

BOARD OF TRUSTEES  
WESTERVILLE PUBLIC LIBRARY  
AGENDA

February 25, 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. Approval of the Agenda

It was suggested at the last Board Meeting that we include an agenda item at the beginning of the meeting to approve the agenda. This would give board members an opportunity to revise and or adjust the agenda as deemed necessary.

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

3. DISCUSSION AND APPROVAL OF MINUTES

**ACTION NEEDED:** Consider a motion to approve the minutes of January 28, 2014.

4. 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 February Personnel Consent Calendar as presented or amended at the meeting.

5. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

**ACTION NEEDED:** Consider a motion to approve the January 2014 Statistical Report.

6. REPORT BY THE FISCAL OFFICER

The Fiscal Officer will present her monthly report assessing the year-to-date revenues and expenses. (See Item 6).

7. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

**ACTION NEEDED:** Consider a motion to approve the January 2014 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

**ACTION NEEDED:** Consider a motion to approve the payment of bills for January 2014.

9. Old Business

a. **Public Record Policy**

In our past audit, the Franklin County Auditor's office recommended the adoption of the Public Records Policy as provided by the Ohio Attorney General's office (see 9-a). The attached policy is from the Attorney General's office and it is provided for board discussion and approval.

**ACTION NEEDED:** Consider a motion to adopt the Public Records Policy as provided by the Ohio Attorney General's office or amended at the meeting.

10. New Business

a. **Gifts:**

The Library is in receipt of the following gifts:

**Unrestricted:**

\$ 20.00 from Nancy C. Lather.

\$ 50.00 from Kay Whitlach in memory of William Kraye.

\$ 40.00 from Judy Schaeffer in memory of William Kraye.

**ACTION NEEDED:** Consider a motion to approve the gifts with appreciation as presented.

11. INFORMATION ITEMS

a. **Director's Report**

1. **Lee Child Visit**

As you know, the library is hosting author Lee Child on Saturday, February 22<sup>nd</sup> at Central High School. Don will give a brief report/recap of Mr. Child's visit.

2. **Fiscal Officer Position**

Don and Katrina will give a brief update on the recruiting process for the Fiscal Officer's position. We ask that the members of the Finance Committee bring their calendars so we can begin scheduling interviews.

3. **Coffee Service**

At the last meeting, the Board requested Katrina pull together some revenue vs. expenses figures for the coffee service. She will present her finding to the Board. While I am sure, the coffee service is not a break even service, it is none-the-less a valuable service to our customers, we will continue to look at ways to reduce cost and increase revenue for this

valuable service.

#### 4. 2013 Annual Report

The annual report will be distributed at the Board meeting. The report will also be placed on our Web Site and print copies will also be made available to the public.

#### 5. Disaster Recovery Policy

Don is working on developing a written Disaster Recovery Policy. While we already have procedures developed through the State Library of Ohio; our insurance company and our financial software vendor CMI Inc. we will pull all of these together for more continuity.

#### b. Department Reports

Attached is a summary of the monthly department reports [see Item 11-B]. Department Managers will be available to review their reports and respond to comments and questions.

#### 12. BOARD COMMITTEE REPORTS

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

#### 13. BOARD DISCUSSION ITEMS

#### 14. LIBRARY FOUNDATION REPORT

#### 15. FRIENDS OF THE LIBRARY REPORT

#### 16. IMPORTANT DATES

- a. Next Board meeting – Tuesday, March 25<sup>th</sup>, 2014 at 7:00 PM in the Board Room.
- b. New Trustee Workshop – Saturday, March 8<sup>th</sup>, 2014 at 8:30-3:30 PM at OLC Headquarters.  
1105 Schrock Rd. Suite 440. Columbus, OH 43081.  
Mary Lightbody is registered to attend.
- c. Central Ohio Trustee Dinner – Wednesday, April 30<sup>th</sup> at the Holiday Inn, Worthington.

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

17. ADJOURNMENT

Ms. Julie Kerns, Outreach Coordinator will present a brief report on the programs and services offered by her department.

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. Fultz, and Mr. Platt.

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

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

Mr. Platt called the meeting to order at 7:05 PM.

Mr. Fultz made a motion to approve the agenda as presented or amended at the meeting.

Seconded by Ms. Lightbody.

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

The Chair declared the motion passed.

Ms. Lightbody moved to approve the minutes of January 28, 2014.

Seconded by Ms. Scholl.

On roll call Ms. Scholl, aye; Ms. McDaniel, aye; Ms. Lightbody, aye; Ms. Hodek, aye; Mr. Fultz, abstained; 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 February 2014:

- Retirement: Norma Ekleberry, Fiscal Officer, full-time, effective April 10, 2014.
- Employment: Melissa Rodriguez, Customer Service Page, part-time, \$7.95/hr. [range 7], effective January 23, 2014.
- Employment: David Nield, Adult Services Page, part-time, \$7.95/hr. [range 7], effective February 17, 2014.

Seconded by Mr. Fultz.

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

The Chair declared the motion passed.

Ms. Hodek moved to approve the January 2014 Statistical Report.

Seconded by Ms. McDaniel.

On roll call Ms. Scholl, aye; Ms. McDaniel, aye; Ms. Lightbody, aye; Ms. Hodek, aye; Mr. Fultz, 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. Fultz moved to approve the January 2014 Financial Report.

Seconded by Ms. Lightbody.

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

The Chair declared the motion passed.

Ms. Lightbody moved that the bills for January 2014 in the amount of \$706,303.52 [General Fund] be paid.

Seconded by Ms. McDaniel.

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

The Chair declared the motion passed.

#### Old Business

Ms. Lightbody made a motion to table the Public Records Policy as provided by the Ohio Attorney General's office.

Seconded by Mr. Fultz.

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

The Chair declared the motion passed.

#### New Business:

##### **Gifts:**

The Library is in receipt of the following gifts:

##### **Unrestricted:**

\$ 20.00 from Nancy C. Lather.

\$ 50.00 from Kay Whitlach in memory of William Kraye.

\$ 40.00 from Judy Schaeffer in memory of William Kraye.

Ms. Lightbody 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. Fultz, and Mr. Platt, aye.

The Chair declared the motion passed.

#### Information and Discussion Items

a. Directors Report

**1. Lee Child Visit**

As you know, the Library is hosting author Lee Child on Saturday, February 22<sup>nd</sup> at Central High School. Don will give a brief report/recap of Mr. Child's visit.

*The event had a great turn out, 750 were in attendance.*

**2. Fiscal Officer Position**

Don and Katrina will give a brief update on the recruiting process for the Fiscal Officer's position. We ask that the members of the Finance Committee bring their calendars so we can begin scheduling interviews.

*We have received 28 applications for the position. There have been 13 people who have been selected for an interview.*

**3. Coffee Service**

At the last meeting, the Board requested Katrina pull together some revenue vs. expenses figures for the coffee service. She will present her finding to the Board. While I am sure, the coffee service is not a break even service, it is none-the-less a valuable service to our customers, we will continue to look at ways to reduce cost and increase revenue for this valuable service.

*Katrina gave a brief report of the revenue vs. expense figures for the coffee service. They have looked at the price increases which have now taken into effect. It was decided that prices would be increased slightly.*

**4. 2013 Annual Report**

The annual report will be distributed at the Board meeting. The report will also be placed on our website and print copies will also be made available to the public.

*Copies were distributed.*

**5. Disaster Recovery Policy**

Don is working on developing a written Disaster Recovery Policy. While we already have procedures developed through the State Library of Ohio, our insurance company and our financial software vendor CMI Inc. we will pull all of these together for more continuity.

*The discussion was tabled until the next meeting.*

a. Department Reports

Attached is a summary of the monthly department reports [see Item 11-B]. Department Managers will be available to review their reports and respond to comments and questions.

**BOARD COMMITTEE REPORTS**

- 1. Finance & Budget           Mike Fultz  
*Will meet on March 20<sup>th</sup> to discuss the permanent budget for the year.  
Also gave us an update on the position status for the Fiscal Officer.*
  
- 2. Human Resources         Jack Shinnock  
*Will meet next month.*
  
- 3. Marketing                    Karen Scholl  
*Linda shared the marketing plan for the new website.*  
  
*Discussed ways of acknowledging Steve and his team for their hard work.*
  
- 4. Technology                 Deanna McDaniel  
*No report*

**BOARD DISCUSSION ITEMS**

*Mr. Platt praised Ms. Nieca Nowels for her excellent job in helping his mother with the computer.*

**LIBRARY FOUNDATION REPORT**

*The Westerville Library Board and the Foundation will have a joint meeting on March 18, 2014.*

**FRIENDS OF THE LIBRARY**

**IMPORTANT DATES**

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

New Trustee Workshop – Saturday, March 8<sup>th</sup>, 2014 at 8:30-3:30PM at OLC Headquarters.  
1105 Schrock Rd. Suite 440 Columbus, OH 43081.

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

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

**ADJOURNMENT**

Ms. Lightbody moved to adjourn the meeting at 8:34 PM.

Seconded by Ms. McDaniel.

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

The Chair declared the motion passed.

**DEPARTMENT REVIEW AND TOUR**

Ms. Julie Kerns, Outreach Manager, presented a brief report on the programs and services offered by her department.

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President

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Secretary