

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

September 28, 2010

CALL TO ORDER

1. PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

Delegations wishing to be recognized on any agenda item are to identify themselves at the point on the agenda they wish to be recognized.

2. DISCUSSION AND APPROVAL OF MINUTES

ACTION NEEDED: Consider a motion to approve the minutes of August 24, 2010.

3. PERSONNEL/CONSENT CALENDAR

Action by the Board of Trustees in "A motion to adopt the consent calendar" means that all items appearing herein are adopted by a single motion unless a member of the Board or the Director requests that any item be removed from the Consent Calendar and voted on separately.

ACTION NEEDED: Consider a motion to approve the September Personnel Consent Calendar as presented or amended at the meeting.

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

ACTION NEEDED: Consider a motion to approve the August 2010 Statistical Report.

5. REPORT BY THE FISCAL OFFICER

The Fiscal Officer will present her monthly report assessing the year to date revenues and expenses. (See Item 5-a).

6. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

ACTION NEEDED: Consider a motion to approve the August 2010 Financial Report.

7. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the payment of bills for August 2010.

8. OLD BUSINESS

There is no old business to come before the Board.

9. NEW BUSINESS

a. **Investments**

There are no investments to be ratified by the Board.

b. Gifts

The Library is in receipt of the following gifts:

Unrestricted:

\$50.00 from an anonymous donor

\$200.00 from Blendon Grange 708

ACTION NEEDED: Consider a motion to accept the gifts as presented at the meeting.

c. Certification of Estimated Resources for 2011

Resolution accepting the 2011 Official Certificate of Estimated Resources and the amounts and rates authorizing the necessary tax levies.

ACTION NEEDED: Consider a motion to approve the Certificate of Estimated Resources and the rates authorizing the necessary tax levies as presented by the Franklin County Budget Commission.

10. INFORMATION ITEMS

a. Director's Report

The Director's Report will be distributed at the meeting.

b. Department Reports

Attached is a summary of the monthly department reports [see Item 10-b]. Department Managers will be available to review their reports and respond to comments and questions.

11. BOARD COMMITTEE REPORTS

- | | |
|---------------------|----------------|
| 1. Finance & Budget | Mike Fultz |
| 2. Human Resources | Kay Hedges |
| 3. Marketing | John Robbins |
| 4. Technology | Terry Thompson |

12. BOARD DISCUSSION ITEMS

13. LIBRARY FOUNDATION REPORT

14. FRIENDS OF THE LIBRARY REPORT

15. IMPORTANT DATES

- a. Next Board meeting – Tuesday, October 26, 2010 at 7:00 PM in the Board Room.

16. [ADJOURNMENT](#)

17. [DEPARTMENT REVIEW AND TOUR](#)

Ms. Linda Wilkins, Marketing Coordinator, will review the responsibilities and activities in her department, and give a brief tour for those who are interested.

Minutes for September 28, 2010

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Mr. Fultz, Ms. Smith-Pariola, Mr. Shinnock, Ms. Scholl, Ms. Hedges, Mr. Thompson and Mr. Robbins. Also in attendance were the Director, Mr. Barlow, Deputy Director, Ms. Albury, Fiscal Officer, Ms. Ekleberry, and Executive Assistant, Lindsey Batchelder; in addition, were the following department managers: Michelle Morrison, Human Resources; Julie Kerns, Outreach Services; Nieca Nowels, Adult Services; Linda Uhler, Youth Services; Kristin Michel, Customer Services; Steve Owley, Support Services; and Linda Wilkins, Marketing. Member of the public present: Ms. Patricia Bagazo, Otterbein journalism student.

Mr. Fultz called the meeting to order.

Ms. Hedges moved to approve the minutes of August 24, 2010

Seconded by Mr. Robbins.

On roll call Mr. Fultz, aye; Ms. Smith-Pariola, aye; Mr. Shinnock, aye; Ms. Scholl, aye; Ms. Hedges, aye; Mr. Thompson, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

Mr. Robbins moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent calendar for September 2010:

- Resignation, Meredith Hunsaker, PT Customer Services Assistant, effective September 23, 2010
- Change Assignment, Jennifer Adkins, FT Outreach and Tech Center Associate to FT Adult Services Associate, effective September 20, 2010.
- Change Assignment, Amanda Hoffman, Adult Services Librarian to Assistant Manager of Customer Services, \$17.93/hr. [Range 27], effective September 20, 2010.
- Termination of Employment, Caleb Hughes, FT Custodian, effective September 13, 2010.

Seconded by Mr. Thompson.

On roll call Mr. Fultz, aye; Ms. Smith-Pariola, aye; Mr. Shinnock, aye; Ms. Scholl, aye; Ms. Hedges, aye; Mr. Thompson, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

Mr. Thompson moved to approve the August 2010 Statistical Report.

Seconded by Mr. Robbins.

On roll call Mr. Fultz, aye; Ms. Smith-Pariola, aye; Mr. Shinnock, aye; Ms. Scholl, aye; Ms. Hedges, aye; Mr. Thompson, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

REPORT OF THE FISCAL OFFICER

The Fiscal Officer presented her monthly report, assessing year to date revenues and expenses for the library (see Item 5-a).

Ms. Smith-Pariola moved to approve the August 2010 Financial Report.

Seconded by Ms. Hedges.

On roll call Mr. Fultz, aye; Ms. Smith-Pariola, aye; Mr. Shinnock, aye; Ms. Scholl, aye; Ms. Hedges, aye; Mr. Thompson, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

Ms. Hedges moved that the bills for August 2010 in the amount of \$331,641.36 [General Fund] be paid.

Seconded by Mr. Thompson.

On roll call Mr. Fultz, aye; Ms. Smith-Pariola, aye; Mr. Shinnock, aye; Ms. Scholl, aye; Ms. Hedges, aye; Mr. Thompson, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

The Library is in receipt of the following gifts:

Unrestricted

\$50.00 from an anonymous donor.

\$200.00 from Blendon Grange 708.

Mr. Robbins moved to accept the gifts.

Seconded by Mr. Thompson.

On roll call Mr. Fultz, aye; Ms. Smith-Pariola, aye; Mr. Shinnock, aye; Ms. Scholl, aye; Ms. Hedges, aye; Mr. Thompson, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

Mr. Thompson moved to approve the Certificate of Estimated Resources and rates authorizing necessary tax levies as presented by the Franklin County Budget Commission.

Seconded by Mr. Robbins.

On roll call Mr. Fultz, aye; Ms. Smith-Pariola, aye; Mr. Shinnock, aye; Ms. Scholl, aye; Ms. Hedges, aye; Mr. Thompson, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

DIRECTOR'S REPORT

1. Manager of Support Services

I would like to take this opportunity to welcome Steve Owley to his first Library Board Meeting. Steve is our new Manger of Support Services, replacing Jessi Crim-Weithman.

Steve has hit the ground running and is familiarizing himself with our Library and the outstanding staff under his leadership.

2. Projects

The road project at the north end of the building is complete. We also installed a new drive-up book drop and we will be replacing the awning at the drive-up window, courtesy of the contractor.

3. Library Link

With Westerville schools back in session our delivery of library materials to the schools through Library Link has resumed.

4. Time Off

As you know, Don was off work for two weeks due to his wife's total knee replacement surgery. The surgery went well and Elaine is at home recuperating.

Unfortunately, during this time Don also became ill with pneumonia and was off work for an additional week. Thankfully, Don and Elaine are both recovering and getting better each day.

5. Meeting with Franklin County Libraries

Don will provide information at tonight's meeting regarding the meeting of the Franklin County Library directors.

The Franklin County Library directors met to discuss the legislation that will prohibit the OPERS pick-up for public library employees. Don reported that the directors of the Bexley, Upper Arlington,

and Grandview libraries have decided in light of the legislation to resolve the OPERS pick-up as a no-cost item to the library.

The library Board will discuss this information further at an upcoming meeting.

DEPARTMENT REPORTS

Department Managers were available to review their reports and respond to questions.

BOARD COMMITTEE REPORTS

1. Finance & Budget Mike Fultz
The Finance and Budget Committee needs to meet prior to the October board meeting; time and date to be determined.
2. Human Resources Kay Hedges
*The committee met prior to the board meeting to review the 9 applicant resumes for the trustee position. They will meet again the first week of October to arrange interviews.
The committee has directed Ms. Morrison to move ahead with the decision to remain with United Health Care for employee medical coverage based on a 7% increase in yearly premiums.*
3. Marketing John Robbins
The Committee met prior to the board meeting to discuss marketing strategies to bring in library patrons. The committee is pursuing marketing to new Otterbein students, to city schools, through online promotion, and through identifying new residents of Westerville for direct marketing.
4. Technology Terry Thompson
No report.

BOARD DISCUSSION ITEMS

The Board requested that information be presented at the next board meeting regarding the library's online presence and social networking involvement.

LIBRARY FOUNDATION REPORT

The Library Foundation is investigating new ways to use Foundation funds to serve the library. They are also discussing continuing the brick campaign as an ongoing fundraiser.

FRIENDS OF THE LIBRARY REPORT

No report.

IMPORTANT DATES

Next Board Meeting – Tuesday, October 26 at 7:00 PM in the Board Room.

Living on Hope: The History, Culture and Promise of Haiti – Thursday, October 14, 2010 at 6:30 PM; presented by Jennie Smith-Pariola

ADJOURNMENT

Ms. Hedges moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Ms. Linda Wilkins, Marketing Coordinator, gave a review of the responsibilities and activities in her department.

President

Secretary