

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

JANUARY 28, 2014

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. OATHS OF OFFICE

a. Trustee

The Trustees congratulate and welcome Mary Lightbody to the Board. Ms. Norma Ekleberry, Fiscal Officer, will give the oath of office to Ms. Lightbody as required by Ohio Revised Code.

b. Deputy Fiscal Officers

Ms. Ekleberry will give the oath of office to Ms. Barbara Moseley and Mr. Troy Cockrell as required by Ohio Revised Code.

c. Fiscal Officer

Ms. Barbara Moseley will give the oath of office to Ms. Norma Ekleberry as required by Ohio Revised Code.

3. ELECTION OF OFFICERS

Per established Library Board policy, Mr. Joshua Platt will assume the duties as Library Board President; Ms. Deanna McDaniel will assume duties as Vice-President and Ms. Melissa Hodek will assume the duties as Secretary of the Board in accordance with the Library Board's rotation policy.

ACTION NEEDED: Consider a motion to ratify the appointments as presented or amended at the meeting.

4. COMMITTEE ASSIGNMENTS

Please refer to Item 4 in your packet for Committee descriptions. Typically, Trustees serve on two committees depending on their interests and experience.

- a. Human Resources Committee _____, chair
_____ , member
_____ , member
2013
Jack Shinnock, Chair
Karen Petersen
Joshua Platt
- b. Finance & Facilities Committee _____, chair
_____ , member
_____ , member
2013
Karen Petersen, Chair
Melissa Hodek
Mike Fultz
- c. Library Services & Marketing Committee _____, chair
_____ , member
_____ , member
2013
Karen Scholl, Chair
Mike Fultz
Deanna McDaniel
- d. Technology Committee _____, chair
_____ , member
_____ , member
2013
Deanna McDaniel, Chair
Joshua Platt
Karen Scholl
- e. Foundation Liaison _____

- 2013
Melissa Hodek
Joshua Platt

NO OFFICIAL ACTION IS NEEDED

5. REGULAR MEETING DATE & TIME

Currently, the Board of Trustees meets on the fourth Tuesday of each month at 7:00 PM. A motion is needed to establish the same schedule for 2014.

January 28 th	July 22 nd
February 25 th	August 26 th
March 25 th	September 23 rd
April 22 nd	October 28 th
May 27 th	November 25 th
June 24 th	December 16 th

December is moved to the third Tuesday due to the holiday season.

ACTION NEEDED: Consider a motion to accept the Board Meeting schedule as presented or amended at the meeting.

6. [FASCIMILE RESOLUTION](#)

A facsimile resolution is needed each year to permit electronic signatures for library checks to be honored by our depository bank.

ACTION NEEDED: Be it resolved by the Board of Trustees of the Westerville Public Library that US BANK be designated as the depository for the general funds of the Library. Furthermore, US BANK is authorized and directed to honor checks, drafts or other orders for payment of money drawn for their respective funds in the name of this Library including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing, or purporting to bear, the facsimile signature(s) of any of two of the following: Norma J. Ekleberry, Fiscal Officer and Business Manager, and Mr. Joshua Platt, President of the Board of Trustee of the Westerville Public Library.

7. [DISCUSSION AND APPROVAL OF MINUTES](#)

ACTION NEEDED: Consider a motion to approve the minutes of December 17, 2013.

8. [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 January Personnel Consent Calendar as presented or amended at the meeting.

9. [DISCUSSION AND APPROVAL OF STATISTICAL REPORT](#)

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

10. [REPORT BY THE FISCAL OFFICER](#)

The Fiscal Officer will present her monthly report assessing the year to date revenues and expenses. (See Item 10).

11. [DISCUSSION AND APPROVAL OF FINANCIAL REPORT](#)

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

12. [DISCUSSION AND APPROVAL OF PAYMENT OF BILLS](#)

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

13. Executive Session

Two Board Members have requested a meeting in Executive Session to review and discuss the 2011-2012 State Audit Report. While there are not significant findings in the report, there are eight recommendations made by the Auditor's office. The Fiscal Officer will review these items with the Board and respond to Board comments and concerns.

ACTION NEEDED: Consider a motion to move to Executive Session pursuant to Ohio Revised Code, Section 121.22(D)(2) in order to discuss the library audit.

14. Regular Session

A motion is necessary for the Library Board to move back into regular session.

ACTION NEEDED: Consider a motion to move back into regular session.

15. Old Business

There is no old business to come before the Board.

16. New Business

a. **Gifts:**

The Library is in receipt of the following gifts:

Restricted:

\$100.00 from Eva Goode for books.

Unrestricted:

\$ 500.00 from Mike Ullman.

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

17. INFORMATION ITEMS

a. **Director's Report**

1. **Plug-Smart Contract**

You may recall we entered into a contract with a company called PlugSmart to apply environmental and energy efficiency rebates on the HVAC equipment recently installed. I am glad to report that we received rebates of \$21,250. The library will receive \$13,812.50 less expenses per our agreement.

2. Library Recognitions

The Ohio General Assembly passed a resolution to recognize the Westerville Public Library for receiving the 2013 Five Star Rating. The resolution was sponsored by State Representative Ann Gonzales and Margaret Ruhl.

Mayor Diane Fosselman and the Westerville City Council also presented the library with a Certificate of Recognition honoring our Five Star Rating on January 7th.

3. Medical Insurance

As you know, the library now provides part-time employees with a 50% co-pay for medical insurance. Open enrollment is now complete so I wanted to inform the Board of the impact for the new policy.

	<u>Before</u>	<u>Now</u>	<u>Additional</u>
Medical	1 Single	4 Single	3 Single
Dental	1 Single	6 Single	5 Single
	2 Family	2 Family	No Change
Vision	1 Single	5 Single	4 Single
	2 Family	3 Family	1 Family

As you can see the overall impact is not significant in terms of budget impact.

4. Tunes & Tales

Our 20th annual Tunes & Tales was presented Saturday, January 11th. This year's theme was the "Velveteen Rabbit". Once again the program was presented three times on Saturday to packed audiences each time. Always our most popular program, library staff and symphony members received rave reviews from the public.

Congratulations to Linda Uhler and the entire Youth Services staff.

5. New Web Site/Self -Checks

Steve Owley, Support Services Manager, may have some additional information to provide at the meeting. As of now, we are probably looking at mid-February for full implementation of the new web site and the new self-check- out machines. This reflects about 2 weeks behind schedule which is actually excellent considering the complexities of the web site and the self-checks.

6. Joint Meeting of Library Board and Foundation Board

The Foundation Board meets on January 20th. I will ask them for a few dates and times when they can meet and any agenda items they wish for the joint meeting. If you have any date preferences and most importantly agenda items for the proposed meeting please let me know.

7. Solicitation Policy

We are having a problem with a customer challenging our no solicitation policy. I do not believe this will be a problem. We will continue to enforce the library's policy. Additional information will be provided at the meeting.

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.

16. BOARD COMMITTEE REPORTS

- | | |
|---------------------------------|---------------|
| 1. Finance & Facilities | Mike Fultz |
| 2. Human Resources | Jack Shinnock |
| 3. Library Services & Marketing | Karen Scholl |
| 4. Technology | Karen Scholl |

17. BOARD DISCUSSION ITEMS

18. LIBRARY FOUNDATION REPORT

19. FRIENDS OF THE LIBRARY REPORT

20. IMPORTANT DATES

- a. Next Board meeting – Tuesday, February 25th, 2014 at 7:00 PM in the Board Room.
- b. New Trustee Workshop – Saturday, March 8th, 2014 at 8:30-3:30 PM at OLC Headquarters.
- c. Central Ohio Trustee Dinner – Wednesday, April 30th at the Holiday Inn, Worthington.
Attendees: Don Barlow, Karen Scholl, Deanna McDaniel and Karen Albury.

21. ADJOURNMENT

Regular Meeting
Library Board of Trustees
Westerville Public Library

JANUARY 28, 2014

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

Also attending: the Director, Mr. Barlow; Ms. Albury, Deputy Director; Ms. Moseley, Mr. Cockrell, Deputy Fiscal Officers; and Elena Vleugels, Administrative Assistant.

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

Ms. Scholl called the meeting to order at 7:00 PM.

Ms. Ekleberry gave the oath of office to Ms. Mary Lightbody, Trustee, on her appointment, as required by Ohio Revised Code.

Ms. Ekleberry gave the oath of office to Ms. Barbara Moseley and Mr. Troy Cockrell, Deputy Fiscal Officers, as required by Ohio Revised Code.

Ms. Barbara Moseley gave the oath of office to Ms. Norma Ekleberry as required by Ohio Revised Code.

Ms. Lightbody made a motion to move item 13 Executive Session to the end of the Agenda.

Seconded by Ms. Hodek.

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

The Chair declared the motion passed.

Ms. Lightbody moved to ratify the appointments of Mr. Joshua Platt as Library Board President, Ms. Deanna McDaniel as Vice-President, and Ms. Melissa Hodek as Secretary of the Board in accordance with the Board rotation policy.

Seconded by Mr. Shinnock.

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

The Chair declared the motion passed.

Mr. Joshua Platt continued the meeting as President of the Board.

The new Board Committees are as follows:

Human Resources Committee: Jack Shinnock, Chair; Deanna McDaniel; Karen Scholl
 Finance & Budget Committee: Mike Fultz, Chair; Melissa Hodek; Jack Shinnock
 Marketing Committee: Karen Scholl, Chair; Melissa Hodek; Joshua Platt
 Technology Committee: Deanna McDaniel, Chair; Mary Lightbody; Mike Fultz
 Foundation Liaison: Melissa Hodek, Joshua Platt

Ms. Lightbody moved to establish the regularly scheduled meeting of the Board of Trustees for the fourth Tuesday of each month at 7:00 PM as follows with the addition of a combined Foundation meeting on March 18th.

January 28	July 22
February 25	August 26
March 25	September 23
April 22	October 28
May 27	November 25
June 24	December 16

Seconded by Mr. Shinnock.

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

The Chair declared the motion passed.

A facsimile resolution must be adopted each year by the Board of Trustees to permit electronic signatures for library checks to be honored by our depository bank.

Mr. Shinnock moved the following:

Be it resolved by the Board of Trustees of the Westerville Public Library that US BANK be designated as the depository for the general funds of the Library. Furthermore, US BANK is authorized and directed to honor checks, drafts or other orders for payment of money drawn for their respective funds in the name of this Library including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing, or purporting to bear, the facsimile signature(s) of any of two of the following: Norma J. Ekleberry, Fiscal Officer and Business Manager, and Mr. Joshua Platt, President of the Board of Trustees of the Westerville Public Library.

Seconded by Ms. Scholl.

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

The Chair declared the motion passed.

Mr. Shinnock moved to approve the minutes of December 17, 2013.

Seconded by Ms. Scholl.

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

The Chair declared the motion passed.

Ms. Scholl moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent calendar for January 2014:

- Resignation: Jessica Torres, Customer Service Page, effective January 12, 2014.
- Change Assignments: Eileen Moeller, from part-time Adult Page [range 7] to part-time SearchOHIO/Ohio LINK Page, [range 7], effective January 2, 2014. No change in salary.

Seconded by Mr. Shinnock.

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

The Chair declared the motion passed.

Ms. McDaniel moved to approve the December 2013 Statistical Report.

Seconded by Mr. Shinnock.

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

The Chair declared the motion passed.

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

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

Seconded by Ms. McDaniel.

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

The Chair declared the motion passed.

Ms. Scholl moved that the bills for December 2013 in the amount of \$449,967.25 [General Fund] be paid.

Seconded by Ms. Lightbody.

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

The Chair declared the motion passed.

Old Business

There is no old business to come before the board.

New Business:

Gifts:

The library is in receipt of the following gifts:

Restricted:

\$100.00 from Eva Goode for books.

Unrestricted:

\$ 500.00 from Mike Ullman.

Ms. McDaniel made a motion to accept gifts with appreciation as presented at the meeting.

Seconded by Ms. Scholl.

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

The Chair declared the motion passed.

Information and Discussion Items

a. Directors Report

1. **Plug-Smart Contract**

You may recall we entered into a contract with a company called PlugSmart to apply environmental and energy efficiency rebates on the HVAC equipment recently installed. I am glad to report that we received rebates of \$21,250. The library will receive \$13,812.50 less expenses per our agreement.

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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 |
| 3. Marketing
<i>No report</i> | Karen Scholl |
| 4. Technology
<i>No report</i> | Deanna McDaniel |

BOARD DISCUSSION ITEMS

LIBRARY FOUNDATION REPORT

The Board will continue to meet on the 3rd Monday of every other month, with committees meeting the 3rd Monday in the off months. Officers were elected: Rebecca Rhubottom, president; Sondra Kowaluk, vice-president; Janet Tressler-Davis, secretary; and Ron Barrett, treasurer. Paul Longenecker was welcomed as a new Board member for a 3-year term. The annual appeal has received donations totaling \$4,140 – an increase of \$800 from last year. The Foundation will host a reception for author Lee Child on Feb. 22, 5-6:15pm at Old Bag of Nails, prior to the 7:30pm presentation. Pre-sale tickets are available. The Major Gifts Committee is exploring a theme of Building for Tomorrow and a tree-themed recognition wall for donors.

FRIENDS OF THE LIBRARY

IMPORTANT DATES

Next Board Meeting – Tuesday, February 25, 2014 at 7:00 PM in the Board Room.

New Trustee Workshop – Saturday, March 8th, 2014 at 8:30-3:30PM at OLC Headquarters.

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

Attendees: Don Barlow, Mary Lightbody, Deanna McDaniel, Karen Albury and Joshua Platt.

Executive Session

Mr. Shinnock made a motion to move to Executive Session pursuant to Ohio Revised Code, Section 121.22(D)(2).

Seconded by Ms. McDaniel.

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

The Chair declared the motion passed.

Regular Session

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

Seconded by Mr. Platt.

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

The Chair declared the motion passed.

ADJOURNMENT

Ms. Lightbody moved to adjourn the meeting at 8:59 PM.

Seconded by Mr. Platt.

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

The Chair declared the motion passed.

DEPARTMENT REVIEW AND TOUR

No Review this month

President

Secretary

