

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

August 19, 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 July 22, 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 August 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 July 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 July 2014 Treasurer's Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. Old Business

There is no Old Business to come before the Board.

10. New Business

a. **Tuition Reimbursement (See 10-a)**

Allison DeVito Adult Services Librarian is requesting tuition reimbursement for a class at Kent State University Library School. Her request is for a fifth class in 2014. Our policy states that the library will reimburse up to four classes per calendar year.

However, we are well below budget for tuition reimbursements this year. Secondly, the class would be reimbursed in January 2015. As a result, the Director is requesting board action to approve this request.

ACTION NEEDED: Consider a motion to approve tuition request from Allison DeVito Adult Services Librarian as requested or amended at the meeting.

b. **Gifts:**

The library has received \$19,997.00 from the Friends of the Library for the purchase of the new Library Link van.

ACTION NEEDED: Consider a motion to accept with appreciation the restricted gift of \$19,997.00 from the Friends of the Library.

11. INFORMATION ITEMS

a. **Director's Report**

1. **Parking/Resurfacing**

There is no new news to report. However, we remain very optimistic that the additional parking will be a reality.

The soil samples have been taken and revealed no problems with the soil beneath the pavement. Architects are working on the construction documents. Hopefully, we will be ready to bid the project by the end of September.

2. **1955 HVAC Replacement**

Work continues on getting specifications and documents prepared for bidding the 1955 HVAC Systems. Mr. Barlow may have additional information for the Board at the meeting.

3. Summer Reading Program

The Summer Reading Program was again a great success. There was a 4% increase in Youth participation, an 8% increase in Teen participation and an 18% increase in Adult participation. In your packets (11-A-3) you will find the Summer Reading Program statistics for the past five years.

4. Ice Cream Social

The Ice Cream Social was held July 24th and was once again a great success. Our appreciation goes to Mary Lightbody and Deanna McDaniel for volunteering their services. I also want to extend my appreciation to Linda Wilkins and Katrina Plourde for all their efforts in coordinating the event. We received \$700.00 from the Friends for the event and received \$602.00 in donations. Total cost of the event was \$850.00. Congratulations to everyone.

5. Carpeting

The carpeting in Adult Services is starting to show its wear and tear. Mr. Barlow has asked King Business, Inc. for a quote for replacing the carpet in Adult Services, Conference Room and the Adult Services workroom. Once we receive the quote, we can determine if this is a public bid project.

6. SearchOhio Meeting

27 SearchOhio member libraries met at our library on Friday, August 15th. Mr. Barlow will bring the Board up to date on any developments as a result of the meeting.

7. Hall of Fame Librarian

As you know, it is now official. Mr. Barlow has been elected to the Ohio Hall of Fame for Librarians. Mr. Barlow will be recognized at a luncheon at the Ohio Library Conference annual convention. The luncheon will be at noon on Wednesday, October 8, 2014 at the Columbus downtown Hilton Hotel.

We would love to have board and staff represented at the luncheon. Please let Don know if you can attend so reservations can be made.

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. Hall of Fame Luncheon, Wednesday, October 8, 2014 at noon at the Columbus Hilton Hotel.
- b. Next Board Meeting, Tuesday, September 23, 2014 at 7:00 PM in the Board Room.

17. [ADJOURNMENT](#)

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