

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

February 24, 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. 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 January 27, 2015.

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 February 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 January 2015 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 January 2015 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the ratifying of bills for January 2015.

9. Old Business

a. Parking Lot and Drive Replacement Project

Bids for the parking lot re-surfacing project were opened January 30, 2015. The low bid by the Strawser Paving Company, Inc. was in the amount of \$302,089 and within budget.

ACTION NEEDED: Consider a motion to award the contract to Strawser Paving Company, Inc. in the amount of \$302,089 as the lowest responsible bidder and authorize the Director to sign a contract for the work.

b. AHU, Chiller & Boiler Replacement Project

The Fiscal Officer has advertised for accepting bids for the HVAC Replacement. It is recommended that bids be accepted on February 27, 2015.

ACTION NEEDED: Consider a motion to ratify the action to place the legal notice for the project and approve acceptance of bids on February 27, 2015.

Legal Notice (published February 11 and 18, 2015)

Sealed bids will be received at the Fiscal Officer's Office, Westerville Public Library, 126 S. State St. Westerville, OH 43081 until 12:00 noon, local time, February 27, 2015, when they will be publicly opened and read, for all labor, material and services necessary for the AHU, Chiller & Boiler Replacement Project, all in accordance with Contract Documents prepared by Prater Engineering. Direct all questions to Eric Booher, Prater Engineering (614-766-4896; ebooher@praterengr.com). Contract Documents may be examined at the Library and at Prater Engineering, 6130 Wilcox Rd. Dublin, OH 43016, and will be provided electronically at no cost upon request to Mr. Booher. All bids must be accompanied by a Bid Guaranty as described in the Instructions to Bidders; Ohio prevailing wage rates are required.

Pre-bid meeting: February 16, 2015 at 2:00PM in the Library's second floor Board Room, 126 S. State St. Westerville, OH.

No bidder may withdraw its bid within sixty (60) days after the date of the bid opening. The Library reserves the right to waive irregularities and to reject any or all bids.

(Note: The following item is needed if Board will not meet again until March 24 and if we need to start work earlier than that):

c. AHU, Chiller & Boiler Replacement Project – Delegate authority to enter into contract

ACTION NEEDED: Delegate authority to Executive Director to enter into a contract with the contractor determined to have submitted the lowest responsible bid for the work if the bid does not

exceed the published estimate of \$350,100 by more than 10% (the statutory limitation on award of a construction contract). At the March 24, 2015 Board meeting the Board will ratify the action taken.

10. New Business

a. **MEC Gas Program**

Each year the library has adopted the gas savings program of the Metropolitan Education Council. We look forward to continuing those savings in 2015. (see 10-a)

ACTION NEEDED: Consider a motion to adopt the resolution required for participating in the Metropolitan Educational Council Natural Gas Program commencing with the July/2015 billing cycle.

d. **Fund Transfer**

The Finance Committee and the Fiscal Officer will present a recommendation for the transfer of Funds from the General Fund to the Building and Repair Fund.

ACTION NEEDED: Consider a motion to transfer \$_____ from the General Fund to the Building and Repair Fund as recommended or amended at the meeting.

e. **Gifts:**

The Library is in receipt of the following gifts:

Restricted:

\$50.00 from Church of the Messiah, for the Outreach Program, in memory of Dorothy Riley.
\$50.00 from Thomas P. Nerney, for the Outreach Program, in memory of Dorothy Riley.
\$100.00 from Joanne Balshi, for the Outreach Program in memory of Dorothy Riley.
\$250.00 from Dr. Donald B. Taylor, President of Cabrini College, for the Outreach Program, in memory of Dorothy Riley.
\$100.00 from Missionary Sisters of the Sacred Heart, for the Outreach Program, in memory of Dorothy Riley.
\$50.00 from Anne Marie Borneman, for the Outreach Program, in memory of Dorothy Riley.

Unrestricted:

\$1,000.00 from Target Corporation.
\$ 50.00 from Beverly A. Hitt and Ellis Hitt, in memory of Barbara Castrodale.
\$ 50.00 from Elliott Hodgdon, in memory of Barbara Castrodale.
\$ 30.00 from Michael Collins, in memory of Dorothy Riley.
\$15.00 from David Keck, in memory of Barbara Castrodale.
\$ 30.00 from Cecil Tranquill, in memory of Barbara Castrodale.
\$ 25.00 from Nellie Kinavey, in memory of Barbara Castrodale.

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

f. Employee Handbook Revision

The HR Committee met on February 3rd and reviewed recommendations from HR Manager Katrina Plourde for minor revisions to the Employee Handbook. (See 10-d). Ms. Plourde will provide additional information at the meeting and respond to Board questions.

ACTION NEEDED: Consider a motion to approve revisions to the Employee Handbook as presented or amended at the meeting.

11. INFORMATION ITEMS

a. Director's Report

1. Author Visits

Daniel Handler AKA Lemony Snicket visited on February 16th at Central High School. Once again the author visit was a huge success. Over 500 people attended. Other author visits for the year will be outstanding events for our community as well.

Piper Kerman "Orange is the New Black" will be at Central High School on Saturday, June 20th.

Suzanna Kearsley "A Desperate Fortune" will appear in 2015 as Westerville won the contest for her appearance by landslide. Date to be determined.

Daniel Silva NY Times bestselling author whose new book "The English Spy" will be released June 30, 2015. Date to be determined. Many thanks to Joshua Platt for arranging the visit.

Gillian Flynn "Gone Girl" will discuss her NY Times bestselling book and block buster movie on Thursday, November 5th.

What a year for author visits for our library and community. Thank you Erin Huffman for all your hard work making arrangements.

2. RFID

Karen Albury and I have been meeting with the 3M Company and Lyngsoe System to get cost estimation for moving to RFID (chip) technology. Cost for chips have gone down drastically in the last few years and have made the idea of moving to chip technology much more affordable. Chip technology will greatly improve staff efficiencies and enhance services to the public.

3. Local History Center

A grand re-opening of the Local History Center will be on Sunday, March 22nd from 2-5PM. All but a few display cases are complete and we look forward to seeing you at the grand opening.

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, March 24, 2015 at 7:00 PM in the Board Room.
- b. Central Ohio Trustee Dinner – Wednesday, April 22nd 6:30 – 8:00PM, at the Holiday Inn, Worthington. Don Barlow, Josh Platt, Jack Shinnock and Deanna McDaniel will be attending.

17. [Adjournment](#)

Beth Weinhardt, Local History Resource Center will give a brief presentation and a tour of the Local History Resource Center.