

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
February 20, 2023

The Board of Trustees of the Pickerington Public Library met in regular session on February 20, 2023 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, Beth Muncy, Berneice Ritter, and Todd Stanley. Student Trustee Representatives present: Mikayla Wagner. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer and Colleen Bauman, Community Engagement Manager. 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 Absence(s): Alyssa Gray

Executive Session

02-01-23 Motion to go into Executive Session with legal counsel regarding court action per ORC 121.22 (G)(3)

Cristie made a motion to go into executive session with legal counsel regarding court action per ORC 121.22 (G)(3). Beth 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.

Entered into Executive Session at 7:04 pm.

02-02-23 Motion to come out of Executive Session with legal counsel regarding court action per ORC 121.22(G)(3)

Cristie made a motion to come out of Executive Session with legal counsel regarding court action per ORC 121.22(G)(3). Mike 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.

Exited executive session at 7:40pm.

Secretary's Report

Consent Agenda

1. January 23, 2023 Regular Board Meeting minutes
2. January 23, 2023 FAB minutes

02-03-23 Motion to approve the Consent Agenda

Mary made a motion to approve the Consent Agenda items. Todd 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

None.

Friends of the Library Report

Theresa reported that the Friends balance is \$30,858.59. Getting ready for end of March/beginning of April spring book sale. Tony reported that the Friends just paid for a new fish tank for Youth Services.

Finance Committee

Fiscal Officer's Report

Brenda asked if there were any questions about the December 2022 Financial Report. She also presented the 2022 Financial Report and Notes. She also reported that she has started sending initial documents to the Auditors for the 2021-2022 audit.

Other Committee Reports

Mike Jones reported that the PAC annual report was submitted. The year-end checking balance was \$3,562.23.

Mary Herron reported that the scholarship committee met and selected two for \$750 scholarships each.

Director's Report

Quarterly Strategic Focus

Inspiring Knowledge

Significant Issues

- Internal
 - Staffing
 - According to SHRM, labor shortages are expected to persist for years.
 - 6 vacancies
 - 2 – New positions
 - 1 – Better benefits and pay
 - 2 - Full time status
 - 1 - Move out of state
 - We continue to track why staff leave our organization and how global patterns impact staffing as part of our retention work
 - At the end of January, there were over 300 vacancies in all of Ohio libraries.
 - If SHRM is correct, this will have a huge impact on our levels of service to the community
 - Staffing issues directly impact our ability to meet the Welcoming Experience Strategic Goal
 - Staff Development Day
 - Safety continues to be a major concern of staff
 - Potential violence in the library
 - After School crowd management
 - Staff Development will focus on
 - Active Shooter & Violence Response
 - Fire Drill & Fire Alarm Training
 - Staff teambuilding
 - This day will focus on the strategies of Health and Wellbeing as well as Welcoming Experience
- External
 - House Bill 1
 - Bill that is intended to modify the law regarding property taxation and income tax rates
 - Top Impact to Libraries is that the changes would eliminate rollbacks. For Pickerington Public Library, this would cut our funding by \$105,000
 - This Bill impacts any entity receiving funds from property and income taxes

- PLF Negotiations
 - PLF Negotiations began this month
 - Our Meeting focused on what data points made the most sense to consider. Our next meeting will be in March to look at the Data points.
 - This year, we discussed weighting certain data points like service area population and facility square footage
 - More updates will come once we have had a chance to pull the data.
- Legislative Day
 - April 26, 2023
 - Focus is on the Biennium budget
 - Increased expenses (facilities upkeep, collections, general services)
 - Showcase of “library of things” & outreach services post pandemic
 - Any Board Member is welcome to attend.

Strategic Plan/Tactical Update

- Wayfinding (Welcoming Experience OBJ 1 &3)
 - Main Library should be finished by the end of February and then work will begin on Sycamore Plaza
- Servers & Cloud Backup (Technology OBJ 3)
 - The Servers have been installed and Cyril is investigating cost effective cloud-based backup options

Organizational Performance

Digital circs for 2022 – 100,313 (30% increase)

Print Circs for 2022 – 469890 (-1% decrease)

Total 2022 Circulation – 570203 (3.3% overall increase)

2022 Cardholders – 20849 (-9.8% Decrease) Equivalent to last year’s purge

Points of Information

- Staff Shoutout
 - Moth Meuser – Moth has been the Teen Services Librarian working at both locations for 10 months. They have been focused on working with staff on developing and deepening our relationships with the afterschool crowds. Additionally, they are developing more teen classes and events. Recently their Crafternoon classes have had great attendance. They are always willing to help colleagues and are focused on successfully servicing our customers. This is why they are being highlighted before the Board.

Action Items Assigned by BOT - Update

- There is a perception that there is not sufficient leadership presence during prime business hours. Perhaps a review of leadership staffing plan (Person in Charge – PIC) with the Board would be valuable.
 - The organization has different levels of leaders
 - ELT
 - Department Heads
 - Department Leads
 - PIC (Person in Charge)
 - QuickPIC
 - Our schedules are created where there is at least one if not more PIC or above scheduled at each location.
 - We recently restructured the branch (last year) and Promoted the Youth Services Assistant to Youth Services Leader.
 - When there are extreme staffing shortages, we do sometimes have a “QuickPIC” in charge. These are Library Assistants we have worked with and trust to be in charge temporarily. This is the exception not the rule.
- Need to re-ground our efforts to drive our long-term strategic goals.
 - Added Quarterly Strategic topic to our regular Board meetings
 - The Tactical Plan is one of the ways we do this on a daily basis. It provides strategic focus in the form of project work.
- Need improved metrics / measures to show progress on strategic goals.
 - Our Tactical Projects Often have a Metric piece to them, I just need to do a better job of sharing those metrics.
- Share partnership ideas ahead of engaging – rather than after events / agreements are arranged.
 - I’m requesting a little more clarification on this action item. It seems very operational with the possibility for the library to lose the ability to capitalize on an opportunity.

- Please provide examples or details on how the Board is defining Partnerships and is there a level of partnership being referred to in this action item.

Tony gave examples of the many partnerships we have at the library. Berniece questioned partnerships with churches and asked for clarification. She wanted to know if it was certain churches or any church. Tony clarified that we partner with churches to benefit the community with any church. Mike mentioned that the board wants to know about partnerships that leadership is considering that is notably different from previous patterns that may raise a red flag.

Upcoming ELT Time Off

Tony – February 21

Brenda - February 27 & 28

Alissa asked why staff development day is not on President’s Day. Tony explained that customers are able to go to the library on that day when they are off work, so we close for staff development day on another day.

Community Engagement Report

Stats:

Date	Recipients	Open
E-Newsletter		
January 2023	886	503
January 2022	762	374

Loomly stats – social media followers:

Likes By Country 1. United States of America (3,715 likes) 2. United Kingdom of Great Britain and Northern Ireland (6 likes) 3. Canada (5 likes) 4. Germany (4 likes) 5. Brazil (4 likes)

Likes By City 1. Pickerington, OH (1,482 likes) 2. Columbus, OH (529 likes) 3. Reynoldsburg, OH (163 likes) 4. Canal Winchester, OH (148 likes) 5. Lancaster, OH (120 likes)

Google:

Date	Location	Business Profile Interactions	Calls	Messages	Directions	Website Clicks
January 2023	Main	1607	202	2	566	837
	Sycamore Plaza	451	85	0	214	152

Library service stats:

Combined locations	Jan 2023
Reference ?	1669
Tech ?	675
Directional ?	847
Curbside	18
Drive-up	162
Sycamore	
COVID Tests	77
Main	
COVID Tests	245

Wifi:

Total Wireless Users Combined Locations						
	Month	2019	2020	2021	2022	2023
January	January	2380	2768	797	1627	2464

Volunteer:

41 volunteers completed 173.02 hours during January!

Site	Place	Assignment	Jan 2023 Hours	Volunteers	Total Hours	Total Volunteers
PPL	Pickerington Main	Main - Events	0	0	0	0
		Main - General	27.77	12	27.77	12
		Main - HHC (3-7p.m.)	23.25	6	23.25	6
		Main - Shelving	95.5	22	95.5	22
	Total Main:		146.52	35	146.52	35
	Sycamore Plaza	Syc - Events	0	0	0	0
		Syc - General	25	5	25	5
		Syc - Homework Help Center (3-7p.m.)	1.5	1	1.5	1
	Total Syc. Plaza:		26.5	6	26.5	6
	Total of PPL:		173.02	41	173.02	41

Volunteer of the Month:

The February Volunteer of the Month is Marilyn Root. Marilyn has been volunteering since 2017 and is one of our longest-serving volunteers. She comes in to shelve every week, and we really appreciate all her help!

Volunteer orientations and trainings:

Lauren/Main – 5
Ana/Sycamore – 7

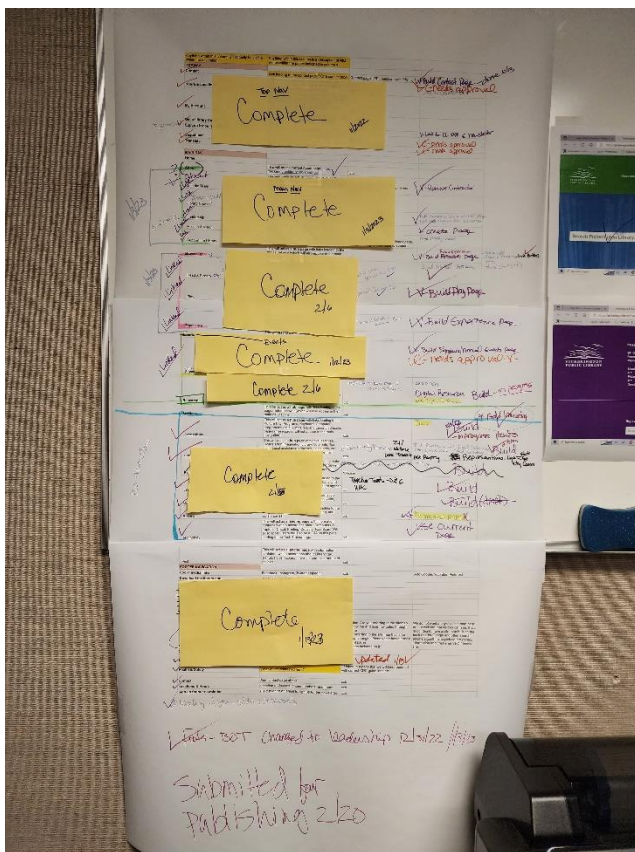
Notable volunteer projects:

Several teen volunteers worked together to remove the Velcro from endcaps to prepare for new signage. We also have volunteers assisting with the weeding project in Info by pulling no-circ titles and marking discards.

Actively seeking consistent adult volunteers.

Projects:

Wayfinding: Installation of endcaps and wayfinding signage next week-February 28. Once Main is finished, we will move on to Sycamore Plaza.



Website project has been submitted to Buckeye Interactive for publishing!

We are still tweaking and updating pages – which is always ongoing as the library collection, services and resources expand and evolve.

Upcoming:

Spring newsletter is out!

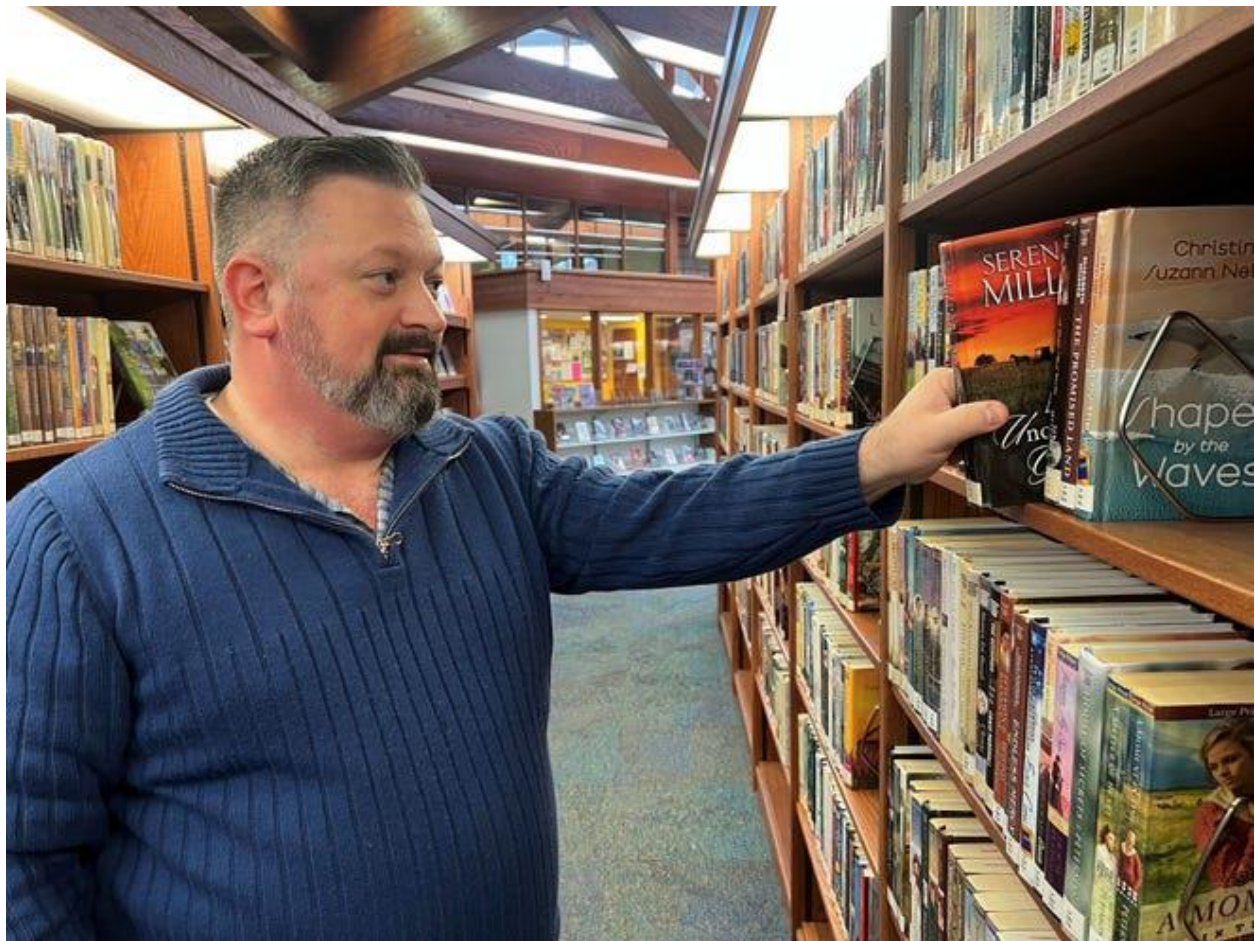
Wands & Wizards 2023 – Lancaster and beyond

August 10-12, 2023 Fairfield County – Lancaster, Baltimore, Millersport and this year Pickerington has joined in.

(Our library locations are still in planning stage. Think Harry Potter, Wizards, D&D, Renaissance

Fair. STEM activities like rock candy wands, animal visits, jewelry crafts, etc.) More info to come.

Teen programs:



<https://www.lancastereaglegazette.com/story/news/local/2023/02/20/anthony-howard-leads-both-branches-of-the-pickerington-public-library/69898182007/>

Old Business

New Business

Surface Lease

Columbia Gas Transmission, LLC is preparing to expand their gas line in the area. The gas line will be installed underground on the school district's property. However, some of their equipment will need to access a portion of Library property

Project Area



When we received the initial lease agreement, I shared it with the County Prosecutor due to concerns regarding limiting CGT's financial responsibility in the event of damages to Library property. The Prosecutor agreed and we notified the CGT representative of required changes. CGT approved those (marked in red) changes on the lease agreement.

During the 4th quarter of 2022, A representative of Columbia Gas informed us that they may need access to part of our property and guaranteed compensation for said use of the property.

02-04-23 Resolution authorizing the Director to enter into a Surface Lease Agreement with Columbia Gas Transmission, LLC for the amount of \$920.00 with an option to extend the lease up to two months at a rate of \$460.00 per month

Berneice made a motion to approve a Resolution authorizing the Director to enter into a Surface Lease Agreement with Columbia Gas Transmission, LLC for the amount of \$920.00 with an option to extend the lease up to two months at a rate of \$460.00 per month. Todd 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.

Appropriation of Healthy Snack Fund

The library received \$1,000 to be spend on healthy snacks for the children after school from the Friends of the Pickerington Library. The State Auditor has approved the set-up of the Healthy Snack Fund and the funds need to be appropriated to make this purchase.

02-05-23 Resolution to appropriate 2015-110-451-2115 General Admin Supplies (Teen Program) for \$1,000

Mike made a motion to approve the Resolution to appropriate 2015-110-451-2115 General Admin Supplies (Teen Program) for \$1,000. Mary 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.

New Fiber Connection for Main Library

In January 2023, South Central Power denied Spectrum’s permit request to use the current pole (cabinet) to connect the new fiber cable to Main Library. This permit was denied due to the pole (cabinet) already being overcrowded with the Library and school’s electric and fiber connections.

With the permit denial, I contacted the City Manager and Mayor as well as their contacts at South Central Power. Unfortunately, we only have two options.

1. Pay Spectrum to continue their work and run new conduit underground and connect Main Library through a less crowded pole (cabinet) located on Hill Rd.
2. Pay South Central Power to add an additional pole (cabinet) on Opportunity Way. The new conduit would still need to be run from the new pole to Main Library.

Looking at both options, it will be more cost-effective to have Spectrum compete the project without adding an additional pole (cabinet)

In 2022, the Library Board approved the fiber connection project for \$22,900.

Power Companies have different types of poles they use to bring utility services to homes and businesses. The type of pole referenced in this memo is a roadside cabinet pole. The image below is an example of a roadside cabinet.



02-06-23 Resolution to approve an additional expense of \$11,205 for the Main Library Fiber Connection project bringing the total cost of the project to \$34,105

Mike made a motion to approve the Resolution to approve an additional expense of \$11,205 for the Main Library Fiber Connection project bringing the total cost of the project to \$34,105. Berneice 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.

Resolution to appoint Tony Howard as Deputy Fiscal Officer

Cristie explained since Norma left, we are temporarily appointing Tony our Deputy Fiscal Officer.

02-07-23 Resolution to appoint Tony Howard as Deputy Fiscal Officer

Berneice made the motion to approve the resolution to appoint Tony Howard as Deputy Fiscal Officer. Beth 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.

Oath of Office – Deputy Fiscal Officer

Colleen Bauman – Executive Manager – Community Engagement & Public Notary

issuing Oath of Office

Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees of the Pickerington Public Library], in Fairfield County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

02-08-23 Resolution to appoint Tony Howard, Deputy Fiscal Officer, as the Library's Credit Card Compliance Officer

Todd made a motion to approve the Resolution to appoint Tony Howard, Deputy Fiscal Officer, as the Library's Credit Card Compliance Officer. Beth 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.

Strategic Plan and Tactical Plan Review and Discussion

Tony explained the 2023 Tactical Plan projects and how they fit the Strategic goals of the Strategic plan to the board.

Mike noted that what the Strategic Plan is missing are metrics to determine whether the strategic goals are being met. It needs objective goals for measurement for meeting each strategic goal or did the tactical plan project drive the strategies to move forward.

Cristie mentioned that the board should be reviewing this 3-4 times a year.

2023 Tactical Plan						
Strategic Focus	Tactic	Project Manager	Project Administrator	Strategic goal	Completion Quarter	Status

Welcoming Experience	Wayfinding signage - Post Dewey	Colleen	Tony	Create signage to make it easy for customers to find their way around the facilities (Objectives 1 & 3)	Q4 -> Q1 2023	Initial tours of other locations complete. Next step is to look at library schematics and decide on Decision Points for signage. Method of signage (vinyl cutter-in-house) Contacted Eclipse in Gahanna for ideas. Designs approved and work has begun in the Main Library Youth Services Department. On target to complete project by end of 2022. CB Pushed completion due to Vendor capacity
	Update Collection Development Policy and Refocus Collection guidelines using Data and Gale Analytics on Demand	Ryan	Tony	Finish updating the Collection Guidelines to match the changed collection budget, selection philosophy and current customer habits. (Objective 2)	Q2	
	Re-evaluate the customer code of conduct regarding warnings and evictions to ensure equity for all customers and that it is supportive of a safe learning environment	Rebekah	Tony	Evaluate and update the Code of Conduct and determine if a safety and security software is necessary to help staff. (Objectives 1 & 4)	Assessment- Q2 Implementation Q3	

Youth Engagement	Evaluate the Parent/Teacher (PT) collection and work with PLSD to identify potential materials to add to the collection.	Grace	Dana	Support the community as a respected resource by helping parents, caregivers, and educators teach the children of the community skills needed for kindergarten and beyond. (Youth Engagement--Early Literacy--Objective 1)	Quarter 2	
	Develop practical applications and training for staff to promote social emotional learning through classes and events, displays, and spaces.	Grace	Dana	Ensure that staff and physical spaces in the youth areas of the library support social emotional learning. (Youth Engagement--Early Literacy--Objective 2)	Quarter 3	
	Evaluate the youth collection to make sure it is culturally representative of the Youth population and build up the collection where needed. Reach out to the schools to find out the cultural breakdown of the PLSD student population. Look into ways we can promote these materials to the community. For example, Westerville Library's World Languages collection in their youth department.	Dana	Tony	(SEE NOTE) Provide culturally sensitive classes and events. (Youth Engagement--Early Literacy--Objective 3 & School Age -- Objective 5)	Quarter 4	NOTE: Youth Engagement--Early Literacy--Objective 3 only covers classes & events but the tactic would be for the collection. I would also do the whole youth/teen collection, not just collection for early literacy (picture books).
	Work with homeschool groups/families to see what types of programming they would like us to provide. We might be able to provide some drop in passive programs like art or makerspace activities.	Dana	Colleen	Create meaningful partnerships with schools and homeschool groups to ensure all students have equitable access. (Youth Engagement--School Age, Tween, Teen-- Objective 2)	Quarter 4	
	Increase PLSD collaboration in outreach efforts and literacy-focused support. Develop and improve early literacy classes and events using current programming metrics guidelines.	Rebekah	Colleen	Improve school age through teen outreach to ensure strategic focus and success (Youth Engagement--School Age, Tween, Teen-- All Objectives)	Assessed every quarter	

Marketing and Outreach	Update guidelines for outreach/LOTG visits with information learned during 2022 visits	Erica	Ryan	Streamline processes and set expectations for outreach events and partnerships. (Outreach Objectives 1 and 2)	Draft end of Q1, finalized by end of Q3	
	Create and implement a brand awareness campaign through the community with the support of staff and develop metrics to measure that success	Colleen	Tony	Using the website, staff support, media, the internet and other outlets to increase brand awareness (Marketing Objectives 1 & 2)	Quarter 2 Creation of Campaign Quarter 3 Implementation	

Technology	Green and Sustainable Technologies	Tony	Tony	Research and determine what sustainable and green technologies are available and if adding them to the library would improve efficiencies and/or enhance services (Objectives 1 & 2)	Quarter 3	
	Develop a Technology Group	Leah	Tony	Create a team to research new and upcoming technologies, which might enhance the library service to the public.(All Objectives)	Quarterly	
	Update servers for both locations and finalize cloud based back up solution	Cyrl	Tony	(Objective 3)	Quarter 2	

Health and Well Being	Create a wellness program for staff	Brenda	Tony	Develop an ongoing wellness program focused on improving staffs' physical and mental health (Objective 1)	Q3 -> Q2 2023	Pushed to 2023 due to State Auditor changes in appropriations accounts. BO 10/17
	Expand Class and event offerings as well as partnerships which focus on the health and well being of the individual, groups, and the community as a whole.	Ryan	Colleen	Conduct Market research to deterring needs and work with staff and paid programmers to meet community needs(Objectives 3 & 4)	Quarter 4	
	Further enhance the IDE committee to ensure staff development continues in this area.	Rebekah/IDE Committee	Brenda	increase staff engagement in IDE resource shares- support an inclusive, equitable, and diverse staff and community Objective 4	Quarterly	IDE committee is sharing a staff survey Dec 2022 to help facilitate and improve committee tactics going into 2023

Capital Project Review

This topic is being moved to the next board meeting.

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:59 p.m.

Next Board Meeting:

FAB Committee Meeting

March 20, 2023 @ 6:30 p.m. at Main Library

Regular Board Meeting

March 20, 2023 @ 7 p.m. at Main Library

Cristie Hammond
President

Mary Herron
Secretary