

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

MAY 28, 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
- b. Personnel
- c. Statistical Report
- d. Payment of Bills
- e. 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 April 2019 Financial Report.

5. OLD BUSINESS

- a. By-Laws Review

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

NO ACTION NEEDED

6. NEW BUSINESS

- a. DEPUTY FISCAL OFFICER BOND

The Fiscal Officer requests approval of a \$100,000 bond from Westfield Insurance Company for Heather Meeker, Deputy Fiscal Officer.

ACTION NEEDED: Consider a motion to approve the bonding of Heather Meeker, Deputy Fiscal Officer, as presented or amended at the meeting.

b. 2020 TAX BUDGET

The Fiscal Officer has prepared the 2020 Tax Budget. Following Board approval the budget request will be submitted to the Westerville City School District, the Franklin County Budget Commission, and the Delaware County Budget Commission. Please keep in mind this is a preliminary budget developed prior to revenue certification for 2020.

ACTION NEEDED: Consider a motion to adopt the 2020 Tax Budget as presented or amended at the meeting.

c. APPROPRIATION TRANSFERS

The following appropriation transfers are needed:

From:	3700	Professional Services	\$10,000
To:	2100	General Supplies	\$10,000

ACTION NEEDED: Consider a motion to approve the appropriation transfers as recommended.

d. EXTENSION AND SALARY FOR CURRENT FISCAL OFFICER

Dan Griscom, Fiscal Officer, will extend his ending date to June 30, 2019.

ACTION NEEDED: Consider a motion to approve extending Dan Griscom's ending date to June 30, 2019 and to increase his salary \$1000.00 for the month of June.

INFORMATION ITEMS

e. Director's Report

i. Adult Renovations

The hard surface flooring has been installed in the new Innovation Lab. The computer desk tops were replaced with the gray tops that were originally ordered. Painting should be nearing completion by the Board Meeting date. Installation of carpet is scheduled to begin on June 3rd. David Reyes has been hired as the Innovation Lab Supervisor.

ii. State Budget News

The House would hold the PLF at 1.68%. The budget is now with the Senate and the Ohio Library Council is pushing for an increase to 1.7% with several Senators submitting amendments.

iii. [Director Out of Town](#)

Erin Francoeur will be out of office for the Intelligent Communities Forum conference June 11-14th. Francoeur will also be out of office from June 21- July 5th for ALA Conference and personal vacation.

iv. [Summer Reading Begins](#)

The year's summer reading program is space themed. The program will have its official kickoff on June 1st and details are available in the quarterly event guide.

f. [Department Reports](#)

Attached is a summary of the monthly department reports.

g. [Customer Comments](#)

Attached is a summary of Customer Comments.

7. [BOARD COMMITTEE REPORTS](#)

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

8. [BOARD DISCUSSION ITEMS](#)

9. [LIBRARY FOUNDATION REPORT](#)

10. [FRIENDS OF THE LIBRARY REPORT](#)

11. [IMPORTANT DATES](#)

- Saturday, June 1, 2019 – Summer Reading Begins
- Monday, June 17, 2019 – Joint Board Meeting with Foundation, 7:00 PM
- Tuesday, June 25, 2019 - Next Board Meeting at 7:00 PM in Meeting Room B
- Tuesday, September 17, 2019 – Joint Board Meeting with Delaware County Libraries

12. [ADJOURNMENT](#)

[DEPARTMENT REPORT](#)

Robin Gibson, Youth Services Manager, will present an update on the Youth department.

The Board of Trustees of the Westerville Public Library met in regular session Tuesday May 28, 2019. Mr. Shawn Smith called the meeting to order at 6:57 PM.

IN ATTENDANCE:

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

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

Guests: Ms. Robin Gibson, Youth Services Manager; Ms. Jill Williams Ph.D., WCS Curriculum Specialist; and Ms. Kate Manteniaks, WCS Curriculum Specialist.

Not Present: Ms. Heather Creed (Trustee), Mr. Jon Walden (Trustee), and Ms. Kristin Michel, Assistant Director.

Ms. Gibson introduced Ms. Williams and Ms. Manteniaks who presented a banner to Ms. Francoeur, expressing appreciation for the Summer Reading Assemblies. They also shared a few student comments that expressed how much they loved the author visits the Library coordinated with the schools, as well as appreciation for Library Link services. Following this presentation, Ms. Gibson briefly shared the scope of the summer reading program with the Board.

Resolution 048 – 19

APPROVAL OF THE AGENDA

Mr. Shinnock moved to approve the agenda as presented.

Seconded by Mr. Ericson.

The Chair declared the motion passed as amended.

CONSENT AGENDA

- a. Minutes – April 2019 (regular meeting)
The minutes for April 2019 (regular meeting) were approved as amended.
- b. Minutes – May 22, 2019 (special meeting)
The minutes for May 22, 2019 (special meeting) were approved as presented.
- c. Personnel – May 2019
The May 2019 Personnel Calendar was approved as presented.
- d. Statistical Report – April 2019
The April 2019 Statistical Usage Report was approved as presented.
- e. Payment of Bills – April 2019
April 2019 bills in the amount of \$486,498.50 were approved for payment.
- f. Gifts – April/May 2019

The following gifts were approved for acceptance with appreciation as presented:

Unrestricted:

\$230.00 and donated books (given to the Friends) from employees of Heartland Bank

\$100.00 from Thomas & Dana Kromer in memory of James L. Wood

\$10.00 from Alliance Data Systems (\$6.00 and \$4.00)

\$50.00 from St. Paul School for Local History walking tour presentation

Restricted:

\$50.00 from Susan Birkhimer, for an Adult book in memory of Phyllis J. Strickland.

\$25.00 from Andi Prince and the Worthington Book Club, for an Adult/teen book in memory of Rebecca Elizabeth Gill.

REPORT BY THE FISCAL OFFICER

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

Resolution 049 – 19

DISCUSSION AND APPROVAL OF FINANCIAL REPORT

Ms. Mujic moved to approve the April 2019 Financial Report.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

OLD BUSINESS

a. By-Laws Review

The committee description for the Strategic Initiatives Committee is the last item needed to update the By-Laws for final review and then to vote on. This will update and align the By-Laws with meeting order of business and committees.

No Action Taken

NEW BUSINESS

Resolution 050 – 19

a. DEPUTY FISCAL OFFICER BOND

The Fiscal Officer requests approval of a \$100,000.00 bond from Westfield Insurance Company for Heather Meeker, Deputy Fiscal Officer.

Ms. Mujic moved to approve the bonding of Deputy Fiscal Officer, Heather Meeker, as presented at the meeting.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Resolution 051 – 19b. 2020 TAX BUDGET

The Fiscal Officer has prepared the 2020 Tax Budget. Following Board approval the budget request will be submitted to the Westerville City School District, the Franklin County Budget Commission, and the Delaware County Budget Commission. Please keep in mind this is a preliminary budget developed prior to revenue certification for 2020.

Mr. Shinnock moved to adopt the 2020 Tax Budget as presented at the meeting.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Resolution 052 – 19c. APPROPRIATION TRANSFERS

The following appropriation transfers are needed:

From:	3700	Professional Services	\$10,000
To:	2100	General Supplies	\$10,000

Ms. Hodek moved to approve the appropriation transfers as recommended.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

Resolution 053 – 19d. EXTENSION AND SALARY FOR CURRENT FISCAL OFFICER

Dan Griscom, Fiscal Officer, will extend his ending date to June 30, 2019.

Ms. Mujic moved to approve extending Dan Griscom's ending date to June 30, 2019 and to increase his salary \$1,000.00 for the month of June.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

INFORMATION ITEMS

a. Director's Report

i. Adult Renovations

The hard surface flooring has been installed in the new Innovation Lab. The computer desk tops were replaced with the gray tops that were originally ordered. Painting should be nearing completion by the Board Meeting date. Installation of carpet is scheduled to begin on June 3rd. David Reyes has been hired as the Innovation Lab Supervisor. *Carpet installation will be done overnight; computer usage has increased since the computers were moved to their current location.*

ii. State Budget News

The House would hold the PLF at 1.68%. The budget is now with the Senate and the Ohio Library Council is pushing for an increase to 1.7% with several Senators submitting amendments.

iii. Director Out of Town

Erin Francoeur will be out of office for the Intelligent Communities Forum conference June 11-14th. Francoeur will also be out of office from June 21- July 5th for ALA Conference followed by personal vacation.

iv. Summer Reading Begins

The year's summer reading program is space themed. The program will have its official kickoff on June 1st and details are available in the quarterly event guide.

b. Department Reports

Attached was a summary of the monthly department reports

Appreciation was expressed for the Marketing Department report with respect to connecting their projects with the Strategic Plan.

c. Customer Comments

Attached was a summary of Customer Comments

BOARD COMMITTEE REPORTS

1. Finance & Facilities

Melissa Hodek

- Interviewed candidates for Fiscal Officer position
- Will schedule their next meeting when the new Fiscal Officer is on board and able to attend

2. Human Resources

Jack Shinnock

Met May 20, 2019 and discussed:

- Enhanced recruiting for Board membership
- Structure or methodology for awarding bonuses to the Executive Director and Fiscal Officer

Next meeting – July 11, 2019

3. Strategic Initiatives

Heather Creed

No Report Provided

BOARD DISCUSSION ITEMS

1. *Ms. Mujic's favorite author, Tony Horwitz, died unexpectedly today.*

- 2. *Mr. Shinnock noted his receipt from the Library self-check showed how much (monetarily) he saved by using his Library card.*

LIBRARY FOUNDATION REPORT

- Memorial donations increased this month
- Discussing potential fundraising events
- Receptions for two fall authors (Zadie Smith and Jeff Shaara) will be held at uptown Westerville venues
- Developing their website
- Marketing efforts (revising mission statement) to reflect relationship to Library
- Looking forward to joint meeting with the Library Board in June

FRIENDS OF THE LIBRARY REPORT

- No report provided

IMPORTANT DATES

- a. Saturday, June 1, 2019 – Summer Reading Begins
- b. Monday, June 17, 2019 – Joint Board Meeting with Foundation, 7:00 PM
- c. Tuesday, June 25, 2019 - Next Board Meeting at 7:00 PM in Meeting Room B
- d. Tuesday, September 17, 2019 – Joint Board Meeting with Delaware County Libraries

Resolution 054 – 19

ADJOURNMENT

Ms. Mujic moved to adjourn the meeting at 8:00 PM

Seconded by Ms. Hodek.

The Chair declared the motion passed.

President

Secretary