

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

July 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.

DEMONSTRATION: Steve Owley, Manager of Support Services will provide a demonstration of the library's 3D printer.

3. DISCUSSION AND APPROVAL OF MINUTES

ACTION NEEDED: Consider a motion to approve the minutes of June 23, 2015 as presented or amended.

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 July 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 June 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 June 2015 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. Old Business

There is no Old Business to come before the Board.

10. New Business

a. **Gifts:**

The Library is in receipt of the following gifts:

Restricted:

\$25.00 from Stanley and Cora Waid, in memory of Dorothy Riley, for the Outreach Department

\$75.00 from Janet Ramusack for the Outreach Department

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

11. INFORMATION AND DISCUSSION ITEMS

a. **Director's Report**

1. **Welcome**

I am very pleased to welcome Ms. Amanda Fensch to the Westerville Library Family. Ms. Fensch began her duties as Adult Services Manager on July 6th. We are all very excited that she will be sharing her ideas and enthusiasm to an already stellar Adult Services Staff. Welcome Amanda!

2. **Re-Paving and HVAC Project**

The parking lot re-paving project is complete except for a few punch list items which will be completed shortly.

The Chiller and HVAC system is operational and also has a few punch list items that need to be completed. We are also waiting for an air quality test to be completed.

3. **Additional Parking**

The additional parking project was approved by the Westerville Planning Commission. We still do not have a start or completion date. It is anticipated that Mr. Barlow will have some additional information at the meeting.

4. **State Budget 2015-2016**

The state biennial budget has been approved and signed by Governor Kasich. The final budget increases the PLF from 1.66% of the state's general revenue to 1.7%. While some estimates

are that the PLF will grow by \$10 million for each year, other estimates indicate a static budget. Only time will tell what impact this will actually have for libraries.

5. MIFI

The 10 MIFI units are prepared, cataloged and policies/loan rules are written. They will be available for the public by August 15, 2015. We plan to test the units with staff for one week to make sure all issues have been addressed.

The Comprise (Point of Sale registers/software) contract has been signed, so we are ready to go. We are awaiting an install date from Comprise.

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 August 25, 2015 at 7:00 PM in the Board Room.

17. Adjournment

Katrina Plourde, Human Resources Manager will provide a presentation entitled "*Who Are We? A By –The - Numbers Look at Our Staff.*"

Regular Meeting
Library Board of Trustees
Westerville Public Library

July 28, 2015

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Ms. McDaniel, Mr. Platt, Ms. Hodek, Ms. Lightbody and Mr. Fultz.

Not present: Mr. Shinnock and Ms. Scholl.

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; Steve Owley, Support Services; Linda Wilkins, Marketing; Linda Uhler, Youth Services; Amanda Fensch, Adult Services; Julie Kerns, Outreach Services, Belinda Mortensen, Collection Development and Jen Thomas, Customer Services.

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

Ms. Hodek made a motion to approve the agenda as presented at the meeting.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

Mr. Platt moved to approve the minutes of June 23, 2015 as amended.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

Ms. Lightbody moved the adoption of the following resolution:

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

- Resignation: Jen Powers – Customer Service Assistant, effective July 28, 2015.
- Employment: Isaac Smith – Customer Services Page Trainee, part-time, \$8.25/hr. [r8], effective July 8, 2015.
- Employment: Noah Tolson – Customer Services Page Trainee, part-time, \$8.25/hr. [r8], effective July 14, 2015.
- Change Assignments: Brian Kirby – Customer Services Page, part-time [r8] to Customer Service Assistant, part-time [r12], \$11.04/hr. effective July 20, 2015.
- Change Assignments: Megan Chrusciel – Adult Services Associate, full-time [r18] to Adult Services Librarian, full-time [r26], \$20.58, effective June 26, 2015.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Mr. Platt made a motion to approve the June 2015 Statistical Report.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

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

Ms. Lightbody moved to approve the June 2015 Financial Report.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Mr. Platt moved that the bills for June 2015 in the amount of \$803,537.31 be paid.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Old Business

There was no Old Business to come before the board.

New Business

Gifts:

The Library is in receipt of the following gifts:

Restricted:

\$25.00 from Stanley and Cora Waid, in memory of Dorothy Riley, for the Outreach Department.

\$75.00 from Janet Ramusack for the Outreach Department.

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

Seconded by Mr. Platt.

The Chair declared the motion passed.

Information and Discussion Items

a. Director's Report

1. Welcome

I am very pleased to welcome Ms. Amanda Fensch to the Westerville Library Family. Ms. Fensch began her duties as Adult Services Manager on July 6th. We are all very excited that she will be sharing her ideas and enthusiasm to an already stellar Adult Services Staff. Welcome Amanda!

2. Re-Paving and HVAC Project

The parking lot re-paving project is complete except for a few punch list items which will be completed shortly.

The Chiller and HVAC system is operational and also has a few punch list items that need to be completed. We are also waiting for an air quality test to be completed.

The HVAC system has been completed. Still finishing up the minor details for the parking lot.

3. Additional Parking

The additional parking project was approved by the Westerville Planning Commission. We still do not have a start or completion date. It is anticipated that Mr. Barlow will have some additional information at the meeting.

72-75 spaces have been approved for the new parking. The City is still waiting to work out some issues with AT&T. Looking to start the parking process next year.

4. State Budget 2015-2016

The state biennial budget has been approved and signed by Governor Kasich. The final budget increases the PLF from 1.66% of the state's general revenue to 1.7%. While some estimates are that the PLF will grow by \$10 million for each year, other estimates indicate a static budget. Only time will tell what impact this will actually have for libraries.

5. MIFI

The 10 MIFI units are prepared, cataloged and policies/loan rules are written. They will be available for the public by August 15, 2015. We plan to test the units with staff for one week to make sure all issues have been addressed.

The MIFI units will be available for use August 15th. The heat pump in Adult Services has been replaced. We are ready for the panic buttons to be installed.

6. Technology

The Comprise (Point of Sale registers/software) contract has been signed, so we are ready to go. We are awaiting an install date from Comprise.

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
Next meeting August 18th.
2. Human Resources Jack Shinnock
No Report
3. Marketing Karen Scholl
No report
4. Technology Deanna McDaniel
Will be taking a trip to West Chester to look at their RFID technology on August 13th.

BOARD DISCUSSION ITEMS

Mr. Barlow gave an update on Troy Cockrell. There has been another continuance. Mr. Fultz brought up a question for discussion of under what circumstance do we ban patrons. Mr. Owley gave a demonstration of the new 3D printer. Ms. McDaniel congratulated Mr. Platt on his superb job of presenting Daniel Silva. Ms. McDaniel also made some great comments on the Civil War display that is in the atrium.

LIBRARY FOUNDATION REPORT

The Committee met on July 20th. Dan provided the overview of the Financials. Discussion about a report from Giving U. S. A., included discussion of where the donations are coming from. Josh gave a report on the Daniel Silva event. Moving forward, the Library and Foundation will work to create a limit of how many books guests are allowed to have signed. Discussion of the upcoming Gillian Flynn event. Tickets to Foundation event will be \$65 dollars per person. This will include seating, reserved reception and advanced placement in line at the book signing. Next meeting is August 17th.

FRIENDS OF THE LIBRARY

IMPORTANT DATES

- a. Next Board Meeting – Tuesday August 25, 2015 at 7:00 PM in the Board Room.

DEPARTMENT REVIEW AND TOUR

Katrina Plourde, Human Resources Manager provided a presentation entitled “*Who Are We*” A By-The-Numbers Look at our staff.

ADJOURNMENT

Ms. Lightbody moved to adjourn the meeting at 7:47 PM.

Seconded by Mr. Platt.

The Chair declared the motion passed.

President

Secretary