

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
November 20, 2023

The Board of Trustees of the Pickerington Public Library met in regular session on November 20, 2023 at 7:00 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, Ashley Hughes, and Todd Stanley. Student Trustee Representatives present: Mikayla Wagner. Staff members present: Tony Howard, Library Director, Colleen Bauman, Executive Manager – Community Engagement, Dorinda Ellinger- Human Resource Generalist.

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absence(s): Theresa Wessel, President of the Friends of the Pickerington Public Library.

Unexcused Absence(s):

Secretary's Report

Consent Agenda

1. Minutes

- a. October 16, 2023 Regular Board meeting minutes

11-01-23 Motion to approve the Consent Agenda

Mary Herron made a motion to approve the Consent Agenda items. Ashley Hughes seconded.

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

Public Participation

None

Friends of the Library Report

Book sales very successful \$3500

Finance Committee

Meeting 11-20-2023- 2024 Budget revenue projection is 7% higher and made some expense increases, increase in legal, possible 9% increase for 2024 overall expense, thinking of what is need for Capital. December a temporary budget for 2024 will need to be voted on.

Fiscal Officer's Report

Financial budget was sent to the Board for their viewing by Tony Howard, and asked if there were any questions. There were none.

Other Committee Reports

1. Fundraising Committee

- a. Fundraising event- at Combustion- Music Bingo on Wednesday, April 3, 2024 with have 10% donated from Combustion

**Statement of Activity
Pickerington Public Library Fund**

January 01, 2023 through September 30, 2023

Fund Activity

Beginning Balance	306,802.94
Receipts	
Contributions	384.29
Interest/Dividend Income on Investments	3,877.51
Realized Gain (Loss) on Investments	2,034.52
Unrealized Gain (Loss) on Investments	15,464.71
Total Receipts	21,761.03
Distributions	
Grants/Scholarships	750.00
Investment/Management Fees	279.73
Payment Processing/Credit Card Fee Expense	9.65
Trust/Foundation Administrative Fees	2,464.18
Total Distributions	3,503.56
 Ending Balance	 325,060.41

Contributions

Date	Donor	Amount
2023-06-11	Kilgore, Catherine Lynn	50.00
2023-06-11	Kilgore, Catherine Lynn	1.55
2023-06-12	Central Library Consortium Staff	75.00
2023-06-12	Schepeler, Logan	50.00
2023-06-12	Schepeler, Logan	1.55
2023-06-18	BCI Family	200.00
2023-06-18	BCI Family	6.19
Total		384.29
Contributions		

Grants Approved

Date	Grantee	Amount
2023-09-11	Capital University	750.00
Total Grants		750.00

2. Personnel Committee

- a. Performance review process, Fiscal Officers interview questions
- b. Special Meeting for Tuesday, December 12, 2023 beginning at 7:00 pm for Fiscal Officer interviews for presentations to the Board of Trustees

Quarterly Strategic Focus

Connect Community

Significant Issues

- Internal
 - Afterschool Crowd Management
 - We have had some major issues recently where the police were called to support the staff. During the week of November 6, 2023, the Police were called to the Library each day except Tuesday when school was out.
 - The incidents were due to fights among the students.
 - All but one incident occurred at Main library.
 - I had some initial success getting the Central High School Principal and Safety Director to do walk throughs.
 - I spoke with Pickerington Police Chief Cheney and he is sending patrols over (at random times) when they are available.
 - I informed City Manager Greg Butcher of what has been occurring for awareness and support.
 - I connected with School Superintendent Chris Briggs in order to discuss options.
 - I discussed the issue with the Board Personnel Committee and shared possible options Brenda and I have discussed in improving afterschool crowd management. We landed on the idea of creating a part time position similar to the school's Duty Aide position. This position would need to be a little more involved than the school Districts job position due to different expectations and needs.
 - **Board Action Requested** – Approve the creation of a part-time Teen Services Specialist At the level 5 salary Range with a beginning salary starting at 16.73 per hour.

- Issue 2 – Legalization of Marijuana
 - With the passage of issue 2, we are looking at our policies to ensure the library is protected.
 - There is likely future legislation, which may dictate our policies.
 - Currently we are expecting to handle marijuana use the same way we address alcohol use in our policies.
 - **Board Action Requested** No action at this time, but expect policy change recommendations in the near future.

Points of Information

- Staff Development Day
 - Breakout sessions discussing the strategic goal ideas of staff.
 - Team Building & Department Meetings

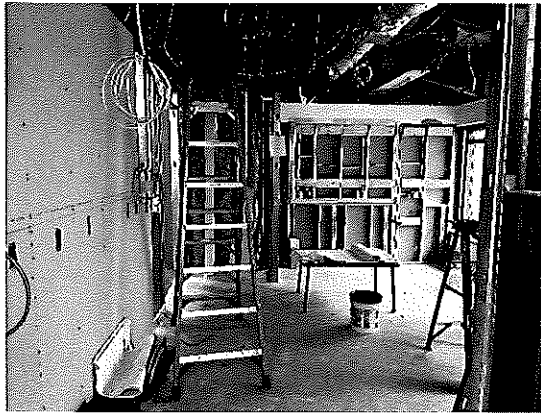
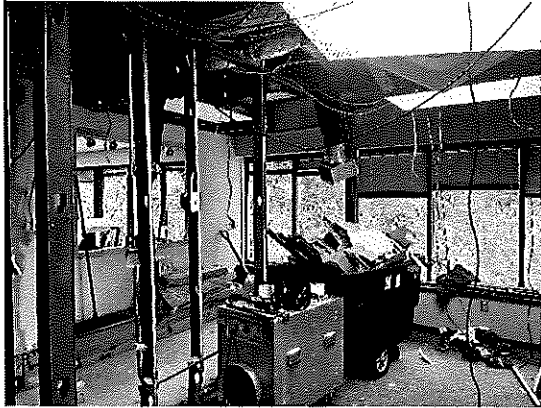


Dementia Friendly Library training

- Wellness at Work
 - Stretching at desk and Mindful Moments

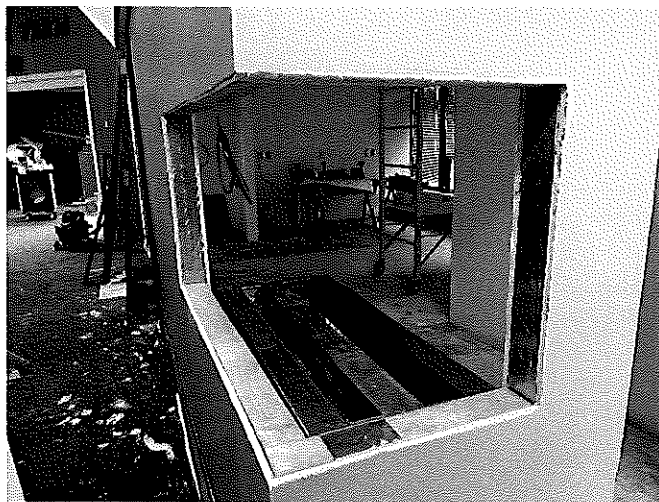


- CPIM Certification
 - o Received Certified Public Investment Manager Certification in late October
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- Main Library Carpet Replacement
 - o We are preparing for the Kick off of this project during the first week of December
 - o Carpet will be delivered and stored in a POD at the back of the parking lot. This will allow us to keep public meetings spaces available during the project.
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- Main Remodel
 - o This project was due to be complete by December 31, 2023, however due to supply chain issues and unexpected change orders, we are expecting completion in Mid-January.
 - o There have been 6 change orders for this project.
 - o There is currently an issue with the Fish tank stand, which will cause another change order.
 - o All change orders should fall within the 10% costs already approved by the board.

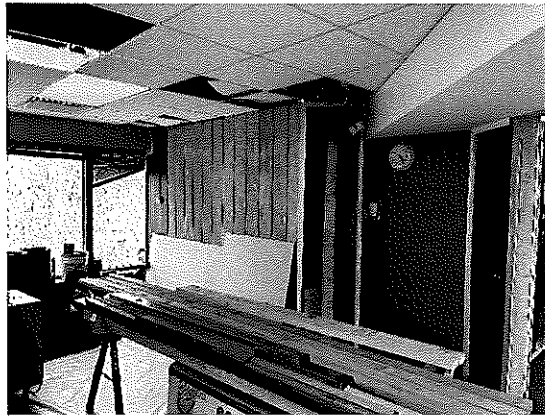
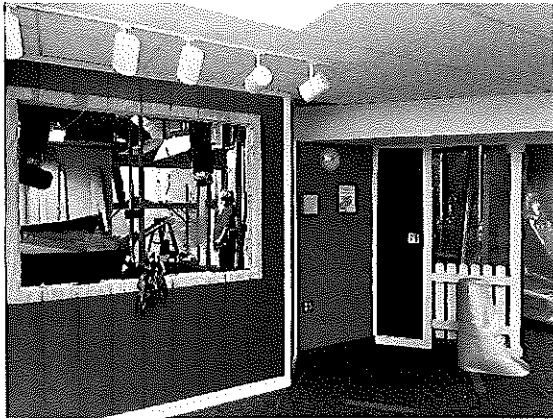


September Board Meeting

October Board Meeting

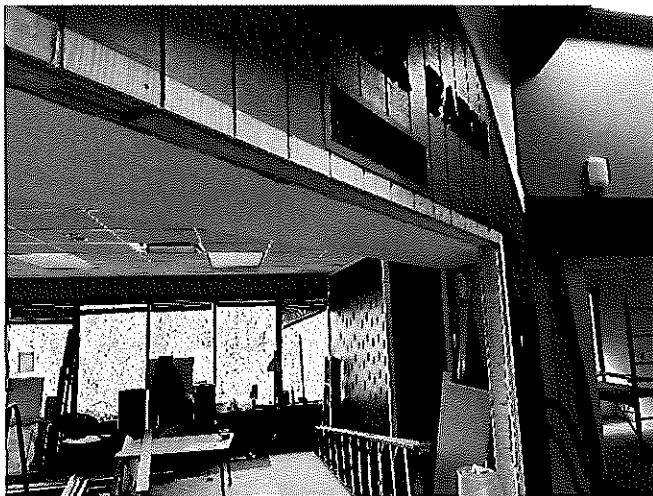


November Board Meeting

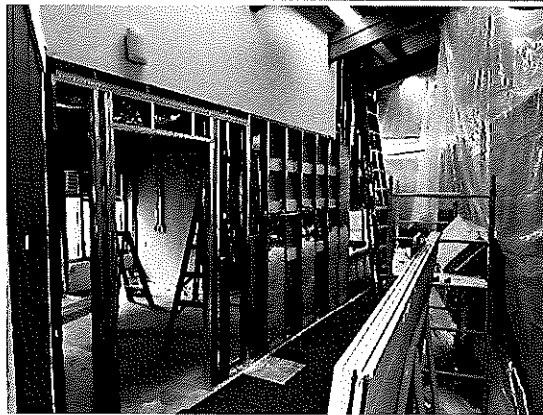


September Board Meeting

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November Board Meeting

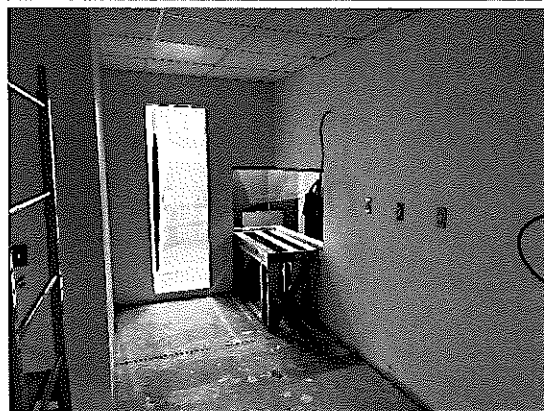
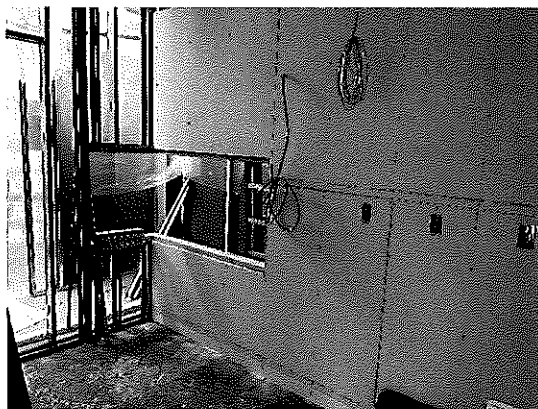


September Board Meeting

October Board Meeting



November Board Meeting



Fish Tank space October

Fish tank area November

Staff Member Highlight

Emily Perkins has been the Communications Assistant for just shy of six months. Before taking on that position, she worked as a Technology Trainer in our Main Library Information Department. In the short time she has been in Community Engagement, Emily has quickly stepped up as a strong support in the Admin office. She has become the point person for the website and social media. Working within the library's mission and vision, Emily has shown her ability to assess a situation, figures out how she can assist and find solutions. She has a calming demeanor that is appreciated by customers and staff alike. For these reasons, Emily is being presented before the Library's Board of Trustees.

ELT PTO Dates

Tony is off Friday November 24, 2023

Colleen is off from November 30, 2023 through December 8, 2023

Community Engagement Report

Executive Manager-Community Engagement

Board Report

November 20, 2023

Stats:

Value Line:

Date	Logins (Includes Remote Access)	Searches	Downloads
June 2023	398	3132	1382
July 2023	307	2223	857
August 2023	350	2512	1020
Sept 2023	392	2940	1091
October 2023	415	3263	1222

Consumer Reports:

Date	visits	page views		
January 2023	18	300	January	2023
February 2023	11	180	February	2023
March 2023	16	236	March	2023
April 2023	9	206	April	2023
May 2023	16	207	May	2023
June 2023	11	146	June	2023
July 2023	11	191	July	2023
August 2023	18	181	August	2023
Sept 2023	16	266	September	2023
October 2023	21	442	October	2023

Events:

Sycamore:

Adult – 1 class with 8 participants

Teen – 4 classes with 9 participants

Children – 15 classes with 192 participants

PPL Main

Adult – 5 events with 42 participants

Teen – 6 classes with 69 participants

Children – 38 classes with 1,092 participants

Outreach (Library out and about in October)

6 events with 264 participants

September 2023			
Category	Total Checkouts	Total Holds	Total Unique Users
Ebook	256,572	132,466	
Audiobook	235,488	119,518	
Video	0	0	
Magazine	28,276	0	
External Service	43	0	
Monthly Total	520,379	251,984	95,594

Volunteers:

Volunteers of the Month:

The November Volunteers of the Month are Kiran Khalid and PeiYan Wu! Kiran and PeiYan started volunteering together at the beginning of 2023, and now they shelve several days a week after school. Those hours really add up, especially among all their other responsibilities for Key Club and honors classes. We appreciate the help and love seeing their teamwork!

Volunteer Projects:

We had 15+ volunteers help set up the Friends of the Library book sale on October 30. Volunteers were a combination of our library volunteers and honor society students recruited by the Friends.

Volunteers have also been instrumental in finally completing the DVD barcode-labeling project, which we have been working on for the last few months. Barb Campbell was especially amazing, doing almost the entirety of the adult A/V area by herself.

Old Business

None

New Business

Motion to hire a Teen Service Specialist

11-02-23 Motion to approve hiring a part-time Teen Service Specialist for a salary range at level 5 at \$16.73 per hour

Cristie Hammond made a motion to approve. Beth Muncy seconded.

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

Resolution to increase appropriations of the Healthy Snack Fund 2015-110-451-2115 to \$2016.26

11-03-23 Motion to approve increase appropriations of the Healthy Snack Fund 2015-110-451-2115 to \$2016.26

Mary Herron made a motion to approve. Todd Stanley seconded.

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

Resolution to appoint Tony Howard as the Prevailing Wage Coordinator for the Main Library Carpet Replacement Project

11-04-23 Motion to appoint Tony Howard as the Prevailing Wage Coordinator for the Main Library Carpet Replacement Project

Mary Herron made a motion to approve. Beth Muncy seconded.

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

Resolution to approve the Holiday and Scheduled Closings for 2024

Subject: 2024 Holiday and Closing Schedule

Executive Summary

In making decisions regarding holiday and building closures for 2024, we followed our Board approved policy. There are only two dates to note and those are the Staff Development Days.

Staff Development Days

We are planning two all-day Staff Development days again this coming year. In the spring, we focus on safety and security. In the fall, staff development day will focus on operational and library industry focused issues. In order for successful training days, we will need to close the library. These dates were chosen because they do not fall on holiday dates when government offices are closed.

Background

Staff Development Day during the past eight years were successes. The schedule adheres to the current holiday policy, which was updated in July 2021

Recommendation

- Close for major holidays (see holiday schedule) recognized by Board approved policy
- Close all day for both Staff Development Days

Action Requested

Resolution to approve the 2024 Holiday and Closing Schedule

Pickerington Public Library Holiday & Scheduled Closings

2024 New Year's Day – January 1 – Closed

Martin Luther King Day – January 15 – Closed

Staff Development– February 26 – Closed (Professional Development)

Easter – March 31 – Closed

Memorial Day – May 27 – Closed

Juneteenth – June 19 – Closed

Independence Eve – July 3 – Close at 5:00 pm

Independence Day – July 4 – Closed

Labor Day – September 2 – Closed

Staff Development Day – October 28 – Closed (Professional Development)

Thanksgiving Eve – November 27 – Close at 5:00 pm

Thanksgiving Day – November 28 – Closed

Christmas Eve – December 24 – Closed

Christmas Day – December 25 – Closed

11-05-23 Motion to approve the Holiday and Scheduled Closings for 2024

Mike Jones made a motion to approve. Ashley Hughes seconded.

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

Motion to Re-appoint Todd Stanley for another term

11-06-23 Motion to Re-appoint Todd Stanley for another term?

Cristie Hammond made a motion to approve. Mary Herron seconded.

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

For the good of the order

Adjournment

Cristie adjourned the meeting at 8:08 p.m.

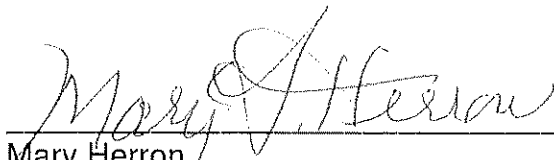
Next Board Meeting:

FAB Committee Meeting
TBD at Main Library

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



Cristie Hammond
President



Mary Herron
Secretary