

BOARD OF TRUSTEES  
WESTERVILLE PUBLIC LIBRARY  
AGENDA

December 20, 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 November 22, 2016 as presented or amended at the meeting.

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 December 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 November 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 November 2016 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. OLD BUSINESS

There is no Old Business to come before the Board.

10. NEW BUSINESS

a. Gifts

The Library is in receipt of the following gifts:

**Restricted:**

\$25.00 from Diane E. Powell, for a book in honor of Judith Sargeant.

\$30.00 from Michael A. Burns for a book.

\$100.00 from Verna Bell for the Outreach Department.

**Unrestricted:**

\$200.00 from Donald E. Cort

\$50.00 from Gabriel A. Jaskolka

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

b. Amended Annual Appropriation Resolution for 2016

The Fiscal Officer will present an amended Annual Appropriation Resolution for 2016.

**ACTION NEEDED:** Consider a motion to approve the amended Annual Appropriation Measure for 2016 as presented or amended at the meeting and to authorize the Fiscal Officer to make appropriation adjustments within the fund totals in order to balance the appropriations at year-end.

c. Temporary Appropriation Resolution for 2017

The Fiscal Officer will present a Temporary Appropriation Resolution for 2017.

**ACTION NEEDED:** Consider a motion to approve the Temporary Appropriation Measure for 2017 as presented or amended at the meeting.

d. Request for Advance of Taxes Collected

The Fiscal Officer requests approval of a resolution to authorize the request for advance payment from the County Auditor of property taxes collected during the year 2017, as authorized under Section 321.24 of the Ohio Revised Code.

**ACTION NEEDED:** Consider a resolution to authorize the fiscal officer to request advance payment from the County Auditor of property taxes collected during the year 2017, as authorized under Section 321.24 of the Ohio Revised Code.

11. INFORMATION ITEMS

a. **Director's Report**

**1. New Board Member**

The Westerville City Board has approved Ms. Heather Creed at their regular Schoolboard Meeting on November 21, 2016. Ms. Creed's term will be from January 1, 2017 – December 31, 2023. Ms. Creed has been informed of the appointment and invited to attend the December 20, 2016 meeting as a guest.

**2. Marketing Manager**

I am very pleased to announce that Tamara Murray has been selected as the new Marketing Manager. She will be replacing Linda Wilkins who retired from 27 years of dedicated service to the Library.

**3. Business Person of the Year**

I am humbled to announce that I have been selected as the 2016 Business Person of the year by the Westerville Area Chamber of Commerce. I am deeply honored to receive this recognition and extend my appreciation to the chamber for this honor. I also want to extend my deep appreciation to the Library Board of Trustees, Library Staff and our Customers. They have provided time, resources, imagination and inspiration necessary to win this prestigious award.

**4. Meeting Room Use**

Following up on a customer comment, library staff has examined our Meeting Room policies and reviewed those of other libraries. As you know, Meeting Rooms are not available for "For Profit" organizations. However, both group study rooms and we recommend adding the Conference Room as availability for local business. At this time, staff recommendation is to continue our existing policy. This item is provided for open discussion.

**5. Fines & Fees**

As you already know, many libraries are moving to No Fines for overdue library materials. The latest meeting Columbus Metropolitan Library. It is time for us to consider the same path. Staff is currently investigating several changes in policy.

1. Permit computer use even if library card is blocked.
2. Food for Fines program for National Library Week (partnering with W.A.R.M.)
3. Automatic Renewals – Ohio's Innovative Interfaces Inc. (our ILS) libraries are petitioning the companies in order to permit this option. This item again is meant to garner open discussion.

**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**

Please see item 11C

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. MLK Breakfast – January 16, 2017 at 8:00 AM at Villa Milano. *If you are interested please contact Mr. Barlow.*
- b. Next Board meeting – Tuesday, January 24, 2017 at 7:00 PM in the Board Room.
- c. Westerville Area Chambers of Commerce Annual Award Dinner – Tuesday, January 31, 2017, 6:00 – 8:30 PM at Nationwide Hotel and Conference Center.

17. DEPARTMENT REPORT

There is no Department report to come before the board.

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

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

Also attending: Director, Mr. Don Barlow; Ms. Kristin Michel, Assistant Director and Mr. Dan Griscom, Fiscal Officer.

In attendance were the following department managers: Katrina Plourde, Human Resources; Tamar Murray, Marketing Manager, Steve Owley, Customer Services Manager; Julie Kerns, Outreach Services; Jen Thomas, Customer Services, Erin Huffman, Community Engagement Coordinator; Erin Kelsey, Adult Services and Belinda Mortensen, Support Services Manager.

Not Present: Linda Uhler, Youth Services Manager, Elena Vleugels, Administrative Assistant and David Shaner, Computer Services Manager.

Members from the Public: Heather Creed new board member will be taking Karen Scholl's place.

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

Ms. Hodek presented a plaque to Ms. Scholl.

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

Under New Business

*Item 10 b.1. Amended Annual Appropriation Resolution for 2016.*

*10 b.2. Transfer Funds (\$400,000)*

*Item 18. Executive Session*

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Mr. Fultz moved to approve the minutes of November 22, 2016 as presented.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

Mr. Shinnock and Ms. Scholl abstained.

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

- Retirement: Linda Wilkins – Marketing Manager, full-time, effective December 31, 2016.
- Change Assignments: Amy Whitesmith – from temporary Customer Services Page, to part-time Adult Services Page, effective December 5, 2016 No change in pay.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Mr. Smith made a motion to approve the November 2016 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 November 2016 Financial Report.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. McDaniel moved that the bills for November 2016 in the amount of \$476,546.84 be paid.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

### OLD BUSINESS

There was no Old Business to come before the Board.

### NEW BUSINESS

#### Gifts:

The Library is in receipt of the following gifts:

#### Restricted

\$25.00 from Diane E. Powell, for a book in honor of Judith Sargeant.

\$30.00 from Michael A. Burns for a book.

\$100.00 from Verna Bell for the Outreach Department.

#### Unrestricted:

\$200.00 from Donald E. Cort

\$50.00 from Gabriel A. Jaskolka

Mr. Smith made a motion to accept with appreciation the gifts presented.

Seconded by Ms. Scholl.

The Chair declared the motion passed.

### Amended Annual Appropriation Resolution for 2016

## **2016 AMENDED ANNUAL APPROPRIATION RESOLUTION**

**December 20, 2016**

The Board of Trustees of the Westerville Public Library, Franklin County, Ohio, met in regular session on the 20th day of December, 2016 at the Library with the following members present:

Michael K. Fultz

Melissa Hodek

Mary Lightbody

Deanna McDaniel

Karen Scholl

John B. Shinnock

Shawn Smith

Ms. Lightbody 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

<b>General Fund</b>		2016 Amended <u>Appropriation</u>
1000	Salaries & Benefits	
	1100 Salaries and Leave Benefits	3,181,500.00
	1400 Retirement Benefits	440,000.00
	1600 Insurance Benefits	614,900.00
	1900 Other Employee Benefits	30,000.00
	Total Salaries and Benefits	<u>4,266,400.00</u>
2000	Supplies	
	2100 General Administrative Supplies	107,100.00
	2200 Property Maintenance/Repairs, Supplies & Parts	18,500.00
	2300 Motor Vehicle Fuel, Supplies & Parts	100.00
	2500 Supplies Purchased for Resale	37,100.00
	2900 Other Supplies	-
		<u>162,800.00</u>
3000	Purchased & Contracted Services	
	3100 Travel & Meeting Expenses	48,100.00
	3200 Communication, Printing and Publicity	46,800.00
	3300 Property Maintenance, Repair & Security	570,350.00
	3400 Insurance	26,200.00
	3500 Rents & Leases	103,000.00
	3600 Utilities	174,537.00
	3700 Professional Services	224,400.00
	3800 Library Material Control	43,000.00
	3900 Other Contracts and Professional Services	3,000.00
		<u>1,239,387.00</u>
		2016 Amended <u>Appropriation</u>
4000	Library Materials & Information	
	4100 Books	388,000.00
	4200 Periodicals/Software/Internet Services	226,800.00
	4300 Audiovisual Materials	329,100.00
	4600 Inter-Library Loan Fees/Charges	7,500.00
	4700 Library Material Repair & Restoration	-
	4900 Other Library Materials	13,500.00
		<u>964,900.00</u>
5000	Capital Outlay	
	5400 Building Improvements	210,000.00
	5500 Furniture & Equipment	394,200.00
	5700 Motor Vehicles	-
	5900 Other Capital Outlay	-
		<u>604,200.00</u>
6000	Debt Service	
	6100 Redemption of Principal	-

6200	Interest Expense	-
		-
7000	Other Expenses	
7100	Dues and Memberships	16,150.00
7200	Taxes and Assessments	5,000.00
7300	County Auditor and Treasurer Fees	63,500.00
7500	Refunds and Reimbursements	2,500.00
7900	Other Miscellaneous Expenses	-
		87,150.00
9000	Interfund Transfers	
9900	Transfers Out	400,000.00
		7,724,837.00
<b>Grand Total General Fund</b>		
<b>Special Revenue Funds:</b>		
<b>Imagination Library</b>		
4100	Books	30,000.00
<b>LSTA Grant</b>		
3700	Programs	3,600.00
<b>Total Special Revenue Funds</b>		
<b>33,600.00</b>		
<b>Capital Funds:</b>		
<b>Building and Repair Fund</b>		
5900	Other Capital Outlay	1,549,335.00
9900	Transfers Out	-
<b>Grand Total Building Fund</b>		
<b>1,549,335.00</b>		
<b>Agency Funds:</b>		
<b>Flexible Spending Account</b>		
<b>4,871.00</b>		
<b>TOTALS BY FUND</b>		2016
		Amended
		<u>Appropriation</u>
GENERAL FUND		7,724,837.00
MUSLIM JOURNEYS GRANT		-
IMAGINATION LIBRARY		30,000.00
LSTA GRANT		3,600.00
BUILDING AND REPAIR FUND		1,549,335.00
FLEXIBLE SPENDING ACCOUNT		4,871.00
<b>GRAND TOTAL - ALL APPROPRIATIONS</b>		<b>9,312,643.00</b>

Mr. Smith 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
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 \_\_\_\_\_ 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 Annual 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 20th day of December, 2016.

\_\_\_\_\_  
Fiscal Officer of the Board of Trustees of the

\_\_\_\_\_  
Westerville Public Library  
\_\_\_\_\_  
Franklin County, Ohio

### Transfer of Funds

Ms. Lightbody moved to approve that \$400,000 be transferred from General Fund to Building and Repair Fund.

Seconded by Mr. Smith.

The vote resulted as follows:

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

### Temporary Appropriation Resolution for 2017

## 2017 TEMPORARY APPROPRIATION RESOLUTION December 20, 2016

The Board of Trustees of the Westerville Public Library, Franklin County, Ohio, met in regular session on the 20th day of December, 2016 at the Library with the following members present:

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

Ms. McDaniel 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, 2017 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**

	2017 Temporary <u>Appropriation</u>
1000 Salaries & Benefits	
1100 Salaries and Leave Benefits	3,312,530.00
1400 Retirement Benefits	463,800.00
1600 Insurance Benefits	613,250.00
1900 Other Employee Benefits	<u>39,000.00</u>
Total Salaries and Benefits	4,428,580.00
2000 Supplies	
2100 General Administrative Supplies	121,100.00
2200 Property Maintenance/Repairs, Supplies & Parts	22,000.00
2300 Motor Vehicle Fuel, Supplies & Parts	400.00
2500 Supplies Purchased for Resale	38,500.00
2900 Other Supplies	-
	<u>182,000.00</u>
3000 Purchased & Contracted Services	
3100 Travel & Meeting Expenses	63,500.00
3200 Communication, Printing and Publicity	54,800.00
3300 Property Maintenance, Repair & Security	636,500.00
3400 Insurance	28,500.00
3500 Rents & Leases	120,000.00
3600 Utilities	188,500.00
3700 Professional Services	317,900.00
3800 Library Material Control	50,000.00
3900 Other Contracts and Professional Services	4,000.00
	<u>1,463,700.00</u>
	2017 Temporary <u>Appropriation</u>
4000 Library Materials & Information	
4100 Books	433,000.00
4200 Periodicals/Software/Internet Services	299,000.00
4300 Audiovisual Materials	348,500.00
4600 Inter-Library Loan Fees/Charges	8,000.00
4700 Library Material Repair & Restoration	-
4900 Other Library Materials	16,000.00
	<u>1,104,500.00</u>
5000 Capital Outlay	
5400 Building Improvements	210,000.00
5500 Furniture & Equipment	396,300.00
5700 Motor Vehicles	-
5900 Other Capital Outlay / Reserves	-
	<u>606,300.00</u>
6000 Debt Service	
6100 Redemption of Principal	-
6200 Interest Expense	-

7000 Other Expenses		
7100 Dues and Memberships		16,900.00
7200 Taxes and Assessments		5,500.00
7300 County Auditor and Treasurer Fees		65,000.00
7500 Refunds and Reimbursements		3,000.00
7900 Other Miscellaneous Expenses		-
		<hr/>
		90,400.00
9000 Interfund Transfers		
9900 Transfers Out		-
		<hr/>
<b>Grand Total General Fund</b>		<b>7,875,480.00</b>
<b><u>Special Revenue Funds:</u></b>		
<b>Imagination Library</b>		
4100 Books		30,000.00
<b>LSTA Grant</b>		
3700 Programs		-
		<hr/>
<b>Total Special Revenue Funds</b>		<b>30,000.00</b>
<b><u>Capital Funds:</u></b>		
<b>Building and Repair Fund</b>		
5900 Other Capital Outlay		1,711,343.00
9900 Transfers Out		-
		<hr/>
<b>Grand Total Building Fund</b>		<b>1,711,343.00</b>
<b><u>Agency Funds:</u></b>		
<b>Flexible Spending Account</b>		6,000.00
<b>TOTALS BY FUND</b>		
	2017 Temporary	
	<u>Appropriation</u>	
GENERAL FUND		7,875,480.00
MUSLIM JOURNEYS GRANT		-
COLUMBIA GAS GRANT		-
TARGET GRANT		-
IMAGINATION LIBRARY		30,000.00
LSTA GRANT		-
BUILDING AND REPAIR FUND		1,711,343.00
FLEXIBLE SPENDING ACCOUNT		<hr/>
		6,000.00
<b>GRAND TOTAL - ALL APPROPRIATIONS</b>		<b>9,622,823.00</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
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 20th day of December, 2016.

\_\_\_\_\_  
Fiscal Officer of the Board of Trustees of the

Westerville Public Library Franklin County, Ohio

#### **Request for Advance of Taxes Collected**

#### **RESOLUTION AUTHORIZING FISCAL OFFICER TO REQUEST ADVANCE PAYMENT OF TAXES**

The Board of Trustees of the Westerville Public Library, Franklin County, Ohio, met in Regular Session on the 20th day of December, 2016 at the Library with the following members present:

Michael Fultz  
Melissa Hodek  
Mary Lightbody  
Deanna McDaniel  
Karen Scholl  
John Shinnock  
Shawn Smith

Ms. Lightbody moved the adoption of the following Resolution:

BE IT RESOLVED, that the Fiscal Officer be authorized to request advance payment from the county auditor of property taxes collected during the year 2017 as authorized under Section 321.34 of the Ohio Revised Code.

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

Michael Fultz - Aye  
Melissa Hodek - Aye  
Mary Lightbody - Aye  
Deanna McDaniel - Aye  
Karen Scholl - Aye  
John Shinnock – Aye  
Shawn Smith - Aye

I hereby certify that the above is a true and correct copy of a resolution adopted on the 20th day of December, 2016 by the Westerville Public Library Board of Trustees.

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Fiscal Officer of the Board of Trustees of the  
Westerville Public Library, Franklin County, Ohio.

## INFORMATION AND DISCUSSION ITEMS

### a. Director's Report

#### 1. **New Board Member**

The Westerville City Board has approved Ms. Heather Creed at their regular Schoolboard Meeting on November 21, 2016. Ms. Creed's term will be from January 1, 2017 – December 31, 2023. Ms. Creed has been informed of the appointment and invited to attend the December 20, 2016 meeting as a guest.

*Ms. Creed was in attendance and introduced to Board members and Staff.*

#### 2. **Marketing Manager**

I am very pleased to announce that Tamara Murray has been selected as the new Marketing Manager. She will be replacing Linda Wilkins who retired from 27 years of dedicated service to the Library.

#### 3. **Business Person of the Year**

I am humbled to announce that I have been selected as the 2016 Business Person of the year by the Westerville Area Chamber of Commerce. I am deeply honored to receive this recognition and extend my appreciation to the chamber for this honor. I also want to extend my deep appreciation to the Library Board of Trustees, Library Staff and our Customers. They have provided time, resources, imagination and inspiration necessary to win this prestigious award.

#### 4. **Meeting Room Use**

Following up on a customer comment, library staff has examined our Meeting Room policies and reviewed those of other libraries. As you know, Meeting Rooms are not available for "For Profit" organizations. However, both group study rooms and we recommend adding the Conference Room are availability for local business. At this time, staff recommendation is to continue our existing policy.

This item is provided for open discussion.

*Following discussion with the Board, it was decided to change the policy for-profit organizations. They will be allowed to use meeting rooms on both the first and second floors of the Library. They may reserve the rooms with a thirty-day sign up period and they will not be allowed to solicit funds to provide gain or to sell or market services or goods to meeting attendees. A new policy will be drafted and reviewed with the Finance and Facilities Committee.*

## 5. Fines & Fees

As you already know, many libraries are moving to No Fines for overdue library materials. The Latest being Columbus Metropolitan Library. It is time for us to consider the same path.

Staff is currently investigating several changes in policy.

1. Permit computer usage even if library card is blocked.
2. Food for Fines program during National Library Week (partnering with W.A.R.M.)
3. Automatic Renewals – Ohio's Innovative Interfaces Inc. (our ILS) libraries are petitioning companies in order to permit this option. This item again is meant to garner open discussion. *Several ideas were discussed, such as allowing minors to use computers even if library card is blocked and to change the amount of the fine that blocks a card from \$5 to \$10. It was also pointed out that the Library receives significant revenue from fines and that this has to be considered. The Executive Director was asked to provide additional information to the Finance & Facilities Committee for further consideration.*

### 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

*The Board reviewed comments at the meeting.*

## BOARD COMMITTEE REPORTS

### 1. Finance & Committee                      Melissa Hodek

*The Finance Committee met Dec. 20th before the board meeting. They discussed meeting room usage, fines and fees, amended the Temporary Appropriations, and the Emergency Management Plan. The next meeting will be scheduled after the next committee is selected.*

### 2. Human Resources                      Jack Shinnock

*No Report*

### 3. Marketing                                      Karen Scholl

*No Report*

### 4. Technology                                      Shawn Smith

*No Report*

## BOARD DISCUSSION ITEMS

Ms. McDaniel commented on how grateful she was that the WPL Youth Librarians were coming to Genoa Middle School the next day. Mr. Shinnock updated the Board on the search for a new Executive Director. He reported that the search is on schedule. Several candidates have already applied, and others are considering the position. The Search Firm expects the majority of applications in the final week before the position closes on January 29, 2017.

## LIBRARY FOUNDATION REPORT

The Foundation did not meet this month.

## FRIENDS OF THE LIBRARY

## IMPORTANT DATES

- a. MLK Breakfast – January 16, 2017 at 8:00 AM at Villa Milano. *If you are interested please contact Mr. Barlow.*
- b. Next Board meeting – Tuesday, January 24, 2017 at 7:00 PM in the Board Room.
- c. Westerville Area Chambers of Commerce Annual Award Dinner – Tuesday, January 31, 2017, 6:00 – 8:30 PM at Nationwide Hotel and Conference Center.

## DEPARTMENT REVIEW AND TOUR

There was no report to come before the Board.

## Executive Session

Mr. Shinnock made a motion to move into Executive Session at 8:26 PM.

Seconded by Ms. Lightbody

The Chair declared the motion passed.

Executive Session, pursuant to ORC 121.22 (G)(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.

Mr. Fultz made a motion to move back into Regular Session at 8:46 PM.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Mr. Smith made a motion to provide Mr. Barlow a 2% salary increase and a 4.5% merit increase effective January 2017. A motion was also made that Mr. Griscom be given a 2% salary increase and a 4.5% merit increase effective January 1, 2017.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

**Action Needed: Consider a motion to adjourn the meeting.**

Motion Made Ms. Lightbody Seconded by Mr. Smith.

The Meeting was adjourned at 9:52 PM.

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President

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Secretary