

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

August 22, 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 July 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 August 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 July 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 July 2017 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. OLD BUSINESS

a. **Library Policies**

It is prudent that the Board of Trustees regularly review and update the library's operating policies. A list of the Library policies and dates of last revision is attached. No action is needed.

10. NEW BUSINESS

a. **Fire Systems Update**

Bill Williams will present on the problems we have been having with the current fire alarm system and offer a solution to upgrade the system.

ACTION NEEDED: Consider a motion to approve the \$36,004 purchase of the new fire alarm system.

b. **Server Consolidation Project**

David Shaner will present on the topic of the server consolidation project and request the purchase of \$30,674.43 for Hardware (Servers & SAN) and server racks.

ACTION NEEDED: Consider a motion to approve the \$30,674.43 purchase of Hardware and server racks.

c. **Surplus Property**

Steve Owley, Customer Services Manager, has submitted the following items to be declared surplus.

The estimated value is zero.

- Three (3) Royal R18HD vinyl book trucks

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

d. **Gifts:**

The Library is in receipt of the following gifts:

Unrestricted:

The Guitar Center of Columbus has donated the following musical instruments and supplies to the Library (retail prices are shown below):

Livewire 10-foot guitar cables (2)	\$33.98
Mitchell Dreadnought Acoustic Guitar Pack	\$149.99
Yamaha Jr1 Mini Folk Guitar	\$134.99
Mitchell TD400BK Electric Guitar	\$299.97
Mitchell MX400QAB Acoustic-Electric Guitar	\$399.99
Roadrunner Acoustic Guitar Case	\$199.98
Roadrunner Electric Guitar Case	\$119.99
Fender Champion 20 Guitar Amplifier	\$99.99
Acoustic G20 Guitar Combo Amplifier	<u>\$72.99</u>
TOTAL	\$1,511.87

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

11. INFORMATION ITEMS

a. **Executive Director's Report**

1. **Community Engagement**

In August, I have continued meeting with staff through one-on-one meetings. I attended the Partnership meeting with the City and toured all the City Facilities meeting with Dave Collinworth, who introduced me to department staff along the way. On August 3 & 4th, I attended ETM mid-sized library Director's meeting and visited the CML Northside Branch. I attended the Uptown Westerville Re-development Open House. In the second half of the month, I have meetings scheduled with Chris Taylor, Director at Upper Arlington Library, Kathy Cocuzzi, Westerville City Council, Kathy Krendl, Otterbein University, and Tiffany Lipstreu of Otterbein University. On August 30th, I will attend the OLC New Director's training, Essential Administration.

2. **Eclipse Programs**

Demand for Eclipse programs and viewing glasses has far exceeded our expectations. Many more patrons attended the events on August 14th and 21st and inquired about viewing glasses than we had anticipated.

3. **Fines Free Roll Out**

On August 10, the Columbus Dispatch and Westerville News posted articles announcing Westerville Public Library's policy to go fines free starting August 17, 2017. The early announcement sped up our process, but thanks to the preparedness and quick response of our Marketing Department, we were able to inform our staff and update our website very quickly. On August 17th, two banners were hung at the library to announce the new policy and free cookies were distributed to patrons.

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, September 26, 2017 at 7:00 PM in the Board Room.
- b. Jay Asher – Thursday, September 7, 2017.
- c. Ballet Met Storytime – Saturday, September 16, 2017 at 11:30AM-12:30PM. In the Combined Meeting Rooms.
- d. Joint Board Meeting with Foundation – Monday, September 18, 2017 at 7:00PM.

17. ADJOURNMENT

DEPARTMENT REPORT

Katrina Plourde, Human Resources Manager, 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. Smith, Ms. McDaniel, Ms. Hodek, Ms. Creed, Mr. Fultz and Ms. Lightbody.

Also attending: Executive 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; Steve Owley, Customer Services Manager; Jen Thomas, Customer Services Assistant Manager, Julie Kerns, Outreach Services Manager; David Shaner, Computer Services Manager; Erin Huffman, Community Engagement Coordinator; Erin Kelsey, Adult Services Manager, Bill Williams, Building Maintenance Manager, Glen Gainer, Coffee Services fill in and Belinda Mortensen, Support Services Manager.

Members not present: Mike Shinnock, Board Member and Tamara Murray, Marketing Manager.

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

Mr. Fultz moved to approve the agenda as presented at the meeting.

Seconded by Mr. Smith.

The Chair declared the motion passed.

Ms. McDaniel moved to approve the minutes of July 27, 2017 as presented.

Seconded by Ms. Creed.

The Chair declared the motion passed.

Mr. Fultz abstained.

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

- Resignation: Andrew Romo – Customer Services Page, part-time, effective August 2, 2017.
- Resignation: Melissa Rodriguez – Customer Services Assistant, part-time, effective August 14, 2017.
- Resignation: Mackenna Swing – Customer Services Assistant, part-time, effective August 21, 2017.
- Resignation: Jodi Bumgarner – Coffee Service Assistant, part-time, effective August 4, 2017.
- Resignation: Isaac Smith – Customer Services Page, part-time, effective August 20, 2017.
- Resignation: Eileen Moeller – SearchOhio/OhioLINK Page, temporary/part-time, effective August 10, 2017.
- Employment: Eileen Moeller – SearchOhio/OhioLINK Page, temporary/part-time \$8.77/hr. (r8), effective August 7, 2017.
- Employment: James Seitz – Customer Services Page Trainee, part-time \$8.25/hr. (r8), effective August 14, 2017.
- Employment: Vanessa Abrams – Customer Services Page Trainee, part-time \$8.25/hr. (r8), effective August 14, 2017.
- Employment: Ashley Vassar – Customer Services Assistant, part-time \$11.04/hr. (r12), effective August 21, 2017.
- Employment: Sarah Simpson – Youth Librarian, part-time \$20.58/hr. (r12), effective August 21, 2017.
- Change Assignments: Snehal Adalinge - from part-time Customer Services Page Trainee, \$8.25/hr. (r8) to part-time Customer Services Assistant, \$11.04/hr. (r12), effective August 13, 2017.
- Change Assignments: Ashley Mensah - from full-time Youth Services Librarian to part-time Youth Services Librarian, effective August 14, 2017. No change in hourly pay rate.

- Change Assignments: Erin Winter - from part-time Customer Services Assistant, \$11.26/hr. (r12) to part-time Technology Center Associate, \$13.26/hr. (r17), effective August 21, 2017.
- Change Assignments: Lauren Watts - from part-time Customer Services Page, \$8.77/hr. (r8) to part-time Customer Services Assistant, \$11.04/hr. (r12), effective August 20, 2017.
- Change Assignments: Dystany Hall - from part-time Customer Services Page Trainee, \$8.25/hr. (r8) to part-time Coffee Service Assistant, \$11.04/hr. (r12), effective August 21, 2017.

Seconded by Ms. Creed.

The Chair declared the motion passed.

Ms. Hodek made a motion to approve the July 2017 Statistical Report.

Seconded by Ms. Creed.

The Chair declared the motion passed.

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

Mr. Smith moved to approve the July 2017 Financial Report.

Seconded by Ms. Creed.

The Chair declared the motion passed.

Ms. McDaniel moved that the bills for July 2017 in the amount of \$300,144.15 be paid.

Seconded by Ms. Creed.

The Chair declared the motion passed.

OLD BUSINESS

a. Library Policies

Ms. Francoeur distributed a copy of Library Policies when they were adopted and last updated. After a brief discussion with the Board, it was decided that the members of the Board take the list look at it and come ready to discuss at next meeting.

NEW BUSINESS

a. Fire Systems Update

Mr. Williams presented on the problems we have been having with the current fire alarm system and offer a solution to upgrade the system. After the presentation,

Mr. Smith made a motion to approve the \$36,004 purchase of the new fire alarm system.

Seconded by Ms. Creed.

The Chair declared the motion passed.

b. Server Consolidation Project

Mr. Shaner presented on the topic of the server consolidation project and requested the purchase of \$30,674.43 for Hardware (Servers & SAN) and server racks. After his presentation,

Mr. Fultz made a motion to approve the \$30,674.43 purchase of Hardware and server racks.

Seconded by Ms. Creed.

The Chair declared the motion passed.

c. Surplus Property

Ms. McDaniel made a motion to approve the items listed as surplus.

- Three (3) Royal R18HD vinyl book trucks.

Seconded by Ms. Creed.

The Chair declared the motion passed.

d. Gifts:

The Library is in receipt of the following gifts:

Unrestricted:

The Guitar Center of Columbus has donated the following musical instruments and supplies to the Library (retail prices are shown below):

Livewire 10-foot guitar cables (2)	\$33.98
Mitchell Dreadnought Acoustic Guitar Pack	\$149.99
Yamaha Jr1 Mini Folk Guitar	\$134.99
Mitchell TD400BK Electric Guitar	\$299.97
Mitchell MX400QAB Acoustic-Electric Guitar	\$399.99
Roadrunner Acoustic Guitar Case	\$199.98
Roadrunner Electric Guitar Case	\$119.99
Fender Champion 20 Guitar Amplifier	\$99.99
Acoustic G20 Guitar Combo Amplifier	<u>\$72.99</u>
TOTAL	\$1,511.87

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

Seconded by Ms. Creed.

The Chair declared the motion passed.

INFORMATION AND DISCUSSION ITEMS

a. Executive Director's Report

1. Community Engagement

In August, I have continued meeting with staff through one-on-one meetings. I attended the Partnership meeting with the City and toured all the City Facilities meeting with Dave Collinsworth, who introduced me to department staff along the way. On August 3 & 4th, I attended ETM mid-sized library Director's meeting and visited the CML Northside Branch. I attended the Uptown Westerville Re-development Open House. In the second half of the month, I have meetings scheduled with Chris Taylor, Director at Upper Arlington Library, Kathy Cocuzzi, Westerville City Council, Kathy Krendl, Otterbein University, and Tiffany Lipstreu of Otterbein University. On August 30th, I will attend the OLC New Director's training, Essential Administration.

2. Eclipse Programs

Demand for Eclipse programs and viewing glasses has far exceeded our expectations. Many more patrons attended the events on August 14th and 21st and inquired about viewing glasses than we had anticipated.

About 500 people attended the event.

3. Fines Free Roll Out

On August 10, the Columbus Dispatch and Westerville News posted articles announcing Westerville Public Library's policy to go fines free starting August 17, 2017. The early announcement sped up our process, but thanks to the preparedness and quick response of our Marketing Department, we were able to inform our staff and update our website very quickly. On August 17th, two banners were hung at the library to announce the new policy and free cookies were distributed to patrons.

4. Branding

Ms. Francoeur mentioned that she is working with the Marketing Department of the branding logo for our library. We are looking to better brand out materials and out products so that it all looks the same. This will allow our Marketing team to do more PR.

5. Trustee Meeting Attendance by Managers

With the Trustees approval, Ms. Francoeur would like to excuse the department managers from attending the Trustee meetings unless there is a need or a special event. She explained that the managers could use their time more productively if excused. The Board agreed with this recommendation.

6. Trustee Meeting Attendance by Managers

Ms. Francoeur gave an update on the Strategic Plan. She has talked with 2 vendors already and has a meeting with a third on her calendar. She is asking other medium size libraries for recommendations and intends to have a proposal for the board to consider soon.

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. Will finalize changes in the Fiscal Policy Manual, will review Mr. Griscom's 3rd quarter goals and will work on Capitol Budget.

2. Human Resources Jack Shinnock

The Committee met before the Board meeting. They have received 2 applications for the Board vacancy position. Ms. Plourde met with a consultant to look at compensation. Next meeting will be September 19th.

3. Marketing Jack Shinnock

Next meeting September 26th.

4. Technology Shawn Smith

Next meeting August 29 at 6:00PM.

BOARD DISCUSSION ITEMS

Ms. McDaniel reported that she has had a lot of positive responses from her peers at work with the Library going fine free. It was reported that the playground is under construction. Ms. Lightbody reported that she works with a faculty member who raves about the Westerville Public Library's author events.

LIBRARY FOUNDATION REPORT

10,911 kids have signed up for the Imagination Library. Update on author events coming up. Looking to have a VIP dinner for author Janet Walls.

FRIENDS OF THE LIBRARY

No Report

IMPORTANT DATES

- a. Jay Asher – Thursday, September 7, 2017.
- b. Ballet Met Storytime – Saturday, September 16, 2017 at 11:30AM-12:30PM in the Combined Meeting Rooms.
- c. Next Board Meeting – Tuesday, September 26, 2017 in the Board Room.
- d. Joint Board Meeting with Foundation Monday, October 16, 2017.

ADJOURNMENT

Mr. Smith made a motion to adjourn the meeting at 8:30 P.M.

Seconded by Ms. Creed. .

The Chair declared the motion passed.

DEPARTMENT REVIEW AND TOUR

Katrina Plourde, Human Resources Manager, gave a brief presentation of her department.

President

Secretary