

BOARD OF TRUSTEES  
WESTERVILLE PUBLIC LIBRARY  
AGENDA

November 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 October 27, 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 November 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 October 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 October 2015 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. Old Business

There is no old business to come before the board.

10. New Business

a. HR Committee

The Human Resources Committee will meet prior to the Board meeting. As part of the agenda, they will review and consider salaries for 2016. The need for board action will be determined at the meeting.

**ACTION NEEDED:** Consider a motion to approve the recommendations of the HR Committee as presented or amended at the meeting.

b. Gifts:

The Library is in receipt of the following gifts:

**Restricted:**

\$25,000.00 from Westerville Library Foundation, for the Imagination Library Fund.

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

11. INFORMATION AND DISCUSSION ITEMS

a. Director's Report

1. RFID

Library staff is busy tagging items in the collection. I will try to get a number for how many items have been tagged for the Board meeting.

Karen Albury and I met with Jack Hedges of Design Group Inc. to develop plans and cost estimates for the minor building renovations required for the material handling systems.

Mr. Hedge is also looking at the possibility of filling in the courtyard to accommodate a new innovation/maker space. Architectural fees will be billed on an hourly rate.

2. Imagination Library

We thank the Westerville Library Foundation for their support of the Imagination Library project. We received their initial support of \$25,000.

Karen Albury and Linda Uhler visited the Greene County Library in Xenia to review their processes, and to get ideas for how to begin implementation. We are well prepared for the January 9, 2016 kick-off.

**3. Security Protection System**

Work has begun on installing the security protection system. Entrance locks and key fobs are being installed now, with panic buttons and staff training following in the next couple of weeks.

**4. Exterior Lighting Controls**

We are replacing the failed exterior lighting control system. The system is an upgrade to the 1998 system which no longer works. The system will be tied into the maintenance computer system and gives us much more flexibility and control. The new system is well within our existing 2015 budget.

**5. Gillian Flynn**

As you know, the author of *Gone Girl* Gillian Flynn was in Westerville on November 5<sup>th</sup> as our latest author visit. Preceding Ms. Flynn's presentation was a reception at the Lakes Country Club which 102 people attended. Total attendance for the event was 432. Ms. Flynn's visit was another very successful event. We look forward to Mitch Albom's visit on December 14<sup>th</sup>. So far 232 people have registered for the event. We anticipate that the number will increase to at least 350 once the Columbus Dispatch promotes the event.

**6. Martin Luther King Jr. Breakfast**

The Library is again partnering with Leadership Westerville in presenting the annual Martin Luther King Jr. breakfast. The Library has a table for 10 people for the event. It will be held on Monday, January 18<sup>th</sup> at the Villa Milano. This year's speaker is Debby Irving, author of *Waking up White*. We will provide a copy of Ms. Irving's book to those attending and there will be an opportunity of book signing by the author.

**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. Mitch Albom – Monday December 14, 2015 at Central High School.
- b. Next Board Meeting – Tuesday December 22, 2015 at 7:00 PM in the Board Room.

17. Adjournment

Steve Owley, Manager of Support Services will provide a brief presentation.

18. Executive Session

ACTION NEEDED: Consider a motion to move into Executive Session at \_\_\_\_\_.

Motion Made \_\_\_\_\_ Seconded by \_\_\_\_\_

Executive Session, pursuant to ORC §121.22(6)(1): To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

Action Needed: Consider a motion to move back to regular session at 9:15 PM

Motion Made \_\_\_\_\_ Seconded by \_\_\_\_\_

ACTION NEEDED: Consider a motion to adjourn the meeting at 9:15 PM.

Motion Made \_\_\_\_\_ Seconded by \_\_\_\_\_