officer**

Berneice Ritter made a motion to approve Norma Lockney, Deputy Fiscal Officer, as the Library's Credit Card Compliance Officer. Mary Herron seconded.

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

#### Transfer Authorization

#### **01-10-23 Resolution authorizing the Fiscal Officer, Deputy Fiscal Officer and Library Director to transfer funds between Appropriations Accounts, as needed, up to \$25,000 per transfer**

Berneice Ritter made a motion to approve the resolution authorizing the Fiscal Officer, Deputy Fiscal Officer and Library Director to transfer funds between Appropriations Accounts, as needed, up to \$25,000 per transfer. Mary Herron seconded

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

#### Healthy Snack Fund

The Friends of the Pickerington Public Library recently met and approved the distribution of restricted funds in the amount of \$1,000 to the Pickerington Public Library. These funds are restricted specifically for the purchase of healthy snacks for children after school at both library locations.

In order to receive and spend these restricted funds, a special revenue fund must be created within the budget.

The purpose of this fund will be for any grants or restricted donations for healthy snacks as specified in the grant or restricted donation received.

The library creates special revenue funds when grants or restricted donations are awarded to the library.

If approved by the Board, it will be submitted to the State Auditor for final approval.

#### **01-11-23 Resolution to establish a Healthy Snack Fund 2015**

Berneice Ritter made a motion to establish a Healthy Snack Fund 2015. Mary Herron seconded.

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

### Executive Session

#### **01-12-23 Motion to go into Executive Session – Compensation of Public Employees and Performance Review (ORC 122.22 (G)(1))**

Cristie Hammond made a motion to go into Executive Session – Compensation of Public Employees and Performance Review (ORC 122.22 (G)(1)). Mike Jones seconded.

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

Entered into Executive Session at 7:55 p.m.

#### **01-13-23 Motion to come out of Executive Session – Compensation of Public Employees and Performance Review (ORC 122.22 (G)(1))**

Cristie Hammond made a motion to come out of Executive Session – Compensation of Public Employees and Performance Review (ORC 122.22 (G)(1)). Mary Herron seconded.

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

Came out of Executive Session at 8:15 p.m.

### 2023 Salary Ranges

Calculated using 13 Ohio Libraries with similar budget and circulation from the State Library's report. Then compared each position in the ranges to the 2022 NEO-RLS Statewide Library Salary Survey to create new ranges for certain positions that were not clear on the State Library Report. Recommend re-calculating next year, instead of two years based on market.

#### **01-14-23 Resolution to approve the proposed adjustments to the 2023 Salary Ranges**

Mike Jones made a motion to approve the proposed adjustments to the 2023 Salary Ranges. Berneice Ritter seconded.

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

**2023 Salary Ranges**

New employees are hired at the minimum rate assigned to their position. However, department managers may recommend higher starting rates based on work experience, advanced education, or special education or training.

Employees who are already paid at the top of their salary range will not be eligible for salary increases until the salary ranges are adjusted.

Range	Min	Mid	Max
1	11.14	13.10	15.07
2	12.52	14.73	16.94
3	13.69	16.11	18.52
4	14.81	17.43	20.04
5	16.73	19.68	22.63
6	18.47	21.74	25.00
7	19.55	22.99	26.44
8	21.21	24.95	28.69
9 (Exempt – Salary)	43,622	50,901	58,536
10 (Exempt - Salary)	50,946	58,588	70,306
11 (Exempt – Salary)	52,704	62,005	74,406

Range 1

Customer Service Associate

Range 2

Customer Service Assistant

Range 3

Custodian

Range 4

Youth Services Assistant  
 Reference Assistant  
 Homework Help & Reading Initiatives Coordinator  
 Technical Services Staff II  
 Outreach Specialist

Range 5

Community Engagement Assistant  
 Customer Service Leader  
 Youth Services Leader

Range 6

Deputy Fiscal Officer  
 HR Assistant

Range 7

Cataloging Supervisor  
 Facilities Manager  
 Reference Librarian

Teen Services Librarian  
Youth Services Librarian

Range 8  
IT Specialist

Range 9  
Customer Services Manager (Non-MLIS)

Range 10  
Branch Manager  
Customer Services Manager (MLIS)  
Information & Research Services Manager  
Youth Services Manager

Range 11  
Executive Manager - Community Engagement

### Staff Compensation

**01-15-23 Resolution to approve staff compensation of 3% minimum increase for all staff and additional 0-3% increase based on merit, unless adjustment to range % was larger, prorated for staff with a less than a year in position; 90-day employees no raise, unless being brought up to minimum of range; effective January 1<sup>st</sup>**

Mike Jones made a motion to approve staff compensation of 3% minimum increase for all staff and additional 0-3% increase based on merit, unless adjustment to range % was larger, prorated for staff with a less than a year in position; 90-day employees no raise, unless being brought up to minimum of range; effective January 1<sup>st</sup>. Mary Herron seconded.

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

<u>Name</u>	<u>Compensation</u>
Adams	12.03
Bauman (Salary)	59,232
Carey	13.02
Coakley	18.80
Daniels	12.52
Duff	12.52
Edmonds	16.29
Fetherolf	13.27
Folkerts (Salary)	55,918
Gerig (New - Salary)	51,000
Gojer	26.71
Graham	16.26
Hanby	22.40

Haynes	12.52
Lennon (Salary)	54,377
Linton	16.73
Lockney	19.14
Madison	14.94
Marquez	17.69
Mattingly, A	12.52
Mattingly, H	16.73
Meuser	19.81
Miller	12.52
Moriconi	24.01
Pettengill	15.55
Reine	16.73
Seeds	13.27
Stokes	12.77
Taynor (Salary)	49,991
Thompson	11.14
Underwood	20.41
Walker	21.55
Walter-Green	15.68
Ward	16.70
Wellman	12.52

Library Director and Fiscal Officer Salary

**01-16-23 Resolution to approve a salary increase of 4% each for the Library Director at \$108,619 and Fiscal Officer at \$80,751 effective January 1<sup>st</sup>**

Mike Jones made a motion to approve a salary increase of 4% each for the Library Director at \$108,619 and Fiscal Officer at \$80,751. Berneice Ritter seconded.

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

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:18 p.m.

Next Board Meeting

Regular Board Meeting  
February 20, 2023 @ 7:00 p.m. at Main Library

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Cristie Hammond  
President

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Mary Herron  
Secretary