

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
October 21, 2024

The Board of Trustees of the Pickerington Public Library met in regular session on October 21, 2024 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, Todd Stanley and Ashley Hughes. Student Trustee Representatives present: Staff members present: Tony Howard- Library Director, Chuck Ressler- Fiscal Officer, Rafael Ortiz- Public Services Director,

Call to Order

Meeting called to order by Cristie Hammond.

Roll Call

Excused Absence(s): Todd Stanley

Unexcused Absence(s): None

Secretary's Report

Consent Agenda

1. Minutes
 - a. September 16, 2024 Regular Board meeting minutes
 - b. September 24, 2024 Special Board meeting minutes
2. Staff
 - a. Michelle Peterson started October 9, 2024 as the Branch Manager at an annual salary of \$59,000

10-01-24 Motion to approve the Consent Agenda

Mike Jones made a motion to approve the Consent Agenda items. Beth Muncy seconded.

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

Public Participation

None

Friends of the Library Report

Book sale begins on the 30th of October and goes through the 3rd of November is last week of October to the first week of November. Also, Author Stephen Mack Jones will be at Pickerington Main Library this Thursday, October 24, 2024 from 6:00 pm to 8:00 pm.

Finance Committee

Fiscal Officer's Report

Chuck Ressler shared that the financials were sent out. Chuck Ressler asked if there were any questions from the financial reports. Mike Jones asked why the Library is tracking lower than what was budgeted. Chuck responded that we will look into the reasons for next month. Chuck and Tony also shared that capitol expenses are lower than anticipated as well as legal expenses. Tony Shared that an open position was not filled due to negotiations as well as programming expenses were cancelled.

Tony Shared a plan to review the budget quarterly with Managers to keep spending on track.

Chuck updated the board on current investment rates.

Other Committee Reports

- a. Personnel Committee -
 - a. Ashley, Beth, Mile and Cristie were present
 - b. Created a time line for the Director and Fiscal Officer's Annual Assessment
 - i. November 18 – Self assessments are due to the Committee along with current salaries
 - ii. Assessment Review will be conducted on December 2 at 6:30 pm
 - c. Discussed moving all assessments to December to make it easier for the Fiscal Office when it comes time to process raises
 - d. Tony and Chuck review the new staff budget requests for 2025
 - i. Tony shared that not all positions would make the budget request to the Board
 - ii. Mike Jones requested for ELT to be prepared to support how the new positions fit within the strategic goals.
 - e. Chuck and Tony Discussed the FLSA threshold that is changing in January. The intent is to have the Managers go Non-exempt and use overtime when necessary. We will reevaluate changing this once we have more information.
- b. Fundraising Committee
 - a. Stay with music bingo at Combustion on December 4, 2024 and April 9, 2025 dates so far. Soliciting for donations of 25\$ gift cards.
 - b. Todd agreed to be Santa
 - c. The Committee is planning to change the way credit card donations are processed.

Director's Report

Quarterly Strategic Focus

Connecting Community!

Significant Issues

- Human Resources Privacy & Admin Remodel
 - Expect a request for Board action at the November Board Meeting

- **HVAC Update**
 - Last month the Board approved Phase 1 of this project.
 - Phase 1 – Replacing the units that provide heating and cooling to Meeting Rooms A and C, Information staff workroom, and the IT Office with one unit.
 - The estimated cost of this project would be \$152,500
 - Recently, Facilities Manager, Frank Moriconi found a leak in our pipes providing water to the pump system.
 - The estimates for repair are a little over \$24,000



- Recently, we met with the Architects and engineers from the Equalis Group and learned that separating the project into multiple phases could increase our permitting and mobilization costs up to an additional \$40,000
- Phase 2 – Adding two 30-ton units to control the air handling on the Public areas of the Library.
 - Phase 2 would cost \$226,250
- Phase 3 Replacing the boilers and chiller with 2 15-ton units that control most staff areas and the barn.
 - Phase 3 would cost \$226,250
- Additional costs of \$56,894 include general conditions, permits and bonds, and demolition.
- **Board Action:** Provide guidance on whether the Board would like the Library to move forward with repairing the leaky pipes and continue with the phased approach to conduct the repairs.

Or,

Is the Board preference to move forward with this project as a single-phase project in order to reduce expenses?

- If the Board decides to move to a single-phase project, we would need the Board to approve a transfer of \$500,000 from StarOhio General Fund account to StarOhio Capitol fund Account.
- The Board's preference is to fix the pipes and wait for further repairs until after the Facilities Master Plan is complete.
- Westerville Public Library is coming to CLC
 - On November 18, 2024 the Westerville Public Library is joining the CLC (publicly)
 - From November 15, 2024 until they go live, our staff will be working in an offline mode in Polaris
 - We are finalizing plans to manage the transition of this change without team.
 - This will bring the CLC to 18 Libraries.
 - **Board Action:** None, Information for awareness
- Teen Library Assistant Change
 - The Teen Library Assistant left for another job.
 - Instead of filling this position, we want to transfer the FT Teen Librarian to Main Library and use the hours to create a PT Teen Librarian at the Branch.
 - This change adds about \$2000 in cost, but is still covered in the budget.
 - This change will add stability to the schedule at both locations.
 - **Board Action:** Let us know if anyone is opposed to the change in positions.
 - **No Board Opposition to this change.**

Points of Information

- SERB Academy

- Dorinda, Chuck, and I attended the SERB Academy where we learned from SERB staff, Union Reps and Management Reps on many aspects of managing a union organization.

- Library marketing snapshot

Jul '22 - Jun '23		Jul '23 - Jun '24	Increase	%	Notes
Facebook					
Posts	331	509	+178	53.8%	# posts
Total Page Likes	3,860	3,930	+70	1.8%	People who like PPL Page
Total Reach	115,876	188,810	+72,934	62.9%	# people who have seen content from our page
Instagram					
Posts	237	491	+254	107.2%	# posts
Total Page Likes	1,198	1,311	+113	9.4%	People who like PPL Page
Total Reach	32,965	46,252	+13,287	40.3%	# unique accounts who viewed posts or stories
Twitter					
Posts	194	451	+257	132.5%	# posts
Total Followers	1,566	1,542	-24	-1.5%	People who like PPL Page
Total Reach					Loomly doesn't record this stat
Share (Retweet)		34			Loomly doesn't record this stat in 2022

- Union Negotiation Dates
 - November 8 with Mediation

- Keynote Speaker at the OLC Leadership and Management Conference
 - Friday October 25, 2024
 - Topic: Harnessing Emotional Intelligence: Key Skills for Effective Leadership

PTO Dates

Tony – None

Public Services Director Report

Shared changed to expectations for Teen Librarian to be on the floor more when teens are present at the Library.

Working with Information and Research Manager Dalton Hardwick on a partnership with the Fairfield County Courts and connections West on Mentorships with teens.

Todd Stanley asked how the additional police were working out. Tony and Rafael responded with challenges regarding philosophies of officers. Additionally, there are challenges of understaffing. It is not the intent to have police the entire school year.

Rafael shared that we are ending the practice of staff watching the video screen looking for issues.

Old Business

Welcoming Experience

Objective 1: **PROVIDE** a safe and enjoyable learning environment for everyone at the library.

- Visitor Satisfaction: As measured by at least 75% of visitors rating their experience as "safe" and "enjoyable" in post-visit surveys. Conduct regular surveys to gather feedback from customers about their perception of the library: Is it seen as a learning environment? Is the library top of mind when considering educational resources? Based on metrics, are there repeat visitors, or is there a way to track unique visits versus repeats?
- Return users, sharing with family/friends, tagging on social media.

Objective 2: **PROMOTE** professional, reliable, and accountable conduct among customers and staff.

- Positive Reinforcement: Track instances where staff are recognized for exhibiting professional/appropriate conduct. Objective 3: **SUPPORT** a collaborative working and learning environment through innovative and effective space planning.

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- Space Utilization Rate: As measured by maintaining an average utilization rate of 25% for collaborative spaces.
 - Accessibility: Ensure collaborative spaces (HHC) are easily accessible to all customers to promote inclusivity. Track which spaces are used by certain groups to see if other spaces require rework to be more accessible to customers.
 - Noise Management: Utilize noise monitoring equipment to assess whether space planning accounts for acoustic considerations to balance collaboration and concentration.

Objective 4: **CREATE** an inclusive culture focused on equality and fairness, which celebrates the unique aspects of all stakeholders.

- Demographic Data: Collect demographic information about stakeholders to ensure diversity and track changes over time.
- Demographics of complete set of stakeholders aligns with the entire service area population.

Health and Wellbeing

Objective 1: **IMPROVE** employee morale in order to increase retention rates and improve productivity.

- Employee Satisfaction Surveys: As measured by a minimum 50% increase in overall satisfaction scores in employee surveys.
- Survey staff about their well-being.

Objective 2: **INVEST** in staff learning and development to foster professional growth, leadership, and lifelong learning.

- As measured by the total monetary investment (budget, travel, time paid) compared to libraries of similar size and budget. Investment per person comparison

Objective 3: cut from plan

Objective 4: **CREATE** an inclusive culture focused on equality and fairness, which celebrates the diverse aspects of staff and stakeholders.

- As measured by surveys of staff regarding the effectiveness of the Library's EDI Committee in developing the staff on this topic.

Youth Engagement

Early Literacy

Objective 1: **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.

- Create parent and educator satisfaction surveys after workshops or youth programming; Benchmark: achieving satisfaction of x% or above.
- Measure how broad our youth reach is within the demographics of the community.

Objective 2: **ENSURE** that staff and physical spaces in the youth areas of the library support social emotional learning.

- Feedback from the community
- Use and attendance of SEL activities

Objective 3: **PROVIDE** culturally sensitive classes and events.

- As measured by feedback from the community on their wants and needs.

School Age, Tween and Teen

Objective 1: **PROVIDE** additional support to lower performing schools or lower performing academic areas.

- As measured by the use of library services by the community around Title 1 and low performing schools.

Objective 2: **CREATE** meaningful partnerships with schools and homeschool groups to ensure all students have equitable access.

- As measured by ongoing engagement through feedback (Satisfaction survey)

Objective 3: **DEVELOP** dynamic programming to foster a love of reading and life-long learning.

- Count how many kids are checking out non-school books.
- As measured by annual evaluation of programs offered.

Objective 4: **SUPPORT** the intellectual and emotional growth of school age, tween, and teen customers by helping them ignite their spark.

- As measured by increased program participation, feedback, and the expansion of emotional well-being resources.
 - Idea 1: Youth Empowerment Workshops
 - Host workshops on self-esteem, leadership, and emotional intelligence.
 - Track attendance and collect feedback, aiming for a 20% increase in participation.
 - Idea 2: Emotional Well-being Resources
 - Develop a dedicated section with books and materials on emotional well-being.
 - Measure the circulation of these resources and strive for a 15% increase.
 - Idea 3: Youth Surveys
 - Regularly survey young library users to assess their emotional and intellectual needs.
 - Target at least an 80% participation rate among this age group.
- As measured by the variety of the programming we offer.

Objective 5: **ENSURE** all services, resources, classes, events, and initiatives foster and support inclusivity and accessibility.

- Anonymous survey/comment cards(Satisfaction survey)

Marketing and Outreach

Marketing

Objective 1: **INCREASE** brand awareness throughout the community by empowering the team to generate high quality leads through effective communication of organization expertise.

- As measured by interactions w/community through physical and virtual usage.

Objective 3: **IMPLEMENT** a process to ensure all promotional and marketing approaches are equitable and inclusive.

- As measured by feedback from the community.

Outreach

Objective 1: **PROVIDE** access to materials, demonstrating the organization's value by engaging with stakeholders.

- As measured by circulation data

Objective 2: **INVEST** time and effort in connecting the community with resources, inspiration, and entertainment for life.

- As measured by interactions and programming

Technology

Objective 1: **FOCUS** new and existing technology by weighing value to the customer and responsible financial performance.

- As measured by usage statistics. (usage normalized by cost)

Objective 2: **PROVIDE** technologically advanced facilities, to keep the library relevant and allow for equitable access for all.

- As measured by demographics and use of technology

Objective 3: **ENSURE** a safe technological environment through cybersecurity measures while providing access to technology of tomorrow.

- As measured by security incidents

09-02-24 Motion to approve the updated Strategic Goals

Mike Jones made a motion to approve. Todd Stanley seconded.

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

New Business

Memorandum



To: Cristie Hammond; Michael Jones; Ashley Hughes; Mary Herron; Alissa Henry; Beth Muncy; Todd Stanley; Mikayla Wagner

From: Tony Howard

Date: October 21, 2024

Subject: 2025 Holiday and Closing Schedule

Executive Summary

In making decisions regarding holiday and building closures for 2025, 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 nine 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

Mike Jones shared that he has a contact with Turner Construction and may be able to schedule the Board a tour at the new Canal Winchester branch when it is in construction.

Pickerington Public Library
Holiday & Scheduled Closings 2025

New Year's Day – January 1 – Closed

Martin Luther King Day – January 20 – Closed

Staff Development– February 24 – Closed (Professional Development)

Easter – April 20 – Closed

Memorial Day – May 26 – Closed

Juneteenth – June 19 – Closed

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

Independence Day – July 4 – Closed

Labor Day – September 1 – Closed

Staff Development Day – October 27 – Closed (Professional Development)

Thanksgiving Eve – November 26 – Close at 5:00 pm

Thanksgiving Day – November 27 – Closed

Christmas Eve – December 24 – Closed

Christmas Day – December 25 – Closed

New Year's Eve – December 31 – Close at 5:00 pm

09-03-24 Motion to approve the 2025 Holiday and Closing Schedule

Mike Jones made a motion to approve. Todd seconded.

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

**SELECTING MOST-QUALIFIED DESIGN PROFESSIONAL AND
AUTHORIZING SOLICITATION OF PRICE PROPOSAL**

WHEREAS, the Pickerington Public Library Board of Trustees (the "Board") is undertaking Facilities Master Planning (to include potential Main Library Expansion and New Branch) & New Pavilion Project (the "Project"); and

WHEREAS, the services of a design professional are needed for the facilities master planning, to develop programming recommendations, cost estimating, preparation of design documents and construction administration services for the New Pavilion, and possibly preparation of design documents and construction administration services following the master planning services if authorized in the future by the Board; and

WHEREAS, pursuant to the statutory process required to procure a design professional under Ohio Revised Code Sections 153.65, et seq., the Director worked with construction legal counsel to advertise and issue a Request for Qualifications ("RFQ") for the Project; and

WHEREAS, a selection committee evaluated the 12 design professional qualifications received based upon announced criteria consistent with Ohio Revised Code Section 153.65, interviewed 5 of those firms and ranked the most-qualified firms, and recommends to the Board that HBM Architects, LLC ("HBM") is the most-qualified firm with SHP, DesignGroup, Bialosky, and Luminat ranked second, third, fourth, and fifth respectively; and

WHEREAS, pursuant to Ohio Revised Code Sections 153.65, et seq., the Board wishes to authorize the Director to solicit a price proposal from the most-qualified firm which is subject to approval as fair and reasonable at a subsequent Board meeting and to work with construction legal counsel to begin contract negotiations with the most-qualified firm per Ohio Revised Code Section 153.69.

NOW, THEREFORE, BE IT RESOLVED by the Pickerington Public Library Board of Trustees as follows:

1. The Board approves the design professional procurement process, accepts the ranking of design professional firms as set forth above, and selects HBM Architect, LLC as the most-qualified design professional firm for the Project per Ohio Revised Code Sections 153.65, et seq.
2. The Board authorizes solicitation of a price proposal from the most-qualified firm which is subject to approval as fair and reasonable at a subsequent Board meeting and authorizes the Director to work with construction legal counsel begin contract negotiations with the most-qualified firm pursuant to Ohio Revised Code Section 153.69.
3. Pursuant to Ohio Revised Code Section 153.69(D), if the Director determines that an agreement cannot be reached with the most-qualified firm, the Board authorizes the Director, working with the Board's construction legal counsel, to terminate negotiations with the most-qualified firm, enter into negotiations with the firm ranked next most qualified, and present a price proposal and agreement with the firm ranked next most qualified to the Board for approval at a subsequent meeting.

09-04-24 Resolution Selecting the Most Qualified Design Professional and Authorizing Solicitation of the Price Proposal

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

Mike asked for clarification why HBM stood out. Cristie explained that 12 firms submitted proposals. We interviewed 5 and scored the candidates. What tipped it for the Board Committee is that the selected firm solely designs for libraries. Proximity was their only low point.

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

09-05-24 Resolution to enter into Executive Session to discuss Collective Bargaining Strategy per ORC 121.22 (G)(4) and Rule 3358:17-1-04.2 (A)(4) of the Administrative Code

Cristie Hammond made a motion to approve. Alissa Henry seconded.

Roll Call: Ashley Hughes-yes, Cristie Hammond-yes, Alissa Henry-yes, Mike Jones-yes, Beth Muncy-yes, Todd Stanley-yes, Mary Herron-yes. Motion passed and Board entered Executive Session at 7:54 pm.

**09-06-24 Resolution to leave into Executive Session to discuss
Collective Bargaining Strategy per ORC 121.22 (G)(4) and Rule
3358:17-1-04.2 (A)(4) of the Administrative Code**

Mike Jones made a motion to approve. Todd Stanley seconded.

Roll Call: Ashley Hughes-yes, Cristie Hammond-yes, Alissa Henry-yes, Mike Jones-yes, Beth Muncy-yes, Todd Stanley-yes, Mary Herron-yes. Motion passed and Board left Executive Session at 8:34 pm.

For the good of the order

Adjournment

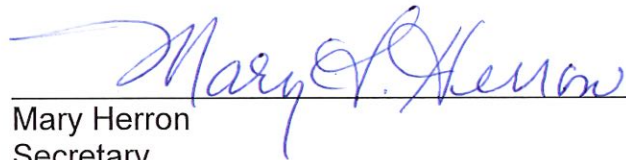
Cristie adjourned the meeting at 8:34 p.m.

Next Board Meeting

Regular Board Meeting
December 16, 2024 @ 7:00 p.m. at Main Library



Cristie Hammond
President



Mary Herron
Secretary