

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
November 18, 2024

The Board of Trustees of the Pickerington Public Library met in regular session on November 18, 2024 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, Ashley Hughes, and Todd Stanley. Staff members present: Tony Howard- Library Director, Chuck Ressler- Fiscal Officer, Dorinda Ellinger-Human Resource 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  
Unexcused Absence(s):

Secretary's Report

Consent Agenda

1. Minutes
  - a. October 21,2024 Regular Board meeting minutes
2. Staff
  - a. Stephanie Quensenberry- Branch Customer Service- DOH 10/28/2024-\$14.00
  - b. M. Rebekah Hughes-Branch Research Assistant- Transfer- 11/17/2024-\$14.81
  - c. Caden O'Boyle-IT Specialist-DOH- 11/17/2024-\$21.21

**11-01-24 Motion to approve the Consent Agenda**

Mary Herron made a motion to approve the Consent Agenda items. Mike Jones seconded.

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

Public Participation

Beth Marshall, Grace Walker, Moth Meuser, Miles Reinhart, Becca Seeds, Debbie Madison, Michelle Petersen all present

## Friends of the Library Report

Book Sale was \$4200.00 and Treasure report \$44,260.00, Also, approved a part-time position for 10 hours a week at \$15.00 per hour. In the process of developing a job description to utilize this position to help with memberships, book sales and volunteer programs and recruitment. Next Friends meeting December 11, 2024

## Finance Committee

### Fiscal Officer's Report

1. Chuck Ressler shared with the Board what the Finance Committee discussed. Chuck Ressler asked if there were any questions from the financial reports. There were none.
2. There was an update By Chuck and Tony regarding the Overtime Exempt Rule being overturned and vacated by the Federal Courts. The Board told Tony Howard-Library Director and Chuck Ressler-Fiscal Officer that they have authority to change employees from non-exempt status to exempt as long as they are informed in the Consent Agenda of a Board meeting.

### Other Committee Reports

1. Combustion musical bingo fundraiser- 12/4/2024, Next FAB meeting is 12/9/2024 at 7:00 p.m.
2. Personnel Committee meeting 12/2/2024 at 6:30 p.m.

## Director's Report

### **Quarterly Strategic Focus**

Connecting Community!

### **Significant Issues**

#### **Internal**

- Future Construction and funding  
As the Pickerington Public Library continues to grow alongside the community it serves, the Board faces critical decisions regarding funding for future operations and capital projects. Below is an overview of key considerations to guide strategic discussions and planning:

- Current Financial Context
  - The library has begun deficit spending in 2024 and 2025, a situation anticipated given levy-based funding cycles.
  - Based on 10-year financial projections, the library will deplete its investment funds by 2029 without securing additional funding.
  - As the community's needs expand, it is essential to identify sustainable funding sources for both operating expenses and major building projects, especially post-construction.

## Facilities Master Plan

- The ongoing Facilities Master Plan will provide estimated costs for construction projects, offering a foundation for financial and operational planning. These estimates will be critical in determining future funding needs, including potential levy adjustments.

## Board Considerations

### *Resolutions and Deadlines*

- The timeline for placing a levy on the ballot depends on the election date:
  - **Fall Election:** The first Board resolution must be passed by late March.
  - **Primary Election:** The first Board resolution must be passed by late September.
- **Election Context:** The Board should evaluate whether the chosen election date aligns with favorable voter turnout and other ballot initiatives or candidates that may influence voter sentiment.

### *Levy Type and Millage Rate*

- The library currently operates under a **continuing levy**, ensuring a fixed dollar amount that diminishes in purchasing power as the community grows. This creates a challenge of maintaining services and addressing new demands.
- **Options for Board Discussion:**
  1. Renew the existing levy with an increase.
  2. Propose an additional levy, deciding between:
    - **Continuing Levy:** Provides indefinite funding at a set millage rate.
    - **Term Levy:** Provides funding for a specific number of years, allowing for periodic voter approval.
- Data from the Facilities Master Plan and updated expense projections should inform the millage rate and overall levy strategy.



## Additional Considerations

- **Community Engagement:** Establishing early and transparent communication with the public is essential to build support for the levy. Outreach efforts should emphasize the importance of the proposed funding to maintaining and improving library services.
- **Partnerships:** Collaborating with community leaders, local organizations, and other stakeholders can enhance advocacy efforts and align the library's funding needs with broader community goals.
- **Long-Term Sustainability:** The Board should balance immediate funding needs with strategies to ensure financial sustainability over the next decade, considering projected population growth and service demands.

**Board Action:** • This discussion is presented for Board awareness, particularly regarding the timeline for resolutions and decisions on levy type and millage rate.

- • Further guidance will be provided as more data becomes available from the Facilities Master Plan and updated financial projections.

### External

- This week, the Senate Government Oversight Committee held a hearing on Sub. House Bill (HB) 257 which would authorize members of certain public bodies, including public library boards, to hold and attend meetings by means of video conference. During the committee hearing on Wednesday, November 13<sup>th</sup>, OLC provided proponent testimony in support of the bill. This was the third hearing on HB 257 in the Senate Government Oversight Committee.
- It is expected that this bill will be acted on by the time the Senate Adjourns before Christmas.
- **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.
- 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.

### 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
<b>Facebook</b>					
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
<b>Instagram</b>					
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
<b>Twitter</b>					
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

Old Business

New Business

**11-02-24 Motion to reappoint Ashley Hughes to the Board of Trustees**

Mike Jones made a motion to approve. Alissa Henry seconded.

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

**11-03-24 Resolution to Authorize Finalization of Negotiations and Execution of Architect Agreement**

Mike Jones made a motion to approve. Mary Herron seconded.

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

For the good of the order

Adjournment

Cristie adjourned the meeting at 7:53 p.m.

Next Board Meeting

FAB Committee Meeting  
December 4, 2024 @ 7:00 p.m. at Main Library

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



Cristie Hammond  
President



Mary Herron  
Secretary