

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

March 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 February 24, 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 March 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 February 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 February 2015 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. Old Business

a. HVAC Replacement Project – Resolution Declaring Urgent Necessity, waiving Further Competitive Bidding, and Awarding Contract

The low bid for the replacement of the Air Handling Unit/Chiller/Boiler exceeded the engineer's estimate by more than 10%, requiring further Board action in order to award the contract. (see 9-a).

ACTION NEEDED: Consider a resolution declaring an urgent necessity, waiving further competitive bidding and awarding the contract to the lowest bidder TP Mechanical Contractors, Inc. in the amount of \$470,000 as provided in the resolution provided by our attorneys at Bricker & Eckler.

b. Employee Handbook Revision

The HR Committee presented recommendations to revise the Employee Handbook as it relates to part-time employees sick and vacation leave. Following Board approval, we noticed the need for revising the schedule, as a few of the lines were miscalculated. (see 9-b).

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

c. 2015 Annual Appropriations

The 2015 Permanent Appropriations (2015 Budget) will be presented by Mr. Griscom. You will recall, this is the permanent appropriations measure that must be approved no later than April 1, 2015.

ACTION NEEDED: Consider a motion to approve the 2015 Permanent Appropriations as presented or amended at the meeting.

10. New Business

d. Gifts:

The Library is in receipt of the following gifts:

Restricted:

\$25.00 from Mary and William Stanford, for the Outreach Program, in memory of Dorothy C. Riley.
\$100.00 from Rena Gordon, for the Outreach Program, in memory of Dorothy C. Riley.
\$75.00 from Brenda Shahpari Azar, for the Outreach Program, in memory of Dorothy C. Riley.
\$200.00 from Dr. Raymond Bell, for the Outreach Program, in memory of Dorothy C. Riley.
\$60.00 from Laurie Weber, for the Outreach Program, in memory of Dorothy C. Riley.

Unrestricted:

\$25.00 from Delores Evans, in memory of Dorothy C. Riley.
\$25.00 from Claire Roth, in memory of Dorothy C. Riley.

\$50.00 from Janet Szilagyi, in memory of Charles E. and Melba Westervelt.
\$100.00 from Jenny Huggins, in memory of Audrey Hrabcak.
\$50.00 from Charlene Kott, in memory of Audrey Hrabcak.
\$100.00 from Margaret Pritchard.
\$50.00 from Mary Lou and Ron Nelson, in memory of Barbara Castrodale.

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

e. Direction of Surplus Property

In order to discard items from the library, either as trash or resale, the Board must declare the items surplus. Below is a list of items, that are no longer useful and staff wish to discard the items.

Declaration of Surplus Property

The following items have been declared surplus:

Apple 2010 laptop, Serial # W81053D9AGU
Art Print #1968309219
Art Print #1969526358
Art Print #1971563745
Art Print (no number) West Chop Light
Art Print #1968599017
Art Print (no number) Ansel Adams –The Mural Project (1)
Art Print (no number) Ansel Adams –The Mural Project (2)
Art Print #1975019678
Art Print #1971822976
Art Print #1971272027
Art Print #1968309128
Art Print #1953269295
Art Print #1970125900
Art Print #1971517667

ACTION NEEDED: Consider a motion to approve the declaration of surplus items as presented or amended at the meeting.

11. **INFORMATION ITEMS**

a. Director's Report

1. Foundation/Library Board Joint Meeting

A joint meeting of the Library Board and the Foundation Board has been scheduled for Monday, April 20th at 7:00 PM in the staff lounge. Deanna and Foundation Board President Sondra Kowaluk are working to establish the agenda. Certainly one item on the agenda is the Imagination Library Project.

2. On Our Radar

In your packets is “On Our Radar”, a list of projects/services that are being planned and/or implemented. This is not meant to be all inclusive, but highlights items under consideration for discussion/review/update.

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. Joint Meeting of the Library and Foundation Boards - Monday, April 20, 2015 at 7:00 PM in the staff lounge.
- b. Central Ohio Trustee Dinner – Wednesday, April 22, 2015 6:30 – 8:00 PM at the Holiday Inn, Worthington (Don Barlow, Joshua Platt, Deanna McDaniel and Jack Shinnock to attend).
- c. Next Board Meeting – Tuesday April 28, 2015 at 7:00 PM in the Board Room.

17. Adjournment

Julie Kerns, Outreach Services Manager will give a brief presentation regarding her Department.

The Board of Trustees of the Westerville Public Library met in regular session with the following members present:

Ms. Scholl, Ms. Lightbody, Ms. McDaniel, Mr. Shinnock, and Mr. Fultz.

Also attending: the Director, Mr. Barlow; Deputy Director, Ms. Albury; 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; Erin Huffman, Program Coordinator; and Marie Corbitt, Outreach Services.

Ms. McDaniel called the meeting to order at 7:00 PM.

Ms. Lightbody made a motion to approve the agenda as corrected at the meeting.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

Ms. Lightbody moved to approve the minutes of February 24, 2015 as presented.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

Mr. Shinnock abstained.

Ms. Scholl moved the adoption of the following resolution:

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

- Resignation: Rachel Smith – Customer Service Page, part-time, effective April 3, 2015.
- Employment: Marco Castro Aguilera – Help Desk Support, part-time, \$11.50/hr. [r10] effective February 27, 2015.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. Scholl made a motion to approve the February 2015 Statistical Report.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Mr. Griscom, Fiscal Officer, presented the monthly report, assessing year-to-date revenues and expenses.

Mr. Shinnock moved to approve the February 2015 Financial Report.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

Mr. Fultz moved that the bills for February 2015 in the amount of \$571,850.48 be paid.

Seconded by Ms. Scholl.

The Chair declared the motion passed.

Old Business

Mr. Shinnock introduced the following resolution and moved its passage:

Resolution No. ____
DECLARING URGENT NECESSITY, WAIVING FURTHER COMPETITIVE BIDDING, AND
AWARDING CONTRACT FOR THE AHU, CHILLER, AND BOILER REPLACEMENT WORK

The Director recommends awarding the contract for the AHU, chiller, and boiler replacement work to TP Mechanical Contractors in the amount of \$470,000 through the exercise of the Board's authority to declare an urgent necessity and waive further competitive bidding so the work can proceed as expeditiously as possible.

Rationale:

1. Bids received for the AHU, chiller, and boiler replacement work exceeded the published estimated cost of the work by more than 10%, and ORC 153.12 prohibits the award of a contract in this situation.
2. The Engineer reviewed the estimate prepared for the work and concluded that the labor had been underestimated based upon higher than expected labor costs for the work, the nature of the work, and access to the mechanical room, which is more labor intensive than anticipated, and the Engineer also identified certain items had been omitted from the estimate.
3. Some of equipment required for the work requires long lead time for ordering, and orders must be placed in order for the schedule to be maintained.
4. Based on the current market, if the Engineer re-estimated the construction cost for the project, the estimate would increase, and the Engineer does not believe that redesign and rebidding of the work would result in less cost without reducing the scope of the project.
5. The Engineer reviewed the low bid submitted by TP Mechanical Contractors and determined that it included all specified work, the cost submitted is reasonable for the specified work, the contractor is responsible to perform the work, and the contractor can perform the work within the time periods provided in the project schedule.

BE IT RESOLVED by the Westerville Public Library Board of Trustees as follows:

1. Based upon the recommendation of the Director, made after reviewing information provided by the Board's Engineer, the Board, as permitted by ORC Section 3375.41, declares an urgent necessity and waives further competitive bidding for the AHU, chiller and boiler replacement work for which bids have been solicited as required by ORC Section 3375.41.
2. The Board finds that the estimated construction cost for the work did not accurately account for the current labor market and the labor required for the work and did not include all of the specified work items, which resulted in the low bid exceeding the published estimated cost by more than 10% and further determines that rebidding the work is not likely to result in lower bids based upon the need to adjust the estimated cost to address the labor conditions and omitted work, without reducing the scope of the project, which currently meets the Library's identified needs.
3. The Board awards the contract, based upon the bids received for the work, to TP Mechanical Contractors in the amount of \$470,000, as the lowest responsible bidder for the work and authorizes the Director to sign the agreement with TP Mechanical Contractors for the work.
4. The Director and the Fiscal Officer are further directed to return the bid guaranties to the other bidders after the contract has been signed and to prepare all related documents required to complete the contract with TP Mechanical Contractors for the project.

Ms. Lightbody seconded the motion and, after discussion, a roll call vote was taken and the results were:

Ayes: Mr. Fultz, Ms. Lightbody, Ms. McDaniel, Ms. Scholl, Mr. Shinnock Nays: (None) Absent: Ms. Hodek, Mr. Platt.

The resolution passed.

Mr. Fultz made a motion to approve the revision in the Employee Handbook as presented at the meeting.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

ANNUAL APPROPRIATION RESOLUTION

The Board of Trustees of the Westerville Public Library, Franklin County, Ohio, met in regular session on the 24th day of March, 2015 at the Library with the following members

present:

Michael K. Fultz	Present
Melissa Hodek	(Absent)
Mary Lightbody	Present
Deanna McDaniel	Present
Joshua Platt	(Absent)
Karen Scholl	Present
John B. Shinnock	Present

Mr. Shinnock moved the adoption of the following resolution:

BE IT RESOLVED by the Board of Trustees of the Westerville Public Library, Franklin County, Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year ending December 31, 2015 be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

That there be appropriated from the

General Fund

Annual Appropriation

1000 Salaries & Benefits	
1100 Salaries and Leave Benefits	3,136,329.00
1400 Retirement Benefits	466,013.00
1600 Insurance Benefits	635,167.00
1900 Other Employee Benefits	27,503.00
Total Salaries and Benefits	4,265,012.00
 2000 Supplies	
2100 General Administrative Supplies	122,901.00
2200 Property Maintenance/Repairs, Supplies & Parts	22,725.00
2300 Motor Vehicle Fuel, Supplies & Parts	412.00
2500 Supplies Purchased for Resale	35,821.00
2900 Other Supplies	-
	181,859.00
 3000 Purchased & Contracted Services	
3100 Travel & Meeting Expenses	57,019.00
3200 Communication, Printing and Publicity	60,616.00
3300 Property Maintenance, Repair & Security	474,635.00
3400 Insurance	25,878.00
3500 Rents & Leases	156,569.00
3600 Utilities	236,450.00
3700 Professional Services	222,961.00
3800 Library Material Control	54,807.00
3900 Other Contracts and Professional Services	<u>1,812.00</u>
	1,290,747.00

	<u>Annual Appropriation</u>
4000 Library Materials & Information	
4100 Books	443,184.00
4200 Periodicals	223,511.00
4300 Audiovisual Materials	357,665.00
4600 Inter-Library Loan Fees/Charges	10,883.00
4700 Library Material Repair & Restoration	1,000.00
4900 Other Library Materials	<u>144.00</u>
	1,036,387.00
5000 Capital Outlay	
5400 Building Improvements	184,370.00
5500 Furniture & Equipment	191,826.00
5700 Motor Vehicles	-
5900 Other Capital Outlay	<u>-</u>
	376,196.00
6000 Debt Service	
6100 Redemption of Principal	-
6200 Interest Expense	<u>-</u>
	-
7000 Other Expenses	
7100 Dues and Memberships	15,943.00
7200 Taxes and Assessments	4,766.00
7300 County Auditor and Treasurer Fees	64,890.00
7500 Refunds and Reimbursements	4,315.00
7900 Other Miscellaneous Expenses	<u>-</u>
	89,914.00
9000 Interfund Transfers	
9900 Transfers Out	<u>500,000.00</u>
Grand Total General Fund	7,740,115.00
Special Revenue Funds:	
Muslim Journeys Grant	
4100 Books	594.75
Columbia Gas Grant	
5400 Building Improvements	-
Target Grant	
2100 Supplies	<u>-</u>
Total Special Revenue Funds	594.75
Building and Repair Fund	
5900 Other Capital Outlay	1,800,174.00
9900 Transfers Out	<u>-</u>
Grand Total Building Fund	1,800,174.00
RECAPITULATION OF FUNDS (GRAND TOTALS)	
	<u>Annual Appropriation</u>
GENERAL FUND	7,740,115.00
MUSLIM JOURNEYS GRANT	594.75
COLUMBIA GAS GRANT	-
TARGET GRANT	-
BUILDING AND REPAIR FUND	<u>1,800,174.00</u>
GRAND TOTAL - ALL APPROPRIATIONS	9,540,883.75

Mr. Fultz seconded the Resolution and the roll called upon its adoption, the vote resulted as follows:

Mr. Fultz	Aye
Ms. Hodek	(Absent)
Ms. Lightbody	Aye
Ms. McDaniel	Aye
Mr. Platt	(Absent)
Ms. Scholl	Aye
Mr. Shinnock	Aye

The Chair declared the motion passed.

New Business

Gifts:

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 \$100.00 from Margaret Pritchard.
 \$50.00 from Mary Lou and Ron Nelson, in memory of Barbara Castrodale.

Ms. Scholl made a motion to accept with appreciation the gifts presented.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. Scholl considered a motion to approve the declaration of surplus items as presented at the meeting.

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 Art Print #1971822976
 Art Print #1971272027

Art Print #1968309128
 Art Print #1953269295
 Art Print #1970125900
 Art Print #1971517667

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Information and Discussion Items

a. Director's Report

1. **Foundation/Library Board Joint Meeting**

A joint meeting of the Library Board and the Foundation Board has been scheduled for Monday, April 20th at 7:00 PM in the staff lounge. Deanna and Foundation Board President Sondra Kowaluk are working to establish the agenda. Certainly one item on the agenda is the Imagination Library Project.

The main topic of discussion will be the Imagination Library project.

2. **On Our Radar**

In your packets is "On Our Radar", a list of projects/services that are being planned and/or implemented. This is not meant to be all inclusive, but highlights items under consideration for discussion/review/update.

On Our Radar

- Resurfacing Parking Lot (June 1st Completion) - **Bid Awarded**
- 1955 HVAC Replacement (June 15th Completion) - **March 24th**
- Local History Center Grand Re-Opening (**March 22nd**) (*a little over 200 people attended*).
- Fiscal Office and HR Software Replacement (**2nd-3rd Quarter**)
- POS (Point of Sale) Cash register software (**2nd Quarter**)
- Additional Parking (3rd Quarter) (*Don will have a meeting on Monday with the City Manager*).
- Imagination Library Project (2nd Quarter)
- **No Direct Costs**
- Circulating mobile WIFI Hotspots (2nd Quarter) (*will be buying 10 hotspots to start with. Will have a 1 week checkout time*).
- Branch Facility
- RFID (3rd-4th Quarter) (Getting prices for the chip. Karen and Kristin will be attending West Chester to look at the installation of the RFID and their sorting equipment).
- 3D Printing/ Maker/Space (3rd-4th Quarter)
- **OPTIONS**
 1. *Expand Gaming Room – Would lose significant Media Shelving*
 2. *Fill in Courtyard at Parking Lot Entrance*
 3. *Use ½ of Teen Center at Teen Entrance*
 4. *Use Technology Center – Would be Counter Productive*

Author Visits

- ✚ Daniel Handler, aka Lemony Snicket (*February 16, 2015*)
- ✚ Suzanne Kearsley, *A Desperate Fortune* (*April 15th*)
- ✚ Jacqueline Woodson, *Brown Girl Dreaming* (*April 25, 2015*)
- ✚ Piper Kerman, *Orange is the New Black* (*June 2nd-Tentative*)

- ✦ Daniel Silva, *The English Spy* (July 1st)
- ✦ Gillian Flynn, *Gone Girl* (November 5, 2015)
- ✦ Anthony Doerr author of the book “*All the Light We Cannot See*” will be coming May 7th, 2016.

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 has not yet met. Their next meeting will be held April 14th to discuss the Fiscal Policy Manual. There will be a meeting held on April 21st this will be their regular meeting.
2. Human Resources Jack Shinnock
Mr. Shinnock reported that the HR Committee had its first quarterly meeting with Mr. Barlow to review progress on his goals for 2015. One of the goals is to work with the Board to develop a task force of Board and Staff members to explore creating an offset library space that will incorporate state-of-the art library features and provide traditional and digital library services. The Committee and Mr. Barlow discussed at length how to form a task force and what it should explore, such as a branch and/or maker space. During the Committee discussion, it was decided to consider adding a 3D printer to the library while the Task Force explored offsite options. With that, Mr. Shinnock reported to the Board that the Committee recommends that a meeting be held of interested Board members and Staff to discuss the Task Force and its tasks. The Board members agreed with this plan. Mr. Barlow was asked to review the idea with Staff and to inform Mr. Shinnock the results of that meeting. Mr. Barlow and Mr. Shinnock will then develop a plan of action and present it to the Board at the Board's next meeting. It was also decided to ask the Marketing & Library Services to consider separately the addition of a 3D printer to the library. Also decided was that the Technology Committee will take the lead in helping Mr. Barlow with another one of his goals: an RFID-based materials handling system.
3. Marketing Karen Scholl
The Committee met on March 16th to discuss RFID, Branch Library and Imagination Library. They also discussed MIFI and that they would like some type of survey done with patrons who check them out to better understand how they use them. Next meeting will be held on April 13th.
4. Technology Deanna McDaniel
Ms. McDaniel reported that the next meeting will be held on May 26th. The Committee will be having a further discussion on the RFID.

BOARD DISCUSSION ITEMS

Ms. McDaniel reported to the Board about the Local History Grand Opening and commented on Nieca's attendance to the Westerville Citizens Police Academy. Ms. Lightbody reported to the Board about the excellent service she received from our staff. Mr. Barlow distributed to the Board the new imagery that is displayed on the new library cards.

LIBRARY FOUNDATION REPORT

Ms. Lightbody reported to the Board the enthusiasm of the Library Foundation and the plans that they are working on.

FRIENDS OF THE LIBRARY

One of our long time volunteers Barbara Castrodale passed away.

IMPORTANT DATES

- a. Joint Meeting of the Library and Foundation Boards - Monday, April 20, 2015 at 7:00 PM in the staff lounge.
- b. Central Ohio Trustee Dinner – Wednesday, April 22, 2015 6:30 – 8:00 PM at the Holiday Inn, Worthington (Don Barlow, Joshua Platt, Deanna McDaniel and Jack Shinnock to attend).
- c. Next Board Meeting – Tuesday April 28, 2015 at 7:00 PM in the Board Room.

DEPARTMENT REVIEW AND TOUR

Julie Kerns, Outreach Services Manager gave a brief presentation regarding her Department.

ADJOURNMENT

Ms. Scholl moved to adjourn the meeting at 8:13 PM.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

President

Secretary