

BOARD OF TRUSTEES  
WESTERVILLE PUBLIC LIBRARY  
AGENDA

JANUARY 26, 2016

**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. OATHS OF OFFICE

a. Trustee

The Trustees congratulate and welcome Shawn S. Smith to the Board. Ms. Kristin Michel, Customer Services Manager/Notary Public, will give the oath of office to Mr. Smith as required by the Ohio Revised Code.

b. Fiscal Officers

Ms. Kristin Michel will give the oath of office to Dan Griscom for Fiscal Officer as required by Ohio Revised Code.

c. Deputy Fiscal Officer

Ms. Kristin Michel will give the oath of office to Ms. Darlene Lawson as Deputy Fiscal Officer as required by Ohio Revised Code.

Ms. Kristin Michel will give the oath of office to Ms. Sherry Peterson as Deputy Fiscal Officer as required by Ohio Revised Code.

3. APPROVAL OF THE AGENDA

**ACTION NEEDED:** Consider a motion to approve the agenda as presented or amended at the meeting.

4. ELECTION OF OFFICERS

Per established Library Board policy, Ms. Melissa Hodek will assume the duties as Library Board President; Ms. Mary Lightbody will assume duties as Vice-President and Mr. Michael Fultz will assume the duties as Secretary of the Board in accordance with the Library Board's rotation policy.

**ACTION NEEDED:** Consider a motion to ratify the appointments as presented or amended at the meeting.

5. COMMITTEE ASSIGNMENTS

Please refer to **Item 4** in your packet. Beginning last year it was determined the committee assignments would be for a two-year period. This would be the third year for these assignments, but members can certainly continue to serve on the committees they wish for another term.

**2015 Committee Assignments**

**2016 Committee Assignments**

**Human Resources Committee**

Jack Shinnock, Chair  
Deanna McDaniel  
Karen Scholl

\_\_\_\_\_, Chair  
\_\_\_\_\_, Member  
\_\_\_\_\_, Member

**Finance & Facilities Committee**

Mike Fultz, Chair  
Melissa Hodek  
Jack Shinnock

\_\_\_\_\_, Chair  
\_\_\_\_\_, Member  
\_\_\_\_\_, Member

**Library Services & Marketing Committee**

Karen Scholl, Chair  
Melissa Hodek  
***Open Seat***

\_\_\_\_\_, Chair  
\_\_\_\_\_, Member  
\_\_\_\_\_, Member

**Technology Committee**

Deanna McDaniel, Chair  
Mary Lightbody  
Mike Fultz

\_\_\_\_\_, Chair  
\_\_\_\_\_, Member  
\_\_\_\_\_, Member

**Library Foundation Liaison**

Mary Lightbody  
***Open Seat***

\_\_\_\_\_  
\_\_\_\_\_

**NO OFFICIAL ACTION IS NEEDED**

6. REGULAR MEETING DATE & TIME

Currently, the Board of Trustees meets on the fourth Tuesday of each month at 7:00 PM. A motion is needed to establish the same schedule for 2016.

January 26 <sup>th</sup>	July 26 <sup>th</sup>
February 23 <sup>rd</sup>	August 23 <sup>rd</sup>
March 22 <sup>nd</sup>	September 27 <sup>th</sup>
April 26 <sup>th</sup>	October 25 <sup>th</sup>
May 24 <sup>th</sup>	November 22 <sup>nd</sup>
June 28 <sup>th</sup>	December 27 <sup>th</sup>

**ACTION NEEDED:** Consider a motion to accept the Board Meeting schedule as presented or amended at the meeting.

7. FASCIMILE RESOLUTION

A facsimile resolution is needed each year to permit electronic signatures for library checks to be honored by our depository bank.

**ACTION NEEDED:** Be it resolved by the Board of Trustees of the Westerville Public Library that US BANK be designated as the depository for the general funds of the Library. Furthermore, US BANK is authorized and directed to honor checks, drafts or other orders for payment of money drawn for their respective funds in the name of this Library including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing, or purporting to bear, the facsimile signature(s) of any of two of the following: Dan Griscom, Fiscal Officer and Ms. Melissa Hodek, President of the Board of Trustees of the Westerville Public Library.

**ACTION NEEDED:** Consider a motion to adopt the Facsimile Resolution as presented or amended at the meeting.

8. DISCUSSION AND APPROVAL OF MINUTES

**ACTION NEEDED:** Consider a motion to approve the minutes of December 15, 2015.

9. PERSONNEL/CONSENT CALENDAR

Action by the Board of Trustees in "A motion to adopt the consent calendar" means that a single motion adopts all items appearing herein 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 January 2016 Personnel Consent Calendar as presented or amended at the meeting.

10. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

**ACTION NEEDED:** Consider a motion to approve the December 2015 Statistical Report.

11. REPORT BY THE FISCAL OFFICER

The Fiscal Officer will present his monthly report assessing the year to date revenues and expenses. (See Item 11).

12. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

**ACTION NEEDED:** Consider a motion to approve the December 2015 Financial Report.

13. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

14. OLD BUSINESS

**a. Fiscal Policy Manual**

Copies of the new Fiscal Policy Manual were distributed at the December meeting of the Board for review. The Finance and Facilities Committee has worked diligently on the manual for nearly a year and we deeply appreciate all of their efforts. It is recommended the Board approve the Fiscal Manual as presented or amended at the meeting.

**ACTION NEEDED:** Consider a motion to approve the Fiscal Policy Manual as presented and or amended at the meeting.

**b. Material Handling System**

As you know the Board has approved the installation of the RFID Material Handling System and has appropriated the funds (\$260,000) in the 2016 budget. In conversation with the vendor (3M-Biblioteca), we learned that there is a 3-4 month turnaround time on the equipment. As a result, we would like to move forward with ordering the equipment.

**ACTION NEEDED:** Consider a motion to approve moving forward with the purchase and installation of the Material Handling System as previously presented.

15. NEW BUSINESS

**a. Amended Annual Appropriation Resolution for 2015 (with Adjustments)**

The Fiscal Officer will present the amended Annual Appropriation Resolution with adjustments made in December 2015, to be ratified by the Board in accordance with the Board's action at the December 15, 2015 Board meeting.

**ACTION NEEDED:** Consider a motion to ratify the amended Annual Appropriation Resolution as adjusted in December 15, 2015 as presented by the Fiscal Officer.

**b. Fiscal Officer and Deputy Fiscal Officer Bonds**

The Fiscal Officer is requesting approval of bonds at \$100,000.00 each for the Fiscal Officer and Deputy Fiscal Officers as follows:

Dan Griscom:	\$100,000
Sherry Petersen:	\$100,000
Darlene Lawson:	\$100,000

**ACTION NEEDED:** Consider a motion to approve the bonding of the Fiscal Officer and Deputy Fiscal Officers as presented or amended at the meeting.

**c. Gifts:**

The Library is in receipt of the following gifts:

**Restricted:**

\$10.00 from Margaret Goll for Youth Book.

\$875.00 from the Friends of the Library for Music in the Atrium Program, Signs of Christmas Choir and the Adult Winter Reading Program.

\$5,000.00 from the Westerville Library Foundation for Imagination Library.

**Unrestricted:**

\$200.00 from Jolene Hill

\$20.00 from Matthew Ocheltree

**ACTION NEEDED:** Consider a motion to approve the acceptance of gifts with appreciation as presented at the meeting.

16. INFORMATION ITEMS

**a. Director's Report**

**1. RFID Tagging**

The RFID tagging of items continues to move along at a fast pace. Mr. Barlow will provide an update to the board at the meeting. We are right on target for a March completion date. The second phase of phase one, the security gates, is also progressing. The security gates have been ordered and should be installed by March 1<sup>st</sup>.

**2. Material Handling System**

As stated in the Action Items, due to the 3-4 month turnaround time for the equipment Mr. Barlow is requesting moving forward with the second phase of the RFID project previously discussed by the Board. The bid for the equipment remains the same at \$258,000. We do not yet have the quote for the renovation of the Circulation Department and remain hopeful that the

price stays below the public bid requirements.

**3. Imagination Library**

As you know, the Imagination Library Program in cooperation with the Westerville Library Foundation began on January 9<sup>th</sup> of this year. In just 10 days, 743 children have signed up for the program. We are well on our way to meet our first year goal of 1,000 participants. We are very grateful for the Foundation's financial support for this important program.

**4. Security Protection Plan**

All panic buttons have been installed and we are currently in the process of testing all the equipment. We are also working with the Westerville Police Department to develop guidelines for using the panic buttons. The key fobs for exterior doors are being processed and the hope is that all systems will be a go by March 1<sup>st</sup>.

**5. Additional Parking**

The city has requested 50% (\$150,000) of the cost for the additional parking. This allows the city to accept the bids and move forward with the project. At this time the name of the contractor or the commencement date for the project is not known. Mr. Barlow hopes to have some additional information for the Board at the meeting.

**b. Department Reports**

Attached is a summary of the monthly department reports [see Item 15-B]. Department Managers will be available to review their reports and respond to comments and questions.

**17. BOARD COMMITTEE REPORTS**

- |                                 |                 |
|---------------------------------|-----------------|
| 1. Finance & Facilities         | Mike Fultz      |
| 2. Human Resources              | Jack Shinnock   |
| 3. Library Services & Marketing | Karen Scholl    |
| 4. Technology                   | Deanna McDaniel |

18. BOARD DISCUSSION ITEMS

19. LIBRARY FOUNDATION REPORT

20. FRIENDS OF THE LIBRARY REPORT

21. IMPORTANT DATES

- a. Next Board meeting – Tuesday, February 23<sup>rd</sup>, 2016 at 7:00 PM in the Board Room.
- b. Kareem Abdul-Jabbar – Thursday, March 3<sup>rd</sup> at 7:00 PM at Westerville Central High School.  
*(A reception will be held prior to the presentation).*
- c. New Trustee Workshop – Saturday, March 19<sup>th</sup>, Location To Be Announced.
- d. Central Ohio Trustee Dinner – Wednesday, April 21<sup>st</sup> at the Holiday Inn Worthington.

22. ADJOURNMENT

DEPARTMENT REPORT

Steve Owley, Manager of Support Services will present a brief report to the board about the Technical Services and Computer Services Departments.

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. Smith, 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 Coordinator, Linda Uhler, Youth Services; Kristin Michel, Customer Services; Jen Thomas, Customer Services; Julie Kerns, Outreach Services, Steve Owley, Support Services; Sherry Peterson, Deputy Fiscal Officer and Darlene Lawson, Deputy Fiscal Officer.

Not Present: Amanda Fensch, Adult Services and Erin Huffman, Program and Community Coordinator.

Ms. Hodek called the meeting to order at 7:02 PM.

Ms. Kristin Michel gave the oath of office to Shawn S. Smith, Trustee, as required by the Ohio Revised Code.

Ms. Kristin Michel gave the oath of office to Dan Griscom for Fiscal Officer as required by Ohio Revised Code.

Ms. Kristin Michel gave the oath of office to Ms. Darlene Lawson as Deputy Fiscal Officer as required by Ohio Revised Code.

Ms. Kristin Michel gave the oath of office to Ms. Sherry Peterson as Deputy Fiscal Officer as required by Ohio Revised Code.

Mr. Shinnock made a motion to approve the agenda as presented at the meeting.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Ms. McDaniel moved to ratify the appointments of Ms. Melissa Hodek as Library Board President, Ms. Mary Lightbody as Vice-President, and Mr. Mike Fultz as Secretary of the Board in accordance with the Board rotation policy.

Seconded by Mr. Smith.

The Chair declared the motion passed.

Beginning last year it was determined the committee assignments would be for a two-year period. This would be the third year for these assignments, but members can certainly continue to serve on the committees they wish for another term.

The new Board Committees are as follows:

Human Resources Committee: Jack Shinnock, Chair; Deanna McDaniel; Karen Scholl.

Finance & Facilities Committee: Melissa Hodek, Chair; Jack Shinnock; Mary Lightbody.

Marketing & Library Services Committee: Karen Scholl, Chair; Shawn Smith; Mike Fultz.

Technology Committee: Shawn Smith, Chair; Mary Lightbody; Mike Fultz.

Library Foundation Liaison: Deanna McDaniel, Melissa Hodek.



Mr. Smith moved to establish the regularly scheduled meeting of the Board of Trustees for the fourth Tuesday of each month at 7:00 PM, with the exception of the December 2016 meeting, which shall be held on December 20, 2016.

January 26 <sup>th</sup>	July 26 <sup>th</sup>
February 23 <sup>rd</sup>	August 23 <sup>rd</sup>
March 22 <sup>nd</sup>	September 27 <sup>th</sup>
April 26 <sup>th</sup>	October 25 <sup>th</sup>
May 24 <sup>th</sup>	November 22 <sup>nd</sup>
June 28 <sup>th</sup>	December 20 <sup>th</sup>

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

A facsimile resolution must be adopted each year by the Board of Trustees to permit electronic signatures for library checks to be honored by our depository bank.

Mr. Fultz moved the following: Be it resolved by the Board of Trustees of the Westerville Public Library that US BANK be designated as the depository for the general funds of the Library. Furthermore, US BANK is authorized and directed to honor checks, drafts or other orders for payment of money drawn for their respective funds in the name of this Library including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing, or purporting to bear, the facsimile signature(s) of any of two of the following: Dan Griscom, Fiscal Officer and Ms. Melissa Hodek, President of the Board of Trustees of the Westerville Public Library.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

Mr. Shinnock moved to approve the minutes of December 15, 2015 as corrected.

Seconded by Ms. Scholl.

The Chair declared the motion passed.

Mr. Smith moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent Calendar for January 2016.

- Resignation: Cristina Frick – Customer Services Page, effective January 8, 2016.
- Resignation: Susan Edgar – Customer Services Page, effective December 8, 2015.
- Employment: Mackenna Swing – Customer Services Page Trainee, part-time, \$8.25/hr. [R8], effective January 4, 2016.
- Employment: Eileen Moeller – OhioLINK Page, part-time/temporary, \$8.77/hr. [R8], effective January 18, 2016.
- Employment: Nimo Suleyman – Adult Services Page Trainee, part-time, \$8.25/hr. [R8], effective January 19, 2016.

- Change Assignments: Sherree Baire – Acquisitions Specialist II, full-time, \$11.85/hr. [R12] to Collections Development Associate, full-time, \$13.26/hr. [R17], effective December 26, 2015. \**position realignment*.
- Change Assignments: Grace Djan – Adult Services Page Trainee, part-time [R8] to Customer Services Page Trainee, part-time, effective January 4, 2016. No change in pay.
- Change Assignments: Becky O’Neil – Youth Services Librarian, full-time [R26] to Collection Development Librarian, full-time [R26], effective January 26, 2016. No change in pay.

Seconded by Ms. Scholl.

The Chair declared the motion passed.

Mr. Shinnock made a motion to approve the December 2015 Statistical Report.

Seconded by Mr. Fultz.

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 December 2015 Financial Report.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. Scholl moved that the bills for December 2015 in the amount of \$516,048.33 be paid.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

#### Old Business

The Finance and Facility Committee moved to approve the Fiscal Policy Manual as amended with the addition of a missing word.

The Chair declared the motion passed.

Mr. Smith made a motion to approve with moving forward with the purchase and installation of the Material Handling System as presented.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

#### New Business

##### **Ratification of Amended Annual Appropriation Resolution for 2015 (with Adjustments)**

The Fiscal Officer presented the amended Annual Appropriation Resolution with adjustments made in December 2015, to be ratified on January 26, 2016 by the Board, in accordance with the Board's action on December 15, 2015.

Mr. Shinnock moved that the 2015 Amended Appropriations be ratified as follows:

<b>General Fund</b>	Previous (9/29/2015) <u>Appropriation</u>	12/15/2015 <u>Amendment</u>	Amended <u>Appropriation</u>
1000 Salaries & Benefits			
1100 Salaries and Leave Benefits	3,136,329.00	\$ (57,900.00)	3,078,429.00
1400 Retirement Benefits	466,013.00	(42,000.00)	424,013.

1600	Insurance Benefits	635,167.00	(23,533.18)	611,633.82
1900	Other Employee Benefits	<u>27,503.00</u>	<u>4,100.00</u>	<u>31,603.00</u>
	Total Salaries and Benefits	4,265,012.00	(119,333.18)	4,145,678.82
2000	Supplies			
2100	General Administrative Supplies	122,901.00	(19,027.11)	103,873.89
2200	Property Maintenance/Repairs, Supplies & Parts	22,725.00	(4,040.80)	18,684.20
2300	Motor Vehicle Fuel, Supplies & Parts	412.00	-	412.00
2500	Supplies Purchased for Resale	35,821.00	273.75	36,094.75
2900	Other Supplies	-	-	-
		<u>181,859.00</u>	<u>(22,794.16)</u>	<u>159,064.84</u>
3000	Purchased & Contracted Services			
3100	Travel & Meeting Expenses	57,019.00	(2,151.79)	54,867.21
3200	Communication, Printing and Publicity	60,616.00	(5,274.54)	55,341.46
3300	Property Maintenance, Repair & Security	474,635.00	(18,804.45)	455,830.55
3400	Insurance	25,878.00	300.00	26,178.00
3500	Rents & Leases	156,569.00	(31,000.00)	125,569.00
3600	Utilities	236,450.00	(46,301.00)	190,149.00
3700	Professional Services	222,961.00	(10,460.80)	212,500.20
3800	Library Material Control	54,807.00	(12,000.00)	42,807.00
3900	Other Contracts and Professional Services	<u>1,812.00</u>	<u>(12.75)</u>	<u>1,799.25</u>
		1,290,747.00	(125,705.33)	1,165,041.67
4000	Library Materials & Information			
4100	Books	443,184.00	(86,228.36)	356,955.64
4200	Periodicals/Software/Internet Services	249,080.00	11,600.00	260,680.00
4300	Audiovisual Materials	357,665.00	(63,572.38)	294,092.62
4600	Inter-Library Loan Fees/Charges	10,883.00	(3,000.00)	7,883.00
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>
		1,061,956.00	(142,200.74)	919,755.26
5000	Capital Outlay			
5400	Building Improvements	184,370.00	(113,592.21)	70,777.79
5500	Furniture & Equipment	191,826.00	26,825.62	218,651.62
5700	Motor Vehicles	-	-	-
5900	Other Capital Outlay	-	-	-
		<u>376,196.00</u>	<u>(86,766.59)</u>	<u>289,429.41</u>
6000	Debt Service			
6100	Redemption of Principal	-	-	-
6200	Interest Expense	-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>
7000	Other Expenses			
7100	Dues and Memberships	15,943.00	(1,000.00)	14,943.00
7200	Taxes and Assessments	4,766.00	300.00	5,066.00
7300	County Auditor and Treasurer Fees	64,890.00	(1,500.00)	63,390.00
7500	Refunds and Reimbursements	4,315.00	(1,000.00)	3,315.00
7900	Other Miscellaneous Expenses	-	-	-
		<u>89,914.00</u>	<u>(3,200.00)</u>	<u>86,714.00</u>
9000	Interfund Transfers			
9900	Transfers Out	<u>500,000.00</u>	<u>500,000.00</u>	<u>1,000,000.00</u>
<b>Grand Total General Fund</b>		<b><u>7,765,684.00</u></b>	<b><u>-</u></b>	<b><u>7,765,684.00</u></b>
<b>Special Revenue Funds:</b>				
<b>Muslim Journeys Grant</b>				
4100	Books	594.75	-	594.75
<b>Columbia Gas Grant</b>				
5400	Building Improvements	-	-	-
<b>Target Grant</b>				
2100	Supplies	-	-	-
<b>Imagination Library</b>				
4100	Books	-	-	-
<b>LSTA Grant</b>				
3700	Programs	<u>4,800.00</u>	<u>-</u>	<u>4,800.00</u>
<b>Total Special Revenue Funds</b>		<b><u>5,394.75</u></b>	<b><u>-</u></b>	<b><u>5,394.75</u></b>

**Building and Repair Fund**

5900 Other Capital Outlay	1,800,174.00	-	1,800,174.00
9900 Transfers Out	-	-	-
<b>Grand Total Building Fund</b>	<b>1,800,174.00</b>	<b>-</b>	<b>1,800,174.00</b>

**TOTALS BY FUND**

	Previous (9/29/2015 <u>Appropriation</u> )	12/15/2015 <u>Amendment</u>	Amended <u>Appropriation</u>
GENERAL FUND	7,765,684.00	-	7,765,684.00
MUSLIM JOURNEYS GRANT	594.75	-	594.75
COLUMBIA GAS GRANT	-	-	-
TARGET GRANT	-	-	-
IMAGINATION LIBRARY	-	-	-
LSTA GRANT	4,800.00	-	4,800.00
BUILDING AND REPAIR FUND	<u>1,800,174.00</u>	-	<u>1,800,174.00</u>
<b>GRAND TOTAL - ALL APPROPRIATIONS</b>	<b>9,571,252.75</b>	<b>-</b>	<b>9,571,252.75</b>

Mr. Fultz seconded the Resolution and the roll called upon its adoption, the vote resulted as follows:

Mr. Fultz	Aye
Ms. Hodek	Aye
Ms. Lightbody	Aye
Ms. McDaniel	Aye
Mr. Smith	Aye
Ms. Scholl	Aye
Mr. Shinnock	Aye

The Chair declared the Resolution passed.

Ms. Lightbody made a motion to approve the bonding of the Fiscal Officer and Deputy Fiscal Officers as presented at the meeting.

Dan Griscom: \$100,000

Sherry Peterson: \$ 100,000

Darlene Lawson: \$100,000

Seconded by Ms. Scholl.

The Chair declared the motion passed.

**Gifts:**

The Library is in receipt of the following gifts:

**Unrestricted:**

200.00 from Jolene Hill

\$20.00 from Matthew Ocheltree

**Restricted:**

\$10.00 from Margaret Goll for Youth Book.

\$875.00 from the Friends of the Library for Music in the Atrium Program, Signs of Christmas Choir and the Adult Winter Reading Program.

\$5,000.00 from the Westerville Library Foundation for Imagination Library.

Ms. Scholl made a motion to accept with appreciation the gifts presented.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

### Information and Discussion Items

#### a. Director's Report

##### 1. **RFID Tagging**

The RFID tagging of items continues to move along at a fast pace. Mr. Barlow will provide an update to the board at the meeting. We are right on target for a March completion date. The second phase of phase one, the security gates, is also progressing. The security gates have been ordered and should be installed by March 1<sup>st</sup>.

*Mr. Barlow reported that as of Monday 151,000 items have been RFID. The security gates have been ordered.*

##### 2. **Material Handling System**

As stated in the Action Items, due to the 3-4 month turnaround time for the equipment Mr. Barlow is requesting moving forward with the second phase of the RFID project previously discussed by the Board. The bid for the equipment remains the same at \$258,000. We do not yet have the quote for the renovation of the Circulation Department and remain hopeful that the price stays below the public bid requirements.

##### 3. **Imagination Library**

As you know, the Imagination Library Program in cooperation with the Westerville Library Foundation began on January 9<sup>th</sup> of this year. In just 10 days, 743 children have signed up for the program. We are well on our way to meet our first year goal of 1,000 participants. We are very grateful for the Foundation's financial support for this important program.

*804 kids have already signed up.*

##### 4. **Security Protection Plan**

All panic buttons have been installed and we are currently in the process of testing all the equipment. We are also working with the Westerville Police Department to develop guidelines for using the panic buttons. The key fobs for exterior doors are being processed and the hope is that all systems will be a go by March 1<sup>st</sup>.

##### 5. **Additional Parking**

The city has requested 50% (\$150,000) of the cost for the additional parking. This allows the city to accept the bids and move forward with the project. At this time the name of the contractor or the commencement date for the project is not known. Mr. Barlow hopes to have some additional information for the Board at the meeting.

*Mr. Barlow reported that we have already payed ½ of our \$150,000 and that the contract has been awarded. Looking to having the construction begin sometime in the next month. We are still looking to add 75-78 additional spaces.*

**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 January 19<sup>th</sup> to work on the 10 year projection budget plan. Next meeting will be held on February 16<sup>th</sup>. Mr. Fultz gave a huge thanks to all who were involved in the process of putting together the Fiscal Policy Manual.*
2. Human Resources      Jack Shinnock  
*No report*
3. Marketing              Karen Scholl  
*No report*
4. Technology              Deanna McDaniel  
*No report*

**BOARD DISCUSSION ITEMS**

*Ms. McDaniel reported to the board how she was pleased to see Ms. Becky O'Neil be accepted for the Collection Development Librarian position. There were also some comments noted about the MLK breakfast. The board also made a small discussion on hosting a retreat sometime in June. Different ideas for the topics were discussed. Mr. Shinnock reported to the board about a program that the Parks and Recs are sponsoring called Bike Share program. Ms. Scholl and Mr. Shinnock will not be attending the next board meeting.*

**LIBRARY FOUNDATION REPORT**

*Ms. Lightbody attended the meeting. The Foundation will be having monthly meetings. So far \$9,000 has been raised toward the Imagination Library program. The Foundation will be providing a list of how much money they have made from book talks. They have been pleased with the book sales. The Foundation Board has put a new policy in place for its members who would like to attend the author events. The reception for Kareem Abdul-Jabbar will be held at Brio. A Second iPad will be purchased by the Foundation to be used at their book sales.*

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

- a. Next Board meeting – Tuesday, February 23<sup>rd</sup>, 2016 at 7:00 PM in the Board Room.
- b. Kareem Abdul-Jabbar – Thursday, March 3<sup>rd</sup> at 7:00 PM at Westerville Central High School.  
*(A reception will be held prior to the presentation).*
- c. New Trustee Workshop – Saturday, March 19<sup>th</sup>, Location to Be Announced.
- d. Central Ohio Trustee Dinner – Thursday, April 21<sup>st</sup> at the Holiday Inn Worthington. (Mary Lightbody, Deanna McDaniel, Shawn Smith and Don Barlow will be attending).

ADJOURNMENT

Mr. Smith made a motion to adjourn the meeting at 8:22PM.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

DEPARTMENT REVIEW AND TOUR

Steve Owley, Manager of Support Services presented a brief report to the board about the Technical Services and Computer Services Department.

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President

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Secretary