

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

December 17, 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 November 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.

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

7. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

8. OLD BUSINESS

a. **Amended 2013 Budget**

The Fiscal Officer will present an amended budget for 2013 reflecting the gifts and grants received during the year: the Friend's gifts (for the Summer Reading Program, After School Edge Program) and the grants (for the Ohio Humanities Council, Mid/Atlantic Arts and Muslim Journeys).

ACTION NEEDED: Consider a motion to approve the amended 2013 Budget as presented or amended at the meeting.

b. Appropriation Modification

The Fiscal Officer will present Appropriation Modifications in order to bring all accounts into balance for the year-end financials. You may recall, this is a process instituted by the State Auditor that requires Board approval at the December meeting.

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

c. Fund Transfer

The Fiscal Officer requests a transfer of funds from the General Fund to the Building and Repair Fund. The amount of the transfer will be presented at the meeting.

ACTION NEEDED: Consider a motion to approve the transfer of funds as presented or amended at the meeting.

9. NEW BUSINESS

a. Gifts

The Library is in receipt of the following gifts:

Restricted:

\$50.00 New Century Club for a book in memory of Dorothy Shaffer.

\$50.00 New Century Club for a book in memory of Blanche Dohn.

\$8,222.00 Friends of the Library for After School Edge Computers and Music in the Atrium Program.

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

b. Investments

\$3,987.28 interest has been earned on the Library's Fifth/Third Securities Account.

c. Director's Evaluation (Executive Session)

The Human Resources Committee will present the Director's Evaluation Results to the full board.

ACTION NEEDED: Consider a motion to move into Executive Session to discuss a personnel-related matter pursuant to the Ohio Revised Code.

d. Back to Regular Session

ACTION NEEDED: Consider a motion to move back into Regular Session as required by Ohio Revised Code.

10. INFORMATION ITEMS

a. Director's Report

1. New Board Member

Mr. Barlow met our newest board appointee Mary Lightbody on December 5th. He provided Ms. Lightbody a tour of the library where she had the opportunity to meet staff and see behind the scenes. Ms. Lightbody will attend the December 17th meeting of the Board.

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, January 28, 2014 at 7:00 PM in the Board Room.
- b. New Trustee Workshop – Saturday, March 8, 2014; location to be determined.
- c. Central Ohio Trustee Dinner – Wednesday, April 30th at the Holiday Inn, Worthington.

16. ADJOURNMENT

17. DEPARTMENT REVIEW

Steve Owley, Support Services Manager will present a brief report on the services and activities provided by the Computer and Technical Services Departments.

Regular Meeting
Library Board of Trustees
Westerville Public Library

December 17, 2013

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

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

Members of the Public present: Mary Lightbody, New Board member attended as a guest.

Ms. Scholl called the meeting to order.

Ms. Scholl gave a brief speech thanking Ms. Karen Petersen for her contribution to the library and presented her with a plaque reflecting the Board's deep appreciation.

Mr. Shinnock moved to approve the minutes of November 26, 2013 as presented.

Seconded by Ms. McDaniel.

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

- Employment: Patty Miller, Customer Service Page, \$7.85/hr. [range 7], effective November 19, 2013.
- Employment: Jessica Torres, Customer Service Page, \$7.85/hr. [range 7], [rehired] effective December 16, 2013.
- Employment: Marcus Powell, Maintenance Technician, \$15.00/hr. [range 18], effective December 16, 2013.
- Change Assignment: Charlie Myers, PT Customer Service Page to PT Coffee Assistant, \$10.82/hr. [range 12] effective December 9, 2013.

Seconded by Mr. Platt.

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

The Chair declared the motion passed.

Mr. Platt made a motion to approve the November 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; Ms. Hodek, aye; and Mr. Platt, aye.

The Chair declared the motion passed.

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

Seconded by Mr. Fultz.

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

Mr. Platt moved that the bills for November 2013 in the amount of \$560,709.69 [General Fund] be paid.

Seconded by Ms. McDaniel.

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

The Chair declared the motion passed.

Old Business

Mr. Fultz made a motion to approve the Amended 2013 Budget as presented at the meeting.

	<u>2013 BUDGET</u>	<u>ADJUSTMENTS</u>	<u>REVISED BUDGET</u>
REVENUE AMENDMENTS			
<u>GENERAL FUND</u>			
State Income Tax/Franklin County	\$ 2,382,191.00		\$ 2,382,191.00
State Income Tax/Delaware County	\$ 123,926.00		\$ 123,926.00
Real Estate Taxes	\$ 4,599,976.00		\$ 4,599,976.00
Intergovernmental receipts	\$ -		\$ 110,350.00
Fines and Fees	\$ 205,000.00	\$ 6,000.00	\$ 211,000.00
Coffee Service	\$ 38,495.00		\$ 38,495.00
Interest	\$ 2,081.00		\$ 2,081.00
Services Provided Other Entities	\$ 32,000.00	\$ 6,000.00	\$ 38,000.00
Gifts	\$ 1,000.00	\$ 12,522.00	\$ 13,522.00
Sale of Supplies	\$ 5,202.00		\$ 5,202.00
Miscellaneous	\$ 3,121.00		\$ 3,121.00
Sales Tax	\$ 3,499.00		\$ 3,499.00
Transfer from Other Funds	\$ -		\$ -
ADJUSTED REVENUES FOR GENERAL FUND	\$ 7,396,491.00	\$ 24,522.00	\$ 7,531,363.00
EXPENSE BUDGET AMENDMENTS			
<u>GENERAL FUND</u>			
1000 Salaries & Benefits	\$ 4,033,720.00		\$ 4,033,720.00
2000 Supplies	\$ 159,425.00	\$ 10,875.00	\$ 170,300.00
3000 Purchased & Contracted Services			\$ -
53100 Travel & Meeting Expenses	\$ 41,200.00		\$ 41,200.00
53200 Communications	\$ 48,398.00		\$ 48,398.00
53300 Property Maintenance	\$ 408,417.00		\$ 408,417.00
53400 Insurance	\$ 22,450.00		\$ 22,450.00
53500 Rents & Leases	\$ 151,889.00		\$ 151,889.00
53600 Utilities	\$ 239,990.00		\$ 239,990.00
53700 Professional Services	\$ 196,260.00	\$ 6,000.00	\$ 202,260.00
53800 Library Material Control	\$ 51,660.00		\$ 51,660.00

53900 Other	\$	1,125.00		\$	1,125.00
4000 Library Materials & Information	\$	1,037,028.00		\$	1,037,028.00
5000 Capital Outlay				\$	-
55400 Building Improvements	\$	383,250.00		\$	383,250.00
55000 Equipment & Furniture	\$	108,464.00	\$ 7,647.00	\$	116,111.00
55515 Coffee Service Equipment	\$	563.00		\$	563.00
55520 Computer System Equipment	\$	60,000.00		\$	60,000.00
55700 Motor Vehicles				\$	-
55900 Capital Reserves	\$	-		\$	-
6000 Debt Service				\$	-
56100 Redemption of Principal	\$	230,000.00		\$	230,000.00
56200 Interest Expense	\$	25,145.00		\$	25,145.00
57300 Audit & Treasurer					
7000 Other Expenses	\$	35,043.00		\$	35,043.00
9000 Transfers	\$	162,463.00		\$	162,463.00
	\$	-			-
ADJUSTED EXPENSES FOR GENERAL FUND					
	\$	7,396,490.00	\$ 24,522.00	\$	7,421,012.00
MID ATALANTIC ARTS GRANT					
REVENUE					
Mid Atlantic Arts Grant			\$ 1,060.00	\$	1,060.00
Transfer from General Fund			\$ 1,100.00	\$	1,100.00
TOTAL REVENUE FOR HUMANITIES GRANT					
			\$ 2,160.00	\$	2,160.00
EXPENSE BUDGET					
Library Programing			\$ 2,160.00	\$	2,160.00
TOTAL EXPENSE FOR OHIO HUMANITIES GRANT					
			\$ 2,160.00	\$	2,160.00
MUSLIM JOURNEY'S GRANT					
Muslim Journey's grant			\$ 3,500.00	\$	3,500.00
EXPENSE BUDGET FOR MUSLIM GRANT=					
Adult Books			\$ 3,500.00	\$	3,500.00

Seconded by Mr. Shinnock.

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

The Chair declared the motion passed.

Mr. Fultz made a motion to approve the Appropriation Modification as presented at the meeting.

	<u>FROM</u>		<u>TO</u>	
GENERAL FUND				
	<u>101</u>		<u>101</u>	
\$ 2,000.00	51410 PERS		51100 Salaries	

\$	35.00	53110	Local Travel	52320	Vehicle Fuel
\$	14,000.00	54142	Adult Books	54210	Magazines
\$	13,537.00	51920	Other Employee Benefits	59999	Transfers Out

Seconded by Mr. Shinnock.

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

The Chair declared the motion passed.

Mr. Platt made a motion to approve the transfer of funds as presented at the meeting.

<u>FROM</u>			<u>TO</u>		
GENERAL FUND <u>101</u>			BUILDING AND REPAIR FUND <u>401</u>		
\$	176,000.00	101..59999	Transfers Out	401.49999	Transfer from Other Funds

Seconded by Ms. Petersen.

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

The Chair declared the motion passed.

New Business:

Gifts:

The library is in receipt of the following gifts:

Restricted:

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\$ 50.00 New Century Club for a book in memory of Blanche Dohn.

\$ 8,222.00 Friends of the Library for After School Edge Computers and Music in the Atrium Program.

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

Seconded by Ms. McDaniel.

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

The Chair declared the motion passed.

Investments

\$3,987.28 interest has been earned on the Library's Fifth/Third Securities Account.

Ms. McDaniel made a motion to move into Executive Session to discuss a personnel-related matter pursuant to the Ohio Revised Code.

Seconded by Mr. Shinnock.

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

The Chair declared the motion passed.

Mr. Fultz made a motion to move back into Regular Session as required by Ohio Revised Code.

Seconded by Ms. Petersen.

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

The Chair declared the motion passed.

Mr. Shinnock made a motion to approve salary and bonus action for Director Don Barlow in appreciation for all his hard work this year, with a 2% salary increase and a bonus of \$4,000.00.

Seconded by Mr. Fultz.

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

The Chair declared the motion passed.

Information and Discussion Items

a. Director's Report

1. New Board Member

Mr. Barlow met our newest board appointee Mary Lightbody on December 5th. He provided Ms. Lightbody a tour of the library where she had the opportunity to meet staff and see behind the scenes. Ms. Lightbody will attend the December 17th meeting of the Board.

a. 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
<i>No report</i> | Mike Fultz |
| 2. Human Resources
<i>No report</i> | Jack Shinnock |

- 4. Marketing Karen Scholl
No report
- 5. Technology Deanna McDaniel
No report

BOARD DISCUSSION ITEMS

The Board made a discussion to possibly holding the ESOL classes on weekends.

Due to Christmas falling on the fourth Tuesday of 2014, the Board meeting will be scheduled one week earlier Tuesday, December 16, 2014.

LIBRARY FOUNDATION REPORT

FRIENDS OF THE LIBRARY

IMPORTANT DATES

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

New Trustee Workshop – Saturday, March 8, 2014 location to be determined.

Central Ohio Trustee Dinner – Wednesday, April 30th at the Holiday Inn, Worthington.

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

The Chair declared the motion passed.

DEPARTMENT REVIEW AND TOUR

Steve Owley, Support Services Manager - gave a brief report of the activities and services provided by his department.

President

Secretary

