BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

October 22, 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 September 24, 2013.

3. PERSONNEL/CONSENT CALENDAR

   There is no Consent Calendar to come before the Board.

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

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

7. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

8. OLD BUSINESS

   There is no old business to come before the Board.

9. NEW BUSINESS

   a. Trustee Appointment

   The Human Resources Committee has interviewed several candidates for an open seat due to Karen Petersen's term expiring. The new tern will begin January 1, 2014 and end December 31, 2020. Mr. Shinnock will present the committee's recommendation to the Board.

   ACTION NEEDED: Consider a motion to be determined at the meeting.

   b. Gifts

   The Library is in receipt of the following gift:

Restricted:

$25.00 from Nicholas Villella for a book for Johnson memorial.

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

10. INFORMATION ITEMS

a. Director's Report

1. Additional Parking

Mr. Barlow will present updates, if any to the Board for discussion.

2. Youth Renovation

The murals in the Youth Department should be completed by the time of the Board meeting. Please take a look as you come into the library.

3. Self – Checkout Machines

Mr. Barlow is investigating installing (4) new Self-Checkout machines. The machines will not be available for installation until mid/December. The machines are much more advanced than ours, quicker than our current machines and will provide better services to our customers.

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, November 26, 2013 at 7:00 PM in the Board Room.

16. ADJOURNMENT

17. DEPARTMENT REVIEW

Linda Wilkins, Marketing 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. 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; Linda Wilkins, Marketing; Nieca Nowels, Adult Manager; Linda Uhler, Youth Services; Kristin Michel, Customer Services; Mandie Burns, Customer Services; Julie Kerns, Outreach Services and Steve Owley, Support Services.

Ms. Scholl called the meeting to order.

Ms. Petersen moved to approve the minutes of September 24, 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 and Mr. Platt, aye.

The Chair declared the motion passed.

There was no Personnel/Consent calendar to come before the Board.

Mr. Platt made a motion to approve the September 2013 Statistical Report as presented.

Seconded by Ms. McDaniel.

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

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

Seconded by Mr. Shinnock.

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

The Chair declared the motion passed.

Mr. Fultz moved that the bills for September 2013 in the amount of $527,929.72 [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; and Mr. Platt, aye.

The Chair declared the motion passed.

Old Business

There is no old business to come before the Board.

New Business:

Ms. McDaniel made a motion to recommend Mary Lightbody to the School Board for appointment 1/1/14-12/31/2020.

Seconded by Mr. Shinnock

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

The Chair declared the motion passed.

Gifts:

The library is in receipt of the following gift:

Restricted:

$ 25.00 from Nicholas Villella for a book for Johnson memorial.

Ms. Petersen made a motion to accept the gift as presented with our appreciation.

Seconded by Mr. Platt.

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

The Chair declared the motion passed.

Ms. Petersen made a motion to move into Executive Session in order to discuss personnel related issues 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; and Mr. Platt, 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; and Mr. Platt, aye.

The Chair declared the motion passed.

Ms. Petersen made a motion to approve Insurance Re-newel as presented by Ms. Plourde with cost sharing for part-time employees at the rate of 50% effective January 1, 2014.

Seconded by Mr. Fultz.

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

The Chair declared the motion passed.

Information and Discussion Items

1. Director's Report

1. Additional Parking

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2. Youth Renovation

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b. Department Reports

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BOARD COMMITTEE REPORTS

1. Finance & Budget Mike Fultz

3. Human Resources Jack Shinnock

The committee received 13 applications for the board seat opening in January due to Karen Peterson's term expiring. They interviews 8 candidates. The committee recommends Mary Lightbody for approval as member of the Board for the term of January 1, 2014 to December 31, 2020. The committee also recommended that applicant Paul Longenecker, a former member of the Board, be invited to join the Foundation Board.

4. Marketing Karen Scholl

No report

5. Technology Deanna McDaniel

Still on track for new website to-live date of January, 6th.

BOARD DISCUSSION ITEMS

Jack Shinnock reported that due to nuisance behavior including drugs, setting fires, etc. at the City's train depot shelter, a police officer will be assigned by Parks & Rec to monitor the shelter 3-9pm for a 30-day trial period. Cameras are also being installed.

LIBRARY FOUNDATION REPORT

Janet Davis and Don met with Victoria McGillen, a prospective Foundation Board member. She is invited to attend the next meeting on November 18.

FRIENDS OF THE LIBRARY

The Friends provided $8,000 for purchase of three pre-loaded computers called After School Edge, offering learning games and options for elementary/middle school students ages 6-14. This system is the next step to the Early Literacy Station installed in Youth Services and provided by the Foundation. The Friends approved sponsorship of $700.00 for next year's ice cream social. They wish to turn over the implementation of the event to the Library.

IMPORTANT DATES

Next Board Meeting – Tuesday, November 26, 2013 at 7:00 PM in the Board Room.

ADJOURNMENT

Ms. Petersen moved to adjourn the meeting.

Seconded by Mr. Fultz.

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

The Chair declared the motion passed.

DEPARTMENT REVIEW AND TOUR

Linda Wilkins, Marketing Coordinator - gave a brief report of the activities and services provided by her department.

_____
President

_____
Secretary