

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

June 24, 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

- a. *Board Retreat (June 14, 2014)*
- b. *Special Meeting (June 14, 2014)*
- c. *Regular Meeting (May 27, 2014)*

ACTION NEEDED: Consider a motion to approve the minutes of the Board Retreat, Special Board minutes of June 14, 2014 and the minutes of the April 22, 2014 regular meeting of the Board.

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 June 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 May 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 TREASURERS REPORT

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

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. Old Business

There is no Old Business to come before the Board.

10. New Business

a. **Bond for Fiscal Officer**

We need to approve bonding for the Fiscal Officer in the amount of \$100,000.000. The Fiscal Officer recommends the bond with the Westfield Insurance Company.

ACTION NEEDED: Consider a motion to approve a bond in the amount of \$100,000.00 with the Westfield Insurance Company, effective April 16, 2014 for Dan Griscom, Fiscal Officer.

b. **Gifts**

The Library is in receipt of the following gifts:

Restricted:

\$700.00 from Friends of WPL for Ice Cream Social sponsorship

Unrestricted:

\$96.00 from St. Paul School/St. Paul Church

\$ 50.00FROM Women Today for Honorarium

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

11. INFORMATION ITEMS

a. **Director's Report**

1. **HVAC System**

The cooling tower in Adult Services has been replaced and is working very well just in time for our 90 degree weather. Bill Williams, Facilities Manager, and Dan Griscom, Fiscal Officer, will be working to prepare the necessary paper to move forward with the replacement of our 1955 units. As with the 1981 units the library is investigating with PlugSmart the possibility of energy efficient savings with utility incentive payments. You may recall, the library received almost \$25,000.00 for the new units completed last year.

2. **Parking Lot Re-Surfacing**

Design Group architects have been engaged prepare drawings and specifications for re-surfacing the existing parking lot and brick paver area on Library Way. As you know this will be a public bid project as it exceeds the \$ 50,000.00 maximum for bidding requirements. We hope to bring the project bids for board approval by the August 2014 Board meeting. Perhaps

even along with the HVAC Replacements.

3. Ice Cream Social

As you can see from the gifts on the agenda, we have received a contribution of \$700.00 from the Friends of WPL for this year's ice cream social. The event will be held Thursday, July 24th. Please join us for music, ice cream and of course fun.

4. Author Visit

I am very pleased to announce our next author visit will be Diana Gabaldon author of the "Outlander" book series. The lecture and book signing will be Saturday, November 15, 2014. For more information about Ms. Gabaldon please visit her website www.dianagabaldon.com.

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

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|---------------------------------|-----------------|
| 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, July 22, 2014 at 7:00 PM in the Board Room. (*Ryan Thomas, an intern with the city planning department, will attend the meeting to discuss various community events in late August.*)

17. ADJOURNMENT

Ms. Linda Uhler, Youth Services Manager, will present a brief report on the programs and services offered by her department.