

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

JULY 26, 2011

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 June 28, 2011.

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 July 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 June 2011 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).

6. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

ACTION NEEDED: Consider a motion to approve the June 2011 Financial Report.

7. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the payment of bills for June 2011.

8. OLD BUSINESS

a. **Recertification of Estimated Resources**

The Fiscal Officer is in receipt of the Franklin County Auditor's recertification of funds for 2011. The new certification reflects a decrease of \$68,123 from the original budget.

ACTION NEEDED: Consider a motion to accept the Franklin County Auditor's recertification of funds, as presented.

b. Appropriation Modifications

The Fiscal Officer will present appropriation modifications to the Board for approval. The modifications reflect the new certification of funds and other mid-year adjustments.

ACTION NEEDED: Consider a motion to approve the appropriation modifications as presented or amended at the meeting.

c. Amended 2011 Operating Budget

The Fiscal Officer will present an amended operating budget for 2011. The amended budget reflects the Franklin County Auditor's recertification of funds and the Appropriation Modifications.

ACTION NEEDED: Consider a motion to accept the Amended 2011 Operating Budget as presented, or amended, at the meeting.

9. NEW BUSINESS

a. Software Upgrade / Development Partner

The library has been selected as a software early adopter for Innovative Interfaces, Inc.'s new library software called SIERRA. As an early adopter (beta tester), our library will receive a 50% reduction in the cost of the software. We have negotiated a payment schedule of \$32,500 in February 2012 and the remaining \$32,000 once the software is released. It is recommended we move forward in order to take advantage of the savings.

ACTION NEEDED: Consider a motion to allow the Library to serve as a software development partner with Innovative Interfaces, Inc. for the development of SIERRA.

b. Gifts

Restricted:

\$25.00 from Roselyn George for the Outreach Department in memory of Muriel Paisley.

\$30.00 from Dorothy Reliford for the Outreach Department

From the Westerville Library Foundation, the following:

\$1,765.39 for the Assisted Technology Station

\$2,696.54 for bags and tags for the Outreach Department

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

10. INFORMATION ITEMS

a. Director's Report

1. I'm Back!

I am very pleased to report that I am back to work following surgery and feeling very well. I want to extend my deepest appreciation to the Board, Library Staff and the many citizens that expressed their best wishes for a speedy recovery. All of your concerns and well-wishes contributed to my recovery and I am deeply grateful.

2. Chautauqua Event

As you know, the Library partnered with the Westerville Visitors and Convention Bureau to provide the programs for "History Exhumed." Over 3,200 people attended the daytime programs. The final night on July 4th welcomed 780 attendees. As you might imagine, Chautauqua wants us to host again in 2013.

3. Summer Reading Program

The 2011 Summer Reading Program is another great success. As of publishing the agenda, the program has registered 531 adults for the program, and they have read 1,461 books, easily surpassing last year.

The Youth Department has registered 3,002 youngsters for the program to date. Additional statistics will be given at the meeting.

4. Replacement Levy Update

The Levy Committee met for the second time on Monday, July 11th. Eric Busch and Ron Barrett were named committee co-chairs and Ed Brady was named Treasurer for the Citizens for the Westerville Public Library Committee. The group is in the process of finalizing the Replacement Levy Fact Sheet and developing a slogan for the election. The next meeting will be held Monday, August 1st at 5:30 PM.

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 | Jack Shinnock |
| 3. Marketing | Karen Scholl |
| 4. Technology | Karen Scholl |

12. BOARD DISCUSSION ITEMS

13. LIBRARY FOUNDATION REPORT

14. FRIENDS OF THE LIBRARY REPORT

15. IMPORTANT DATES

- a. Next Board meeting – Tuesday, August 23rd, 2011 at 7:00 PM in the Board Room.

16. ADJOURNMENT

17. DEPARTMENT REVIEW

Ms. Kristin Michel, Manager of Customer Services, will give a brief presentation on her department, and provide a tour of the department for those interested.

Minutes for July 26, 2011

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The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Ms. Hedges, Mr. Shinnock, Ms. Scholl, Mr. Fultz, Mr. Robbins and Mr. Platt; Also attending: the Director, Mr. Barlow, the Deputy Director, Ms. Albury, Fiscal Officer, Ms. Ekleberry and Administrative Assistant, Lindsey Batchelder.

In attendance were the following department managers: Michelle Morrison, Human Resources, Nieca Nowels, Adult Services, Kristin Michel, Customer Services, Julie Kerns, Outreach Services, Steve Owley, Support Services.

Members of the Public present: Ms. Mary Lynn Piepho, Ms. Christene Kimpel, and Ms. Ann Gazelle.

Ms. Hedges called the meeting to order.

Ms. Peipho, Ms. Kimpel and Ms. Gazelle provided the Library Board with a presentation on descriptive videos and on the organization Accessible Arts, which provides descriptive services for the visually impaired at community and arts events.

Mr. Robbins moved to approve the minutes of June 28, 2011 as presented.

Seconded by Mr. Platt.

On roll call Ms. Hedges, aye; Ms. Scholl, aye; Mr. Shinnock, aye; Mr. Fultz, aye; Mr. Robbins, aye; and Mr. Platt, aye.

The Chair declared the motion passed.

Mr. Shinnock moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent calendar for July 2011:

- Resignation: Michelle Treaster, Page, effective July 16, 2011
- Resignation: Jessica Bean, Page effective August 13, 2011
- Resignation: Rachel Kelley, PT Customer Services Assistant, effective July 19, 2011
- Change Assignment: John Jennings, PT Customer Services Assistant to Page, \$7.52/hr. [Range 7], effective July 25, 2011

Seconded by Mr. Robbins.

On roll call Ms. Hedges, aye; Ms. Scholl, aye; Mr. Shinnock, aye; Mr. Fultz, aye; Mr. Robbins, aye; and Mr. Platt, aye.

The Chair declared the motion passed.

Ms. Scholl moved to approve the July 2011 Statistical Report.

Seconded by Mr. Platt.

On roll call Ms. Hedges, aye; Ms. Scholl, aye; Mr. Shinnock, aye; Mr. Fultz, aye; Mr. Robbins, aye; and Mr. Platt, aye.

The Chair declared the motion passed.

Ms. Ekleberry, Fiscal Officer, presented her monthly report, assessing year to date revenues and expenses.

Mr. Platt moved to approve the June 2011 Financial Report.

Seconded by Mr. Robbins.

On roll call Ms. Hedges, aye; Ms. Scholl, aye; Mr. Shinnock, aye; Mr. Fultz, aye; Mr. Robbins, aye; and Mr. Platt, aye.

The Chair declared the motion passed.

Mr. Robbins moved that the bills for June 2011 in the amount of \$418,607.44 [General Fund] be paid.

Seconded by Mr. Fultz.

On roll call Ms. Hedges, aye; Ms. Scholl, aye; Mr. Shinnock, aye; Mr. Fultz, aye; Mr. Robbins, aye; and Mr. Platt, aye.

The Chair declared the motion passed.

The Fiscal Officer presented a recertification of funds for 2011 from the Franklin County Auditor's Office, reflecting a decrease of \$68,123 from the original budget.

Mr. Robbins moved to accept the Franklin County Auditor's recertification of estimated resources for 2011 as presented.

Seconded by Ms. Scholl.

On roll call Ms. Hedges, aye; Ms. Scholl, aye; Mr. Shinnock, aye; Mr. Fultz, aye; Mr. Robbins, aye; and Mr. Platt, aye.

The Chair declared the motion passed.

The Fiscal Officer presented an appropriation modification to the Board reflecting the new certification of funds and other mid-year adjustments.

Mr. Robbins moved to approve the appropriation modifications as presented.

Seconded by Mr. Shinnock.

On roll call Ms. Hedges, aye; Ms. Scholl, aye; Mr. Shinnock, aye; Mr. Fultz, aye; Mr. Robbins, aye; and Mr. Platt, aye.

The Chair declared the motion passed.

The Fiscal Officer presented an amended operating budget for 2011 reflecting the Auditor's recertification of funds and the appropriation modifications.

Mr. Fultz moved to accept the amended 2011 Operating Budget as presented.

Seconded by Ms. Scholl.

On roll call Ms. Hedges, aye; Ms. Scholl, aye; Mr. Shinnock, aye; Mr. Fultz, aye; Mr. Robbins, aye; and Mr. Platt, aye.

The Chair declared the motion passed.

The Director presented an opportunity for the library to become a beta tester and software development partner with the new Innovative Interfaces, Inc. system Sierra for the Board's consideration.

Mr. Platt moved to allow the Library to serve as a software development partner with Innovative Interfaces, Inc. for the development of Sierra.

Seconded by Ms. Scholl.

On roll call Ms. Hedges, aye; Ms. Scholl, aye; Mr. Shinnock, aye; Mr. Fultz, aye; Mr. Robbins, aye; and Mr. Platt, aye.

The Chair declared the motion passed.

The Library is in receipt of the following gifts:

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Mr. Shinnock moved to accept the gifts.

Seconded by Ms. Scholl.

On roll call Ms. Hedges, aye; Ms. Scholl, aye; Mr. Shinnock, aye; Mr. Fultz, aye; Mr. Robbins, aye; and Mr. Platt, aye.

The Chair declared the motion passed.

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Information and Discussion Items

a. Director's Report

1. I'm Back!

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| 3. Marketing
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| 4. Technology
<i>No Report</i> | Karen Scholl |

BOARD DISCUSSION ITEMS

No report

LIBRARY FOUNDATION REPORT

No report

FRIENDS OF THE LIBRARY

No report

IMPORTANT DATES

Next Board Meeting – Tuesday, August 23, 2011 at 7:00 PM in the Board Room.

ADJOURNMENT

Mr. Fultz moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Ms. Kristin Michel, Manager of Customer Services, gave a brief presentation of her department.

President

Secretary