

The Board of Trustees of the Westerville Public Library met in regular session with the following members present:

Mr. Shinnock, Ms. Scholl, Mr. Smith, Ms. Hodek and Ms. Lightbody.

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

In attendance were the following department managers: Karina Plourde, Human Resources; Kristin Michel, Customer Services; Julie Kerns, Outreach Services; Erin Huffman, Community Engagement Coordinator; Jen Thomas, Customer Services; Steve Owley: Support Services; Sherry Peterson; Linda Wilkins, Marketing Manager; Deputy Fiscal Officer and Belinda Mortensen, Collection Development.

Not Present: Mr. Fultz, Board Member, Ms. McDaniel, Board Member and Linda Uhler, Youth Services.

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

Ms. Peterson was welcomed by the Board.

Mr. Smith made a motion to approve the agenda as amended at the meeting.

Under Item 10b Old Security Gates were added to the Surplus List.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. Lightbody moved to approve the minutes of May 24, 2016, as corrected.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. Scholl moved the Board ratifies the following Personnel/Consent Calendar for June 2016 as presented.

- Resignation: Amanda Fensch – Adult Services Manager, full-time, effective June 9, 2016.
- Resignation: Grace Djan – Customer Services Page, part-time, effective July 3, 2016.
- Employments: Maggie Sukalich – Customer Services Assistant, temporary/part-time, \$11.82/hr. [r12], rehire effective June 2, 2016.
- Employments: Mary Walsh – Adult Services Page, part-time, \$8.77/hr. [r8], rehire effective June 3, 2016.
- Employments: Naishil Patel – Custodian, part-time, \$12.63/hr. [r16], effective June 20, 2016.
- Change Assignments: Laurel Quayle – OhioLINK Processor, part-time [r8] to Technology Center Associate, part-time \$13.26/hr. [r17], effective June 1, 2016.
- Change Assignments: Rachel Somerfeldt – Adult Services Page, part-time [r8] to OhioLINK Processor, part-time [r8], no change in pay, effective June 2, 2016.

Seconded by Ms. Lightbody.

Ms. Lightbody also had mentioned at the meeting of how sorry she was to see Amanda Fensch Adult Services Manager resign.

The Chair declared the motion passed.

Ms. Scholl made a motion to approve the May 2016 Statistical Report.

Seconded by Mr. Smith.

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 May 2016 Financial Report.

Seconded by Mr. Smith.

The Chair declared the motion passed.

Ms. Scholl moved that the bills for May 2016 in the amount of \$418,276.89 be paid.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

OLD BUSINESS

Director Search/Board Facilitator

The Board agreed to hold a retreat on August 2, from 6-10PM, with a facilitator, to discuss all aspects of the search for a new Executive Director. During the retreat, the Board will identify core competencies, finalize the RFP drafted by Mr. Barlow, and create a timeline for recruitment. Mr. Shinnock was authorized to work with the facilitator in preparation for the retreat and the Board agreed to pay the \$1250 fee for the facilitator's services.

NEW BUSINESS

Gifts:

The Library is in receipt of the following gifts:

Restricted:

\$55.00 from Jennifer Sechler, for a book in memory of Sibyl Sharon Turner.

Unrestricted:

\$154.75 from St. Paul School and St. Paul Church, in thanks for Local History tours given by Beth Weinhardt and Nina Thomas.

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

Seconded by Ms. Scholl.

The Chair declared the motion passed.

Mr. Smith made a motion to approve the Items on the list as surplus.

- Ellison Die Machine
- Assorted Ellison dies (39 dies)
- Old Security Gates

Seconded by Ms. Scholl.

The Chair declared the motion passed.

A motion was presented to the Board from the Finance Committee regarding replacement of the library skylight(s). After a brief discussion, the Finance Committee moved that the library bringing a motion to contract with JB Roofing to replace all three skylight(s) for an amount not to exceed \$50,000 to be paid out of the Building Fund.

On roll call:

Mr. Shinnock: aye

Ms. Scholl: aye

Ms. Lightbody: aye

Mr. Smith: aye

Ms. Hodek: aye

Mr. Fultz: not present

Ms. McDaniel: not present

INFORMATION AND DISCUSSION ITEMS

a. Director's Report

1. Project Updates

Due to the fluidity of the projects underway, Mr. Barlow provided updates to the Board on the following projects at the meeting.

- *Circulation Construction:*
 - *Construction is complete.*
 - *Pepper Construction is scheduling the final inspection and life safety.*
 - *Power and data will be run to the new gates on Tuesday night 6/28.*
 - *Equipment is due to arrive Friday July 1 or Tuesday July 5.*
 - *Jeff Parks will come to do the installation.*
- *Parking Lot:*
 - *Not much new here.*
 - *Gravel has been put in place.*
 - *Waiting on Jess Construction to call about blocking off the North parking spaces. Our work has been delayed due to Westerville needing to get several other paving projects done.*
 - *July 29th is still the projected completion date.*
- *Security System:*
 - *All wiring is in place and devices have been set.*
 - *Key pads will be installed this week.*
- *Painting:*
 - *Currently working down the Mall Way.*
 - *The Zolatone (specked paint) is scheduled to begin Thursday or Friday evening.*
 - *This will cause an odor.*
- *Fire Alarm:*
 - *Waiting for permits.*
- *Maker Space:*
 - *I met with Tim Powell of Prater Engineering to discuss HVAC and electrical requirements.*

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.

c. Customer Comments

June 1, 2016

Dear Belinda,

Just wanted to thank you very much for your kindness, first in listening to me, then in ordering "The Bitter Woods, The Battle of the Bulge," then in following up with them even a couple of times. When you ordered this book for The Westerville Library, the weather was still quite cold. Now.... well today, the high is supposed to be 89 degrees! Thank you again, Sincerely Jerald Seide.

June 8, 2016

Kaya –was GREAT!! helpful, courteous, amazing. You're the best – she needs a raise!

Note: Kaya had helped Ms. Powers create a resume.

June 22, 2016

I just wanted to thank the staff for helping my son and I on Monday night. It was almost closing time when we stopped by to drop off books. I didn't realize that your library wasn't connected to CML, and of course my child wanted to check out DVD's. The Staff was so kind! They signed us up for a card-even though it has to be like 8:59 that night. This meant the world to me because, as I type, my son is recovering from surgery at Children's and is enjoying his DVD's. Thanks Again – Amie Bashur.

BOARD COMMITTEE REPORTS

1. Finance & Committee Melissa Hodek

The Committee met on the 28th of June to work on a capital budget and the emergency management plan. Next meeting will be held August 16th. Will continue to work with capital budget and emergency management plan.

2. Human Resources Jack Shinnock

Next meeting will be July 13th.

3. Marketing Karen Scholl

No Report

4. Technology Shawn Smith

The Committee met on the 30th.

BOARD DISCUSSION ITEMS

Mr. Barlow took a tour of the Columbus Library downtown. Mr. Shinnock shared with the board about an article that he had read in the Columbus Dispatch titled "Reynoldsburg School Board e-mails may violate law". Mr. Shinnock also mentioned that Parks and Rec had their meeting on the 28th of June regarding the Hanby Park. They would like to have input from the Library.

LIBRARY FOUNDATION REPORT

Talked about their next event. Looking to have a reception and a book talk. Ticket prices will be \$60.00. Discussion about Imagination Library, 1215 children have been signed-up.

FRIENDS OF THE LIBRARY

IMPORTANT DATES

- a. Next Board meeting – Tuesday, July 26, 2016 at 7:00 PM in the Board Room.
- b. Author Debbie Macomber – Wednesday, August 3, at 7:00 PM at Westerville Central High School.
- c. OLC Annual Conference – September 28-30, 2016 at the Kalahari Resort in Sandusky, Ohio.

ADJOURNMENT

Ms. Lightbody made a motion to adjourn the meeting at 7:52PM.

Seconded by Mr. Smith.

The Chair declared the motion passed.

DEPARTMENT REVIEW AND TOUR

Amanda Fensch, Manager of Adult Services was scheduled to provide this report. She has accepted a position with Penguin – Random House Publishing and is no longer with us. As a result, there was no Department Report for June.

President

Secretary