

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

June 23, 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 May 26, 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 June 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 May 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 May 2015 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. Old Business

There is no Old Business to come before the Board.

10. New Business

a. Increase Petty Cash Fund and Change Fund

To improve efficiency in the handling of cash receipts, the Fiscal Officer requests that the Petty Cash Fund be increased from \$100 to \$200, and the Change Fund be increased from \$950 to \$1,050.

ACTION NEEDED: Consider a motion to increase the Petty Cash Fund from \$100 to \$200, and increase the Change Fund from \$950 to \$1,050.

b. Increase General Fund Appropriation

The General Fund budget needs to be increased by \$25,569 to allow for the purchase of Encore services from Innovative Interfaces, Inc. for Search Ohio. (The Library will be reimbursed \$21,628.74 by the other Search Ohio libraries.)

ACTION NEEDED: Consider a motion to increase the General Fund appropriation by \$25,569 for Encore for Search Ohio.

c. Gifts:

The Library is in receipt of the following gifts:

Restricted:

\$4,500.00 from Westerville Library Foundation for sculpture

\$50.00 from Lois Anderson for the Outreach department

Unrestricted:

\$91.00 from St. Paul School/St. Paul Church

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

11. INFORMATION AND DISCUSSION ITEMS

a. Director's Report

1. Adult Services Manager

I am pleased to announce that Amanda Fensch has been selected as the new Manager of Adult Services. Ms. Fensch will begin her duties on July 6th. Amanda is currently the manager of Adult Services at the Pickerington Public Library. She brings extensive experience in adult programming, developing partnership with local businesses and the utilization of social media.

2. Re-Surfacing Project & HVAC Project

The re-surfacing project is nearly complete. A second coat of paint on the striping and a small section of brick pavers need to be adjusted. We now look forward to the additional parking. The HVAC project is moving forward. The chiller was installed and we should have air conditioning in another week or so. The duct work was examined for mold and two naturally occurring types were found. An air test will be conducted to see if any additional measures need to be taken.

3. 2016 Budget

The Senate Finance Committee has revised their version of the state budget. The version includes the slight increase in the PLF from 1.66% to 1.7% as first included in the House Version. I will keep the Board informed as the budget process works through the legislature.

4. IFLA Visit

International Librarians visited Westerville Library on June 4th. 19 librarians were hosted by the Mortensen Center/University of Chicago and visit our library each year. The librarians were from Barbados, Brazil, Japan, Nigeria, Pakistan and South Korea.

5. E-Book Sharing

The Mansfield – Richland County Public Library and Westerville have begun sharing E-books. The process for sharing is seamless and transparent to our customers. The demo service with 3M Company is free and will serve as pilot project for expanding the service to all 28 SearchOhio libraries.

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 July 28, 2015 at 7:00 PM in the Board Room.

17. Adjournment

Linda Uhler, Youth Services Manager will provide a brief presentation on her department.

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Ms. McDaniel, Mr. Shinnock, Mr. Platt, Ms. Hodek, Ms. Lightbody 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; Steve Owley, Support Services; Kristin Michel, Customer Services; Linda Wilkins, Marketing; Linda Uhler, Youth 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 Ms. Lightbody.

The Chair declared the motion passed.

Mr. Shinnock moved to approve the minutes of May 26, 2015 as presented.

Seconded by Mr. Platt.

The Chair declared the motion passed.

Mr. Fultz moved the adoption of the following resolution:

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

- Resignation: Amy Whitesmith – Customer Service Page, effective June 21, 2015.
- Employment: Matthew Glaviano – Adult Services Page Trainee, part-time, \$8.25/hr. [r8], effective June 8, 2015.
- Employment: Amanda Fensch – Adult Services Manager, full-time, \$52,000/year [r29], effective July 6, 2015.
- Change Assignments: Jessica Torres – Customer Services Assistant, part-time [r12] to Technology Center Associate, part-time [r17], \$13.26/hr. effective May 26, 2015.
- Change Assignments: Melissa Rodriguez – Coffee Service Assistant, part-time [r12] to Customer Services Assistant, part-time [r12], no change in pay, effective May 26, 2015.
- Change Assignments: Calaudia Kuchan – Customer Services Assistant, part-time [r12] to Coffee Service Assistant, part-time [r12], no change in pay.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Mr. Platt made a motion to approve the May 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. Griscom presented to the Board the new format for the Monthly Financial Statement and The Fund Summary Report.

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

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Mr. Shinnock moved that the bills for May 2015 in the amount of \$739,962.74 be paid.

Seconded by Mr. Platt.

The Chair declared the motion passed.

Old Business

There was no Old Business to come before the board.

New Business

Ms. Hodek made a motion to increase the Petty Cash Fund from \$100 to \$200, and increase the Change Fund from \$950 to \$1,050.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

ANNUAL APPROPRIATION RESOLUTION

Amendment: June 23, 2015

The Board of Trustees of the Westerville Public Library, Franklin County, Ohio, met in regular session on the 23rd day of June, 2015 at the Library with the following members present:

- Michael K. Fultz
- Melissa Hodek
- Mary Lightbody
- Deanna McDaniel
- Joshua Platt
- John B. Shinnock

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	<u>Original Appropriation</u>	<u>6/23/15 Amendment</u>	<u>Amended Appropriation</u>
1000 Salaries & Benefits			
1100 Salaries and Leave Benefits	3,136,329.00		3,136,329.00
1400 Retirement Benefits	466,013.00		466,013.00
1600 Insurance Benefits	635,167.00		635,167.00
1900 Other Employee Benefits	27,503.00		27,503.00
Total Salaries and Benefits	4,265,012.00		4,265,012.00

2000 Supplies			
2100 General Administrative Supplies	122,901.00		122,901.00
2200 Property Maintenance/Repairs, Supplies & Parts	22,725.00		22,725.00
2300 Motor Vehicle Fuel, Supplies & Parts	412.00		412.00
2500 Supplies Purchased for Resale	35,821.00		35,821.00
2900 Other Supplies	-		-
	<u>181,859.00</u>		<u>181,859.00</u>
3000 Purchased & Contracted Services			
3100 Travel & Meeting Expenses	57,019.00		57,019.00
3200 Communication, Printing and Publicity	60,616.00		60,616.00
3300 Property Maintenance, Repair & Security	474,635.00		474,635.00
3400 Insurance	25,878.00		25,878.00
3500 Rents & Leases	156,569.00		156,569.00
3600 Utilities	236,450.00		236,450.00
3700 Professional Services	222,961.00		222,961.00
3800 Library Material Control	54,807.00		54,807.00
3900 Other Contracts and Professional Services	<u>1,812.00</u>		<u>1,812.00</u>
	1,290,747.00		1,290,747.00
	<u>Annual</u>	<u>6/23/2015</u>	<u>Amended</u>
	<u>Appropriation</u>	<u>Amendment</u>	<u>Appropriation</u>
4000 Library Materials & Information			
4100 Books	443,184.00		443,184.00
4200 Periodicals/Software/Internet Services	223,511.00	25,569.00	249,080.00
4300 Audiovisual Materials	357,665.00		357,665.00
4600 Inter-Library Loan Fees/Charges	10,883.00		10,883.00
4700 Library Material Repair & Restoration	1,000.00		1,000.00
4900 Other Library Materials	<u>144.00</u>	<u>-</u>	<u>144.00</u>
	1,036,387.00	25,569.00	1,061,956.00
5000 Capital Outlay			
5400 Building Improvements	184,370.00		184,370.00
5500 Furniture & Equipment	191,826.00		191,826.00
5700 Motor Vehicles	-		-
5900 Other Capital Outlay	-		-
	<u>376,196.00</u>		<u>376,196.00</u>
6000 Debt Service			
6100 Redemption of Principal	-		-
6200 Interest Expense	-		-
	<u>-</u>		<u>-</u>
7000 Other Expenses			
7100 Dues and Memberships	15,943.00		15,943.00
7200 Taxes and Assessments	4,766.00		4,766.00
7300 County Auditor and Treasurer Fees	64,890.00		64,890.00
7500 Refunds and Reimbursements	4,315.00		4,315.00
7900 Other Miscellaneous Expenses	-		-
	<u>89,914.00</u>		<u>89,914.00</u>
9000 Interfund Transfers			
9900 Transfers Out	<u>500,000.00</u>	<u>-</u>	<u>500,000.00</u>
Grand Total General Fund	7,740,115.00	25,569.00	7,765,684.00
Special Revenue Funds:			
Muslim Journeys Grant			
4100 Books	594.75		594.75

Columbia Gas Grant			
5400 Building Improvements	-		-
Target Grant			
2100 Supplies	-		-
	<hr/>		<hr/>
Total Special Revenue Funds	594.75		594.75
Building and Repair Fund			
5900 Other Capital Outlay	1,800,174.00		1,800,174.00
9900 Transfers Out	-		-
	<hr/>		<hr/>
Grand Total Building Fund	1,800,174.00		1,800,174.00
RECAPITULATION OF FUNDS (GRAND TOTALS)			
	Annual	6/23/2015	Amended
	<u>Appropriation</u>	<u>Amendment</u>	<u>Appropriation</u>
GENERAL FUND	7,740,115.00	25,569.00	7,765,684.00
MUSLIM JOURNEYS GRANT	594.75	-	594.75
COLUMBIA GAS GRANT	-	-	-
TARGET GRANT	-	-	-
BUILDING AND REPAIR FUND	<hr/> 1,800,174.00	<hr/> -	<hr/> 1,800,174.00
GRAND TOTAL - ALL APPROPRIATIONS	9,540,883.75	25,569.00	9,566,452.75

Ms. Hodek seconded the Resolution and the roll called upon its adoption, the vote resulted

the vote resulted as follows:

- Mr. Fultz: aye
- Ms. Hodek: aye
- Ms. Lightbody: aye
- Ms. McDaniel: aye
- Mr. Platt: aye
- Ms. Scholl: absent
- Mr. Shinnock: aye

The Chair declared the motion passed.

Gifts:

The Library is in receipt of the following gifts:

Restricted:

- \$4,500.00 from Westerville Library Foundation for sculpture.
- \$50.00 from Lois Anderson for the Outreach Department.

Unrestricted:

\$91.00 from St. Paul School/St. Paul Church.

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

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Information and Discussion Items

a. Director's Report

1. Adult Services Manager

I am pleased to announce that Amanda Fensch has been selected as the new Manager of Adult Services. Ms. Fensch will begin her duties on July 6th. Amanda is currently the manager of Adult Services at the Pickerington Public Library. She brings extensive experience in adult programming, developing partnership with local businesses and the utilization of social media.

2. Re-Surfacing Project & HVAC Project

The re-surfacing project is nearly complete. A second coat of paint on the striping and a small section of brick pavers need to be adjusted. We now look forward to the additional parking.

The HVAC project is moving forward. The chiller was installed and we should have air conditioning in another week or so. The duct work was examined for mold and two naturally occurring types were found. An air test will be conducted to see if any additional measures need to be taken.

3. 2016 Budget

The Senate Finance Committee has revised their version of the state budget. The version includes the slight increase in the PLF from 1.66% to 1.7% as first included in the House Version. I will keep the Board informed as the budget process works through the legislature.

4. IFLA Visit

International Librarians visited Westerville Library on June 4th. 19 librarians were hosted by the Mortensen Center/University of Chicago and visit our library each year. The librarians were from Barbados, Brazil, Japan, Nigeria, Pakistan and South Korea.

5. E-Book Sharing

The Mansfield – Richland County Public Library and Westerville have begun sharing E-books. The process for sharing is seamless and transparent to our customers. The demo service with 3M Company is free and will serve as pilot project for expanding the service to all 28 SearchOhio libraries.

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 June 16th to discuss outline for the manual. Their next meeting will be held on August 18th.

2. Human Resources Jack Shinnock
Mr. Shinnock reported that the Committee met on June 16th with Mr. Barlow for his quarterly review to go over his goals. Mr. Shinnock reported that this is Mr. Platt's final year as the member of the Board. The process of bringing on a new member will begin soon. Ms. Plourde gave an update to the board on the renewal of the medical insurance.

3. Marketing Karen Scholl
No report

4. Technology Deanna McDaniel
Ms. McDaniel reported that the Committee will be having their next meeting in August. Also they will be taking a field trip to West Chester to look at their RFID technology.

BOARD DISCUSSION ITEMS

Mr. Owley gave an update to the board on the hotspot units. Also updated the board on the 3D printer. The 3D printer is now up and running. Would like to present a demo to the board at the next meeting. Ms. McDaniel thanked Mr. Barlow for sending out info on the parking lot. Mr. Griscom updated the board on the auditors visit and what the next step will be.

LIBRARY FOUNDATION REPORT

Ms. Lightbody attended the last Foundation Board meeting. "They are very thrilled about the Imagination Library." "They are pleased to have the offer of financial support from the Board of Trustees for the Imagination Library project, and have plans in place for significant development work in the fall to fund the project." 750 books were sold at the Piper Kerman event. This even was sold out. There have been two new members who have joined the team.

FRIENDS OF THE LIBRARY

Ice Cream Social event will be held on July 9th from 7-8:30 PM. Arrangements for ice cream and music have already been made by Linda Wilkins. This event will be presented by the WPL and sponsored by the Friends of the WPL.

IMPORTANT DATES

- a. Next Board Meeting – Tuesday July 28, 2015 at 7:00 PM in the Board Room.

DEPARTMENT REVIEW AND TOUR

Linda Uhler, Youth Services Manager gave a brief presentation on her department.

ADJOURNMENT

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

Seconded by Mr. Fultz.

The Chair declared the motion passed.

President

Secretary

