

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
September 18, 2023

The Board of Trustees of the Pickerington Public Library met in regular session on Monday September 18, 2023 at 7:06 p.m. in the Pickerington Public Library at 201 Opportunity Way, Pickerington, OH 43147. Members present: Cristie Hammond, Mike Jones, Mary Herron, Alissa Henry, and Ashley Hughes.

Student Trustee Representatives present: Mikayla Wagner. Staff members present: Tony Howard, Library Director, Brenda Oliver, Fiscal Officer, Colleen Bauman, Executive Manager – Community Engagement and Dorinda Ellinger HR Generalist. 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): Beth Muncy, Todd Stanley  
Unexcused Absence(s): None

Secretary's Report

Consent Agenda

1. Minutes
  - a. August 21, 2023 Regular Board meeting minutes
2. Staff
  - a. Connie Keiffer started August 31<sup>st</sup> as a Customer Service Assistant at the main library at \$12.52 an hour
  - b. Dorinda Ellinger started September 11<sup>th</sup> as the Human Resources Generalist at \$23.00 an hour

**09-01-23 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, Ashley Hughes-yes. Motion passed with no changes.

Public Participation

None.

## Friends of the Library Report

Theresa reported that the Friends treasury is 31,837.76. The book sale will be at the end of October.

## Finance Committee

## Fiscal Officer's Report

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

## Other Committee Reports

Fundraising committee meeting for today was cancelled.

Strategy committee is meeting on Friday, September 22, 2023.

## Director's Report

### **Quarterly Strategic Focus**

Connect Community

### **Significant Issues**

- Internal
  - Afterschool Crowd Management
    - With school back in session, we have seen an increase in user visits during the 2:30pm to 5:30 pm times.
    - There has been an increase in Code of Conduct issues during that time. In order to ensure a welcoming experience for all, we have taken the following steps
      - I have instituted a no warning approach for customers making excessive noise, using offensive language, or responding in inappropriate or disrespectful manners.
      - I am working with School Administrators and Coaches to gain support and increase our team's ability to control the library environment
      - We have set aside Meeting Room A during the after-school hours for a "Teen Hang" space where teen customers can have conversations and socialize

- We purchased walkie Talkies to connect all departments in real time.
    - Our Information & Research Manager has been greeting all customers as they enter the building during these times to inform them of the expectations.
  - **Board Action Requested** – Support Administration and staff on the steps taken to ensure a welcoming experience for all.
- Kids Cards
  - Part of our partnership with the school district is issuing library cards to students.
  - This past school year, we experienced great success at the elementary school level.
  - The card being issued at the schools is a kid's card, which limits the amount of materials a child can check out. Additionally, these cards do not charge for lost items because a parent does not sign for the card.
  - Recently, we experienced an unintended consequence of issuing these cards. A parent complained that we are trying to groom students by issuing these cards.
  - In response, we are reviewing our process for working with schools and issuing library cards. Additionally, we are looking for a solution to allow parents to opt out of having their child receive a library card.
  - **Board Action Requested** – No Action at this time.
- External
  - **Ohio General Assembly Focuses on Property Tax Changes**
  - Local property tax relief.
    - The Senate recently introduced **SB 153**, which would temporarily modify the method for valuing farmland in addition to other real property. The bill also includes language that makes several changes to the information that the Department of Taxation uses to review and update property values for tax purposes. Proponents of the bill claim these changes are necessary to counter the significant rise in property valuation across the state. Opponents to changing the property valuation process,

which includes the Ohio County Auditors Association, claim the changes would create significant discrepancies in equity and cause chaos in the appraisal cycle.

- In the House, [HB 187](#) had a fourth hearing in the Ways and Means Committee. The bill is like SB 157 and also seeks to modify the property tax valuation process. In addition, the bill was amended to include language found in SB 153 relating to farmland.
- Changes to property tax valuation were included in budget legislation, however it was removed in the conference committee before the state budget, HB 33, passed at the end of June.
- Tax Increase Protection for Seniors
  - [HB 263](#), was recently introduced with the goal of protecting Ohio seniors from increases in property taxes. The bill would implement a property tax freeze for homeowners aged 70 or older if their income doesn't exceed seventy thousand dollars, and they must have owned their home for at least 10 years. Additionally, homes valued over 1 million dollars would not be eligible.
- It's likely that later this fall the Property Tax Study Committee created in the budget (HB 33) will take up these tax proposals in addition to others once they convene. The provision in the budget that created the study committee will become effective on Oct. 3.
- **Board Action Requested** – Understand that these changes, if voted into law, will have an impact on future funding. Be prepared to reach out to legislators if a call to action is needed on behalf of libraries.
- **Virtual Meetings Legislation**
  - [HB 257](#) authorizes members of certain public bodies, including public libraries, to hold and attend meetings by means of teleconference, video conference, or any other similar electronic technology.
    - The following link is a summary of the provisions impacting

libraries. <https://olc.org/wp-content/uploads/2023/09/House-Bill-257.pdf>.

- HB 257 was recently introduced and has a long road ahead of it. Like previous bills allowing for virtual meetings for public boards, this bill will likely have additional changes as it moves through the legislative process.
- **Board Action Requested** – No action needed at this time. If this is signed into law, it would require an update to the Board Bylaws and could require the library to acquire new technology in order to meet legal requirements.

### Points of Information

- Labor Day Parade
  - We had 45 staff, family and volunteers walk in the Parade



- Main Remodel
  - o Construction began on Main Library's remodel last week.



## **Inspections**

Main Library passed our annual boiler and fire inspection

Sycamore Plaza passed our annual fire inspection

## **Staff Member Highlight**

Jamie Taylor-King has been a Youth Services Assistant for seven months. She has a positive and encouraging approach toward her colleagues, which is beneficial to morale. She is extremely flexible and always willing to help where needed. Currently, she is supporting the Tech Services team by helping assemble a very

detailed and intricate boardgame. She is enthusiastic about our toddler time early literacy classes and the parents and children love her. For these reasons, Jamie is being presented before the Library's Board of Trustees.

**ELT PTO Dates**

Brenda – September 22, September 25

\*\*\*Tony\*\*\* - At OLC Convention & Expo September 27 – September 29

Executive Manager- Community Engagement Report

Executive Manager-Community Engagement  
Board Report  
September 18, 2023

Stats:

Enewsletter: subscribe on the website!

Emily has updated the newsletter template and actively promoting it and numbers are growing!

Date	Recipients	Open	Open Rate %	Clicks	Click Rate	Bounced	Unsubscribed	Date	Time
July 2023	937	411	44.20%	37	4.00%	17	3	7/26/2023	2:33 PM
August 2023	945	433	46.80%	23	2.50%	20	3	8/31/2023	8:30 AM

Volunteers:

Place	Assignment	Aug 2023 Hours	Aug 2023 Volunteer	Total Hours	Total Volunteer
Pickerington Main	Main - Events	24.25	6	85.25	18
	Main - General	88	12	557.52	57
	Main - Homework Help (3-7p.m.)	2	1	63.25	14
	Main - Reading Buddies	2.75	2	2.75	2
	Main - Shelving	103	24	745	79

	Main - Summer Reading Table	10.5	4	247.25	21
Total		230.5	39	1,701.02	117
Sycamore Plaza	Syc - Events	3	1	16.75	4
	Syc - General	9.5	3	181.25	19
	Syc - Homework Help (3-7p.m.)	2.5	1	88.5	6
	Syc - Reading Buddies	0	0	0	0
	Syc - Shelving	22.25	8	82.25	12
	Syc - Summer Reading Table	0	0	58.25	5
Total		37.25	11	427	34
<b>Grand Total</b>		<b>267.75</b>	<b>44</b>	<b>2,128.02</b>	<b>132</b>

**Volunteer of the Month:** The September Volunteer of the Month is JT Kubi! JT has been logging 8-10 volunteer hours *every week* since May! He's helped with Summer Reading events, shelving, moving donation boxes, and all sorts of projects the library staff need to get done. We love having his help!

Volunteer Onboarding: 4 new volunteer orientations/trainings

Notable Projects: Volunteers have been hard at work adding barcodes to DVD discs to help staff manage misplaced items. They have also been a huge help in moving book sale donations to the Friends shed

Events:

Sycamore:

Adult – 3 events/23 attendees

Teen – 3 events/33 attendees

Children – 4 events/118 attendees

PPL Main

Adult – 15 events/93 attendees

Teen – 1 event/6 attendees

Children – 13 events/406 attendees

Outreach (Library out and about in August)

Summer Reading Finale	8/5/2023	In Person	Wigwam Event Center	Child	126	243	45	414
Summer Reading Finale	8/5/2023	Outreach	Library On-The-Go	Child	65	73	3	141
PLSD Resource Fair	8/7/2023	Outreach	Lakeview Junior High	Adults	141	166	41	348



Second Cup	8/9/2023	In Person	Sorso Coffee	Adults	0	0	0	0
First Drafts Book Club	8/10/2023	In Person	Off Site	Adults	6	0	0	0
Wizard Faire-Ohio School of Falconry	8/11/2023	Outreach	Victory Park	Adults	150	150	25	325
Wands and Wizards Faire	8/11/2023	Outreach	Library On-The-Go	Child	71	74	23	168
Open House North HS	8/14/2023	Outreach	North HS	Teenager	66	20	102	188
Open House Central HS	8/14/2023	Outreach	Central HS	Teenager	32	7	61	100

Behind the scenes:

Updates on the website: Leadership page description refreshed and added links to bylaws and ORC.

### Leadership

Pickerington Public Library is governed by the Library Board of Trustees consisting of seven members appointed by the Pickerington Local School District Board of Education. The [PPL Bylaws](#) are also available in the Library's Administrative Offices.

According to the [Ohio Revised Code](#), legal responsibility is vested in the Board, which is the policy-making body of the Library. The Board's responsibilities include selection and appointment of the Director and Fiscal Officer; securing of funds adequate for a progressive program; and control of Library funds, property, and equipment. Subject to existing statutes and ordinances, it has power to determine the rules and regulations governing Library service and personnel.

Regular meetings of the Board are held the third Monday of the month (unless otherwise indicated). Board meetings are open to the public. Those wishing to speak before the Board need to sign in and indicate their intent to speak prior to the beginning of the Board meeting.

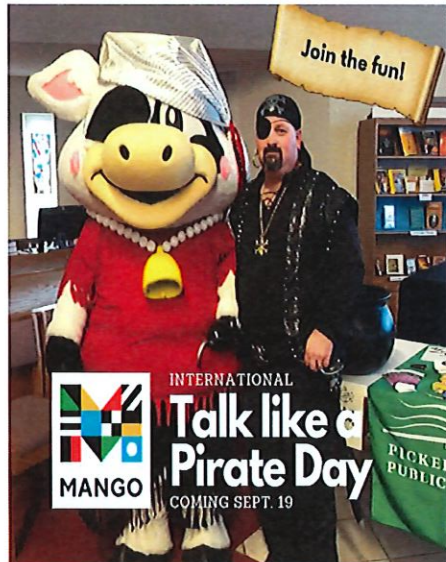
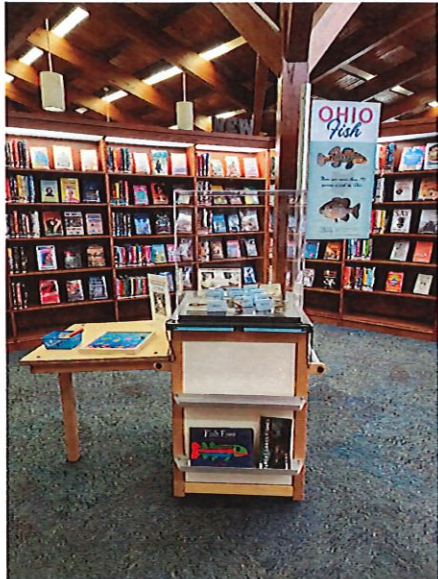
Board of trustees and executive leadership information and resources including meeting minutes, policies and procedures and board packets are included below.

Updated Library Policy page: Added Employee Handbook for transparency.

### Continuing Ed:

Attended OLC Library Fiscal Officer training to start my CPIM certification (Center for Public Investment Management)

### What's New in the library?



Old Business

None

New Business

Resolution to appoint Tony Howard as Fiscal Officer replacing Brenda Oliver effective October 6, 2023

**09-02-23 Resolution to appoint Tony Howard as Fiscal Officer replacing Brenda Oliver effective October 6, 2023**

Mary Herron made a motion to approve the Resolution to appoint Tony Howard as Fiscal Officer replacing Brenda Oliver effective October 6, 2023. Ashley Hughes seconded.

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

Oath of office of Tony Howard taken after the meeting

Resolution to approve Individual Surety Bonds in the amount of \$50,000 for Tony Howard.

**09-03-23 Resolution to approve Individual Surety Bonds in the amount of \$50,000 for Tony Howard.**

Mike Jones made a motion to approve the Resolution to approve Individual Surety Bonds in the amount of \$50,000 for Tony Howard. Mary Herron seconded.

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

Local funds Transfer into NEA Big Read Grant Fund

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.

**09-04-23 Resolution to Transfer \$6,000 from 1000-910-910-0000 Transfers – Out to 2016-931-0000 Transfer – In.**

Mike Jones made a motion to approve the Resolution to Transfer \$6,000 from 1000-910-910-0000 Transfers – Out to 2016-931-0000 Transfer – In. Mary Herron seconded.

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

Resolution to approve the changes to the Retirement Policy

The Retirement Policy was identified in mid-summer as a policy due for review and possible updates. In researching this policy, we discovered that not all libraries have policies and procedures covering the topic of retirement. For this update, we looked at Wellston Public Library and Chillicothe County Library policies.

#### Policy changes

- We removed the information outlining payout benefits as they are already covered in the library's PTO policy.
- Specific language was removed defining exact percentages of contributions. This will prevent unnecessary policy updates in the future if OPERS changes the requirements.
- Language was added to highlight the Library's responsibility to deduct and pay the employee's portion of their retirement.

#### Administrative Procedure

- This Administrative procedure is completely new.
- Outlines OPERS expectation and guidance.
- Identifies the rights of the employee to be reconsidered for re-employment per OPERS rules
- Identifies Notice of Retirement expectations
- Provides information and expectations regarding Ohio Differed Compensation

### **09-05-23 Resolution to approve the changes to the Retirement Policy**

Mary Herron made a motion to approve the Resolution to approve the changes to the Retirement Policy. Ashley Hughes seconded.

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

## **Retirement**

Board Policy:

DATE REVIEWED: 9/18/2023  
DATE APPROVED: 9/18/2023  
EFFECTIVE DATE: 9/18/2023  
REPLACING POLICY EFFECTIVE: 1/12/2015

All eligible staff members shall be covered for retirement through the Ohio Public Employees Retirement System (OPERS). The Library will pay the employer's portion of yearly premiums as required by OPERS for those being covered by the system.

Employees required portions of their annual premium will automatically be deducted from their biweekly pay and paid to OPERS by the library.

Administrative Procedure:

DATE REVIEWED: 3/20/2023

DATE APPROVED: 3/20/2023

EFFECTIVE DATE: 3/20/2023

REPLACING PROCEDURE EFFECTIVE: New

#### **A. Retirement**

- a. Under the Ohio Public Employees Retirement System (OPERS), which covers public library employees, the age of retirement and years of service credit required for retirement benefits are determined by the Ohio Legislature.
- b. To determine eligibility for retirement and to determine the best means to maximize benefits, employees approaching retirement should contact OPERS directly for information on retirement options.
- c. There is no mandatory retirement age.
- d. Employees who have retired may be considered for re-employment in compliance with the rules of OPERS.
- e. Notice of Retirement: Employees who plan to retire shall notify the Director, in writing, at least sixty (60) days in advance of their anticipated retirement date.
- f. The Library will direct employees to OPERS with any questions pertaining to retirement benefits, eligibility or beneficiary designation.

#### **B. Optional Retirement Benefits**

- a. Employees may elect to enroll in Ohio Deferred Compensation. This is an optional retirement opportunity where the employee elects' deductions, but the library does not contribute to this plan.
- b. Employees who enroll in Ohio Deferred Compensation will have their elected contribution automatically be deducted from their biweekly pay and paid to Ohio Deferred Compensation by the library.

#### Executive Session – Personnel - Fiscal Officer replacement process and compensation

#### **09-06-23 Motion to go into Executive Session – Personnel - Fiscal Officer replacement process and compensation**

Cristie Hammond made a Motion to go into Executive Session – Personnel - Fiscal Officer replacement process and compensation. Alissa Henry seconded.

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

Went into Executive Session at 7:54pm

**09-07-23 Motion to come out of Executive Session – Personnel -  
Fiscal Officer replacement process and compensation**

Christie Hammond made a motion to come out of Executive Session – Personnel - Fiscal Officer replacement process and compensation. Alissa Henry seconded.

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

Came out of Executive Session at 8:21pm

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:22 p.m.

Next Board Meeting:

Regular Board Meeting  
October 16, 2023 @ 7:00 p.m. at Main Library



\_\_\_\_\_  
Cristie Hammond  
President



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Mary Herron  
Secretary