# BOARD OF TRUSTEES WESTERVILLE PUBLIC LIBRARY AGENDA

February 26, 2013

# **CALL TO ORDER**

# 1. OATH OF OFFICE:

Michael Fultz will give to OATH OF OFFICE to Norma Ekleberry.

2. 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.

3. DISCUSSION AND APPROVAL OF MINUTES

**ACTION NEEDED**: Consider a motion to approve the minutes of January 22, 2013.

4. 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.

<u>ACTION NEEDED:</u> Consider a motion to approve the February Personnel Consent Calendar as presented or amended at the meeting.

5. <u>DISCUSSION AND APPROVAL OF STATISTICAL REPORT</u>

**ACTION NEEDED**: Consider a motion to approve the January 2013 Statistical Report.

6. REPORT BY THE FISCAL OFFICER

The Fiscal Officer will present her monthly report assessing the year to date revenues and expenses. (See Item 10).

7. <u>DISCUSSION AND APPROVAL OF FINANCIAL REPORT</u>

ACTION NEEDED: Consider a motion to approve the January 2013 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. OLD BUSINESS

There is no old business to come before the board.

# 10. NEW BUSINESS

#### a. Gifts

The Library is in receipt of the following gifts:

#### **Unrestricted:**

\$20.00 from Becky Mauk in memory of Mrs. Edwards.

\$50.00 from Michael Jones in memory of Mrs. Edwards.

\$300.00 from Michael Forrow

\$100.00 from Joseph and Gail Parnicky

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

#### 11. INFORMATION ITEMS

# a. Director's Report

# 1. HVAC Replacement/ Renovation

A Pre-bid meeting was held at 2:00PM on February 26, 2013. The official bid opening will be held at 2:00 PM on March 11<sup>th</sup>. We anticipate submitting the bid for Library Board approved at the March 26, 2013 meeting.

Since both renovation projects associated with the Youth/Teen areas, the bidding process is not necessary. As recommended by our architect, the Pepper Construction Company will oversee the Youth/Teen Renovation. We anticipate completion by June 1, 2013.

# 2. Strategic Plan

You will find in your packets the Preliminary Strategic Plan. Once the Board has a chance to review and provide comments and suggestions, staff will determine timelines and measurements to determine achievement.

## 3. Programs/Events

As you know, the Rick Steves event is rapidly approaching. Following a reception at the library, the event will be held at the Central High School auditorium. All 749 seats are already filled and we have a waiting list.

Tunes and Tales was held at the library on Saturday, February 9<sup>th</sup>. The "Peter and the Wolf" program went very smoothly and performance reached capacity, as over 400 children/Parents attended the program.

A big thank you to Lindsey Batchelder for her efforts to the Rick Steves event, and to Linda Uhler and the Youth Services staff for Tunes and Tales.

#### 4. SearchOhio

I am very pleased to announce that we have 5 libraries in the implementation phase of joining SearchOhio, They are:

- 1. Public Library of Cincinnati and Hamilton County
- 2. Lane (Hamilton) Public Library
- 3. Washington-Centerville Public Library
- 4. Geauga County Public Library
- 5. Rocky River Public Library.

We are continuing to discuss SearchOhio with other potential members.

# 5. School Partnership

Mr. Barlow has been appointed to the District Leadership Team for the Westerville City School District. The committee is meeting twice per month and will assist the School Board and new superintendent in developing strategic plan for the Schools.

# b. Department Reports

Attached is a summary of the monthly department reports [see Item 15-B]. Department Managers will be available to review their reports and respond to comments and questions.

# 12. BOARD COMMITTEE REPORTS

(See new Board Chairs for whose name is listed next to Committee).

1. Finance & Facilities Karen Petersen

2. Human Resources Jack Shinnock

3. Library Services & Marketing Karen Scholl

4. Technology Deanna McDaniel

#### 13. <u>BOARD DISCUSSION ITEMS</u>

#### 14. LIBRARY FOUNDATION REPORT

#### 15. FRIENDS OF THE LIBRARY REPORT

# 16. <u>IMPORTANT DATES</u>

- a. Next Board meeting Tuesday, March 26<sup>th</sup>, 2013 at 7:00 PM in the Board Room.
- b. Rick Steves visit Friday, March 15, 2013 at 7:00 PM at Central High School Auditorium.
- c. New Trustee Workshop Saturday, March 23, 2013 at the Westerville Public Library.
- d. Central Ohio Trustee Dinner Wednesday, May 1, 2013 at the Fawcett Center. Karen Albury;
   Deanna McDaniel are attending so far.

# 17. <u>ADJOURNMENT</u>

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

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

Ms. Scholl called the meeting to order.

Ms. Petersen moved to approve the minutes of January 22, 2013.

Seconded by Mr. Fultz.

On roll call Ms. Scholl, aye; Mr. Shinnock, aye; Mr. Platt, aye; Ms. McDaniel, aye; Ms. Petersen, aye; Ms. Hodek, aye; and Mr. Fultz, 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 February 2013:

- Resignation: Mavis Lloyd, Customer Service Page, effective February 25, 2013.
- Employment: Teri Kistler, Customer Service Assistant, \$10.82/hr. [range 12], effective February 4, 2013.
- Employment: Molly Lane, Customer Service Page, \$7.85/hr. [range 7], effective February 11, 2013.
- Employment: Kristin Staugh, Customer Service Page, \$7.85/hr. [range 7], effective February 18, 2013.
- Change Assignment: Michael Newsome Youth Services, Homework Help Center, additional Hours, effective February 4. 2013.
- Change Assignment: Kelly Ferrell Tech Center, Homework Help Center, additional hours, effective February 4, 2013.
- Change Assignment: Valerie Szwaya Tech Center, Homework Help Center, additional hours, effective February 4, 2013.

Seconded by Ms. McDaniel.

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

The Chair declared the motion passed.

Ms. Petersen moved to approve the January 2013 Statistical Report as corrected.

Seconded by Mr. Shinnock.

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

The Chair declared the motion passed.

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

Mr. Shinnock moved to approve the January 2013 Financial Report.

Seconded by Ms. McDaniel.

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

The Chair declared the motion passed.

Mr. Platt moved that the bills for January 2013 in the amount of \$611,368.16 [General Fund] be paid.

Seconded by Ms. Petersen.

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

The Chair declared the motion passed.

# Old Business

There is no old business to come before the board.

# **New Business:**

#### Gifts:

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Mr. Shinnock moved to accept the gifts as presented with our appreciation.

Seconded by Ms. Petersen.

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

The Chair declared the motion passed.

#### Information and Discussion Items

#### a. Directors Report

# 1. HVAC Replacement/ Renovation

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# 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.

## **BOARD COMMITTEE REPORTS**

1. Finance & Budget

Mike Fultz

No report

2. Human Resources

Jack Shinnock

No Report

3. Marketing

Karen Scholl

No report

4. Technology Karen Scholl

Giving a big thanks to Steve for his great work on his many technology projects.

#### **BOARD DISCUSSION ITEMS**

# **LIBRARY FOUNDATION REPORT**

No Report

#### FRIENDS OF THE LIBRARY

We finally have our new van

#### **IMPORTANT DATES**

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# **ADJOURNMENT**

Ms. Petersen moved to adjourn the meeting.

Seconded by Mr. Shinnock.

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

The Chair declared the motion passed.

	RFVIFW	

No Review this month

President		
Secretary		 