

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

July 22, 2014

CALL TO ORDER

Ryan Thombs, an intern with the city of Westerville wishes to speak to the Board about Westerville Comprehensive Plan known as the Master Plan. He will only require a few minutes of the Board's time.

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 June 24, 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 July 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 June 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 TREASURER'S REPORT

ACTION NEEDED: Consider a motion to approve the June 2014 Treasurer's Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. Old Business

There is no Old Business to come before the Board.

10. New Business

a. **Fund Transfer**

The Fiscal Officer is requesting authorization to transfer \$10,000.00 from computer maintenance to E-books. The 3M e-book subscription was budgeted under computer maintenance in error.

ACTION NEEDED: Consider a motion to transfer \$10,000.00 from 3325 Computer Maintenance to 4350 E-books as requested by the Fiscal Officer.

11. INFORMATION ITEMS

a. **Director's Report**

1. **Parking**

Mr. Barlow will bring the board up-to-date on our prospects for getting some additional parking in the area behind our existing parking lot. He will also update the Board on the re-surfacing project.

2. **Board Documents**

Mr. Barlow will distribute new jump drives to each Board member containing library policies, Board by-laws, OrangeBoy report, Strategic Plan, etc. Revisions and additions to these documents will be e-mailed to members to update their jump drive.

3. **1955 HVAC Replacement**

As of publication of the Agenda, bid documents for the HVAC are not yet ready to release for bid. Mr. Barlow will keep board members up-to-date throughout this process.

4. **Ice Cream Social**

We are all prepared for the Ice Cream social on Thursday, July 24th at 7:00PM. Mr. Barlow will have more specifics about the event at the meeting. Join us on July 24th for a fun event.

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. July 24, 2014 – Ice Cream Social
- b. Next Board Meeting, Tuesday, August 26, 2014 at 7:00 PM in the Board Room.

17. ADJOURNMENT

Ms. Katrina Plourde, HR Manager, will present a brief HR report for the Board.