

BOARD OF TRUSTEES  
WESTERVILLE PUBLIC LIBRARY  
AGENDA

JANUARY 27, 2015

**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. OATHS OF OFFICE

a. Trustee

The Trustees congratulate and welcome the continuation of Jack Shinnock on the Board. Ms. Sondra Mayzum, Deputy Fiscal Officer, will give the oath of office to Mr. Shinnock as required by the Ohio Revised Code.

b. Fiscal Officers

Ms. Sondra Mayzum will give the oath of office to Dan Griscom for Fiscal Officer as requested by Ohio Revised Code.

c. Deputy Fiscal Officer

Ms. Nieca Nowels will give the oath of office to Ms. Sondra Mayzum as Deputy Fiscal Officer as required by Ohio Revised Code.

Ms. Sondra Mayzum will give the oath of office to Ms. Jessica Brown as Deputy Fiscal Officer as required by Ohio Revised Code.

3. ELECTION OF OFFICERS

Per established Library Board policy, Ms. Deanna McDaniel will assume the duties as Library Board President; Ms. Melissa Hodek will assume duties as Vice-President and Ms. Mary Lightbody will assume the duties as Secretary of the Board in accordance with the Library Board's rotation policy.

**ACTION NEEDED:** Consider a motion to ratify the appointments as presented or amended at the meeting.

4. COMMITTEE ASSIGNMENTS

Please refer to Item 4 in your packet. It has been discussed that committee appointments be set at a two year commitment. If the board decides to move forward with the two year committee appointments, no action would be required.

a. Human Resources Committee \_\_\_\_\_, chair  
\_\_\_\_\_ , member  
2014 \_\_\_\_\_ , member  
Jack Shinnock, Chair  
Melissa Hodek  
Joshua Platt

b. Finance & Facilities Committee \_\_\_\_\_, chair  
\_\_\_\_\_ , member  
2014 \_\_\_\_\_ , member  
Mike Fultz, Chair  
Melissa Hodek  
Jack Shinnock

c. Library Services & Marketing Committee \_\_\_\_\_, chair  
\_\_\_\_\_ , member  
2014 \_\_\_\_\_ , member  
Karen Scholl, Chair  
Melissa Hodek  
Joshua Platt

d. Technology Committee \_\_\_\_\_, chair  
\_\_\_\_\_ , member  
2014 \_\_\_\_\_ , member  
Deanna McDaniel, Chair  
Mary Lightbody  
Mike Fultz

e. Foundation Liaison \_\_\_\_\_  
\_\_\_\_\_   
2014  
Mary Lightbody  
Joshua Platt

**NO OFFICIAL ACTION IS NEEDED**

5. REGULAR MEETING DATE & TIME

Currently, the Board of Trustees meets on the fourth Tuesday of each month at 7:00 PM. A motion is needed to establish the same schedule for 2015.

January 27 <sup>th</sup>	July 28 <sup>th</sup>
February 24 <sup>th</sup>	August 25 <sup>th</sup>
March 24 <sup>th</sup>	September 22 <sup>nd</sup>
April 28 <sup>nd</sup>	October 27 <sup>th</sup>
May 26 <sup>th</sup>	November 24 <sup>th</sup>
June 23 <sup>rd</sup>	December 22 <sup>nd</sup>

**ACTION NEEDED:** Consider a motion to accept the Board Meeting schedule as presented or amended at the meeting.

6. [FASCIMILE RESOLUTION](#)

A facsimile resolution is needed each year to permit electronic signatures for library checks to be honored by our depository bank.

**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: Dan Griscom, Fiscal Officer and Ms. Deanna McDaniel, President of the Board of Trustees of the Westerville Public Library.

**ACTION NEEDED:** Consider a motion to adopt the Facsimile Resolution as presented or amended at the meeting.

7. [DISCUSSION AND APPROVAL OF MINUTES](#)

**ACTION NEEDED:** Consider a motion to approve the minutes of December 23, 2014.

8. [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 January Personnel Consent Calendar as presented or amended at the meeting.

9. [DISCUSSION AND APPROVAL OF STATISTICAL REPORT](#)

**ACTION NEEDED:** Consider a motion to approve the December 2014 Statistical Report.

10. [REPORT BY THE FISCAL OFFICER](#)

The Fiscal Officer will present his monthly report assessing the year to date revenues and expenses. (See Item 10).

11. [DISCUSSION AND APPROVAL OF FINANCIAL REPORT](#)

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

12. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

**ACTION NEEDED:** Consider a motion to approve the ratifying of bills for December 2014.

13. Old Business

a. **Fiscal Officer Bonds**

The Fiscal Officer is requesting approval of bonds at \$100,000.00 each for the Fiscal Officer and Deputy Fiscal Officers as follows:

Dan Griscom: \$100,000 (Westfield Insurance Company)  
Jessica Brown: \$ 100,000 (Westfield Insurance Company)  
Sondra Mayzum: \$100,000 (Auto-Owners Insurance Company)

**ACTION NEEDED:** Consider a motion to approve the bonding of the Fiscal Officer and Deputy Fiscal Officers as presented or amended at the meeting.

14. New Business

a. **SearchOhio:**

In order to reduce cost for SearchOhio libraries, Innovative Interfaces, Inc. has requested that the Westerville Public Library become the agent for all the libraries. This would provide a single invoice and payer for the 28 current libraries and all future libraries. We will invoice the libraries in May of each year for a payment to Innovative Interfaces by July 1<sup>st</sup> of each year. With Board approval, a SearchOhio account will be established for our library to receive and disperse funds. Additional information will be provided at the meeting.

**ACTION NEEDED:** Consider a motion to adopt the contract with Innovative Interfaces Inc. to serve as the paying agent for SearchOhio as presented or amended at the meeting.

a. **Gifts:**

The Library is in receipt of the following gifts:

**Restricted:**

\$5,574.89 grant from the Columbus Foundation for purchase of a SMART Board.

\$300.00 from Carl and Nancy Laughery, Michael Laughery, Steve and Linda Selzer, and Eric and Lisa Burns, in memory of Audrey Elaine Hrabcak, for works for children of all ages.

**Unrestricted:**

(all in memory of Audrey Hrabcak)

Gail Abolins - \$25.00

Don Barlow - \$100.00

Janet and Dennis Blank - \$50.00

Sam and Ann Bumgarner - \$50.00

Thomas Clapp - \$25.00  
Cheryl DeVore - \$25.00  
Jerry Hoffman - \$20.00  
David and Sara Hoppenstand - \$25.00  
The Attorneys and Staff of Hrabcak & Co., LPA - \$175.00  
Bill and Arlene Kinnell - \$30.00  
Marvin And Donna Koch - \$25.00  
Armin and Mary Ann Langholz - \$50.00  
Bruce Macaulay, Jeff Wojtkowiak, Mary Ellen Adcock and friends from the Columbus Division of Kroger Co. - \$100.00  
Marion Board of Realtors, Inc. - \$100.00  
Terry and Sandi McInturf - \$50.00  
Larry and Kathy Mendenhall - \$100.00  
Andrew and Alice Miglets - \$100.00  
Robert Miller - \$100.00  
Jim and Lee Montgomery - \$50.00  
Carol and Dick Owens - \$100.00  
Donna Paxton - \$25.00  
The Reiki Center, LLC - \$50.00  
Jane and Gary Riddle - \$50.00  
Lloyd and Agnes Stemen - \$25.00  
Janice and Larry Stumph - \$25.00  
Westerville Sunrise Rotary Foundation - \$50.00  
Patricia Withers - \$25.00  
James Sue Zinn - \$100.00

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

15. INFORMATION ITEMS

a. **Director's Report**

1. **Parking Lot Re-Surfacing**

A pre-bid meeting was held on January 16<sup>th</sup>. Four contractors, the architect and Dan Griscom attended. Bids will be received and opened at 12:00 noon on Friday, January 30<sup>th</sup>, 2015 in the Board Room. It is anticipated that the Board's official acceptance of the bid will be on the February 24<sup>th</sup> agenda.

## 2. OLC Trustee Workshop

Since Mr. Shinnock has been re-appointed, there is no need to attend the OLC Trustee workshop. However, any member that wishes to attend please let Mr. Barlow know. The workshop is on Saturday, March 14, 2015 from 9:30am – 3:30pm at our library.

### b. Department Reports

Attached is a summary of the monthly department reports [see Item 15-B]. Department Managers will be available to review their reports and respond to comments and questions.

## 16. BOARD COMMITTEE REPORTS

- |                                 |               |
|---------------------------------|---------------|
| 1. Finance & Facilities         | Mike Fultz    |
| 2. Human Resources              | Jack Shinnock |
| 3. Library Services & Marketing | Karen Scholl  |
| 4. Technology                   | Karen Scholl  |

## 17. BOARD DISCUSSION ITEMS

## 18. LIBRARY FOUNDATION REPORT

## 19. FRIENDS OF THE LIBRARY REPORT

## 20. IMPORTANT DATES

- a. Next Board meeting – Tuesday, February 24<sup>th</sup>, 2015 at 7:00 PM in the Board Room.

## 21. ADJOURNMENT

There will be no Department Report presented at this meeting.

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Mr. Shinnock, Ms. Scholl, Ms. Lightbody, Ms. McDaniel, Ms. Hodek, Mr. Fultz, 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; Linda Uhler, Youth Services; Jen Thomas, Customer Services; Steve Owley, Support Services; Julie Kerns, Outreach Services; Linda Wilkins, Marketing; Nieca Nowels, Adult Services; Kristin Michel, Customer Services; Jessica Brown, Deputy Fiscal Officer and Sondra Mayzum, Deputy Fiscal Officer.

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

Ms. Sondra Mayzum gave the oath of office to Mr. Shinnock, Trustee, on his appointment, as required by the Ohio Revised Code.

Ms. Sondra Mayzum gave the oath of office to Mr. Dan Griscom for Fiscal Officer as required by Ohio Revised Code.

Ms. Nieca Nowels gave the oath of office to Ms. Sondra Mayzum as Deputy Fiscal Officer as required by Ohio Revised Code.

Ms. Sondra Mayzum gave the oath of office to Ms. Jessica Brown as Deputy Fiscal Officer as required by Ohio Revised Code.

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

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Mr. Shinnock moved to ratify the appointments of Ms. Deanna McDaniel as Library Board President, Ms. Melissa Hodek as Vice-President and Ms. Mary Lightbody as Secretary of the Board in accordance with the Board rotation policy.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

Ms. McDaniel continued the meeting as President of the Board.

It was discussed that committee appointments be set at a two-year commitment. The Board decided to move forward with the two-year committee appointment.

The 2015 Board Committees which are unchanged from 2014 are as follows:

Human Resources Committee: Jack Shinnock, Chair; Deanna McDaniel, Karen Scholl.

Finance & Facilities Committee: Mike Fultz, Chair; Melissa Hodek, Jack Shinnock.

Library Services & Marketing Committee: Karen Scholl, Chair; Melissa Hodek, Joshua Platt.

Technology Committee: Deanna McDaniel, Chair; Mary Lightbody, Mike Fultz.

Foundation Liaisons: Mary Lightbody, Joshua Platt.

Ms. Hodek moved to establish the regular scheduled meeting of the Board of Trustees for the fourth Tuesday of each month at 7:00PM as follows with the September meeting changed from the 22<sup>nd</sup> to the 29<sup>th</sup>.

January 27 <sup>th</sup>	July 28 <sup>th</sup>
February 24 <sup>th</sup>	August 25 <sup>th</sup>
March 24 <sup>th</sup>	September 29 <sup>th</sup>
April 28 <sup>th</sup>	October 27 <sup>th</sup>
May 26 <sup>th</sup>	November 24 <sup>th</sup>
June 23 <sup>rd</sup>	December 22 <sup>nd</sup>

Seconded by Ms. Lightbody.

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.

Mr. Shinnock 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: Mr. Dan Griscom, Fiscal Officer and Ms. Deanna McDaniel, President of the Board of Trustees of the Westerville Public Library.

Seconded by Mr. Platt.

The Chair declared the motion passed.

Ms. Scholl moved to approve the minutes of December 23, 2014 as amended.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

Mr. Shinnock moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent Calendar for January 2015.

- Resignation: Kelly Ferrell – Help Desk Support, part-time, effective January 30, 2015.
- Resignation: William Mills – Coffee Service Assistant, part-time, effective January 18, 2015.
- Change Assignments: Jodi Bumgarner – Customer Services Assistant, full-time to Customer Services Assistant, part-time, effective January 5, 2015.
- Change Assignments: Kristin Staugh – Customer Services Assistant, part-time to Customer Services Assistant, full-time, effective January 5, 2015.

Seconded by Ms. Scholl.

The Chair declared the motion passed.

Ms. Lightbody made a motion to approve the December 2014 Statistical Report.

Seconded by Mr. Platt.

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 December 2014 Financial Report.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Ms. Lightbody moved that the bills for December 2014 in the amount of \$470,361.84 be paid.

Seconded by Ms. Scholl.

The Chair declared the motion passed.

#### Old Business

Mr. Shinnock made a motion to approve the bonding of the Fiscal Officer and Deputy Fiscal Officers as presented at the meeting.

Dan Griscom: \$100,000 (Westfield Insurance Company)

Jessica Brown: \$ 100,000 (Westfield Insurance Company)

Sondra Mayzum: \$100,000 (Auto-Owners Insurance Company)

Seconded by Ms. Hodek.

The Chair declared the motion passed.

#### New Business

Mr. Fultz made a motion to adopt the contract with Innovative Interfaces Inc. to serve as the paying agent for SearchOhio as amended at the meeting.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Mr. Shinnock made a motion to amend subject to approval of the Library's attorney.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

#### Gifts:

The Library is in receipt of the following gifts:

#### Restricted:

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\$300.00 from Carl and Nancy Laughery, Michael Laughery, Steve and Linda Selzer and Eric and Lisa Burns, in memory of Audrey Elaine Hrabcak, for works for children of all ages.

**Unrestricted:**

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Gail Abolins - \$25.00

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Bill and Arlene Kinnell - \$30.00

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Janice and Larry Stumph - \$25.00

Westerville Sunrise Rotary Foundation - \$50.00

Patricia Withers - \$25.00

James Sue Zinn - \$100.00

Mr. Platt made a motion to accept with appreciation the gifts presented.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Information and Discussion Items

## a. Director's Report

**1. Parking Lot Re-Surfacing**

A pre-bid meeting was held on January 16<sup>th</sup>. Four contractors, the architect and Dan Griscom Attended. Bids will be received and opened at 12:00 noon on Friday, January 30<sup>th</sup>, 2015 in the Board Room. It is anticipated that the Board's official acceptance of the bid will be on the February 24<sup>th</sup> agenda.

*Mr. Barlow gave an update to the Board on the project. There will be more information at the next meeting.*

*Piper Kerman, author of Orange is the New Black, will be at the Library, sometime in spring. Cost to attend looking to be around \$15 - \$20.*

*Gillian Flynn, author of Gone Girl, will be here November 5, 2015. Cost to attend looking to be around \$25 - \$30.*

*Windsor Bay Property (Possible Branch Facility with Maker Space).*

**2. OLC Trustee Workshop**

Since Mr. Shinnock has been re-appointed, there is no new member to attend the OLC Trustee workshop. However, any member that wishes to attend please let Mr. Barlow know. The workshop is on Saturday, March 14, 2015, 9:30am – 3:30pm at 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.

BOARD COMMITTEE REPORTS

1. Finance & Budget      Mike Fultz  
*The Committee met on the 20<sup>th</sup> of January. They spent time on the Fiscal Policy Manual. Their next meeting will be held on February 3<sup>rd</sup> for further work on the manual. Will have a regular meeting on February 17<sup>th</sup>.*
2. Human Resources      Jack Shinnock  
*Mr. Barlow's and Mr. Griscom's reviews have been filed. Mr. Barlow's quarterly review will be on March 24<sup>th</sup> at 6:00PM.*
3. Marketing              Karen Scholl  
*No Report*
4. Technology              Deanna McDaniel  
*No Report*

BOARD DISCUSSION ITEMS

*Mr. Shinnock and Ms. McDaniel attended the MLK breakfast. Mr. Griscom gave an update to the Board on Mr. Cockrell.*

LIBRARY FOUNDATION REPORT

*Mr. Platt reported that officers were appointed at the January 19<sup>th</sup> meeting: Sondra Kowaluk, President; Paul Longenecker, VP; Becky Rhubottom, Secretary; and Ron Barrett, Treasurer. New board members were welcomed: John O'Connor, Regan deVictoria and Andrew Shroads. Sold 21 books at illustrator Mike Laughead visit and will host book sale for Daniel Handler coming February 16<sup>th</sup>. They are excited about attracting financial supporters for the Imagination Library project. Committee appointments were assigned for Awareness/Planning, Finance/Philanthropic and Nominating. Next meeting: February 23<sup>rd</sup>.*

FRIENDS OF THE LIBRARY

*No Report*

IMPORTANT DATES

Next Board Meeting, Tuesday, February 24, 2015 at 7:00 PM in the Board Room.

*Mr. Shinnock will not be attending the next meeting.*

DEPARTMENT REVIEW AND TOUR

There was no Department presentation.

ADJOURNMENT

Ms. Lightbody moved to adjourn the meeting at 9:08 PM.

Seconded by Mr. Platt.

The Chair declared the motion passed.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary