

BOARD OF TRUSTEES  
WESTERVILLE PUBLIC LIBRARY  
AGENDA

September 24, 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 August 27, 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 September 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 August 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 August 2013 Financial Report.

7. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

8. OLD BUSINESS

There is no old business to come before the Board.

9. NEW BUSINESS

a. **Certificate of Estimated Resources for 2014**

We have received the Certificate of Estimated Resources for 2014 from the Franklin County Budget Commission. The Board needs to adopt a resolution to accept the 2014 Certificate of Estimated Resources and the amounts and rates authorizing the necessary tax levies. (*Ms. Ekleberry, Fiscal*

*Officer will respond to Board question/comments).*

**ACTION NEEDED:** Consider a motion to approve the 2014 Certificate of estimated Resources and the rates authorizing the necessary tax levies as presented by the Franklin County Budget Commission.

10. INFORMATION ITEMS

a. **Director's Report**

1. **Additional Parking**

A motion is needed to move into Executive Session in order to discuss possible property acquisition pursuant to Ohio Revised Code Section 121.22 (G)(2).

2. **Youth Renovation**

The renovation project is now complete. The murals were completed Friday, September 20<sup>th</sup>. Mr. Barlow encourages Board Members to take a look either before or following the Board meeting.

3. **HVAC Replacement**

We are having some difficulty in balancing two areas, the Outreach Department and the Circulation Workroom. Hopefully, these two areas will be corrected prior to the Board meeting. We anticipate a change order to arrive from PointOne Design. Additional Information may be presented at the meeting.

4. **Board Appointment**

Regretfully, Karen Petersen's term on the Board expires at the end of the year. We have advertised for candidates for candidates. To date we have received seven letters of interest. Mr. Barlow will distribute copies of resumes from the applicants to members of the HR Committee at the Board Meeting.

5. **Don W. Barlow Day**

Mr. Barlow was honored by the Mayor of Westerville and City Council with a Resolution proclaiming September 4, 2013 as Don Barlow Day in Westerville. Mr. Barlow extended his deep appreciation to the Mayor and Council members for their recognition of Mr. Barlow's 25 years of service and for their continued support of the Westerville Public 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 & 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, October 22, 2013 at 7:00 PM in the Board Room.
- b. Ohio Library Conference – October 9-11 at the Kalahari Resort in Sandusky, Ohio.

16. ADJOURNMENT

17. DEPARTMENT REVIEW

Beth Weinhardt, Local History Museum Coordinator 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. Hodek, Ms. McDaniel, Ms. Petersen, Mr. Fultz, and Mr. Platt. Also attending: the Director, Mr. Barlow, Deputy Director, Ms. Albury and Ms. Ekleberry, Fiscal Officer. In attendance were the following department managers: Katrina Plourde, Human Resources; Nieca Nowels, Adult Manager; Kristin Michel, Customer Services; Julie Kerns, Outreach Services; Steve Owley, Support Services; and Beth Weinhardt, Local History.

Ms. Scholl called the meeting to order.

Ms. Petersen moved to approve the minutes of August 27, 2013 as presented.

Seconded by Mr. Shinnock.

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

- Resignation: Alex Mann, Customer Service Assistant, effective September 5, 2013.
- Resignation: Glen Gainer, Coffee Service Assistant, effective September 20, 2013.
- Employment: Clayton Wise, Customer Service Page, \$7.85/hr. [range 7], effective September 3, 2013.
- Employment: Blake Jones, Adult Services Page, \$7.85/hr. [range 7], effective September 3, 2013.
- Employment: Annie Nickum, Customer Service Assistant, \$10.82/hr. [range 12], effective September 6, 2013.
- Employment: Melissa Gordon, Customer Service Assistant, \$10.82/hr. [range 12], effective September 9, 2013.
- Change Assignments: Jessica Kready, PT Customer Service Assistant to FT Customer Service Assistant, no pay change [range 12] effective September 3, 2013.
- Change Assignments: William Mills, PT Customer Service Page to PT Coffee Service Assistant, \$10.82/hr. [range 12] effective September 23, 2013.

Seconded by Ms. McDaniel.

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

The Chair declared the motion passed.

Mr. Fultz made a motion to approve the August 2013 Statistical Report as presented.

Seconded by Ms. Petersen.

On roll call Ms. Scholl, aye; Mr. Shinnock, aye; Ms. Petersen, aye; Mr. Fultz, aye; Ms. McDaniel, aye; Mr. Platt, 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. Platt moved to approve the August 2013 Financial Report.

Seconded by Ms. Petersen.

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

The Chair declared the motion passed.

Mr. Shinnock moved that the bills for August 2013 in the amount of \$556,440.40 [General Fund], \$600.00 [Muslim Journey’s Grant] be paid.

Seconded by Ms. McDaniel.

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

The Chair declared the motion passed.

Old Business

There is no old business to come before the Board.

New Business:

Ms. Petersen made a motion to approve the 2014 Certificate of Estimated Resources and the rates authorizing the necessary tax levies as presented by the Franklin County Budget Commission. .

*RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY  
THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES  
AND CERTIFYING THEM TO THE COUNTY AUDITOR*

*(BOARD OF LIBRARY TRUSTEES)  
OHIO REVISED CODE, SECTIONS 5705.34, 5705.35*

*The Board of Library Trustees of                    WESTERVILLE PUBLIC LIBRARY*

*Franklin County, Ohio, met in regular session on the 24<sup>th</sup> day of September,*

*(Regular or Special)*

*2013, at the office of Westerville Public Library with the following members*

*present:*                    Michael K. Fultz  
                                  Deanna McDaniel  
                                  Josh R. Platt  
                                  Karen Petersen  
                                  Karen Scholl  
                                  Jack Shinnock  
                                  Melissa Hodek  
  
                                  \_\_\_\_\_  
                                  \_\_\_\_\_

*::: Ms. Petersen moved the adoption of the following Resolution:*

*WHEREAS, This Board in accordance with the provisions of law has  
previously*

*Adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2014; and*

*WHEREAS, The Budget Commission of Franklin County, Ohio, has certified its*

*action thereon to this Board together with all estimate by the County*

*Auditor of the rate of each tax necessary to be levied by this Board,*

*and what part thereof is without, and what part within, the ten mill*

*tax limitation; therefore, be it RESOLVED, By the Board of Library Trust*

WESTERVILLE PUBLIC LIBRARY

*Franklin County, Ohio, that the amounts and rates, as determined*

*by the Budget Commission in its certification, be and the same are*

*hereby accepted: and be it further*

*RESOLVED, That there be and is hereby levied on the tax duplicate of said Library*

*the rate of each tax necessary to be levied within and without the ten mill  
limitation for tax year*

*2013 (collection year 2014) as follows*

*SCHEDULE A*

*SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY THE  
BUDGET COMMISSION, AND COUNTY AUDITOR'S ESTIMATED TAX RATES*

<i>FUND</i>	<i>Amount Approved</i>	<i>Amount to be</i>	<i>Estimate of Full Tax</i>	
	<i>by Budget Commission</i>	<i>Derived from Levies Outside</i>	<i>Inside</i>	<i>Outside</i>
	<i>Inside 10 Mill Limitation</i>	<i>10 Mill Limitation</i>	<i>10 Mill Limit</i>	<i>10 Mill Limit</i>
<i>General Fund</i>		\$4,596,186.23		2.00

TOTAL	\$0.00	\$4,596,186.23	0.00	2.00
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and be it further

RESOLVED, That the Clerk of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Ms. McDaniel seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

_____ Michael K. Fultz	aye —
_____ Deanna McDaniel	aye —
_____ Josh R. Platt	aye —
_____ Karen Petersen	aye —
_____ Karen Scholl	aye —
_____ Jack Shinnock	aye --
_____	—
_____	—

Adopted the 24<sup>th</sup> day of September, 2013.

*Norma J. Ekleberry*  
Clerk of the Board of Library Trustees of

WESTERVILLE PUBLIC LIBRARY

Franklin County, Ohio.

The State of Ohio, Franklin County, ss,

I, Norma Ekleberry, Clerk of the

Board of Library Trustees of

WESTERVILLE PUBLIC LIBRARY, within and for said County, and in whose

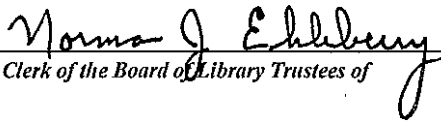
custody the Files and Records of said Board are required by the Laws of State of Ohio to be kept

do hereby certify that the foregoing is taken and copied from the original

Resolution accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor

now on file, that the foregoing has been compared by me with said original document, and that the same is a true and correct copy thereof.

WITNESS my signature, this 24<sup>th</sup> day of September, 2013.

  
Clerk of the Board of Library Trustees of

WESTERVILLE PUBLIC LIBRARY

Franklin County, Ohio,

Seconded by Ms. McDaniel.

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

The Chair declared the motion passed.

#### Information and Discussion Items

Ms. Petersen made a motion to move into Executive Session in order to discuss possible property acquisition pursuant to Ohio Revised Code Section 121.22 (G)(2).

Seconded by Mr. Shinnock.

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

The Chair declared the motion passed.

Ms. Petersen made a motion to move back into regular session.

Seconded by Mr. Shinnock.

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

The Chair declared the motion passed.

#### 1. Director's Report

##### 1. Additional Parking

A motion is needed to move into Executive Session in order to discuss possible property acquisition pursuant to Ohio Revised Code Section 121.22 (G)(2).



**2. Youth Renovation**

The renovation project is now complete. The murals were completed Friday, September 20<sup>th</sup>. Mr. Barlow encourages Board Members to take a look either before or following the Board meeting.

**3. HVAC Replacement**

We are having some difficulty in balancing two areas, the Outreach Department and the Circulation Workroom. Hopefully, these two areas will be corrected prior to the Board meeting. We anticipate a change order to arrive from PointOne Design. Additional Information may be presented at the meeting.

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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**

- |                     |                 |
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| 2. Human Resources  | Jack Shinnock   |
| 3. Marketing        | Karen Scholl    |
| 4. Technology       | Deanna McDaniel |

**BOARD DISCUSSION ITEMS**

LIBRARY FOUNDATION REPORT

FRIENDS OF THE LIBRARY

IMPORTANT DATES

Next Board Meeting – Tuesday, September 24, 2013 at 7:00 PM in the Board Room.  
Ohio Library Conference – October 9-11 at the Kalahari Resort in Sandusky, Ohio.

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; Mr. Platt, aye; and Ms. Hodek, aye.

The Chair declared the motion passed.

DEPARTMENT REVIEW AND TOUR

Beth Weinhardt, Local History Museum Coordinator - gave a brief report of the activities and services provided by her department.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary