BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

March 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 February 25, 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 March 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 February 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 February 2014 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. Old Business

a. Public Record Policy

This is a tabled item from the January Board Meeting. Attached is the proposed Public Records Policy as provided by the Ohio Attorney General's Office (See 9-a). Our attorney at Bricker & Eckler has reviewed and edited the policy for presentation to the Board.

ACTION NEEDED: Consider a motion to adopt the Public Record Policy as presented or amended at the meeting. .

10. New Business

a. 2014 Annual Appropriations

The Finance Committee of the Board met Thursday, March 20, 2014 to review and adjust the 2014 Operating budget. The recommended budget will be presented and discussed at the meeting.

ACTION NEEDED: Consider a motion to approve the 2014 Annual Appropriations as presented or amended at the meeting.

b. Norma J. Ekleberry Resolution

The Board President will present a Resolution honoring the 28 years of service for Norma J. Ekleberry Fiscal Officer.

ACTION NEEDED: Consider a motion to present the resolution to Ms. Ekleberry and to publicly acknowledge her by placing the resolution into the official moments of the Westerville Public Library.

11. INFORMATION ITEMS

a. Director's Report

1. Fiscal Officer Search

The Finance Committee and Director have been conducting interview for the Fiscal Officer position. At time of the Board meeting, one additional candidate remains to be interviewed on Wednesday, March 26th. The Chair of the Finance Committee will provide an update and the process as we move forward.

If the full board wishes to interview the top candidates, it is recommended they do so as soon as possible, so we can get a Fiscal Officer in place. Please bring your calendars with you.

2. Top 40 Business

As you know by now, the Westerville Public Library has been selected as one of the Top 40 Businesses in Ohio. This recognition is provided by SHRM (Society for Human Resource Management) and Best Companies Group. This is quite an honor and we can take great pride in accomplishing. Congratulations to the Library Board of Trustees and our great staff for making our library one of the Best places to work in Ohio.

3. Cooling Tower

The cooling tower in the 1998 addition has failed. Bill Williams is investigating replacement costs, as well as fixing the existing tower. Obviously, this is a critical piece of equipment as we approach Spring and Summer. I hope to have quotes for the repair by the time of the Board meeting.

4. Web Site

The new web site should be up and running as of soft rollout by time of the Board meeting. The soft rollout will allow for public and staff comments and suggestions prior to replacing our current site. Steve Owley, Support Services Manager will report to Board comments and questions.

5. Payment of Bills

The Director has checked with other Ohio libraries and the Ohio Library Council concerning the monthly Board approval of the Payment of Bills. This is a required motion for the board to ratify the Payment of Bills as it ensures expenditures are reviewed by the Board of Trustees. It is simply and additional measure for transparency.

6. Volunteer Appreciation Dinner

The annual volunteer appreciation dinner will be held Tuesday, April 15th. There will be two seating's, 5:00 PM and 6:00 PM to accommodate everyone. Please join the library staff in showing our appreciation to the many volunteers that contribute their time and efforts to the library.

More importantly, allow the staff to show it's appreciation to you for all the times and effort you provide to the success of our library.

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. Volunteer Appreciation Dinner – Tuesday, April 15, 2014 at 5:00 -7:00 PM in the meeting rooms.

b. Next Board Meeting, Tuesday, April 22, 2014 at 7:00 PM in the Board Room.

c. Central Ohio Trustee Dinner – Wednesday, April 30th at the Holiday Inn, Worthington.
Attendees: Don Barlow, Karen Albury, Joshua Platt, Deanna McDaniel and Mary Lightbody will attend.

17. ADJOURNMENT

Ms. Nieca Nowels, Adult Services Manager will present a brief report on the programs and services offered by her department.

Minutes for March 25, 2014 *990*

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. Shinnock.
Also attending: the Director, Mr. Barlow; Ms. Albury, Deputy Director; Ms. Ekleberry, Fiscal Officer; and Elena Vleugels, Administrative Assistant.
In attendance were the following department managers: Katrina Plourde, Human Resources; Linda Wilkins, Marketing; Nieca Nowels, Adult Services; Linda Uhler, Youth Services; Mandie Burns, Customer Services; Steve Owley, Support Services; and Julie Kerns, Outreach Services.
Ms. McDaniel called the meeting to order at 7:02 PM.

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

Added to the Agenda under New Business:

Discussion of Public Record Request – *was tabled until the next meeting.*

Replacement of Adult Service Cooling Tower – *Don gave a brief update.*

Replacement of the Library/Link Van – *Will discuss with the Friends to see whether or not they can donate.*

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. Lightbody moved to approve the minutes of February 25, 2014.

A suggestion was made that we take "on roll call" out of the minutes.

Mr. Shinnock abstained.

Seconded by Ms. Scholl.

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 March 2014:

- Resignation: Rini Saha, Help Desk Support, part-time, effective March 14, 2014.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

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

Seconded by Mr. Fultz.

The Chair declared the motion passed.

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

Ms. Lightbody moved to approve the February 2014 Financial Report.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Mr. Shinnock moved that the bills for February 2014 in the amount of $540,627.30 [General Fund] be paid.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

Old Business

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

Seconded by Mr. Fultz.

The Chair declared the motion passed.

New Business

Ms. Lightbody made a motion to approve the 2014 Annual Appropriations as amended at the meeting, with a $97,000.00 transfer from Transfers Out fund into the Building Improvements fund.

ANNUAL APPROPRIATION RESOLUTION

The Board of Library Trustees of the Westerville Public Library District, Franklin County, Ohio, met in regular session on the 25th day of March 2014 at the library with the following members present:

Michael K. Fultz
Melissa Hodek
Mary Lightbody
Deanna McDaniel
Karen Scholl
John B. Shinnock
The Chair declared the motion passed.

Ms. Lightbody moved the adoption of the following resolution:

BE IT RESOLVED by the Board of Library Trustees of the Westerville Public Library District, Franklin County, Ohio, that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31, 2014 be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

That there be appropriated from the

General Fund

1000 Salaries & Benefits		
51100	Salaries Leave Benefits	$3,047,333.00
51400	Retirement Benefits	467,147.00

2000 Supplies		166,208.00
3000 Purchased & Contracted Services	54,436.00	
53100 Travel & Meeting Expenses	49,850.00	
53300 Property Maintenance	399,155.00	
53400 Insurance	23,123.00	
53500 Rents & Leases	156,446.00	
53600 Utilities	247,190.00	
53700 Professional Services	201,837.00	
53800 Library Material Control	53,211.00	
53900 Other	1,159.00	1,186,407.00
4000 Library Materials & Information		
54100 Books	430,276.00	
54200 Periodicals & Microforms	201,862.00	
54325 Digital Video Disk	185,428.00	
54333 Audio Books CD's	46,875.00	
54340 Art Prints	3,090.00	
54350 E-Books	74,637.00	
54376 Foreign Language Materials	0.00	
54399 Compact Discs	20,017.00	
54600 Inter-Library Loan	11,566.00	
54700 Repair & Restoration	971.00	
54900 Other Library Materials	140.00	974,863.00
5000 Capital Outlay		
55400 Building Improvements	199,000.00	
55000 Equipment & Furnishings	65,000.00	
55515 Coffee Service Equipment	579.00	
55520 Computer System Equipment	61,800.00	
55700 Motor Vehicles		
55900 Capital Reserves		326,379.00
6000 Debt Service		
56100 Redemption of Principal	240,000.00	
56200 Interest Expense	12,840.00	252,840.00
7000 Other Expenses		
57110 Organization Memberships	22,279.00	
57250 State Sales Tax	3,627.00	
57510 Patron refunds	10,189.00	36,095.00
9000 Transfers		
59999 Transfers Out	279,716.00	279.716.00
Grand Total General Fund		**7,374,800.00**

Building and Repair Fund

55900 Other Capital Outlay	1,800,174.00	
59999 Transfers Out	0.00	1,800,174.00
Grand Total Building Fund		**1,800,174.00**

RECAPITULATION OF FUNDS (GRAND TOTALS)

GENERAL FUND	7,374,800.00
BUILDING FUND	1,800,174.00
GRAND TOTAL - ALL APPROPRIATIONS	**9,174,974.00**

Ms. Scholl seconded the Resolution,

The Chair declared the motion passed.

CERTIFICATE

The State of Ohio, _____Franklin_____County, ss.

I,_____Norma J. Ekleberry_____Fiscal Officer of the Board of Library

Trustees_____Westerville Public Library_____

Library District, in said County, whose custody the Files, Journals and Records of said Board are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing Annual Appropriation Resolution is taken and copied from the original Resolution now on file with said Board, that the foregoing Resolution has been compared by me with the said original and that the same is a true and corrected copy thereof.

Witness by my signature, the 25th day of March 2014

_____

Fiscal Officer of the Board of Library Trustees of the

_____Westerville Public_____Library District

_____Franklin_____County, Ohio

Seconded by Mr. Shinnock

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.

Ms. Hodek moved the following:

Be it resolved by the Board of Trustees of the Westerville Public Library that US BANK is authorized and directed to their respective funds in the name of the Library including those drawn to the individual order of any person or persons thereon as signer or signers whose name or names appear thereof, when bearing, or purporting to bear, the facsimile signature(s) of any of two of the following: Barbara A. Moseley, Deputy Fiscal Officer, and Mr. Joshua R. Platt, President of the Board of Trustees of the Westerville Public Library.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Mary Lightbody made a motion to declare an urgent necessity, waive competitive bidding requirements for replacing the Adult Services Cooling Tower and authorize the director to select the most appropriate and reasonable contractor to perform the work.

Seconded by Ms. Scholl.

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

The Chair declared the motion passed.

Ms. Hodek made a motion to present the resolution to Ms. Ekleberry and to publicly acknowledge her by placing the resolution into the official minutes of the Westerville Public Library.

RESOLUTION

Adopted by the
Board of Trustees
Westerville Public Library

Honoring Ms. Norma J. Ekleberry

Whereas, Ms. Norma J. Ekleberry is retiring as the Business Manager of the Westerville Public Library on April 10, 2014; and

Whereas, she has served the library admirably and with great distinction as a dedicated employee since 1985; and

Whereas, her genuine concern and unwavering respect for the well being of the Westerville Public Library, employees, and members of the Library Board of Trustees were reflected in her work; and

Whereas, her rare combination of accounting and business skills made her a unique asset to the library, contributing to the growth and recognition of the library; and whereas, on the occasion of her retirement, the Library Board of Trustees wishes to honor and celebrate her commitment and dedication to public service; therefore be it resolved, that the Library Board of Trustees expresses its sincere appreciation to Norma J. Ekleberry for her contribution to the growth and financial stability of the library during her tenure; and furthermore

that the Board of Trustees extends Norma J. Ekleberry its best wishes for many happy years of retirement.

Joshua Platt
Library Board President
March 25, 2014

Seconded by Mr. Fultz

The Chair declared the motion passed.

Mr. Barlow went over the Solicitation policy and gave a brief report on the action that was taken.

Information and Discussion Items

a. Directors Report

1. Fiscal Officer Search

The Finance Committee and Director have been conducting interviews for the Fiscal Officer position. At time of the Board meeting, one additional candidate remains to be interviewed on Wednesday, March 26th. The Chair of the Finance Committee will provide an update and the process as we move forward.

If the full board wishes to interview the top candidates, it is recommended they do so as soon as possible, so we can get a Fiscal Officer in place. Please bring your calendars with you.

The Finance Committee gave a brief update to the Board on the search for Fiscal Officer and what their next step will be.

2. Top 40 Business

As you know by now, the Westerville Public Library has been selected as one of the Top 40 Businesses in Ohio. This recognition is provided by SHRM (Society for Human Resource Management) and Best Companies Group. This is quite an honor and we can take great pride in this accomplishment. Congratulations to the Library Board of Trustees and our great staff for making our library one of the Best places to work in Ohio.

Don gave an update. The ranking will be announced in May and will be shared with the Board.

3. Cooling Tower

The cooling tower in the 1998 addition has failed. Bill Williams is investigating replacement costs, as well as fixing the existing tower. Obviously, this is a critical piece of equipment as we approach spring and summer. I hope to have quotes for the repair by the time of the Board meeting.

Don gave a brief update. It will take 4-6 weeks to get the part and another 4-6 weeks for the new cooling tower to be installed.

4. Web Site

The new web site should be up and running as a soft rollout by time of the Board meeting. The soft rollout will allow for public and staff comments and suggestions prior to replacing our current site. Steve Owley, Support Services Manager will report to Board comments and questions.

Steve gave us an update on the website. We are still waiting on the vendor.

5. Payment of Bills

The Director has checked with other Ohio libraries and the Ohio Library Council concerning the monthly Board approval of the Payment of Bills. This is a required motion for the Board to ratify the Payment of Bills as it ensures expenditures are reviewed by the Board of Trustees. It is simply an additional measure for transparency.

After further investigation from Mr. Barlow, it is a requirement that we keep the item

6. Volunteer Appreciation Dinner

The annual volunteer appreciation dinner will be held Tuesday, April 15th. There will be two seatings, 5:00 PM and 6:00 PM to accommodate everyone. Please join the library staff in showing our appreciation to the many volunteers that contribute their time and efforts to the library.

More importantly, allow the staff to show its appreciation to you for all the time and effort you provide for the success of our library.

Please let us know if you are planning to attend.

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
   The Finance Committee met and approved the 2014 budget.

2. Human Resources Jack Shinnock
   The Committee will meet two more times to review with Don his goals for 2014 and to discuss the Strategic Plan.
   The retreat will be held on June 14th from 10:00 AM – 2:00 PM.

3. Marketing Karen Scholl
   No report

4. Technology Deanna McDaniel
   No report

BOARD DISCUSSION ITEMS

Ms. McDaniel made some great comments about the library staff and their involvement in the community.

LIBRARY FOUNDATION REPORT

The joint meeting of both boards on March 18th was very productive. A strategic planning session for the Foundation is scheduled for April 28th.
The next Foundation Board meeting will be held on May 19th.

FRIENDS OF THE LIBRARY

A request for funds for a new van will be made.

IMPORTANT DATES

Volunteer Appreciation Dinner – Tuesday, April 15, 2014 at 5:00 PM – 6:00 PM in the meeting rooms.

Next Board Meeting, Tuesday, April 22, 2014 at 7:00 PM in the Board Room.

Central Ohio Trustee Dinner – Wednesday, April 30th, 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 8:13 PM.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

DEPARTMENT REVIEW AND TOUR

Ms. Nieca Nowels, Adult Services Manager, presented a brief report on the programs and services offered by her department.

_____
President

_____
Secretary