

BOARD OF TRUSTEES  
WESTERVILLE PUBLIC LIBRARY  
AGENDA

April 28, 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 March 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 April 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 March 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 March 2015 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. Old Business

a. **Additional Parking**

As you know, in a partnership with the city, additional parking will be constructed behind our existing lot. The construction will add between 65-68 spaces. The city will perform all of the bidding requirements. Estimated cost of the project is \$600,000. Cost to the library will be 50% or \$300,000. It is recommended that the Board approve \$300,000 - \$330,000 for the project. Actual cost will be determined at the bid opening of course.

**ACTION NEEDED:** Consider a motion to approve \$300,000 - \$330,000 for the additional parking project.

10. New Business

a. **Imagination Library**

Following the joint Board and Foundation Board meeting, there is consensus to move forward with the Imagination Library Program. While there are still details to iron out, it is recommended that the Board adopt a motion to formally request \$25,000 from the Library Foundation annually for 3-5 years as seed money for the project.

**ACTION NEEDED:** Consider a motion to request \$25,000 annually for 3-5 years toward the Imagination Library Program.

b. **Point of Sale System**

The Finance Committee met on April 21, 2015 and reviewed a proposal for a Point of Sale System from Comprise Technologies (see 10-b). The cost is \$26,116 including hardware/software to support the system. The system will have custom reports that integrate into the library's Accounting System. Annual maintenance and support cost is \$3,895.

**ACTION NEEDED:** Consider a motion to approve the Point of Sale System from Comprise Technologies, Inc. as presented or amended at the meeting.

c. **Surplus Property**

Steve Owley, Support Services Manager is requesting the discard of old and outdated computer equipment. (see. 10-c). We are requesting these items be declared surplus, which allows us to discard and or sell the items.

**ACTION NEEDED:** Consider a motion to approve the items on the list as surplus.

**d. Gifts:**

The Library is in receipt of the following gifts:

**Unrestricted:**

\$35.00 from Darla Gunning, in memory of Mary Ann Maginnity

\$50.00 from Elliott Hodgdon, in memory of Mary Ann Maginnity

\$50.00 from FVC Resident Association, as a thank you for the "I'll be Seeing You" WWII program

\$20.00 anonymous cash donation

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

11. INFORMATION AND DISCUSSION ITEMS

**a. Director's Report**

**1. Re-Surfacing Project**

The re-surfacing of the parking lot is progressing nicely. The anticipated completion date is June 1<sup>st</sup>. Currently, we are a little ahead of schedule. At the end of this project, the entire lot and drive-up will be closed for one day for the final surface and painting. I would like to discuss the possibility of closing the library that day.

**2. HVAC Project**

This project is also moving along nicely. Much of the tear down of the old system is complete. Our gratitude to the Masonic Temple for allowing us to use two parking spaces for the commercial dumpsters needed for the project.

**3. HB64/PLF**

The Ohio Legislature is reviewing the Governors Biennium budget. The amended bill has been approved by the House Finance Committee. The substitute version of HB64 includes an increase of the Public Library Funds (PLF) from 1.66% to 1.7% of the General Revenue Fund. It is estimated the increase will be approximately \$10 million dollars statewide or about \$100,000 increase to Westerville.

This is certainly a step in the right direction but it is important to know the process is not completed. Ohio Library Legislative Day is the day of the Board meeting. I will bring any additional information to the Board.

**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. Next Board Meeting – Tuesday May 26, 2015 at 7:00 PM in the Board Room.

17. [Adjournment](#)

There is no Department Report at this meeting.

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, Mr. Platt, Ms. Hodek 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; Steve Owley, Support Services; Julie Kerns, Outreach Services; Nieca Nowels, Adult Services; Kristin Michel, Customer Services and Erin Huffman, Program Coordinator.

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 Ms. Hodek.

The Chair declared the motion passed.

Mr. Shinnock moved to approve the minutes of March 24, 2015 as corrected.

Seconded by Ms. Scholl.

The Chair declared the motion passed.

Ms. Hodek moved the adoption of the following resolution:

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

- Resignation: Rachel Somerfeldt – Technology Center Associate, part-time, effective April 30, 2015.
- Employment: Cathy Lamb – Customer Service Page, part-time, \$8.25/hr. [range 8], effective March 31, 2015.

Seconded by Mr. Platt.

The Chair declared the motion passed.

Mr. Fultz made a motion to approve the March 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 March 2015 Financial Report.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Mr. Platt moved that the bills for March 2015 in the amount of \$529,099.37 be paid.

Seconded by Ms. Scholl.

The Chair declared the motion passed.

Old Business

Mr. Fultz made a motion to approve \$300,000-330,000 for the additional parking project.

Seconded by Ms. Scholl.

The motion was amended with further discussion.

*With further discussion, the Board came to an agreement that they would like to have one number to work with instead of a range of numbers.*

Mr. Fultz moved to amend the motion to read that the motion to approve \$330,000 for the additional parking project.

Seconded by Ms. Lightbody.

The chair declared the motion passed.

*This will be a public bid item. We will be looking to install two cameras in the new parking lot. Also the Board requested that Mr. Barlow receive a signed lease agreement from the city in order for staff to use the parking lot.*

New Business

Mr. Platt made a motion to request \$25,000 annually for 3-5 years toward the Imagination Library program.

Seconded by Ms. Lightbody.

The motion was amended with further discussion.

Mr. Fultz moved by substitution that the Library Trustees initiate the Imagination Library program for a three year trial period starting January 2016. The Library will request funding from the Foundation for \$25K annually plus any additional money they are able to secure through fundraising; the Library will fund up to \$35K annually for the program for three years.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

*Mr. Barlow reported to the Board that he spoke with Superintendent Dr. Kellogg about paying attention to the reading level of the children who are entering the school system who have gone through the Imagination Library program and whether their reading level is improving.*

*The Finance Committee met on April 21, 2015 and reviewed a proposal for the Point of Sale System from Comprise Technologies.*

*Mr. Owley reported to the Board that there will be point of sale stations set up in different parts of the library and what advantages they are to the library. This system is PCI compliant standard for credit security. Customers get to keep their card during the process. The money is integrated with our accounting system.*

The motion was brought forward by the Finance Committee.

Sale Date: 2/24/ 2015

PO #:

Job #:



Order Information:

Westerville Public Library  
126 S State St,  
Westerville, OH 43081  
Don Barlow

Comprise Representative: Diane Weinberger

Email: [dianew@comprisetechnologies.com](mailto:dianew@comprisetechnologies.com)

Phone: 800-854-6822 x257

For: Smart Money Manager for Counter Transactions in Library

# of Sites: 1

614-259-5020

[barlowd@westervillelibrary.org](mailto:barlowd@westervillelibrary.org)

# of Client PCs: 5

PCs/License: -

**Smart Money Manager & Smart Terminal Payment System- Onsite included**

Description: Westerville Public Library Charges

Proposal Number: 12754.6

Price List: DIR.v20.9.7

Software	Item Number		Quan	Cost	Initial	
	Initial	Renewal			Order	Renewal
Server Access License	43-S0001	43-RS0001	1	1,150	1,150	230
Client Licenses	43-S0002	43-RS0002	5	3,000	600	-
ILS Payment License (SIP 37/38 or =): Innovative	43-S0007	43-RS0003	Waived	1,800	-	-
Payment Card Server License	43-S0004	43-RS0004	Included	Included	Included	n/a
Payment Card Terminal License	43-S0005	43-RS0005	Included	Included	Included	n/a
Merchant Account License	43-S0006	43-RS0006	1	750	750	750
Custom Flat File - Formatted with licensee specs*	43-S0008	43-RS0004	1	1,800	1,800	360
<b>Software Sub-total</b>					6,700	1,940
<b>Hardware</b>						
Cash Drawer w/ printer cable	43-H0006	n/a	5	175	875	n/a
Smart Terminal Payment System	43-H0010	n/a	5	1,559	7,795	1,955
<b>Hardware Sub-total</b>					8,670	1,955
<b>Remote Services</b>						
Server Setup	43-P0001	n/a	1	910	910	n/a
Terminal Setup	43-P0002	n/a	1	325	325	n/a
ILS Function Setup & Test: Innovative	43-P0007	n/a	Waived	910	-	n/a
Payment Card Server Setup & Training	43-P0004	n/a	1	325	325	n/a
Merchant Account Setup (Concurrent)	43-P0006	n/a	Waived	910 / 325	-	n/a
Integration of Payment Card Processor	43-P00013	n/a	-	-	-	n/a
<b>Remote Services Sub-total</b>					1,560	-
<b>Onsite Services</b>						
Initial Onsite install & Train day	43-P0010	n/a	1	1,700	1,700	n/a
Additional Install/Train Days	43-P0011	n/a	2	910	1,820	n/a
<b>Onsite Services Sub-total</b>					3,520	-
<b>Shipping &amp; Handling</b>						
Smart Terminal	43-F0010	n/a	5	35	175	n/a
Hardware, Other	43-F0099	n/a	5	18	90	n/a
<b>Shipping &amp; Handling Sub-total</b>					265	-
<b>Total Sale</b>					20,715	3,895
<b>Total Sale</b>					-	-
<b>Total Sale</b>					20,715	3,895

Notes:

- \* Custom Flat File with Licensee Spec so information can be exported out of Comprise Database and imported to Licensee Accounting System
- Smart Terminals utilizes Comprise SmartPay Gateway and all gateway charges are included, no need for other gateways
- Smart Terminals require a network connection on isolated network
- Physical installation of hardware (if any) is the responsibility of the library.
- 12 Month Support is included in the initial order; pro-rated to present renewal date for current customers.
- Payment terms; Software due upon install, hardware 50% due upon order, 50% due upon proof of shipment
- Proposal is valid for 90 days.
- Library is responsible for Bank and Processor charges.

Mr. Shinnock made a motion to approve the items on the list as surplus.

## Declaration of Surplus Property

### Westerville Public Library

Department: Computer Services Date: 4/1/2015

Contact: Name: Steven Owley Email: sowley Phone: 2134

Surplus Location: Equip Recycling Center

## Declaration of Surplus Property

### Westerville Public Library

	Description of Item Make, Model, Serial #			Condition* See Below	Your Estimate Of Current Value
8GB recording Tape (5)	n/a	n/a	n/a	4	0
UPS units (2)	Minuteman	n/a	n/a	4	0
Flashlight (4)	n/a	n/a	n/a	4	0
Handheld Scanner (5)	Symbol	n/a	MJ3TYP	4	0
HDMI cable (1)	n/a	n/a	n/a	4	0
Heater portable (1)	n/a	n/a	n/a	4	0
Keyboards (8)	n/a	n/a	n/a	4	0
Laptop Dock (1)	HP	n/a	CNU1092ZTM5	4	0
Laptop Power Supply (1)	HP	n/a	CC210770GN7	4	0
Mac Keyboard (1)	Apple	2007	n/a	4	0
Microfilm Reader (2)	Minolta	RP605Z	3622565	4	20
Modem (1)	Multi Tech	MT5634ZBA	12806459	4	0
Monitor (1)	Acer	V193	20603790785	4	0
Monitor (1)	Planar	PL1700-BK	AG709F89923	4	0



Monitor (1)	Planar	PL1700-BK	AG709F90934	4	0
Monitor (1)	Planar	PL1900-BK	PD0775JA04871	4	0
Mouse (1)	n/a	n/a	n/a	4	0
Personal Viewer (1)	n/a	n/a	n/a	4	0
Phone Headpiece (1)	n/a	n/a	n/a	4	0
Power Cords (many)	n/a	n/a	n/a	4	0
Power Strip (1)	Universal	71637	34C4	4	0
Power Supply (1)	n/a	n/a	n/a	4	0
Printer (1)	HP	CB494A	CNGSB33077	4	0
Printer (1)	HP	CE528A	JPBCC121FB	4	0
Printer (1)	HP	Q2472A	CNBFB01760	4	0
Printer (1)	HP	Q2472A	CNBFB07164	4	0
Printer (1)	HP	Q2472A	CNBFC03448	4	0
Printer (1)	HP	Q2472A	CNBFC06257	4	0
Printer (1)	HP	Q2472A	CNBFC06259	4	0
Printer Cartridges (5)	Hyperion	Q2610A;CPT		4	0
Projector with Case (1)	Epson			4	0
Receipt Printers (4)	Epson	n/a	n/a	4	0
Scanner (1)	HP 64050	L1957A	CN0B8A60MV	4	0
Scanner (1)	HP 64050	L1957A	CN114A60ND	4	0
Scanner Stands (6)	n/a	n/a	n/a	4	0
Network Switch (1)	n/a			4	0
Surge Protectors (2)	n/a	n/a	n/a	4	0
Tablet + station (1)	Fujitsu	FPC01195AK	R1636065	4	0
UPS (1)	APC Smart	SC 620VA	5S1035T16062	4	0
USB/AB cables (13)	n/a	n/a	n/a	4	10
Lenovo ThinkPad Edge	Lenovo	03193SU	LR-5WCPC	4	10
Lenovo ThinkPad Edge	Lenovo	03193SU	LR-5WDBA	4	10
Lenovo ThinkPad Edge	Lenovo	03193SU	LR-5WCZZ	4	10
Lenovo ThinkPad Edge	Lenovo	03193SU	LR-5WDAR	4	10
Lenovo ThinkPad Edge	Lenovo	03193SU	LR-5WDAD	4	10
Lenovo ThinkPad Edge	Lenovo	03193SU	LR-5WCYZ	4	10
Lenovo ThinkPad Edge	Lenovo	03193SU	LR-5WCWZ		

\*When describing condition, please assign number code. For example, 3 indicates "fair" condition

Condition 1 = Excellent
Condition 2 = Good
Condition 3 = Fair
Condition 4 = Poor

## Return completed form to Accounting Office

Seconded by Ms. Scholl.

The Chair declared the motion passed.

*These items will be sold to a recycler.*

### Gifts:

The Library is in receipt of the following gifts:

### Unrestricted:

\$35.00 from Darla Gunning, in memory of Mary Ann Maginnity

\$50.00 from Elliott Hodgdon, in memory of Mary Ann Maginnity

\$50.00 from FVC Resident Association, as a thank you for the "I'll be Seeing You" WWII program

\$20.00 anonymous cash donation

Ms. Scholl 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. Re-Surfacing Project

The re-surfacing of the parking lot is progressing nicely. The anticipated completion date is June 1<sup>st</sup>.

Currently, we are a little ahead of schedule. At the end of this project, the entire lot and drive-up will be closed for one day for the final surface and painting. I would like to discuss the possibility of closing the library that day.

*Mr. Barlow reported to the Board that the bricks should be delivered this week.*

*Discussion was made on whether or not the library should be open or closed during the final paving and painting of the parking lot. The Library Board came to a conclusion to keep the library open.*

*The Board also recommended that we give substantial notice to our patrons, letting them know that the parking lot will be unavailable on the final day.*

##### 2. HVAC Project

This project is also moving along nicely. Much of the tear down of the old system is complete. Our gratitude to the Masonic Temple for allowing us to use two parking spaces for the commercial dumpsters needed for the project.

*Mr. Barlow provided further update on the project. All of the old units have been torn out.*

**3. 33. HB64/PLF**

The Ohio Legislature is reviewing the Governors Biennium budget. The amended bill has been approved by the House Finance Committee. The substitute version of HB64 includes an increase of the Public Library Funds (PLF) from 1.66% to 1.7% of the General Revenue Fund. It is estimated the increase will be approximately \$10 million dollars statewide or about \$100,000 increase to Westerville. This is certainly a step in the right direction but it is important to know the process is not completed. Ohio Library Legislative Day is the day of the Board meeting. I will bring any additional information to the Board.

*Mr. Barlow reported to the Board that he will be on vacation next week.*

*Mr. Barlow reported to the Board about the International Librarians' visit that we had last week.*

**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  
*Mr. Fultz reported that the Committee met on April 21<sup>st</sup> and has finished the first run through with Fiscal Policy Manual. Mr. Fultz will be sending out the document with the changes on it. Mr. Griscom has completed his first year as the Fiscal Officer. Mr. Fultz also reported that the Committee will be moving to quarterly meetings.*
2. Human Resources      Jack Shinnock  
*No Report.*
3. Marketing              Karen Scholl  
*Further discussion on the Imagination Library.*
4. Technology              Deanna McDaniel  
*The Committee is looking to meet next month.*

**BOARD DISCUSSION ITEMS**

*Ms. McDaniel reported to the Board how pleased she was with the author visits. The Library Board set a meeting date for the task force to form a committee to discuss offsite activities. The date is set for Friday, May 15<sup>th</sup> from 6-8PM.*

*Mr. Barlow provided information regarding Mr. Cockrell. Mr. Cockrell's trial date is set for May 13<sup>th</sup>. Ms. McDaniel reported to the Board that she and Mr. Shinnock attended the Ohio Library Trustee dinner and discovered that Mr. Barlow is the president of OhioNet.*

**LIBRARY FOUNDATION REPORT**

*Further discussion on the Imagination Library*

**FRIENDS OF THE LIBRARY****IMPORTANT DATES**

- a. Next Board Meeting – Tuesday May 26, 2015 at 7:00 PM in the Board Room.

DEPARTMENT REVIEW AND TOUR

There was no Department Report at this meeting.

ADJOURNMENT

Ms. Lightbody moved to adjourn the meeting at 8:50 PM.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

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President

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Secretary

**Westerville Library Foundation**

Minutes, Monday, April 20, 2015

**JOINT MEETING: Westerville Library Foundation Board & Westerville Public Library Board****Attendance**

Foundation: Ron Barrett, Lisa Carmona, Regan deVictoria, Tina Glade, Sondra Kowaluk, Paul Longenecker, Rebecca Rhubottom, Andrew Shroads

Library Board: Mary Lightbody, Deanna McDaniel, Melissa Hodek, Jack Shinnock, Mike Fultz, Karen Scholl

Staff: Karen Albury, Don Barlow, Dan Griscom, Elena Vleugels and Linda Wilkins

**Welcome and Introductions**

President Kowaluk called the meeting to order at 7pm and welcomed members of both boards.

**Library Board Report**

Ms. Daniels provided an overview of current projects: parking lot repairs, HVAC replacement, ordering mobile wifi units and 3D printer, and author series presenters. Looking at whether offsite location is needed for MakerSpace.

**Foundation Board Report**

Ms. Kowaluk reviewed accomplishments of 2014: set strategic goals, created a handbook, recruited 3 board members, raised \$18,000, and revised the "1/3 working funds & 2/3 investment" policy to maximizing investment and maintaining only needed working capital. Looking to grow the portfolio with the Columbus Foundation and to support the Imagination Library.

**Foundation Financial Overview**

Mr. Barrett reviewed slides showing a summary of financials. Details for 2014: Columbus Foundation endowment \$413,500; direct contributions \$10,000; checking account \$28,329; income from author receptions \$12,361; annual campaign \$5,900.

Funding proposal for Imagination Library:

Request Columbus Foundation to send 4% per year	\$16,000
Annual Campaign	\$4,000
Fundraising Activities	<u>\$5,000</u>
At \$25 per child per year, 1,000 children	\$25,000

**Imagination Library Project – Joint Discussion**

- Project will be highly visible for library and Foundation, providing a means of acquiring new donors.
- Library will provide operations.
  - Library will be Champion as required by the project.
  - Library will arrange for school district residents (by zipcode) to sign up ages 0-5. Stats show 5,500 eligible. Anticipate 30-40% sign-up rate.
  - Solicit sign-up via press, online, social media, city, schools, preschools, hospitals, doctors, Outreach, annual appeal, etc.
  - Ask if library branding can appear on mailed books.
- Foundation will fill funding role.
  - Foundation is committed to \$25,000 funding and will solicit businesses for sponsorship.
- Foundation is requesting support of the Library Board.
  - Board would like to see commitment to a 3-year program.
  - Board asked for metrics to determine success of program.
  - Board endorsement might include back-up of additional \$30,000 if needed.
  - Board will take up discussion at regular meeting.
- Details on starting the process
  - Establish a timeline and marketing plan.
  - Start Jan. 1, 2016.
  - Secure additional funding sources before start-up so that major sponsors will be a part of the program from the beginning.
  - Build in a renewable clause and establish benchmarks.

**Adjournment**

Ms. Kowaluk adjourned the joint meeting at 8:22pm

*Minutes submitted by Linda Wilkins*