

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

March 22, 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 appropriate point on the agenda.

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 February 23, 2016.

4. 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 March 2016 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 February 2016 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 February 2016 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the ratifying of bills for February 2016.

9. OLD BUSINESS

a. **Maker Space**

There is a Task Force meeting prior to the Library Board Meeting. Depending on the results of the meeting, there may be an action item to select the architect agreement to proceed with a new Maker Space.

ACTION NEEDED: To be determined at the meeting.

10. NEW BUSINESS

a. **2016 Annual Appropriation Resolution**

The 2016 Annual Appropriation Resolution (the “permanent” budget) will be presented by Mr. Griscom. The Annual Appropriations must be approved no later than April 1.

ACTION NEEDED: Consider a motion to approve the 2016 Annual Appropriation Resolution as presented or amended at the meeting.

11. INFORMATION ITEMS

a. **Director’s Report**

1. **Emergency Response and Recovery Plan**

A first draft of the library’s “*Emergency Response and Recovery Plan*” has been submitted to the Finance and Facilities Committee for review and comments. We hope to have the finalized plan ready for Board approval at the July Board meeting.

2. **RFID**

The security gates have arrived and will be installed within the next couple of weeks. The kitchenette project has been awarded to Meutzel Plumbing. They are a company familiar with Design Group Inc. and Pepper Construction. We hope to have the contracts ready for signature this week. The contracts are prepared by Bricker and Eckler, the library’s attorneys for these matters.

3. **Imagination Library**

The Imagination Library program continues to grow and we have already reached our first year goal of 1,000 participants.

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 | Melissa Hodek |
| 2. Human Resources | Jack Shinnock |
| 3. Library Services & Marketing | Karen Scholl |
| 4. Technology | Shawn Smith |

13. BOARD DISCUSSION ITEMS

14. LIBRARY FOUNDATION REPORT

15. FRIENDS OF THE LIBRARY REPORT

16. IMPORTANT DATES

- a. Central Ohio Trustee Dinner – Wednesday, April 21 at the Holiday Inn Worthington. Mary Lightbody, Deanna McDaniel, Shawn Smith and Don Barlow will be attending.
- b. Next Board meeting – Tuesday, April 26, 2016 at 7:00 PM in the Board Room.

17. ADJOURNMENT

18. DEPARTMENT REPORT

Kristin Michel, Customer Services Manager will present a brief report to the board.

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 and Ms. Lightbody.

Also attending: Director, Mr. Barlow; Deputy Director, Ms. Albury; Mr. Griscom, Fiscal Officer and Elena Vleugels, Administrative Assistant.

In attendance were the following department managers: Karina Plourde, Human Resources; Linda Uhler, Youth Services; Kristin Michel, Customer Services; Jen Thomas, Customer Services; Julie Kerns, Outreach Services, Amanda Fensch, Adult Services and Belinda Mortensen, Collection Development.

Not Present: Mr. Fultz: Board Member, Linda Wilkins: Marketing Coordinator, Steve Owley: Support Services and Erin Huffman: Community Engagement Coordinator.

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

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

Seconded by Ms. Scholl.

The Chair declared the motion passed.

Mr. Smith moved to approve the minutes of February 23, 2016, as corrected.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Mr. Shinnock and Ms. Scholl abstained.

Ms. Lightbody moved the Board ratifies the following Personnel/Consent Calendar for March 2016.

- Employment: Anne Low – Youth Librarian, full-time, \$20.59/hr. [R26] effective March 21, 2016
- Termination: Eileen Moeller – OhioLink, part-time/temporary, effective February 26, 2016 (assignment ended).

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

Mr. Shinnock made a motion to approve the February 2016 Statistical Report.

Seconded by Ms. Lightbody.

After discussion the Chair declared the motion passed.

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

Mr. Shinnock moved to approve the February 2016 Financial Report.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Ms. McDaniel moved that the bills for February 2016 in the amount of \$ 372,565.91 be paid.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

OLD BUSINESS

There was a Maker Space meeting held prior to the Board meeting. Mr. Barlow reported to the board that the Task Force team is looking into starting with a smaller space for the maker space instead of going big. They are looking to expand the gaming room in the media department to convert it into the maker space. They have found an architect who is willing to work with them on getting a proposal going. The Committee is creating a list of recommended equipment and tools to include in the maker space, which will not include major woodworking tools, and also discussed that they would be providing some training on how to use the equipment.

No motion was required.

NEW BUSINESS

**2016 ANNUAL APPROPRIATION RESOLUTION
March 22, 2016**

The Board of Trustees of the Westerville Public Library, Franklin County, Ohio, met in regular session on the 22nd day of March, 2016 at the Library with the following members present:

Melissa Hodek
Mary Lightbody
Deanna McDaniel
Karen Scholl
John B. Shinnock
Shawn Smith

Mr. Smith 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, 2016 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>2016 Annual Appropriation</u>
1000 Salaries & Benefits	
1100 Salaries and Leave Benefits	3,247,260.00
1400 Retirement Benefits	451,158.00
1600 Insurance Benefits	625,648.00
1900 Other Employee Benefits	<u>31,559.00</u>
Total Salaries and Benefits	4,355,625.00
2000 Supplies	
2100 General Administrative Supplies	119,498.00
2200 Property Maintenance/Repairs, Supplies & Parts	21,407.00
2300 Motor Vehicle Fuel, Supplies & Parts	424.00
2500 Supplies Purchased for Resale	38,986.00
2900 Other Supplies	-
	<hr/> 180,315.00

3000	Purchased & Contracted Services	
3100	Travel & Meeting Expenses	73,730.00
3200	Communication, Printing and Publicity	60,434.00
3300	Property Maintenance, Repair & Security	486,344.00
3400	Insurance	27,684.00
3500	Rents & Leases	131,266.00
3600	Utilities	208,544.00
3700	Professional Services	233,150.00
3800	Library Material Control	56,451.00
3900	Other Contracts and Professional Services	1,866.00
		<hr/> 1,279,469.00
		2016 Annual Appropriation
4000	Library Materials & Information	
4100	Books	441,030.00
4200	Periodicals/Software/Internet Services	286,003.00
4300	Audiovisual Materials	368,395.00
4600	Inter-Library Loan Fees/Charges	11,210.00
4700	Library Material Repair & Restoration	1,030.00
4900	Other Library Materials	12,148.00
		<hr/> 1,119,816.00
5000	Capital Outlay	
5400	Building Improvements	189,000.00
5500	Furniture & Equipment	508,000.00
5700	Motor Vehicles	-
5900	Other Capital Outlay	-
		<hr/> 697,000.00
6000	Debt Service	
6100	Redemption of Principal	-
6200	Interest Expense	-
		<hr/> -
7000	Other Expenses	
7100	Dues and Memberships	16,421.00
7200	Taxes and Assessments	4,909.00
7300	County Auditor and Treasurer Fees	66,837.00
7500	Refunds and Reimbursements	4,445.00
7900	Other Miscellaneous Expenses	-
		<hr/> 92,612.00
9000	Interfund Transfers	
9900	Transfers Out	-
		<hr/> -
Grand Total General Fund		7,724,837.00
<u>Special Revenue Funds:</u>		
Imagination Library		
4100	Books	30,000.00
LSTA Grant		
3700	Programs	3,600.00
Total Special Revenue Funds		33,600.00
<u>Capital Funds:</u>		
Building and Repair Fund		
5900	Other Capital Outlay	1,549,335.00
9900	Transfers Out	-
Grand Total Building Fund		1,549,335.00
<u>Agency Funds:</u>		
Flexible Spending Account		10,000.00

TOTALS BY FUND

	2016 Annual <u>Appropriation</u>
GENERAL FUND	7,724,837.00
MUSLIM JOURNEYS GRANT	-
COLUMBIA GAS GRANT	-
TARGET GRANT	-
IMAGINATION LIBRARY	30,000.00
LSTA GRANT	3,600.00
BUILDING AND REPAIR FUND	1,549,335.00
FLEXIBLE SPENDING ACCOUNT	<u>10,000.00</u>
GRAND TOTAL - ALL APPROPRIATIONS	9,317,772.00

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

Mr. Fultz (Absent)

Ms. Hodek Aye

Ms. Lightbody Aye

Ms. McDaniel Aye

Ms. Scholl Aye

Mr. Shinnock Aye

Mr. Smith Aye

The Chair declared the motion passed.

CERTIFICATE

The State of Ohio, Franklin County, ss.

I, Daniel C. Griscom Fiscal Officer of the Board of Trustees of the Westerville Public Library, in said County, whose custody the Files, Journals and Records of said Board are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing Temporary Appropriation Resolution is taken and copied from the original Resolution now on file with said Board, that the foregoing Resolution has been compared by me with the said original and that the same is a true and corrected copy thereof. Witness by my signature, the 22nd day of March, 2016.

_____ Fiscal Officer of the Board of Trustees of the Westerville Public Library

_____ Franklin County, Ohio

INFORMATION AND DISCUSSION ITEMS

a. Director's Report

1. Emergency Response and Recovery Plan

A first draft of the library's "Emergency Response and Recovery Plan" has been submitted to the Finance and Facilities Committee for review and comments. We hope to have the finalized plan ready for Board approval at the July Board meeting.

During their next meeting, they will go over the first 10 pages of the packet. If you would like, Mr. Barlow can send you and electronic copy of the document. Looking to have the document ready for board approval in a few months.

2. RFID

The security gates have arrived and will be installed within the next couple of weeks. The kitchenette project has been awarded to Meutzel Plumbing. They are a company familiar with Design Group Inc. and Pepper Construction. We hope to have the contracts ready for signature this week. The contracts are prepared by Bricker and Eckler, the library's attorneys for these matters.

Installation of the RFID chips has been completed on all print materials and work continues on materials in the Media Department.

3. Imagination Library

The Imagination Library program continues to grow and we have already reached our first year goal of 1,000 participants. *1,064 participants for the program.*

The Foundation has been talking to both individuals and to business about the Imagination Library program in order to raise additional funds.

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 Melissa Hodek**

The Committee met on March 21st to discuss the 10 year budget plan and 2016 Annual Appropriation Resolution. Next meeting will be held on April 26th to discuss 10 year projection plan, Dan's goals and emergency response plan.

2. Human Resources Jack Shinnock

Next HR Committee will be held March 29th. Discussion will include board retreat, salary metrics, and review with executive director meeting his goals for this year.

3. Marketing Karen Scholl

The Committee met March 1st to discuss further research on who uses the library and why; publicity for author visits; and National Library Week coming April 10-16

4. Technology Shawn Smith

Next meeting April 12th.

BOARD DISCUSSION ITEMS

Erin Huffman will be back to work full-time starting next week. Mr. Barlow reported about an interesting conversation that was exchanged between him and a patron who had visited the library. The conversation was regarding about how much his kids love the Westerville Public Library. Ms. McDaniel reported that she had attended an event where Becky O'Neil was the judge. The event was an 8th grade Battle of the Books hosted by Westerville and held at Westerville North. There were nine schools participating from Central Ohio :-). Ms. Becky O'Neil was one of the judges.

LIBRARY FOUNDATION REPORT

Both board met together on March 21st with reports from the President of the Foundation and the Board, and extensive discussion of the Imagination Library project. They are doing a terrific job. Mr. Barlow announced the next author event: there have been 600 people who have signed up.

FRIENDS OF THE LIBRARY

No Report

IMPORTANT DATES

- a. Central Ohio Trustee Dinner – Thursday, April 21st at the Holiday Inn Worthington. (Mary Lightbody, Deanna McDaniel, Shawn Smith and Don Barlow will be attending).
- b. Next Board meeting – Tuesday, April 26, 2016 at 7:00 PM in the Board Room.

ADJOURNMENT

Ms. Lightbody made a motion to adjourn the meeting at 7:54PM.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

DEPARTMENT REVIEW AND TOUR

Kristin Michel, Customer Services Manager presented a brief report to the board about her department and the newly installed Point of Sales equipment.

President

Secretary