

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
August 21, 2023

The Board of Trustees of the Pickerington Public Library met in regular session on August 21, 2023 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 Ashley Hughes. Student Trustee Representatives present: Mikayla Wagner. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer and Colleen Bauman, Executive Manager – Community Engagement. Also in Attendance: Jonathan Downes and Rafael Ortiz.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absence(s): Todd Stanley

Unexcused Absence(s): None

8-01-23 Motion to go into Executive Session - To discuss Collective Bargaining Strategy per ORC 121.22 (G)(4) and Rule 3358:17 (A)(4) of the Administrative Code

Mary Herron made a motion to go into Executive Session - To discuss Collective Bargaining Strategy per ORC 121.22 (G)(4) and Rule 3358:17 (A)(4) of the Administrative Code. Beth Muncy seconded.

Roll Call: Mike Jones-yes, Alissa Henry-yes, Mary Herron-yes, Cristie Hammond-yes, Ashley Hughes-yes, Beth Muncy-yes. Motion passed.

Went into Executive Session at 7:04pm. Rafael Ortiz left.

8-02-23 Motion to come out of Executive Session - To discuss Collective Bargaining Strategy per ORC 121.22 (G)(4) and Rule 3358:17 (A)(4) of the Administrative Code

Cristie Hammond made a motion to come out of Executive Session - To discuss Collective Bargaining Strategy per ORC 121.22 (G)(4) and Rule 3358:17 (A)(4) of the Administrative Code. Mike Jones seconded.

Roll Call: Ashley Hughes-yes, Cristie Hammond-yes, Alissa Henry-yes, Mike Jones-yes, Beth Muncy-yes, Mary Herron-yes. Motion passed.

Came out of Executive Session at 8:13pm.

8-03-23 Motion to approve a filing for Clarification of the Bargaining Unit and Request an Election to Preserve the Right to Vote for Employees

Mike Jones made a motion to approve a filing for Clarification of the Bargaining Unit and Request an Election to Preserve the Right to Vote for Employees. Beth Muncy seconded.

Roll Call: Mike Jones-yes, Cristie Hammond-yes, Alissa Henry-yes, Ashley Hughes-yes, Mary Herron-yes, Beth Muncy-yes. Motion passed.

Jonathan Downes left.

Secretary's Report

Consent Agenda

1. Minutes
 - a. July 17, 2023 Regular Board meeting minutes
 - b. July 20 2023 Special Board Meeting to discuss the purchase of property
 - i. Consideration for the purchase of parcel numbers 411122220, 411122230, 411122240, and 411122250
2. Staff
 - a. Emma Stokes started as a Customer Service Assistant at the main library at \$12.52 an hour on August 7th
 - b. Lucas Gaulke starts August 28th as a Reference Librarian at the main library at \$19.55 an hour
 - c. Kimberlee Olexa starts August 23rd as a Customer Service Assistant at the main library at \$13 an hour
 - d. Kathryn Nase starts August 24th as a Customer Service Assistant at the Sycamore Plaza Library at \$12.52 an hour
3. Donation
 - a. Lorna Reine donated \$50 for Joan's tree or another library use.
 - b. Anonymous donation of \$200 in memory of Joan Underwood

8-04-23 Motion to approve the Consent Agenda

Mike Jones made a motion to approve the consent agenda items. Mary Herron seconded.

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

Public Participation

None

Friends of the Library Report

No Report

Finance Committee

Fiscal Officer's Report

Brenda asked if there were any questions from the July financial reports. There were none.

Other Committee Reports

Fundraising Committee – Beth shared an update regarding the progress of the committee. She shared that Combustion Brewery is willing host the event, looking at a Friday or Saturday night.

Director's Report

Quarterly Strategic Focus

Read

Significant Issues

- Internal
 - HVAC Replacement for Meeting Rooms A & B, and IT Specialist's Office
 - Frank is working on a temporary fix to get the system up and running with minimal expense. If Frank's fix works, we will only spend a couple thousand to get the current system running most of the cost is for the chemicals for the system.
 - We are moving forward with a minor fix because staff will be relocated in meeting room B for the upcoming construction project and there is concern of the servers overheating in the IT Specialist's office.
 - Our plan is to budget for replacement next year.
 - No Board action needed at this time.

Organizational Performance

Summer Reading Wrap-up

Name of Initiative	Summer Reading
Theme	Violet by the Beach
Start / End Dates	May 27 – August 5, 2023
# of Weeks	10

Overall Registration/ Finishers	Quantity	Change from previous year
Total Registration	3252 (new record!)	+12%
Total Finishers	1222 (38% completion rate)	No change in completion rate (%)

Program	Total Participants	Participant change from previous year	Total Finishers	Completion Rate
Babies (0-23 months)	105	+21%	49	47%
Kids (2-11 years)	1929	+9%	773	40%
Teens (12-17 years)	381	+5%	104	27%
Adults (18+ years)	732	+15%	226	31%
Day Camps	105 kids 2 groups	+28% kids +1 new group	70	67% of kids 50% of groups

Library Branch	Total Participants	% of total participants	Total Finishers	Completion Rate
No branch marked	10	0%	3	30%
Library On-the-Go	60	2%	11	18%
Pickerington Main Library	2596	80%	965	37%
Sycamore Plaza Library	586	18%	243	41%

*Day camps are included in Pickerington Main, which coordinated registration/prize distribution

School	Participants	Participant change from previous year
<i>**reading initiative target schools**</i>		
Fairfield Elementary	98	+9%

Heritage Elementary	59	+7%
Pickerington Elementary	96	+30%
Sycamore Creek Elementary	150	+5%
Toll Gate Elementary	195	+6%
Tussing Elementary	47	+38%
Violet Elementary	95	+0%
Diley Middle School	44	-41%
Harmon Middle School	69	+15%
Toll Gate Middle School	68	-15%
Lakeview Junior High	68	+21%
Ridgeview Junior High	57	-12%
Pickerington Central High School	64	-10%
Pickerington North High School	46	-32%
Homeschool	180	-4%
Other K-12 School (private, out of district, etc.)	507	N/A

Program completion is defined as having read for 30 days

Total reading logged – 55,010 days of reading

Partnerships, Sponsorships, and Grants	Donation	Value
Friends of the Pickerington Public Library	-Staff Shirts -READsquared subscription -Grand Prizes (gift cards etc.) -Book sale coupons	\$3100 +coupons value
Al's Delicious Popcorn	Gift card	\$25
Nothing Bundt Cakes	coupons	\$900
Crumbl	Gift cards	\$30
King's Island	4 tickets	\$360
Taco Bell	Coupons	\$1000
Raising Canes	Coupons	\$3000
Dairy Queen	Coupons	\$100
Heartland Bank	Frisbees	\$100
Ohio State Fair	Free kids admission coupon	\$24,070
Ohio State Parks	\$10 off coupon	\$31,380
Pizza Cottage	Coupons	\$1000
Combustion	Gift bag	\$45
Sheriff's Department	Touch a Truck @ Finale	N/A
Sam's Club	Pallet of water	\$459

	Events Offered	Participants	Avg. Participants
Summer Outreach	9	532	59
Notable/ Recurring Events	<ul style="list-style-type: none"> • - Summer Feeding at Tussing • - Pickerington Farmer's Market (of all events, had the most SR signups) • - Popup Libraries at Pickerington Elementary and Heritage Elementary 		

Volunteer Support

70 Volunteers and Volunteens spent 962.75 hours supporting Library programs, summer reading tables, and shelving.

Points of Information

Fiber Connection

Construction work was finally completed and two Friday's ago the phone company completed the cutover for the phone lines.

Staff Member Highlight

Erica Ward has worked for the library for four years and four months. During that time, she worked in Customer Service and Outreach Services. As our first Outreach Specialist, Erica has had the opportunity to build up and develop new Library services for customers throughout the community. This summer, she played a key role in the Library's participation in major community events/initiatives like Farmer's Market, United Way Day of Action, and Pickerington Wizard Fest. Additionally, she worked diligently to accomplish the Library's Initiatives for youth engagement by enhancing our relationship with the lowest performing Elementary and Middle Schools. At Tussing Elementary, she was able to get every student a library card. Her direction and vision has ensured that the Library's Outreach services have a strong foundation. For these reasons, Erica is being highlighted before the Board of Trustees.

ELT PTO Dates

Tony - August 25

Colleen – September 2 – September 17

Community Engagement Report

Stats:

After event stats for July 2023					
Adult	# of events	# of ppl			
Main	11	88			
Sycamore	6	28			
Teen	# of events	# of ppl			
Main	7	62	Teen Lock-in - 28		
Sycamore	2	22			
Children	# of events	# of ppl			
Main	33	1644	Foxes in Folklore/Sharks		
Sycamore	15	286			
Outreach	# of events	# of ppl			
	9	463			
Craft at Abbington	7/5/2023	Outreach	Abbington Assisted Living	Adults	7
Insect Investigations	7/10/2023	Outreach	Coyote Run	Child	25
Pop-up Library at Fairfield Elementary	7/11/2023	Outreach	Library On-The-Go	Child	33
Second Cup Book Club	7/12/2023	In Person	off site	Adults	1
First Drafts Book Club	7/13/2023	In Person	Off site	Adults	5
VBS Family Night	7/14/2023	Outreach	Peace UMC	Child	77
Pop-up at Heritage Elementary	7/18/2023	Outreach	Library On-The-Go	Child	11
Pickerington Farmers' Market	7/20/2023	Outreach	Farmers' Market	Adults	74
Pickerington Kidsfest	7/22/2023	Outreach	Library On-The-Go	Child	230

Volunteers:

- 70 volunteers served hundreds of hours over the summer.
- 7 volunteers served 25+ hours and received a Summer Reading tote bag in thanks
- 2 volunteers served 80+ HOURS!!
- The August Volunteer of the Month is Max Mitchell! Max volunteered over 40 hours last month, and she often hangs out at the Summer Reading table for 2-3 shifts in a day! We also appreciate her help with shelving and other volunteer projects.

Social Media:

Who follows us? FB Likes By City

1. Pickerington, OH (1,499 likes)
2. Columbus, OH (580 likes)
3. Reynoldsburg, OH (153 likes)
4. Canal Winchester, OH (142 likes)
5. Lancaster, OH (122 likes)

Upcoming Events:

Fall newsletter is out! Take a look.

Fun photos!

2023 Summer Reading Finale @
Wigwam Event Center



202307 finale
juggler.mp4



2023 First Wizard Faire in
Victory Park

PPL provided:
FREE water donated by
Sam's Club
Cakes for cake walk
Hosted Ohio School of
Falconry
Provided Library area with
a craft table and Library
On-The-Go









Old Business

Resolution to appoint Colleen Bauman as Deputy Fiscal Officer replacing Tony Howard

8-05-23 Motion to Approve the Resolution to appoint Colleen Bauman as Deputy Fiscal Officer replacing Tony Howard

Mike Jones made a motion to approve the resolution to appoint Colleen Bauman as Deputy Fiscal Officer replacing Tony Howard. Beth Muncy seconded.

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

Oath of Office – Colleen Bauman – Deputy Fiscal Officer Replacing Tony Howard

Mary Herron – Library Board Secretary & Public Notary issued the 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?

Colleen Bauman said yes.

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

8-06-23 Motion to approve the Resolution for the Individual Surety Bonds in the amount of \$50,000 for the Deputy Fiscal Officer

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

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

Resolution to update the approved check signer list as follows:

Cristie Hammond, Mike Jones, Mary Herron, Brenda Oliver, Colleen Bauman, Tony Howard

8-07-23 Motion to approve the Resolution to Approve Check Signers as follows: Cristie Hammond, Mike Jones, Mary Herron, Brenda Oliver, Colleen Bauman and Tony Howard

Mike Jones made a motion to approve the resolution to approve check signers as follows: Cristie Hammond, Mike Jones, Mary Herron, Brenda Oliver, Colleen Bauman and Tony Howard. Beth Muncy seconded.

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

Resolution to purchase 0 Milnor Rd NW, Pickerington OH parcels 041112220, 0411122230, and 0411122240 at \$165,000 per parcel for a total of \$495,000 plus closing costs and realtor fees for the future purpose of a new library location

8-08-23 Motion to Approve the Resolution to purchase 0 Milnor Rd NW, Pickerington OH parcels 041112220, 0411122230, and 0411122240 at \$165,000 per parcel for a total of \$495,000 plus closing costs and realtor fees for the future purpose of a new library location

Mary Herron made a motion to approve the resolution to purchase 0 Milnor Rd NW, Pickerington OH parcels 041112220, 0411122230, and 0411122240 at \$165,000 per parcel for a total of \$495,000 plus closing costs and realtor fees for the future purpose of a new library location. Ashley Hughes seconded.

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

Resolution to purchase 0 Milnor Rd NW, Pickerington OH parcel 0411122250 for \$240,000 plus closing costs and realtor fees/commissions for the future purpose of a new library location

8-09-23 Motion to Approve the Resolution to purchase 0 Milnor Rd NW, Pickerington OH parcel 0411122250 for \$240,000 plus closing costs and realtor fees/commissions for the future purpose of a new library location

Mike Jones made a motion to approve the resolution to purchase 0 Milnor Rd NW, Pickerington OH parcel 0411122250 for \$240,000 plus closing costs and realtor fees/commissions for the future purpose of a new library location. Beth Muncy seconded.

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

New Business

Resolution to increase appropriations of the Guiding Ohio Online Grant Fund to \$20,442.15 as follows: 2008-110-311-0000 Dues and Fees for \$142.50, 2008-110-312-0000 Travel and Meeting Expense for \$100,

2008-110-390-3913 Other-Purchased and Contracted Services (Adult Programs) for \$20,000 and 2008-750-560-0000 Grants to Other Governments \$199.65

The library needs to increase the 2023 appropriations for the 2023-2024 Guiding Ohio Online Grant which started July 1st.

The library appropriated \$13,296.36 for the remaining 2022-2023 Guiding Ohio Online Grant that ended June 30, 2023. The 2023-2024 Guiding Ohio Online grant started July 1st.

8-10-23 Motion to Approve the Resolution to increase appropriations of the Guiding Ohio Online Grant Fund to \$20,442.15 as follows: 2008-110-311-0000 Dues and Fees for \$142.50, 2008-110-312-0000 Travel and Meeting Expense for \$100, 2008-110-390-3913 Other-Purchased and Contracted Services (Adult Programs) for \$20,000 and 2008-750-560-0000 Grants to Other Governments \$199.65

Mike Jones made a motion to approve the resolution to increase appropriations of the Guiding Ohio Online Grant Fund to \$20,442.15 as follows: 2008-110-311-0000 Dues and Fees for \$142.50, 2008-110-312-0000 Travel and Meeting Expense for \$100, 2008-110-390-3913 Other-Purchased and Contracted Services (Adult Programs) for \$20,000 and 2008-750-560-0000 Grants to Other Governments \$199.65. Mary Herron seconded.

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

Resolution to Appropriate the NEA Big Read Fund as follows: 2016-110-325-0000 Advertising \$450 and 2016-110-451-2112 General Admin (Program Supplies) \$2,700

The library has applied and been approved for a matching grant with Arts Midwest for the NEA Big Read Grant. The library is going to use the grant funds to pay for hosting community events centered around the themes of Disability Awareness, and Accessibility. The library will host book discussions and larger community events like a community mural, author visits/engagements, panel discussions, writing workshops, and film screenings. The library will receive \$6,000 in federal funds for this grant and match it with \$6,000 in local funds.

The advertising and supplies for this grant need to be purchased in 2023 for classes/events starting in 2024.

The library created the 2016 NEA Big Read Grant Fund, transferred the local funds, and has received the Revised Certificate from the County Auditor for this fund.

8-11-23 Motion to Approve the Resolution to Appropriate the NEA Big Read Fund as follows: 2016-110-325-0000 Advertising \$450 and 2016-110-451-2112 General Admin (Program Supplies) \$2,700

Ashley Hughes made a motion to approve the resolution to appropriate the NEA Big Read Fund as follows: 2016-110-325-0000 Advertising \$450 and 2016-110-451-2112 General Admin (Program Supplies) \$2,700. Beth Muncy seconded.

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

Appropriation of the Collections Fund

The library received \$50 for this fund in June in memory of Joan Underwood for the purchase of Christian Fiction materials.

Restricted donations need to be accounted for in a separate special revenue fund. The Collections fund was set-up for restricted donations/grants for collection materials.

8-12-23 Motion to Approve the Resolution to appropriate 2014-120-411-4111 (Adult Fiction) for \$50

Beth Muncy made a motion to approve the resolution to appropriate 2014-120-411-4111 (Adult Fiction) for \$50. Mike Jones seconded.

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

Resolution to increase the Capital Projects Fund appropriations from \$870,000 to \$1,690,000

The board transferred \$820,000 from the General Fund into the Capital Fund. The proposed revised Capital Fund appropriations are \$2,000 Communications, Printing & Publicity, \$70,000 Engineering Services, \$860,000 Land, \$240,000 Land Improvement, \$100,000 Buildings, \$368,000 Building Improvements, and \$50,000 Furniture and Equipment for a total of \$1,690,000.

The Board approved negotiating for the purchase of land.

8-13-23 Motion to Approve the Resolution to increase the Capital Projects Fund appropriations from \$870,000 to \$1,690,000

Mary Herron made a motion to approve the resolution to increase the Capital Projects Fund appropriations from \$870,000 to \$1,690,000. Beth Muncy seconded.

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

Resolution to change the purpose of the Pickerington Public Library Fund to allow funds to be used for volunteer recognition

When releasing funds for this year's Volunteer Scholarship, the Executive Director of the Fairfield County Foundation asked if we could adjust the wording for the purpose of the Pickerington Public Library Fund. The statement below is the current purpose with the recommended addition in yellow.

Income and/or principal, at the discretion and direction of the Library, shall be distributed by the Foundation for the benefit of the Pickerington Public Library and for such other purposes incidental and necessary to the perpetuation of the Pickerington Public Library. *In addition, funds may be used to recognize library volunteers*

This wasn't a concern before because previous distribution checks were sent to the library and we gave the checks to the school/organization. As part of this round of scholarships, we asked the Foundation to send the checks directly to the school. This would save time on Library Administration. In order for the foundation to take on that step, we need to update the statement as proposed. Additionally, this will ensure future funds approved for scholarships are supported by the purpose of the fund.

The Library Fund was started in December 2003.

The Fund Committee is made up of a Library Board member, the Director and the Friends of the Library President.

In 2019 and again in 2023 an anonymous donor gave money to the Pickerington Public Library Fund for the specific purpose of creating a scholarship for volunteers. The Library worked with the Fairfield County Foundation in 2019 on what we needed to do to get started and at that time and no changes were recommended.

8-14-23 Motion to Approve the Resolution to change the purpose of the Pickerington Public Library Fund to allow funds to be used for volunteer recognition

Alissa Henry made a motion to approve the resolution to change the purpose of the Pickerington Public Library Fund to allow funds to be used for volunteer recognition. Mary Herron seconded.

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

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:42 p.m.

Next Board Meeting:

Regular Board Meeting
September 18, 2023 @ 7:00 p.m. at Main Library

Cristie Hammond
President

Mary Herron
Secretary