

BOARD OF TRUSTEES  
WESTERVILLE PUBLIC LIBRARY  
AGENDA

April 23, 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 February 26, 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.

There are no items under the consent calendar for the month of March.

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

**ACTION NEEDED:** Consider a motion to approve the February 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 10).

6. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

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

7. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

8. OLD BUSINESS

There is no Old Business to come before the Board.

9. NEW BUSINESS

a. **Gifts**

The Library is in receipt of the following gifts:

**Restricted:**

\$400.00 from Lions Club of Westerville for iPad mini eReader.

**Unrestricted:**

\$100.00 from Victorian Society in America O.R.V.C.

\$50.00 from Friendship Village Resident Assoc.

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

10. INFORMATION ITEMS

a. **Director's Report**

1. **HVAC Replacement**

Work on this project commenced on Monday, April 15<sup>th</sup> with the dismantling of the air coolers. The anticipated completion date for the project is July 12<sup>th</sup>. We hope to have moderate weather until completion, but we are making plans for fans and other ways to cool the areas.

2. **Youth/Teen/Adult Renovations**

Renovation in the Youth Department began on Monday April 1<sup>st</sup> and is progressing nicely. We anticipate completion by mid-May. Furniture and equipment for the Youth/Teen and Adult services will arrive on May 7<sup>th</sup>. All areas are on budget.

The Technology Center renovation has been completed. The computer stations height were reduced by about a third and new flooring was installed. We have received very positive feedback from our customers.

3. **Strategic Plan**

As you know, the Library Board will meet at 5:30 PM prior to the April 23<sup>rd</sup> board meeting to review the strategic plan. Once we receive the input and suggestions from the board, library staff will meet to finalize the document.

4. **HR Committee**

The HR Committee of the Board met on Wednesday, April 17<sup>th</sup>. Committee Chair, Jack Shinnock will review the committee's discussions at the Board meeting.

5. **International Librarians**

Two groups of international librarians will be visiting our library in May and June. On May 13<sup>th</sup>, the Jay Jordan, IFLA/OCLC fellows will be visiting. IFLA is the International Federation Library Association. This marks their 10<sup>th</sup> annual visit to Westerville.

On June 7<sup>th</sup>, International librarians from the Mortensen Center for Research/ University of Illinois will be visiting. This is the 14<sup>th</sup> such visit for the Mortensen Center library fellows.

**6. Mr. Barlow Honored**

Mr. Barlow has been honored as the 2013 "Friend of the Kent State University & School of Library and Information Science". As you know, our library is very active with the school's practicum study program and Mr. Barlow serves as an Adjunct Professor for Library Management.

**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.

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

a. **Parking Garage**

Mr. Shinnock requested this item for Board discussion. Mr. Barlow will discuss the feasibility of a parking facility behind the library with city officials as well as other possibilities for increasing parking.

13. LIBRARY FOUNDATION REPORT

14. FRIENDS OF THE LIBRARY REPORT

15. IMPORTANT DATES

- a. Central Ohio Trustee Dinner – Wednesday, May 1, 2013 at the Fawcett Center (Karen Albury; Deanna McDaniel; and Melissa Hodek attending).
- b. Next Board Meeting – Tuesday, May 28 2013 at 7:00 PM in the Board Room.

16. ADJOURNMENT

17. DEPARTMENT REVIEW

There will be no review this month due to the extended meeting of the Board.

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. Albury, Deputy Director; Elena Vleugels, Administrative Assistant and Ms. Ekleberry, Fiscal Officer.

In attendance were the following department managers: Katrina Plourde, Human Resources; Mandie Burns, Customer Services; Kristin Michel, Customer Services Nieca Nowels, Adult Services; and Linda Uhler, Youth Services.

Members of the Public present: Laura Hanby, Practicum Student in Youth.

Ms. Scholl called the meeting to order.

Mr. Fultz moved to approve the minutes of March 26, 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.

Mr. Platt moved to approve the Consent Calendar for the month of April 2013.

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.

Ms. Petersen moved to approve the March 2013 Statistical Report as presented.

*There are a couple areas that the staff will be looking into such as equipment numbers and website visitors numbers.*

Seconded by Mr. Platt.

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.

Ms. Petersen moved to approve the March 2013 Financial Report.

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 that the bills for March 2013 in the amount of \$534,491.71 [General Fund] be paid.

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.

### Old Business

There was 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. Director's Report

##### **1. HVAC Replacement**

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renovation has been completed. The computer stations height were reduced by about a third and new flooring was installed. We have received very positive feedback from our customers.

**1. Strategic Plan**

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**2. HR Committee**

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**3. International Librarians**

Two groups of international librarians will be visiting our library in May and June. On May 13<sup>th</sup>, the Jay Jordan, IFLA/OCLC fellows will be visiting. IFLA is the International Federation Library Association. This marks their 10<sup>th</sup> annual visit to Westerville.

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**4. Mr. Barlow Honored**

Mr. Barlow has been honored as the 2013 "Friend of the Kent State University & School of Library and Information Science". As you know, our library is very active with the school's practicum study program and Mr. Barlow serves as an Adjunct Professor for Library Management.

**5. Governor's Papers offered to the Library**

The governor's papers have been offered to the library and we have agreed to accept them.

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

*The HR Committee met to discuss some of the various issues. Katrina will be looking at some of the different options for our health coverage. Katrina will distribute to us the Library Policy Manual and the now-called Employee Handbook with her comments by the end of this month. We then would comment by end of May, if not sooner. All in preparation for a presentation to the Board at the June meeting; The Trustee Handbook and New Trustee Orientation would then be addressed, with the goal of having both done by the time we add a new Trustee this fall; Katrina would continue to develop ideas about health insurance coverage, all directed to maybe making some changes to programs and design by the time of renewal in October; we would use the term "customer" in place of "patron" and employees would be required to acknowledge receipt of the Employee Handbook when the revised version is put in place; and the overall goal is an easily updated loose-leaf book for each Board member consisting of the Library Policy Manual, The Employee Handbook, and the Trustee Handbook with New Trustee Orientation.*

3. Marketing Karen Scholl  
No report

4. Technology Karen Scholl  
No report

## BOARD DISCUSSION ITEMS

*The Board discussed the feasibility of a parking facility behind the library with city officials as well as other possibilities for increased parking.*

## LIBRARY FOUNDATION REPORT

*No Report*

## FRIENDS OF THE LIBRARY

*Up to \$5,000 was approved for the Summer Reading Program.*

## IMPORTANT DATES

Next Board Meeting – Tuesday, May 28, 2013 at 7:00 PM in the Board Room.

Central Ohio Trustee Dinner – Wednesday, May 1, 2013 at the Fawcett Center Karen Albury; Deanna McDaniel and Melissa Hodek.

## ADJOURNMENT

Mr. Shinnock moved to adjourn the meeting.

Seconded by Mr. Platt.

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.

## DEPARTMENT REVIEW AND TOUR

There were no reviews for this month.

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President

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Secretary