

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

September 29, 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 August 25, 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 September 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 August 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 August 2015 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. Old Business

There is no Old Business to come before the Board.

10. New Business

a. Establish LSTA Grant Fund

The Library needs to establish a special revenue fund to track receipts and expenditures associated with the Library Services and Technology Act (LSTA) Grant for Somali education. The State Library will grant federal funds in the amount of \$4,800 and the Library will provide local funds in the amount of \$900.

ACTION NEEDED: Consider a motion to establish the Library Services and Technology Act (LSTA) Grant Fund, and to approve a supplemental appropriation in the amount of \$4,800 for this fund.

b. Declare Surplus Property

The following items need to be declared surplus:

- Printronix P5205B dot-matrix printer (Accounting Dept.)
- Mirror with wooden frame (Local History Dept.)

ACTION NEEDED: Consider a motion to declare the above items surplus property.

c. Gifts:

The Library is in receipt of the following gifts:

Restricted:

\$5,000 from the Friends of Westerville Public Library, for the 2015 Summer Reading Program.

\$700 from the Friends, for the 2015 Ice Cream Social.

\$550 from the Friends, for 2014 Music in the Atrium performers.

\$275 from the Friends, for the 2015 Winter Reading Program.

\$25 from Barbara Cox Thompson, for a children's book.

\$50 from the Mathias Ridenour Chapter NSDAR, for the Local History Department.

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

11. INFORMATION AND DISCUSSION ITEMS

a. Director's Report

1. Deputy Fiscal Officer

Former Deputy Fiscal Officer Troy D. Cockrell pleaded guilty to the charge of theft in office at his hearing on September 2, 2015. The charge of tampering with evidence was dismissed. Mr. Cockrell will appear on October 15, 2015 for sentencing. Mr. Barlow will attend the hearing and give the "Victim Impact Statement." We anticipate full restitution of all funds stolen and expenses incurred since the theft was uncovered.

2. Re-Paving and HVAC Project

All punch list items have been completed for both projects. They are now concluded.

3. RFID Project

RFID chips and equipment are beginning to arrive. Planning for the project is currently under way with an anticipated October 12th start date for the conversion project. Our thanks to Karen Albury, Kristin Michel, Steve Owley and Amanda Fensch for spearheading the effort.

4. Financial Policy Manual

The Fiscal Policy manual is nearing completion and will soon be forwarded to the full Board for review and approval. Mr. Fultz and the members of the Finance Committee will discuss this during the Board Committee Report.

5. Board Appointment

As you know, Josh Platt's term on the Board will expire December 31st. We have been seeking candidates for the position and now have eight applicants for the Board position. The HR Committee of the Board will interview candidates on October 6th and October 20th and may be in a position to submit a recommendation to the full board at the October Board meeting.

6. Library Audit

The Finance and Facilities Committee, Fiscal Officer and Director met with Ryan Fortney from the State Auditor's office for the Post Audit Review. The meeting went very well and some minor changes were made to the final audit. Mr. Griscom and Mr. Fultz will respond to board members questions and/or concerns.

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. OLC Annual Convention, October 7-9 in Cincinnati, OH.
- b. Next Board Meeting – Tuesday October 27, 2015 at 7:00 PM in the Board Room.

17. Adjournment

Belinda Mortensen, Collection Development Manager, will provide a brief presentation.

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Mr. Shinnock, Ms. Scholl, Ms. McDaniel, 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; Linda Wilkins, Marketing; Linda Uhler, Youth Services; Jen Thomas, Customer Services; Julie Kerns, Outreach Services; Steve Owley, Support Services; Amanda Fensch, Adult Services and Belinda Mortensen, Collection Development.

Not attending: Kristin Michel, 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. Shinnock.

The Chair declared the motion passed.

Mr. Platt moved to approve the minutes of August 25, 2015 as presented.

Seconded by Ms. Lightbody.

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 September 2015.

- Resignation: Tanner Fink – Technology Center Associate, effective September 2, 2015.
- Resignation: Mary Walsh – OhioLink Processor/Page, effective September 15, 2015.
- Resignation: Jessica Brown – Deputy Fiscal Officer, effective September 18, 2015.
- Resignation: Chelsea McDonnell – Technology Center Associate, effective September 22, 2015.
- Employment: Jack Spurlock – Customer Services Page Trainee, part-time, \$8.25/hr. [r8], effective August 25, 2015.
- Employment: Laurel (Lauren) Quayle – Adult Services Page Trainee, part-time, \$8.25/hr. [r8], effective September 9, 2015.
- Change Assignments: Sherry Allerton – Adult Service Page, part-time [r8] to OhioLink Processor/Page, part-time [r8], no change in pay, effective September 16, 2015.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Ms. Scholl made a motion to approve the August 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. Fultz moved to approve the August 2015 Financial Report.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Mr. Platt moved that the bills for August 2015 in the amount of \$452,601.34 be paid.

Seconded by Ms. Scholl.

The Chair declared the motion passed.

Old Business

There was no Old Business to come before the Board.

New Business

Mr. Shinnock made a motion to establish the Library Services and Technology Act (LSTA) Grant Fund, and to approve a supplemental appropriation in the amount of \$4,800 for this fund.

Seconded by Ms. Scholl.

The Chair declared the motion passed.

Ms. Lightbody made a motion to declare the items below surplus property.

- Printronix P5205B dot-matrix printer (Accounting Dept.)
- Mirror with wooden frame (Local History Dept.)

Seconded by Mr. Platt.

The Chair declared the motion passed.

Gifts:

The Library is in receipt of the following gifts:

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\$50 from the Mathias Ridenour Chapter NSDAR, for the Local History Department.

Mr. Shinnock 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. Deputy Fiscal Officer

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2. Re-Paving and HVAC Project

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3. RFID Project

RFID chips and equipment are beginning to arrive. Planning for the project is currently under way with an anticipated October 12th start date for the conversion project. Our thanks to Karen Albury, Kristin Michel, Steve Owley and Amanda Fensch for spearheading the effort.

Mr. Barlow gave an update to the Board. All of the equipment has arrived. They will begin the process with the children's department.

4. Financial Policy Manual

The Fiscal Policy manual is nearing completion and will soon be forwarded to the full Board for review and approval. Mr. Fultz and the members of the Finance Committee will discuss this during the Board Committee Report.

Waiting on the final version. The last piece that they would like to add is the calendar.

5. Board Appointment

As you know, Josh Platt's term on the Board will expire December 31st. We have been seeking candidates for the position and now have eight applicants for the Board position. The HR Committee of the Board will interview candidates on October 6th and October 20th and may be in a position to submit a recommendation to the full board at the October Board meeting.

The Committee will have a recommendation for the October 27th meeting.

6. Library Audit

The Finance and Facilities Committee, Fiscal Officer and Director met with Ryan Fortney from the State Auditor's office for the Post Audit Review. The meeting went very well and some minor changes were made to the final audit, Mr. Griscom and Mr. Fultz will respond to board members questions and/or concerns.

Mr. Griscom gave an update to the board on the library audit.

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 September 15th. They spent 45 minutes with the auditor and an hour on the policy manual. Next meeting will be October 15.

2. Human Resources Jack Shinnock
Interviews for the board position will be held on October 6th and 20th. Katrina has prepared interview questions. The Committee discussed salary recommendations for the staff for 2016. There will be an annual review for both Mr. Barlow and Mr. Griscom. Spoke with Mr. Barlow about the strategic plan.

3. Marketing Karen Scholl
No report

4. Technology Deanna McDaniel
Next meeting will be held on November 24th.

BOARD DISCUSSION ITEMS

Ms. McDaniel mentioned to the board how she had the pleasure of Becky and Mickie visiting and speaking to her 6th graders about the library. Update on the Gillian Flynn event, how many tickets have been sold.

LIBRARY FOUNDATION REPORT

Ms. Lightbody attended the most recent meeting. Sondra Kowaluk was able to sell enough of the remaining Daniel Silva books to turn a small positive bottom line for the event. Andrew Shroads has resigned from the Foundation Board due to family issues. The Foundation would like to have people who have applied for the board position also to apply for the four foundation openings. The Foundation has asked that the two board members who attend the foundation meetings serve as a representative and an alternate. The Foundation Board is working hard on the Imagination Library fundraising, and requested that as many members of the Library Board of Trustees make a donation to the IL fund as possible, as they would like to report 100% participation by Board and Foundation members as they make asks for support from organizations, businesses, and individuals in town.

FRIENDS OF THE LIBRARY

IMPORTANT DATES

- a. OLC Annual Convention October 7-9 in Cincinnati, OH.
- b. Next Board Meeting – Tuesday October 27, 2015 at 7:00 P.M. in the Board Room.

DEPARTMENT REVIEW AND TOUR

Belinda Mortensen, Collection Development Manager, provided a brief presentation.

ADJOURNMENT

Ms. Lightbody moved to adjourn the meeting at 7:39 PM.

Seconded by Mr. Platt.

The Chair declared the motion passed.

President

Secretary