

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

MAY 24, 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 April 26, 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 May 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 April 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 April 2011 Financial Report.

7. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

8. OLD BUSINESS

a. **2012 Operating Budget**

The Finance Committee will present their recommendations for the proposed 2012 Operating Budget. While we do not yet know what our 2012 revenue will be, the initial budget represents a very modest increase for inflation.

ACTION NEEDED: Consider a motion to approve the 2012 Operating Budget as presented or amended at the meeting.

9. NEW BUSINESS

a. **Gifts**

The Library is in receipt of the following gifts:

Restricted:

\$5,395.50 from the Westerville Symphony for books for the Tunes & Tales Program

Unrestricted:

In memory of Dr. Ransome Williams, the following:

\$100.00 from DLZ Ohio, Inc

\$15.00 from Martha Robes

\$25.00 from Lewis and Nancy Ludwig

\$25.00 from Richard and Betty Rae Smith

ACTION NEEDED: Consider a motion to accept the gifts as presented and to extend our appreciation to the donors.

10. INFORMATION ITEMS

a. **Director's Report**

1. **2011 Replacement Levy**

The Westerville City School Board will address our request to place a 2.0 Replacement Levy for a continuing period at it's regularly scheduled board meeting on Monday, May 23rd. The meeting will be held at the Heritage Middle School at 6:00 PM. They expect to discuss our request at approximately 6:30 PM. Please feel welcome to attend the meeting.

2. **Fire Suppression System**

As you know, the Board approved the contract with Simplex/Grinnell to install a dry fire suppression system in the computer room. Mr. Fultz recommended three minor word changes in the contract, and we are waiting for the revisions to be submitted. We will then proceed with the project.

3. OhioLINK/SearchOhio

I am very pleased to announce that OhioLINK (a catalog of over 43.9 million items from 88 Ohio colleges and universities) and SearchOhio (a catalog of near 12 million items from 19 Ohio public libraries) have agreed to form an alliance using Peer-to-Peer software that will provide access to over 55 million items to our customers. This is the first of its kind in the United States, using state of the art software at a minimal cost of approximately \$800 per year per library.

Westerville is once again at the forefront of breaking down the silos and removing barriers for our customers and for all of Ohio. This will be a shining example of collaboration throughout the United States.

4. Volunteer Recognition Program

Our annual volunteer recognition program was held Tuesday, May 10th. Once again, the library staff expressed their gratitude and appreciation to our wonderful volunteers with a coffee and dessert reception. Our volunteers had a wonderful time and very much appreciated our efforts. This past year our volunteers contributed nearly 8,000 hours of service to the Library.

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, June 28th, 2011 at 7:00 PM in the Board Room.

16. ADJOURNMENT

17. DEPARTMENT REVIEW

Ms. Linda Uhler, Youth Services Manager, will give a brief presentation on her department, and provide a tour of the Youth Services and Teen areas for those interested.

Minutes for May 24, 2011

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, Ms. Petersen and Mr. Platt; the Director, Mr. Barlow; Deputy Director, Ms. Albury, Fiscal Officer, Ms. Ekleberry and Administrative Assistant, Lindsey Batchelder. Also in attendance were the following department managers: Michelle Morrison, Human Resources, Nieca Nowels, Adult Services, Linda Uhler, Youth Services, Kristin Michel, Customer Services, Mandie Hoffman, Customer Services, Julie Kerns, Outreach Services, Steve Owley, Support Services, and Linda Wilkins, Marketing.

Ms. Hedges called the meeting to order.

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

Seconded by Mr. Shinnock.

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

The Chair declared the motion passed.

Mr. Platt moved the adoption of the following resolution:

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

- Employment: Mike Pirik, PT Customer Service Assistant, \$9.19/hr [range 12]; effective May 4, 2011

Seconded by Ms. Petersen.

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

The Chair declared the motion passed.

Mr. Robbins moved to approve the April 2011 Statistical Report.

Seconded by Ms. Petersen.

On roll call Ms. Hedges, aye; Ms. Scholl, aye; Mr. Shinnock, aye; Mr. Fultz, aye; Mr. Robbins, aye; Ms. Petersen, 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 to approve the April 2011 Financial Report.

Seconded by Ms. Scholl.

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

The Chair declared the motion passed.

Mr. Robbins moved that the bills for April 2011 in the amount of \$359,450.57 [General Fund] and \$2,075.83 [CTRO Grant] be paid.

Seconded by Mr. Shinnock.

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

The Chair declared the motion passed.

Mr. Fultz moved to approve the 2012 Operating Budget as presented at the meeting.

Seconded by Ms. Petersen.

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

The Chair declared the motion passed.

The Library is in receipt of the following gifts:

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\$15.00 from Martha Robes

\$25.00 from Lewis and Nancy Ludwig

\$25.00 from Richard and Betty Rae Smith

Mr. Robbins moved to accept the gifts.

Seconded by Mr. Shinnock.

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

The Chair declared the motion passed.

Information and Discussion Items

a. Director's Report

1. 2011 Replacement Levy

The Westerville City School Board will address our request to place a 2.0 Replacement Levy for a continuing period at its regularly scheduled board meeting on Monday, May 23rd. The meeting will be held at the Heritage Middle School at 6:00 PM. They expect to discuss our request at approximately 6:30 PM. Please feel welcome to attend the meeting. *Mr. Barlow attended the School Board meeting at Heritage and the board unanimously passed the 2.0 mil levy for placement on the ballot. Mr. Barlow announced that the first Levy Committee meeting would occur the week of June 20th.*

2. Fire Suppression System

As you know, the Board approved the contract with Simplex/Grinnell to install a dry fire suppression system in the computer room. Mr. Fultz recommended three minor word changes in the contract, and we are waiting for the revisions to be submitted. We will then proceed with the project. *We have submitted the necessary revisions to the contract and have received the invoice; we are now waiting on the installation.*

3. OhioLINK/SearchOhio

I am very pleased to announce that OhioLINK (a catalog of over 43.9 million items from 88 Ohio colleges and universities) and SearchOhio (a catalog of near 12 million items from 19 Ohio public libraries) have agreed to form an alliance using Peer-to-Peer software that will provide access to over 55 million items to our customers. This is the first of its kind in the United States, using state of the art software at a minimal cost of approximately \$800 per year per library.

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5. Synergy

The library has completed the integration of Synergy into our current Encore catalog, which allows patrons to simultaneously search our databases for articles when they search the catalog for books on a given topic. We should see a significant increase in the database statistics due to the increased accessibility of the articles.

6. Mr. Barlow's Surgery

Mr. Barlow will be having surgery on June 6th, and will therefore be out of the office and at home recovering for up to 5 weeks.

7. Library as Beta Site for iii

The Library would like to be a beta testing site for a new iii software this coming November. As a beta site, we would receive a significant discount on the software.

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
No Report

2. Human Resources Jack Shinnock
No Report
3. Marketing Karen Scholl
Committee will meet before the next Board Meeting
4. Technology Karen Scholl
Committee will meet before the next Board Meeting

BOARD DISCUSSION ITEMS

Ms. Kay Hedges received the following suggestions from volunteers while at the Volunteer reception: Mr. Ken Bonvalet recommended that the library provide access to a left handed mouse in the technology center; a volunteer recommended not shelving items on the bottom shelves; a volunteer recommended a link on the library homepage to search for the Art Prints; a volunteer mentioned the long lines to wait for the book drop near the reserve room; Ms. Hedges mentioned the award given to the library volunteer Mr. Glen Gainer featured in This Week Westerville.

At the Trustee Dinner, attending Board members discussed the change in the number of libraries in Ohio with local levies since 2004, showing a significant increase.

Also, the trend moving toward egovernment will bring an increase in the number of patrons needing to use the library computers, this may mean needing more terminals for patron use.

Board members requested a “cheat sheet” for library levy facts, so that they may be better prepared when asked questions by members of the public.

Ms. Scholl mentioned providing iPads for patrons to check out, as we do with the laptops currently.

LIBRARY FOUNDATION REPORT

The Foundation is trying to bring a speaker from the Columbus Metropolitan Library’s Foundation to discuss fundraising ideas.

FRIENDS OF THE LIBRARY

No Report

IMPORTANT DATES

Next Board Meeting – Tuesday, June 28, 2011 at 7:00 PM in the Board Room.

ADJOURNMENT

Mr. Platt moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Ms. Linda Uhler, Manager of Youth Services, gave a brief presentation of her department.

President

Secretary