

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

July 25, 2017

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 June 27, 2017 as presented or amended.

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 July 2017 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 June 2017 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 June 2017 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the ratifying of Bills for June 2017.

9. OLD BUSINESS

a. **Emergency Management Plan**

The Finance & Facilities Committee met and reviewed the edits of the Emergency Management Plan and input provided by Westerville Fire and Police Departments. Staff reviewed and made the suggested changes to the policy. It is the recommendation of the staff and the Finance & Facilities Committee that the Board consider a motion to approve the plan.

ACTION NEEDED: Consider a motion to un-table the Emergency Management Plan.

ACTION NEEDED: Consider a motion to approve the Emergency Management Plan as presented or amended at the meeting.

b. **Bylaws**

The ad hoc By-Laws committee met to discuss and propose changes to the Board of Trustees by-laws. It is recommended that the Board review and discuss the changes. No action is needed.

10. NEW BUSINESS

a. **Library Policies**

It is prudent that the Board of Trustees regularly reviews and update the library's operating policies. The Board may want to assign the task to a committee or discuss options for how to address this process. No action is needed.

b. **Gifts:**

The Library is in receipt of the following gifts:

Restricted:

\$25.00 from Jan Tenney, for a children's book in memory of Kathren Owen.

\$125.00 from Carla Gwinn on behalf of the Ohio State Society of Enrolled Agents, for the book **J.K. Lasser's Your Income Tax 2018.**

Unrestricted:

\$25.00 from Gayle Dissen, in memory of Kenneth Beck.

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

c. Surplus Property

Linda Uhler, Youth Services Manager, has submitted the following items to be declared surplus. The estimated value is zero. (See item 10c)

- School Bus (play vehicle in Picture Book Room)
- Police Car (play vehicle in Picture Book Room)

ACTION NEEDED: Consider a motion to approve the items listed as surplus.

11. INFORMATION ITEMS

a. Director's Report

1. Director Transition

This month, I have begun to orient myself more in the community and get involved with groups. I attended meetings as part of my role on the Leadership Westerville Board and have applied to become a part of this year's Leadership Westerville class. I am actively attending the Sunrise Rotary Club with the intent of joining. On July 19th, I attended the Ohio Library Council Director's workshop on Essential Visibility. I received a tour of Westerville from Janet Tressler-Davis and have held meetings with Doug Evans (Ohio Library Council), Chuck Gibson (Worthington Public Libraries), and George Needham (Delaware County Libraries). I am continuing to get to know the staff with one-on-one meetings. During the 1st week of August, I will be very busy with a City Orientation and Partnership Meeting on the 31st, the ETM meeting with medium sized Ohio libraries on the 3rd & 4th, and the State Library Bicentennial event on the 4th.

2. Interim Positions

The interim positions are in the process of being finalized. Kristin Michel will remain in her role as Assistant Director. David Shaner will remain in his role as Computer Services Manager. Belinda Mortensen will return to her role as Head of Collection Development. Steve Owley will become the Operations Director, serving in much the same role as he did prior to the transition, but with some changes. With David as Computer Services Manager, Steve's role in IT will be more focused on vision and planning. He will also take on more project management for systems and operations for the library. The Customer Service Manager position is posted and all the above changes will become effective when that position is filled.

3. Fines Free Roll Out

In order to make the transition to fines free, Steve will be implementing the changes to the loan rules, notices and billed date so that the launch is as seamless as possible. He is changing the loan rules 4, 2, and 1 week out from the launch date so that fines are zeroed out by the go-live date of August 17th. (The 4, 2 and 1 week timeframes are tied to our check out periods. Sierra follows the loan rule at check out until the item is returned or renewed.) There is a possibility that patrons with long overdue items will

still be charged late fines upon return. Staff will have to deal with that case by case. This is the same process that we used for the fines reduction that we did in March, and it worked as expected.

For publicity, we will be sending a press release to *ThisWeek Westerville* and *The Columbus Dispatch* for their August 17 issues. Information will be distributed through 12 school visits starting August 8. On August 17, we will be handing out cookies to people as they enter the building. Announcements will be posted on our website, social media accounts, on the Library Link bins at the schools and via offsite events such as 4th Friday. We are working with the Uptown Review Board to hang two banners on the building for 30 days starting August 17, one facing State Street and one facing the parking lot.

4. Grants Status Update

Dan Griscom, Fiscal Officer, will provide a grants status update at the meeting.

5. Strategic Planning

The library's current strategic plan is out of date. I will be gathering information and price estimates for strategic planning options with the intent of having them for discussion at the September board meeting.

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

Attached is a summary of Customer Comments. [See Item 11-C].

12. BOARD COMMITTEE REPORTS

- | | |
|---------------------------------|---------------|
| 1. Finance & Facilities | Melissa Hodek |
| 2. Human Resources | Jack Shinnock |
| 3. Library Services & Marketing | Jack Shinnock |
| 4. Technology | Shawn Smith |

13. BOARD DISCUSSION ITEMS

14. LIBRARY FOUNDATION REPORT

15. FRIENDS OF THE LIBRARY REPORT

16. IMPORTANT DATES

- a. Next Board Meeting – Tuesday, August 22, 2017 at 7:00 PM in the Board Room.
- b. Ice Cream Social – Thursday July 27, 2017 at 7:00PM at Westerville Public Library.
- c. Fine Free Effective – Thursday, August 17, 2017.

17. ADJOURNMENT

DEPARTMENT REPORT

Erin Kelsey, Manager of Adult Services, will give a brief presentation of her department.

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

Mr. Shinnock, Mr. Smith, Ms. McDaniel, Ms. Hodek, Ms. Creed and Ms. Lightbody.

Also attending: Director, Ms. Erin Francoeur, Ms. Kristin Michel, Assistant Director, Mr. Dan Griscom, Fiscal Officer and Ms. Elena Vleugels, Executive Assistant.

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

Members not present: Mike Fultz, Board Member; Linda Uhler, Youth Services Manager; and Jen Thomas, Customer Services Assistant Manager;

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

Ms. Creed moved to approve the agenda as presented at the meeting.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Mr. Shinnock moved to approve the minutes of June 27, 2017 as amended.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

Mr. Smith moved that the Board ratifies the following Personnel/Consent Calendar for July 2017 as presented.

- Resignation: Michael Newsome – Customer Services Assistant, part-time, effective June 24, 2017.
- Employment: Dystany Hall – Customer Services Page Trainee, part-time \$8.25/hr. [R8], effective July 3, 2017.
- Change Assignments: Debbie Kramer – from part-time Technology Center Associate, \$13.80/hr. [R17] to part-time SerchOhio/OhioLINK Page, \$11.42/hr. [R8], effective July 3, 2017.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

Mr. Smith made a motion to approve the June 2017 Statistical Report.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

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

Ms. Creed moved to approve the June 2017 Financial Report.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. McDaniel moved that the bills for June 2017 in the amount of \$460,002.18 be paid.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

OLD BUSINESS

Emergency Management Plan

Mr. Smith moved to remove the Emergency Management Plan from the table.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Mr. Shinnock moved to approve the Emergency Management Plan as presented and amended at the meeting.

Seconded by Ms. Creed.

The Chair declared the motion passed.

Bylaws

The ad hoc By-Laws committee (Ms. Lightbody and Mr. Smith) reviewed the current version of the Board of Trustees by-laws, and shared a few proposed revisions with the Board. Additional discussion at the meeting identified a few other revisions that will be needed to reflect current practice. No action was taken; further discussion will continue concurrent with our Strategic Plan in the fall.

NEW BUSINESS

a. Library Policies

Ms. Francoeur has identified a large number of policies, and recommended that the Board review them with help from key staff members. She will prepare a list of these policies to the Board at our next meeting for further Board action and review.

b. Gifts:

The Library is in receipt of the following gifts:

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Income Tax 2018.

Unrestricted:

\$25.00 from Gayle Dissen, in memory of Kenneth Beck.

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

Seconded by Mr. Smith.

The Chair declared the motion passed.

c. Surplus Property

Mr. Smith moved to approve the items listed as surplus.

(Item 10c)

Declaration of Surplus Property

Westerville Public Library

Department: Youth Service Date: June 30, 2017

Contact: Name: Linda Uhler Email: luhler@westervillelibrary.org Ph. 882-7277, ext 2130

Surplus Location: Picture Book Room

Description of Item Make, Model, Serial #, Date Purchased	Condition* See Below	Your Estimate of Current Value
• School Bus	• 4	• \$0
• Police Car	• 4	• \$0
•	•	•
•	•	•
•	•	•
•	•	•
•	•	•

*When describing condition, please assign number code. For example, 3 indicates "fair" condition.

Condition 1 = Excellent
Condition 2 = Good
Condition 3 = Fair
Condition 4 = Poor

Return completed form to Accounting Office

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Since the police car and the school bus have been removed from the children's play area in the Youth Center. Ms. Erin Francoeur and Ms. Linda Uhler met with a company Bosco Displays to discuss on replacing the interactive display.

INFORMATION AND DISCUSSION ITEMS

a. Executive Director's Report

1. Director Transition

This month, I have begun to orient myself more in the community and get involved with groups. I attended meetings as part of my role on the Leadership Westerville Board and have applied to become a part of this year's Leadership Westerville class. I am actively attending the Sunrise Rotary Club with the intent of joining. On July 19th, I attended the Ohio Library Council Director's workshop on Essential Visibility. I received a tour of Westerville from Janet Tressler-Davis and have held meetings with Doug Evans (Ohio Library Council), Chuck Gibson (Worthington Public Libraries), and George Needham (Delaware County Libraries). I am continuing to get to know the staff with one-on-one meetings. During the 1st week of August, I will be very busy with a City Orientation and Partnership Meeting on the 31st, the ETM meeting with medium sized Ohio libraries on the 3rd & 4th and the State Library Bicentennial event on the 4th.

Ms. Francoeur mentioned that she met with Randy Auler from Parks & Rec. to talk about how they can work together.

2. Interim Positions

The interim positions are in the process of being finalized. Kristin Michel will remain in her role as Assistant Director. David Shaner will remain in his role as Computer Services Manager. Belinda Mortensen will return to her role as Head of Collection Development. Steve Owley will become the Operations Director, serving in much the same role as he did prior to the transition, but with some changes. With David as Computer Services Manager, Steve's role in IT will be more focused on vision and planning. He will also take on more project management for systems and operations for the library. The Customer Service Manager position is posted and all the above changes will become effective when that position is filled.

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For publicity, we will be sending a press release to *ThisWeek Westerville* and *The Columbus Dispatch* for their August 17 issues. Information will be distributed through 12 school visits starting August 8. On August 17, we will be handing out cookies to people as they enter the building. Announcements will be posted on our website, social media accounts, on the Library Link bins at the schools and via offsite events such as 4th Friday. We are working with the Uptown Review Board to hang two banners on the building for 30 days starting August 17, one facing State Street and one facing the parking lot.

We will have signage posted throughout the library letting patrons know about going Fine Free.

4. Grants Status Update

Dan Griscom, Fiscal Officer, will provide a grants status update at the meeting.

Mr. Griscom provided a Grant Status Report for the Board. Also mentioned that Jessica Curtis in Adult Services is applying for a Grant that will be used toward offering classes for our Somali population.

5. Strategic Planning

The library's current strategic plan is out of date. I will be gathering information and price estimates for strategic planning options with the intent of having them for discussion at the September board meeting.

Ms. Francoeur will provide options at the next meeting.

6. Historical Marker

On July 22nd the Westerville Public Library installed a historical marker on the front lawn to honor Agnes Meyer Driscoll who was an American cryptanalyst during both World War I and World War II. Ms. Francoeur gave a huge thanks to Local History for all of their hard work in putting this together.

7. Meeting with Otterbein

Ms. Erin Francoeur met with the Tiffany Lipstreu Library Director at Otterbein University to discuss the possibility of housing a popular Fiction Collection at Otterbein.

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

Next meeting September 18th.

2. Human Resources Jack Shinnock

The Committee met on July 12th. Discussed Strategic Plan, goals for Executive Director and Maker Space. Ms. Katrina Plourde presented a project that we are going to outsource to a consultant regarding our pay grade structure. Also working on the upcoming Board vacancy. Next meeting August 22nd.

3. Marketing Jack Shinnock

Next meeting September 26th.

4. Technology Shawn Smith

The Committee did not meet. No meeting is scheduled at this time.

BOARD DISCUSSION ITEMS

Ms. McDaniel mentioned how this summer she has been attending Library Sessions. Comment about the 4th of July parade.

LIBRARY FOUNDATION REPORT

Ms. Hodek reported that the Foundation is looking to pursue a training session with Adult Services for Funding information network. Also gave us an update on some author events coming up.

FRIENDS OF THE LIBRARY

Ms. Francoeur attended the meeting and reported that she spoke with Arlene about needing more volunteers.

IMPORTANT DATES

- a. Ice Cream Social – Thursday July 27, 2017 at 7:00PM at Westerville Public Library.
- b. Fine Free Effective – Thursday, August 17, 2017.
- c. Next Board Meeting – Tuesday, August 22, 2017 in the Board Room.
- d. Joint Foundation/Board Meeting – September 18, 2017 at 7:00PM.

ADJOURNMENT

Mr. Shinnock made a motion to adjourn the meeting at 8:50 P.M.

Seconded by Ms. Creed. .

The Chair declared the motion passed.

DEPARTMENT REVIEW AND TOUR

Erin Kelsey, Manager of Adult Services, gave a brief presentation of her department.

President

Secretary

