

BOARD OF TRUSTEES  
WESTERVILLE PUBLIC LIBRARY  
AGENDA

April 22, 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

**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 March 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 April 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 March 2014 Statistical Report.

6. REPORT BY THE FISCAL OFFICER

The Fiscal Officer will present his 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 March 2014 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. Old Business

a. **Public Record Policy**

This is a tabled item from the March 25<sup>th</sup> Board meeting. In your packet (9-a) is the proposed Public Records Policy as provided by the Ohio Attorney General's Office. The policy has been reviewed by our attorney at Bricker & Eckler. All revisions/corrections have been made.

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

10. New Business

a. **Facsimile Resolution**

A Facsimile Resolution is needed to permit electronic signatures for library checks to be honored by our depository bank. This resolution reflects the change in Fiscal Officers.

**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: Daniel C. Griscom, Fiscal Officer and Mr. Joshua Platt, President of the Board of Trustee of the Westerville Public Library.

11. INFORMATION ITEMS

a. **Director's Report**

1. **New Fiscal Officer**

The Library Board and staff welcome Mr. Daniel C. Griscom as the library's new Fiscal Officer. Mr. Griscom has been sworn in and began his duties on April 16<sup>th</sup>, 2014. We are excited about Dan joining the Westerville Public Library Team and look forward to working with him.

2. **Ohio Library Leadership Program**

We are very pleased to announce three staff members have been selected to participate in the Ohio Library Leadership Program. Over 220 libraries statewide applied for 50 open positions. Our congratulations are presented to: Robin Gibson/ Youth Services; Jessica Curtis and Jesse Henning, both from the Adult Services Department.

**3. New Web Site**

The library presented a soft rollout of our new web site. So far comments have been very positive. We will make the switch to the new site by the end of April. Naturally we anticipate some negative comments as change is always difficult. We will of course make any needed adjustments to the site that will improve customer experience.

**4. Cooling Tower**

We have executed the contract with PlugSmart for replacing the cooling tower in the 1998 building. The contract was reviewed by our attorney at Bricker & Eckler. The equipment has been ordered. We anticipated a 4-6 week lead time on the equipment with approximately 1-2 week installation.

**5. Parking Lot**

We continue to request an additional 47 feet of space behind our current parking lot from the city. The additional space would allow 30 additional parking spaces. There seems to be movement on our requests at times and no movement at other times. We will continue to work on this and hopefully at some point in the not too distant future, we will be successful. However, we need to move forward with repair needs on our current parking lot and the brick pavers in our driveway. Bill Williams is getting quotes for these repairs and resurfacing. This project will be under official bidding requirements since the cost will exceed \$50,000.00.

**6. Financial System Back-up**

We are now part of CMI, INC's Disaster Recovery Program. The program provides for real-time back-up and disaster recovery procedures and assistance in case of emergencies.

**7. Friends of the Library**

Mr. Barlow attended the Friends of the Library board meeting on Wednesday April 9, 2014. I am very grateful to report the Friend's Board approved the purchase of a new LibraryLink van for the library's Outreach Department.

Additionally, the Friend's Board approved a \$5,000.00 commitment to support the library's Summer Reading Program. The Friend's will also provide \$ 700.00 towards the library's Ice Cream Social.

**8. National Library Week**

Mr. Barlow was presented a Resolution from City Council recognizing April 13-19 as National Library Week in Westerville. Thank you to City Council for their continuing support of the Westerville Public Library.

9. **Directional Sign**

You will recall some time ago, the library approved a touchscreen directional sign for the library's atrium. That is now installed and operating. We still have a cosmetic frame to install around the touchscreen unit. If you have time, take a look.

**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, May 27, 2014 at 7:00 PM in the Board Room.
- b. 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. Lindsey Batchelder, Programs and Community Engagement 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. McDaniel, Ms. Hodek, Mr. Fultz, Mr. Shinnock and Mr. Platt.

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

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

Mr. Platt called the meeting to order at 7:00 PM.

Ms. McDaniel made a motion to approve the agenda as presented at the meeting.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Mr. Shinnock moved to approve the minutes of March, 2014.

*Mr. Platt abstained.*

Seconded by Mr. Fultz.

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 April 2014:

- Employment: Dan Griscom, Fiscal Officer, full-time, \$ 35.92/hr. (range 35), effective April 16, 2014.
- Change Assignments: Kelly Ferrell, from Technology Center associate, part-time (range 17) to Help Desk Support, part-time (range 10) effective April 7, 2014. Salary reduced to top of pay range 10 (\$0.35/hr. reduction).

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

Mr. Shinnock moved to approve the March 2014 Statistical Report.

*A Session category will be added to the Statistics report.*

Seconded by Mr. Fultz.

The Chair declared the motion passed.

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

Mr. Fultz moved to approve the March 2014 Financial Report.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

Ms. Scholl moved that the bills for March 2014 in the amount of \$509,785.68 [General Fund] be paid.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

### Old Business

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

Seconded by Mr. Fultz.

The Chair declared the motion passed.

*The Public Record Policy will be posted on the web site.*

### New Business

Ms. Scholl 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: Daniel C. Griscom, Fiscal Officer and, and Mr. Joshua Platt, President of the Board of Trustees of the Westerville Public Library.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

### Information and Discussion Items

#### **a. Directors Report**

##### **1. New Fiscal Officer**

The Library Board and staff welcome Mr. Daniel C. Griscom as the library's new Fiscal Officer. Mr. Griscom has been sworn in and began his duties on April 16<sup>th</sup>, 2014. We are excited about Dan joining the Westerville Public Library Team and look forward to working with him.

*Mr. Dan Griscom was welcomed to the team.*

##### **2. Ohio Library Leadership Program**

We are very pleased to announce three staff members have been selected to participate in the Ohio Library Leadership Program. Over 220 libraries statewide applied for 50 open

positions. Our congratulations are presented to: Robin Gibson/ Youth Services; Jessica Curtis and Jesse Henning, both from the Adult Services Department.

*It was also mentioned that Steve Owley will become one of the mentors for the program.*

### **3. New Web Site**

The library presented a soft rollout of our new web site. So far comments have been very positive. We will make the switch to the new site by the end of April. Naturally we anticipate some negative comments as change is always difficult. We will of course make any needed adjustments to the site that will improve customer experience.

*The new website is now up and running. Have started to get some feedback on the site. Steve gave further discussion.*

### **4. Cooling Tower**

We have executed the contract with PlugSmart for replacing the cooling tower in the 1998 building. The contract was reviewed by our attorney at Bricker & Eckler. The equipment has been ordered. We anticipated a 4-6 week lead time on the equipment with approximately 1-2 week installation.

*Mr. Barlow provided an update on the cooling tower. Temporary air conditioning units are placed both in the Adult work room and in the Tech Center to help provide relief.*

### **5. Parking Lot**

We continue to request an additional 47 feet of space behind our current parking lot from the City. The space would allow 30 additional parking spaces. There seems to be movement on our requests at times and no movement at other times. We will continue to work on this and hopefully at some point in the not too distant future, we will be successful. However, we need to move forward with repair needs on our current parking lot and the brick pavers in our driveway. Bill Williams is getting quotes for these repairs and resurfacing. This project will be under official bidding requirements since the cost will exceed \$50,000.00.

*We have not received word from the City yet. Bill will be getting quotes for replacing the pavers. Mr. Barlow gave us an update on the progress on the parking lot.*

### **6. Financial System Back-up**

We are now part of CMI, INC's Disaster Recovery Program. The program provides for real-time back-up and disaster recovery procedures and assistance in case of emergencies.

**7. Friends of the Library**

Mr. Barlow attended the Friends of the Library board meeting on Wednesday April 9, 2014. I am very grateful to report the Friend's Board approved the purchase of a new LibraryLink van for the library's Outreach Department.

Additionally, the Friend's Board approved a \$5,000.00 commitment to support the library's Summer Reading Program. The Friend's will also provide \$ 700.00 towards the library's Ice Cream Social.

*We will be working with both the staff and the Foundation to host the next ice cream social.*

**8. National Library Week**

Mr. Barlow was presented a Resolution from City Council recognizing April 13-19 as National Library Week in Westerville. Thank you to City Council for their continuing support of the Westerville Public Library.

**9. Directional Sign**

You will recall some time ago, the library approved a touchscreen directional sign for the library's atrium. That is now installed and operating. We still have a cosmetic frame to install around the touchscreen unit. If you have time, take a look.

*Don gave a brief update. Work on the unit should be completed this week.*

**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  
*They will schedule a meeting for next month.*
2. Human Resources      Jack Shinnock  
*The Board retreat will be held on June 14<sup>th</sup> at the Library. Discussion will include ways we can better serve our community.*
3. Marketing              Karen Scholl  
*No report*
4. Technology              Deanna McDaniel  
*Discussed the new web site. Also mentioned that the server will be moved to the Westerville Tech Center.*

**BOARD DISCUSSION ITEMS**

*Ms. McDaniel made a comment about the volunteer dinner.*

LIBRARY FOUNDATION REPORT

*Mr. Platt thanked everyone for attending the joint Foundation meeting.*

FRIENDS OF THE LIBRARY

IMPORTANT DATES

Next Board Meeting, Tuesday, May 27, 2014 at 7:00 PM in the Board Room.

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

Mr. Fultz moved to adjourn the meeting at 7:35 PM.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

DEPARTMENT REVIEW AND TOUR

Ms. Lindsey Batchelder, Programs and Community Engagement Coordinator, presented a brief report on the programs and services offered by her department.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary



