

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

November 26, 2013

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 October 22, 2013.

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 November 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 October 2013 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 October 2013 Financial Report.

7. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the payment of bills for October 2013.

8. OLD BUSINESS

a. **Appropriation Modifications**

The Fiscal Officer will present the year end appropriation modifications at the meeting. The Finance Committee will meet on Tuesday November 26, 2013 to review the Fiscal Officer's requests and review the 2014 Operating Budget.

ACTION NEEDED: Consider a motion to approve the Appropriation Modifications as presented by the Fiscal Officer or as amended at the meeting.

9. NEW BUSINESS

a. **2014 Operating Budget**

The Director and Fiscal Officer will meet with the Finance Committee and will present the preliminary budget for 2014. You will recall the final 2014 budget is not presented until March 2014, once the state budget is approved.

ACTION NEEDED: Consider a motion to approve the 2014 Operating Budget as presented, or amended at the meeting.

b. **Gifts**

The Library is in receipt of the following gift:

Restricted:

\$25.00 from Mary Hang for books.

Unrestricted:

\$100.00 from Barbara Robb.

ACTION NEEDED: Consider a motion to accept the gift as presented with our appreciation.

10. INFORMATION ITEMS

a. **Director's Report**

1. **Five Star Rating**

Once again the Westerville Public Library is rated among the top 1% of public libraries in America. Obviously, our success is through the efforts and dedication of many people. Our congratulations and appreciation are given to the library staff whose every day efforts have made our library among the best in the Nation.

We also congratulate the Library Board of Trustees for their dedication and support for the library, our staff and most importantly our customers.

We also want to extend our congratulations and deepest appreciation to our community and our customers, your continued support and love for this library is what separates us from being just another library.

2. **Author Visit**

Over the past year we have sponsored some wonderful and highly successful author visits. (Rick Steves; Geraldine Brooks and Will Hillenbrand). This year will see more of the same with

our first author visit. Lee Child will visit Westerville on February 22nd. Plans are for a reception at the Old Bag of Nails and his talk will be held at Westerville Central High School. So mark your calendars for another exciting event.

3. Self – Checks (Web-site)

We have ordered four new IBM self-check machines, our target date for installation is mid/January. The system takes advantage of novelist and will link books; DVD's etc. based on what is being checked out at the time by the customer, similar to what is seen on Amazon. Com. We are still on target for a January 6, 2014 implementation of our new web site. We hope to have the working site for staff review and testing by mid-December.

4. New Board Appointment

The School Board has approved the appointment of Mary Lightbody to the Library Board of Trustees. As you know, Ms. Lightbody will replace Karen Petersen who is relocating to Indianapolis, Indiana. The term of office runs from January 1, 2014 to December 31, 2020.

5. December Board Meeting

Please remember the December Board meeting will be held one week earlier due to the holidays. The next meeting will be Tuesday, December 17th at its normal time and place.

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 & Facilities | Karen Petersen |
| 2. Human Resources | Jack Shinnock |
| 3. Library Services & Marketing | Karen Scholl |
| 4. Technology | Deanna McDaniel |

12. BOARD DISCUSSION ITEMS

13. LIBRARY FOUNDATION REPORT

14. FRIENDS OF THE LIBRARY REPORT

15. IMPORTANT DATES

- a. Next Board Meeting – Tuesday, December 17, 2013 at 7:00 PM in the Board Room.

16. ADJOURNMENT

17. DEPARTMENT REVIEW

Katrina Plourde, Human Resources Manager will present a brief report of the services and activities provided by her department.

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

In attendance were the following department managers: Katrina Plourde, Human Resources; Linda Wilkins, Marketing; Nieca Nowels, Adult Manager; Kristin Michel, Customer Services; Mandie Burns, Customer Services; Julie Kerns, Outreach Services and Steve Owley, Support Services.

Ms. Scholl called the meeting to order.

Mr. Shinnock moved to approve the minutes of October 22, 2013 as corrected.

Seconded by Ms. McDaniel.

On roll call Ms. Scholl, aye; Mr. Shinnock, aye; Ms. Petersen, aye; Mr. Fultz, aye; Ms. McDaniel, aye; Ms. Hodek, aye; and Mr. Platt, aye.

The Chair declared the motion passed.

Ms. Petersen moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent calendar for November 2013.

- Resignation: Annie Lobb, Coffee Service Associate, effective November 5, 2013.
- Resignation: Janet Brinson, Serials Assistant – Support Services, effective November 11, 2013.
- Resignation: Molly Lane, Customer Service Page, effective November 7, 2013.
- Retirement: Tim Taylor, Sr. Maintenance Technician, effective November 25, 2013.
- Change Assignment: Paige Taylor, PT Adult Page/OhioLink Processor to FT Serials Assistant, \$10.82/hr. [range 12] effective TBD.

Seconded by Mr. Platt.

On roll call Ms. Scholl, aye; Mr. Shinnock, aye; Ms. Petersen, aye; Mr. Fultz, aye; Ms. McDaniel, aye; Ms. Hodek, aye; and Mr. Platt, aye.

The Chair declared the motion passed.

Ms. Petersen made a motion to approve the October 2013 Statistical Report as presented.

Seconded by Mr. Shinnock.

On roll call Ms. Scholl, aye; Mr. Shinnock, aye; Ms. Petersen, aye; Mr. Fultz, aye; Ms. McDaniel, aye; Ms. Hodek, aye; and Mr. Platt, aye.

The Chair declared the motion passed.

Mr. Platt moved to approve the October 2013 Financial Report.

Seconded by Mr. Fultz.

On roll call Ms. Scholl, aye; Mr. Shinnock, aye; Ms. Petersen, aye; Mr. Fultz, aye; Ms. McDaniel, aye; Ms. Hodek, 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. Fultz moved that the bills for October 2013 in the amount of \$789,362.54 [General Fund], \$300.00 [Annette E. Jefferson] [Muslim Journey's Grant] be paid.

Seconded by Ms. Petersen.

On roll call Ms. Scholl, aye; Mr. Shinnock, aye; Ms. Petersen, aye; Mr. Fultz, aye; Ms. McDaniel, aye; Ms. Hodek, aye; and Mr. Platt, aye.

The Chair declared the motion passed.

Old Business

Mr. Fultz made a motion to approve the Appropriation Modifications as presented by the Fiscal Officer at the meeting.

GENERAL FUND	<u>FROM</u>		<u>TO</u>	
	<u>101</u>		<u>101</u>	
\$ 900.00	101..54700	Repair & restoration	101..52100	Supplies
\$ 5,000.00	101..57500	Refunds	101..52100	Supplies
\$ 8,000.00	101..57100	Memberships	101..53100	Travel
\$ 1,000.00	101..57200	Taxes	101..53100	Travel
\$ 1,300.00	101..53500	Rents & Leases	101..53900	Contracts (permits)
\$ 9,700.00	101..53500	Rents & Leases	101..54200	Computer Software
\$ 9,800.00	101..55500	Computer Equipment	101..54200	Computer Software
\$ 4,400.00	101..51600	Insurance	101..55200	Land Improvements
\$ 120,600.00	101..51600	Insurance	101..55400	Building Improvements
\$ 64,000.00	101..551400	PERS	101..55400	Building Improvements
\$ 9,000.00	101..5514	PERS	101..55500	Equipment
\$ 53,000.00	101..53600	Utilities	101..55500	Equipment
\$ 10,000.00	101..53500	Rents & Leases	101..55500	Equipment
\$ 3,000.00	101..53200	Communications	101..55500	Equipment
<u>\$ 6,600.00</u>	101..53700	Professional Services	101..55700	Vehicles

\$ 306,300.00

Seconded by Ms. McDaniel.

On roll call Ms. Scholl, aye; Mr. Shinnock, aye; Ms. Petersen, aye; Mr. Fultz, aye; Ms. McDaniel, aye Ms. Hodek, aye; and Mr. Platt, aye.

The Chair declared the motion passed.

New Business:

Ms. Petersen made a motion to approve the 2014 Temporary Operating Budget as presented at the meeting.

TEMPORARY APPROPRIATION RESOLUTION
for 2014

The Board of Library Trustees of the Westerville Public Library District, Franklin County, Ohio, met in regular session on the 26th day of November 2013 at the library with the following members present:

Michael K. Fultz
Melissa Hodek
Deanna McDaniel
Karen Petersen
Joshua R. Platt
Karen Scholl
Jack Shinnock

Ms. Petersen moved the adoption of the following resolution:

BE IT RESOLVED by the Board of Library Trustees of the Westerville Public Library District, Franklin County, Ohio, that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2014, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

That there be appropriated from the

General Fund

1000	Salaries & Benefits		
	51100 Salaries Leave Benefits	\$3,047,333.00	
	51400 Retirement Benefits	467,146.00	
	51600 Insurance Benefits	658,710.00	
	51900 Other Employee Benefits	<u>45,102.00</u>	\$4,218,291.00
2000	Supplies		166,208.00
3000	Purchased & Contracted Services		
	53100 Travel & Meeting Expenses	42,436.00	
	53200 Communications	49,850.00	
	53300 Property Maintenance	270,155.00	

	53400 Insurance	23,123.00	
	53500 Rents & Leases	156,446.00	
	53600 Utilities	247,190.00	
	53700 Professional Services	65,000.00	
	53800 Library Material Control	53,211.00	
	53900 Other	<u>1,159.00</u>	908,570.00
4000	Library Materials & Information		
	54100 Books	429,815.00	
	54200 Periodicals & Microforms	290,138.00	
	54325 Digital Video Disk	162,166.00	
	54333 Audio Books CD	41,806.00	
	54340 Art Prints	1,160.00	
	54350 E-Books	66,837.00	
	54376 Foreign Language Materials	26,523.00	
	54399 Compact Disks	37,018.00	
	54600 Inter-Library Loan	11,566.00	
	54700 Repair & Restoration	970.00	
	54900 Other Library Materials	<u>140.00</u>	1,068,139.00
5000	Capital Outlay		
	55300 Buildings-General		
	55400 Buildings Improvements	102,000.00	
	55000 Equipment & Furnishings	65,000.00	
	55515 Coffee Service Furnishings & Equip.	579.00	
	55520 Computer System Equipment	61,800.00	
	55530 Other Equipment		
	55900 Capital Reserves		229,379.00
6000	Debt Service		
	6100 Redemption of Principal	240,000.00	
	6200 Interest Expense	12,840.00	252,840.00
7000	Other Expenses		
	57110 Organization Memberships	22,279.00	
	57200 Taxes and Assessments	3,627.00	
	57510 Patron Refunds	<u>10,189.00</u>	<u>36,095.00</u>
9000	Transfers		
	59999 Transfers Out	<u>619,979.00</u>	<u>619,979.00</u>

GRAND TOTAL GENERAL FUND**7,499,501.00****Building and Repair Fund**

	55900 Other Capital Outlay	1,476,637.00	
	55999 Transfers Out	<u>-</u>	<u>1,476,637.00</u>

GRAND TOTAL BUILDING AND REPAIR FUND **1,476,637.00**

RECAPITULATION OF FUNDS (GRAND TOTALS)

GENERAL FUND	7,499,501.00
BUILDING AND REPAIR FUND	1,476,637.00

GRAND TOTAL - ALL APPROPRIATIONS **8,976,138.00**

Seconded by Mr. Shinnock

On roll call

- Mr. Fultz, aye
- Ms. Hodek, aye
- Ms. McDaniel, aye
- Ms. Petersen, aye
- Mr. Platt, aye
- Ms. Scholl, aye
- Mr. Shinnock, aye

The Chair declared the motion passed.

CERTIFICATE

The State of Ohio, Franklin County, ss.

I, Norma J. Ekleberry Clerk of the Board of Library

Trustees Westerville Public

Library District, in said County, whose custody the Files, Journals and Records of said Board are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing Annual Appropriation Resolution is taken and copied from the original Resolution now on file with said Board, that the foregoing Resolution has been compared by me with the said original and that the same is a true and corrected copy thereof.

Witness by signature the 26th day of November 2013

Fiscal Officer of the Board of Library Trustees of the

Westerville Public Library District

Franklin County, Ohio

Gifts:

The library is in receipt of the following gifts:

Restricted:

\$25.00 from Mary Hang for books.

Unrestricted:

\$100.00 from Barbara Robb.

Ms. Petersen made a motion to accept the gifts as presented with our appreciation.

Seconded by Mr. Platt.

On roll call Ms. Scholl, aye; Mr. Shinnock, aye; Ms. Petersen, aye; Mr. Fultz, aye; Ms. McDaniel, aye; Ms. Hodek, aye; and Mr. Platt, aye.

Information and Discussion Items**a. Director's Report****1. Five Star Rating**

Once again the Westerville Public Library is rated among the top 1% of public libraries in America. Obviously, our success is through the efforts and dedication of many people. Our congratulations and appreciation are given to the library staff whose every day efforts have made our library among the best in the Nation.

We also congratulate the Library Board of Trustees for their dedication and support for the library, our staff and most importantly our customers.

We also want to extend our congratulations and deepest appreciation to our community and our customers, your continued support and love for this library is what separates us from being just another library.

2. Author Visit

Over the past year we have sponsored some wonderful and highly successful author visits. (Rick Steves, Geraldine Brooks and Will Hillenbrand). This year will see more of the same with our first author visit. Lee Child will visit Westerville on February 22nd. Plans are for a reception at the Old Bag of Nails and his talk will be held at Westerville Central High School. So mark your calendars for another exciting event.

3. Self – Checks (Web-site)

We have ordered four new IBM self-check machines. Our target date for installation is mid/January. The system takes advantage of NoveList and will link books, DVD's etc. based on what is being checked out at the time by the customer, similar to what is seen on

Amazon.com. We are still on target for a January 6, 2014 implementation of our new web site. We hope to have the working site for staff review and testing by mid/December.

4. New Board Appointment

The School Board has approved the appointment of Mary Lightbody to the Library Board of Trustees. As you know, Ms. Lightbody will replace Karen Petersen who is relocating to Indianapolis, Indiana. The term of office runs from January 1, 2014 to December 31, 2020.

5. December Board Meeting

Please remember the December Board meeting will be held one week earlier due to the holidays. The next meeting will be Tuesday, December 17th at its normal time and place.

Ms. Petersen made a motion to move into Executive Session.

Seconded by Ms. McDaniel.

On roll call Ms. Scholl, aye; Mr. Shinnock, aye; Ms. Petersen, aye; Mr. Fultz, aye; Ms. McDaniel, aye; Ms. Hodek, aye; and Mr. Platt, aye.

The Chair declared the motion passed.

Mr. Fultz made a motion to move back into Regular Session.

Seconded by Ms. Petersen.

On roll call Ms. Scholl, aye; Mr. Shinnock, aye; Ms. Petersen, aye; Mr. Fultz, aye; Ms. McDaniel, aye; Ms. Hodek, aye; and Mr. Platt, aye.

The Chair declared the motion passed.

Mr. Fultz made a motion to approve a 2% cost of living increase across the board, starting January 1st and to set aside \$30,000 for merit pay to be distributed at the discretion of the Director.

Seconded by Ms. Petersen.

On roll call Ms. Scholl, aye; Mr. Shinnock, aye; Ms. Petersen, aye; Mr. Fultz, aye; Ms. McDaniel, aye; Ms. Hodek, aye; and Mr. Platt, aye.

The Chair declared the motion passed.

a. 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.

BOARD COMMITTEE REPORTS

1. Finance & Budget Mike Fultz
Will have the final budget in March. Looking to extend the budget for only 5 years and not 10.
3. Human Resources Jack Shinnock
The HR Committee met to discuss Don's evaluation.
4. Marketing Karen Scholl
No report
5. Technology Deanna McDaniel
No report

BOARD DISCUSSION ITEMSLIBRARY FOUNDATION REPORT

Meeting dates for 2014 will include full board meetings 3rd Monday of odd months and committee meetings on 3rd Monday of even months. Treasurer recommended analysis of funding long term goals. Paul Longenecker will be invited to attend January meeting. Annual Appeal is starting.

FRIENDS OF THE LIBRARY

The Friends of the Westerville Public Library will be attending the next Board meeting.

IMPORTANT DATES

Next Board Meeting – Tuesday, December 17, 2013 at 7:00 PM in the Board Room.

ADJOURNMENT

Ms. Petersen moved to adjourn the meeting.

Seconded by Mr. Platt.

On roll call Ms. Scholl, aye; Mr. Shinnock, aye; Ms. Petersen, aye; Mr. Fultz, aye; Ms. McDaniel, aye; Ms. Hodek, aye; and Mr. Platt, aye.

The Chair declared the motion passed.

DEPARTMENT REVIEW AND TOUR

Katrina Plourde, Human Resources Manager - gave a brief report of the activities and services provided by her department.

President

Secretary

