

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

APRIL 23, 2019

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. APPROVAL OF THE AGENDA

CONSENT AGENDA

- a. Minutes – March 19, 2019
- b. Minutes – March 26, 2019
- c. Minutes – April 9, 2019
- d. Personnel
- e. Statistical Report
- f. Payment of Bills
- g. Gifts

ACTION NEEDED: Consider a motion to approve the agenda (which includes the consent agenda) as presented or amended at the meeting.

3. REPORT BY THE FISCAL OFFICER

The Fiscal Officer will present his monthly report assessing the year to date revenues and expenses.

4. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

ACTION NEEDED: Consider a motion to approve the March 2019 Financial Report.

5. OLD BUSINESS

a. BY-LAW REVIEW

Review and discuss the Library Board's By-laws to update and align with meeting order of business and committees.

NO ACTION NEEDED

6. NEW BUSINESS

a. ROOFING PROJECT

The Adult roofing project that was planned for 2019 is expected to cost approximately \$140,000.00.

ACTION NEEDED: Consider a motion to approve the Adult roofing project (adjusting the budget accordingly) or advise staff otherwise.

b. EMERGENCY MANAGEMENT PLAN UPDATE

Steve Owley will present the updated Emergency Management Plan.

ACTION NEEDED: Consider a motion to approve the Emergency Management Plan as presented or direct staff to proceed otherwise.

c. JUNE BOARD MEETINGS DISCUSSION

The Westerville Public Library is scheduled to have a joint meeting with the Westerville Library Foundation June 17, 2019. The regular Library Board meeting is scheduled for June 25, 2019. It has been suggested that the regular Library Board meeting could be rescheduled to precede or follow the Joint Board meeting June 17, 2019 to allow the Board to meet one night

ACTION NEEDED: Consider a motion to move the June Board Meeting date and time, or advise staff otherwise.

d. ADULT PAINTING PROJECT

The Adult Services Department painting project is expected to cost just under \$27,000.

ACTION NEEDED: Consider a motion to approve the Adult Services Department painting project not to exceed \$27,000 to be paid from Operating Funds.

7. INFORMATION ITEMS

a. Director's Report

i. Employee Engagement Survey Results

The Library has conducted an employee engagement survey every year since 2014. These surveys help the library leadership team identify areas that can be targets for improvement, such as work environment, work flow, and communication. The results from the 2019 survey have been compiled and compared to prior years. Overall participation was down this year (54.5%). The combined engagement index score increased from 73.2% to 77.4%. The leadership team will review results to identify goals for this year, as well as department level results. See attached comparison results.

ii. Adult Renovations

The hard surface flooring was installed in the new computer area on April 16th. The computer furniture was built in place shortly after and the Library staff began the process of moving the computers to their new homes. Installation of flooring in the Innovation Lab is the next step in the process and is on schedule to begin sometime in the next month.

iii. [Legislative Day](#)

Jack Shinnock, Kristin Michel, and Erin Francoeur attended the Ohio Library Council's (OLC) Legislative Day at the Statehouse. They attended meetings with Senator Tina Maharath, Representative Rick Carfagna, and Representative Mary Lightbody. Also included in the day were talks from Governor DeWine, House leadership and OLC representatives. Key messaging included restoring the Public Library Fund, early childhood services, census and workforce, and technology.

iv. [State Budget News](#)

Several legislators in the House (Both Republicans and Democrats) drafted and submitted amendments to the PLF. The Democratic members of the House Finance Committee came together and submitted an amendment to set the PLF at 2.0%. The following Republican members have been in direct contact with OLC and submitted PLF amendments:

- House Assistant Majority Whip Laura Lanes (R-Grove City) at 1.75%
- Rep. Jon Cross (R-Kenton), member of the House Finance Committee, at 1.9%
- Rep. Gayle Manning (R-N. Ridgeville) at 2.0%

The draft substitute bill is expected to be introduced around April 24, 2019.

b. [Department Reports](#)

Attached is a summary of the monthly department reports.

c. [Customer Comments](#)

Attached is a summary of Customer Comments.

8. [BOARD COMMITTEE REPORTS](#)

- | | |
|--------------------------|---------------|
| 1. Finance & Facilities | Melissa Hodek |
| 2. Human Resources | Jack Shinnock |
| 3. Strategic Initiatives | Heather Creed |

9. [BOARD DISCUSSION ITEMS](#)

10. LIBRARY FOUNDATION REPORT

The Westerville Library Foundation met April 15, 2019. Three new members were in attendance and one potential member. One of the new members is a high school student. The Foundation is applying for a Dollar General Grant to help fund the Imagination Library. They are also planning book sales at upcoming author events and planning receptions for the Zadie Smith and Jeff Shaara events this fall.

11. FRIENDS OF THE LIBRARY REPORT

12. IMPORTANT DATES

- a. Tuesday, May 28, 2019 - Next Board Meeting – at 7:00 PM in **Meeting Room B** (pending successful wall repair)
- b. Monday, June 17, 2019 – Joint Board Meeting with Foundation, 7:00 PM
- c. Tuesday, September 17, 2019 – Joint Board Meeting with Delaware County Libraries

13. EXECUTIVE SESSION

ACTION NEEDED: Consider a motion to move into Executive Session to discuss the employment of a public employee.

(Requires a roll call vote)

Ms. Creed	_____
Mr. Ericson	_____
Ms. Hodek	_____
Ms. Mujic	_____
Mr. Shinnock	_____
Mr. Smith	_____
Mr. Walden	_____

14. ADJOURNMENT

DEPARTMENT REPORT

Mandy Knapp, Adult Services Manager, will provide information on Adult Services.

The Board of Trustees of the Westerville Public Library met in regular session Tuesday April 23, 2019. Mr. Shawn Smith called the meeting to order at 7:03 PM following an introduction by Ms. Amanda (Mandy) Knapp, Adult Services Manager.

IN ATTENDANCE:

BOARD MEMBERS: Ms. Heather Creed, Mr. Nathan Ericson, Ms. Melissa Hodek, Ms. Julie Mujic, Mr. John Shinnock, Mr. Shawn Smith, and Mr. Jon Walden.

ALSO PRESENT: Mr. Dan Griscom, Fiscal Officer; Ms. Kristin Michel, Assistant Director; Ms. Katrina Plourde, Human Resources Director; Mr. Steve Owley, Operations Director; and Ms. Darlene Lawson, Administrative Assistant.

Guests: Ms. Amanda Knapp, Adult Services Manager

Not Present: Ms. Erin Francoeur, Executive Director

Resolution 029 – 19

APPROVAL OF THE AGENDA

Mr. Walden moved to approve the agenda as amended.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

CONSENT AGENDA

- a. Minutes – Special Session March 19, 2019
The minutes for the Special Session March 19, 2019 were approved as amended.
- b. Minutes – March 23, 2019
The minutes for March 23, 2019 were approved as presented.
- c. Minutes – Special Session April 9, 2019
The minutes for the Special Session April 9, 2019 were approved as amended.
- d. Personnel – April 2019
The April 2019 Personnel Calendar was approved as presented.
- e. Statistical Report – March 2019
The March 2019 Statistical Usage Report was approved as presented.
- f. Payment of Bills – March 2019
March 2019 bills in the amount of \$383,042.20 were approved for payment.
- g. Gifts – March/April 2019
The following gifts were approved for acceptance with appreciation as presented:

Unrestricted:

N/A

Restricted:

\$1000.00 grant from the English Family Foundation (through the Columbus Foundation) for the Imagination Library Fund.

\$13,000.00 from the Westerville Library Foundation for the Imagination Library Fund.

REPORT BY THE FISCAL OFFICER

Mr. Griscom, Fiscal Officer, presented the monthly financial report.

Resolution 030 – 19DISCUSSION AND APPROVAL OF FINANCIAL REPORT

Mr. Shinnock moved to approve the March 2019 Financial Report.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

OLD BUSINESS

a. BY-LAW REVIEW

The By-laws with edits were reviewed and discussed.

No Action was Taken.

NEW BUSINESSResolution 031 - 19

a. ADULT ROOFING PROJECT

The Adult roofing project that was planned for 2019 is expected to cost approximately \$140,000.00.

Ms. Mujic moved to approve the Adult Roofing Project not to exceed \$140,000.00 to be paid from the Capital Building and Repair Fund.

Seconded by Mr. Walden.

The Chair declared the motion passed.

Resolution 032 - 19

b. EMERGENCY MANAGEMENT PLAN UPDATE

Steve Owley presented the updated Emergency Management Plan.

Mr. Shinnock moved to approve the Emergency Management Plan as presented.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

Resolution 033 - 19

c. JUNE BOARD MEETINGS DISCUSSION

The Westerville Public Library is scheduled to have a joint meeting with the Westerville Library Foundation June 17, 2019. The regular Library Board meeting is scheduled for June 25, 2019. It was suggested that the regular Library Board meeting could be rescheduled to precede or follow

the Joint Board meeting June 17, 2019 to allow the Board to meet only one night in June, rather than two.

Mr. Shinnock made a motion to move the June Board Meeting to June 17, 2019.

Seconded by Mr. Ericson.

The Chair declared the motion failed.

Resolution 034 - 19

d. AMEND AGENDA (Add Adult Painting Project)

Mr. Shinnock moved to amend the Agenda to add the Adult Painting Project.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

Resolution 035 - 19

e. ADULT PAINTING PROJECT

Ms. Creed moved to approve the Adult Services Department painting project not to exceed \$27,000.00 to be paid from Operating Funds.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

INFORMATION ITEMS

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included in the day were talks from Governor DeWine, House leadership and OLC representatives. Key messaging included restoring the Public Library Fund, early childhood services, census and workforce, and technology.

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b. Department Reports

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c. Customer Comments

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BOARD COMMITTEE REPORTS

1. Finance & Facilities Melissa Hodek

Met April 9, 2019 and discussed:

- Final Review of the Employee Management Plan
- Staffing

2. Human Resources Jack Shinnock

Met April 2, 2019 and discussed:

- Erin Francoeur's 2019 goals
- Two goals for the committee:
 - Metrics regarding granting bonuses to the Fiscal Officer and Executive Director
 - Recruiting for Board Membership
- Next Meeting is scheduled for May 20, 2019

3. Strategic Initiatives Heather Creed

Did Not Meet

BOARD DISCUSSION ITEMS

1. *Mr. Shinnock attended the Trustee dinner April 4, 2019.*

2. *Mr. Ericson attended the Library Volunteer Appreciation luncheon April 16, 2019.*
3. *The Library will receive the GEM award from the Westerville City Schools April 29, 2019. Mr. Smith plans to attend.*
4. *Ms. Creed enjoyed the Food Trucks for National Library Workers Day April 9, 2019.*
5. *Ms. Creed noted a friend whose book was just published was already circulating as a part of the Library's collection with a reserve hold on it.*

LIBRARY FOUNDATION REPORT

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Ms. Hodek noted that Imagination Library costs approximately \$13,000.00 per quarter.

FRIENDS OF THE LIBRARY REPORT

- Met April 10, 2019
- Approved the Library's annual program support budget request
- Friday \$2/bag sales are successful. Sales have increased slightly

IMPORTANT DATES

- a. Tuesday, May 28, 2019 - Next Board Meeting – at 7:00 PM in Meeting Room B
- b. Monday, June 17, 2019 – Joint Board Meeting with Foundation, 7:00 PM
- c. Tuesday, September 17, 2019 – Joint Board Meeting with Delaware County Libraries

Resolution 036 – 19

EXECUTIVE SESSION

Mr. Shinnock brought forth a motion to move into Executive Session to discuss the employment of a public employee at 7:56 PM.

Seconded by Ms. Mujic.

Ms. Creed	<u>Aye</u>
Mr. Ericson	<u>Aye</u>
Ms. Hodek	<u>Aye</u>
Ms. Mujic	<u>Aye</u>
Mr. Shinnock	<u>Aye</u>
Mr. Smith	<u>Aye</u>
Mr. Walden	<u>Aye</u>

The Chair declared the motion passed.

Resolution 036 – 19

Ms. Creed made a motion that the Board move back into Regular Session at 8:21 PM.

Seconded by Mr. Walden.

The Chair declared the motion passed.

Resolution 038 – 19

ADJOURNMENT

Ms. Mujic moved to adjourn the meeting at 8:21 PM.

Seconded by Mr. Walden.

The Chair declared the motion passed.

President

Secretary