

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

June 25, 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 May 28, 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 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 May 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 May 2013 Financial Report.

7. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

8. OLD BUSINESS

a. **Strategic Plan**

For the past several months library staff and Library Board members have been actively engaged in developing a three year strategic plan. Our final meeting will be held prior to the Library Board meeting. It is anticipated the final edits will be agreed upon at this meeting. It is recommended the Board approve the strategic plan as amended so staff can begin its implementation.

ACTION NEEDED: Consider a motion to approve the Strategic Plan as presented or amended at the meeting.

9. NEW BUSINESS

a. **Energy Services Agreement**

Building manager Bill Williams met with a company called Plug Smart: Intelligent Energy Solutions. The company specializes in obtaining energy efficient rebates for clients. (see 9-a). If rebates are obtainable the library will receive 65% of the rebate and Plug Smart will keep 35% for their fees. If rebates are not obtainable, there is no cost to the library. This company has concluded similar work with the Columbus Metropolitan Library and other local governments.

ACTION NEEDED: Consider a motion to enter into an agreement with Plug Smart as presented at the meeting.

b. **Appropriation Modification**

The Fiscal Officer will present a small appropriation modification for Board Approved. The request is to move \$ 6,000 from periodicals to Computer System Maintenance.

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

c. **Gifts:**

The Library is in receipt of the following gifts:

Unrestricted:

\$105.00 from St. Paul 4th Grade Teachers.

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

10. INFORMATION ITEMS

a. **Director's Report**

1. **HVAC Replacement**

The HVAC Replacement is moving along in accordance with the schedule and continues to be on budget. The anticipated completion date is July 23rd. I would anticipate that the 2nd phase of the project can be presented for board approval at the August or September Board meeting.

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

The renovations are complete with the exception of a mural to be painted in Youth Services. We have received nothing but very positive feedback from our customers. We will be happy to give Board members a tour of the areas following the Board meeting.

3. **HR Committee**

The HR Committee met on June 4th and June 11th to review, edit and develop additions to the Personnel Policy Manual. (Employee Handbook). The changes will be distributed to the Board at the meeting to review prior to taking action at the July meeting.

4. Parking Study

Design Group architects have been selected to conduct a parking study for the library. They will examine current traffic patterns; heavy use times, current parking and future needs. They will also present possible solutions for the library.

5. Tree Replacements

We have three trees on the State Street property that need to be replaced. We are working with the city to determine our needs as they relate to city ordinance. We will be replacing the Weeping Birch with an identical tree. The large tree will be replaced by two 3" diameter Oak trees. The Weeping Cherry tree will be replace with two 3" Trees of the same type.

6. Summer Reading Program

The Summer Reading Program is now in full gear. From all indications this will be another record year for sign-ups; program attendance, and completion numbers. Mr. Barlow will provide up-to-date numbers at the meeting. Our community is "Digging into Reading" this year.

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, July 23, 2013 at 7:00 PM in the Board Room.
- b. Ohio Library Conference – October 9-11 at the Kalahari Resort in Sandusky, Ohio.
- c. Friend's Ice Cream Social – Thursday, July 11th from 7-8:30 PM.

16. ADJOURNMENT

17. DEPARTMENT REVIEW

Linda Uhler, Manager of Youth/Teen Services will give a brief report of her department. This is also an opportunity for the Board to visit the recent renovations in the Youth/Teen Departments.

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Ms. Scholl, Mr. Shinnock, Ms. Hodek, Ms. McDaniel, and Mr. Fultz;

Also attending: the Director, Mr. Barlow, Deputy Director, Ms. Albury, Ms. Ekleberry, Fiscal Officer and Administrative Assistant, Elena Vleugels.

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

Ms. Scholl called the meeting to order.

Mr. Fultz moved to approve the minutes of May 28, 2013 as corrected.

Seconded by Ms. McDaniel.

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

The Chair declared the motion passed.

Mr. Shinnock moved the adoption of the following resolution:

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

- Employment: Henry Scott, Temporary Maintenance Technician, \$13.28/hr. [range 18], effective June 12, 2013.
- Employment: Calaudia Kuchan, Customer Service Page, \$7.85/hr. [range 7], effective June 17, 2013.
- Employment: Amanda Bruce, Customer Service Page, \$7.85/hr. [range 7], effective June 17, 2013.
- Change Assignments: Marie Corbitt, FT Outreach Associate to FT Outreach Librarian, \$20.18/hr. [range 26] effective May 26, 2013.
- Change Assignments: Christopher Richley, PT Customer Service Page to PT Customer Service Assistant, \$10.82/hr. [range 12] effective June 2, 2013.
- Change Assignments: Lisa Orahoske, PT Customer Service Page to PT Customer Service Assistant, \$10.82/hr. [range 12] effective June 4, 2013.
- Change Assignment: Jesse Henning – FT Adult Associate to FT Adult Librarian, \$18.01/hr. [range 17*] effective June 9, 2013. **Jesse will be transitioned to range 26 and the Librarian pay rate after he receives his MLIS degree which is expected later this year.*

Seconded by Mr. Fultz.

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

The Chair declared the motion passed.

Mr. Fultz moved to table the motion to approve the 2013 Statistical Report as presented at the meeting until the next Board meeting.

Seconded by Mr. Shinnock.

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

The Chair declared the motion passed.

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

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

Seconded by Ms. McDaniel.

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

The Chair declared the motion passed.

Mr. Fultz moved that the bills for May 2013 in the amount of \$748,626.99 [General Fund] be paid.

Seconded by Ms. Hodek.

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

The Chair declared the motion passed.

Old Business

The motion to approve the Strategic Plan was tabled until the next Board meeting.

New Business:

Mr. Fultz made a resolution to accept the proposal from Plug Smart Intelligent Energy Solutions and to edit the agreement to include an agreeable termination clause and authorize Mr. Barlow to sign the agreement on the Board's behalf.

Seconded by Ms. Hodek.

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

The Chair declared the motion passed.

Mr. Shinnock made a motion to approve the Appropriation Modification as presented. To transfer \$6,000 from Periodicals to Computer System Maintenance.

	<u>GENERAL FUND</u>	<u>FROM</u>		<u>TO</u>	
\$	6,000.00	<u>101</u> 54200	Periodicals	<u>101</u> 53325	Computer System Maintenance

Seconded by Mr. Fultz.

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

The Chair declared the motion passed.

Gifts:

The library is in receipt of the following gift:

Unrestricted:

\$105.00 from St. Paul 4th Grade Teachers.

Mr. Fultz moved to accept the gift as presented with our appreciation.

Seconded by Mr. Shinnock.

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

The Chair declared the motion passed.

Information and Discussion Items**1. Director's Report****b. HVAC Replacement**

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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 review, edit, and develop additions to the Personnel Policy Manual. Changes will be distributed at the next Board meeting.
3. Marketing Karen Scholl
No report
4. Technology Deanna McDaniel
The Technology Committee met to discuss the proposal to change the stats reporting in the monthly Board Report to report only the overall circ. and holdings and the turnover %.

BOARD DISCUSSION ITEMS**LIBRARY FOUNDATION REPORT****FRIENDS OF THE LIBRARY****IMPORTANT DATES**

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Ohio Library Conference – October 9-11 at the Kalahari Resort in Sandusky, Ohio.

ADJOURNMENT

Mr. Shinnock moved to adjourn the meeting.

Seconded by Mr. Fultz.

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

The Chair declared the motion passed.

DEPARTMENT REVIEW AND TOUR

Linda Uhler – Manager of Youth/Teen Services gave a brief report of her department.

President

Secretary