

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

October 24, 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 September 26, 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 October 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 September 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 September 2017 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. OLD BUSINESS

a. **Library Policies**

The Board will discuss ideas for any additions or deletions to the Library Board of Trustees Handbook.

No Action is Needed

10. NEW BUSINESS

a. **Board of Trustees Vacancy**

The HR Committee interviewed applicants to fill the Board of Trustees position vacancy for 2018, created by the end of Mr. Mike Fultz's term.

ACTION NEEDED: Consider a motion to approve the candidate recommended by the HR Committee to the Board of Trustees for a term of seven years starting in January 2018.

b. **2018 Employee Compensation Plan**

The HR Committee will present a plan for the Employee Compensation for the 2018 calendar year.

ACTION NEEDED: Consider a motion to approve the employee compensation plan for 2018 as presented.

c. **Surplus Property**

Steve Owley, Customer Services Manager, has submitted the following item to be declared surplus. The estimated value is zero.

- One (1) Broken Demco Book cart

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

d. **Appropriation Transfer**

The following appropriation transfers are needed:

From: 5400 Building Improvements \$4,000

To: 3800 Library Materials Processing 4,000

From: 5400 Building Improvements \$2,000

To: 4600 Inter-Library Loan Fees 2,000

From: 5400 Building Improvements \$1,500

To: 3500 Rents and Leases 1,500

ACTION NEEDED: Consider a motion to approve the appropriation transfers as recommended.

e. **Gifts:**

The Library is in receipt of the following gifts:

Restricted:

\$5,703.00 from Friends of Westerville Public Library, for the Imagination Library Fund.

\$50.00 from Barbara Fulton, for the Outreach Program.

Unrestricted:

\$1,000.00 from Elizabeth Schlenke, in memory of her parents, Paul and Margery Haas.

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 September, I have continued meeting with staff through one-on-one meetings. Several of the library staff, including myself, attended the Ohio Library Council annual conference between October 4-6. I continued to reach out and develop relationships in the community through a meeting with members of the Arts Council, Leadership Westerville, Sunrise Rotary, the Westerville Partnership Meeting, and the Parks and Recreation Department. On October 18th, I presented to Kiwanis about the library.

2. **Community Center Partnership**

I met with Randy Auler of the Parks and Recreation Department to discuss options for the possibility of a joint use space for the library in the upcoming renovation and addition to the Community Center. Also discussed was the possibility of adding Story Walks to one or two of the parks in the community.

3. **Staff Culture Project**

Library staff have attended facilitated group discussions regarding staff culture at the library over the past few weeks. Groups were formed largely by department and a separate meeting was held for the management team. I will be working with the consultant John Baker, to compile the information, and then with Katrina Plourde to address ideas and concepts brought to light through the discussions and to formulate a plan of action.

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. Erik Larson – Wednesday, October 25, 2017 at 7:00PM at WPL.
- b. Staff In-Services Day – Wednesday, November 8, 2017.
- c. Jeanette Walls – Thursday, November 9, 2017 at 7:00PM.
- d. Next Board Meeting – Tuesday, November 28, 2017 at 7:00 PM in the Board Room.

17. ADJOURNMENT

DEPARTMENT REPORT

Beth Weinhardt, Local History 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. Creed, Mr. Shinnock, Ms. McDaniel, Ms. Hodek, 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: Katrina Plourde, Human Resources and Beth Weinhardt, Local History Manager.

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

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

It was suggested that we add Executive Session to the end of the Agenda to discuss staff compensation.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

Ms. Hodek moved to approve the minutes of September 26, 2017 as amended.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. McDaniel moved that the Board ratifies the following Personnel/Consent Calendar for October 2017 as presented.

- Resignation: John Baker – Customer Services Assistant, part-time, effective October 11, 2017.
- Employment: Colleen Reynolds – Youth Librarian, full-time \$20.18/hr. [R26], effective October 3, 2017.
- Employment: Siona Webster – Coffee Service Assistant, part-time/temporary \$11.04/hr. [R12], effective October 14, 2017.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Mr. Shinnock made a motion to approve the September 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 September 2017 Financial Report.

Seconded by Ms. Creed

The Chair declared the motion passed.

Ms. McDaniel moved that the bills for August 2017 in the amount of \$362,752.40 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 that need to be updated. Ms. Francoeur reviewed through the policies and adjusted the table of contents. Ms. Francoeur will make changes and distributed them to Board members as soon as possible.

NEW BUSINESSa. Board of Trustees Vacancy

The Committee brought a motion to the floor to recommend Julie Mujic as the new board member. Mr. Shinnock reported that the Committee held interviews for the Library Vacancy Position. The Committee chose Julie Mujic as their next board member. The next step is for the Executive Director, Erin Francoeur to send a letter to the school board as the recommendation. Once the school board has approved, we will invite Ms. Mujic to the December Board meeting. The motion was declared passed.

b. Surplus Property

Mr. Fultz made a motion to approve the item listed below as surplus.

- One (1) Broken Demco Book Cart.

Seconded by Ms. Creed.

The Chair declared the motion passed.

c. Appropriation Transfers

Mr. Fultz made a motion to approve the Appropriation Transfers as recommended.

The following appropriation transfers are needed:

From: 5400 Building Improvements \$4,000

To: 3800 Library Materials Processing 4,000

From: 5400 Building Improvements \$2,000

To: 4600 Inter-Library Loan Fees 2,000

From: 5400 Building Improvements \$1,500

To: 3500 Rents and Leases 1,500

Seconded by Mr. Smith.

The Chair declared the motion passed.

d. Gifts:

The Library is in receipt of the following gifts:

Restricted:

\$5,703.00 from Library Foundation for the Imagination Library Fund.

\$ 50.00 from Barbara Fulton, for the Outreach Program.

Unrestricted:

\$1,000.00 from Elizabeth Schlenke, in memory of her parents, Paul and Margery Haas.

Mr. Shinnock made a motion to accept with appreciation the gifts present.

Seconded by Ms. Creed.

The Chair declared the motion passed.

INFORMATION AND DISCUSSION ITEMS

a. Executive Director's Report

1. Community Engagement

In September, I have continued meeting with staff through one-on-one meetings. Several of the library staff, including myself, attended the Ohio Library Council annual conference between October 4-6. I continued to reach out and develop relationships in the community through a meeting with members of the Arts Council, Leadership Westerville, Sunrise Rotary, the Westerville Partnership Meeting, and the Parks and Recreation Department. On October 18th, I presented to Kiwanis about the library.

2. Community Center Partnership

I met with Randy Auler of the Parks and Recreation Department to discuss options for the possibility of a joint use space for the library in the upcoming renovation and addition to the Community Center. Also discussed was the possibility of adding Story Walks to one or two of the parks in the community.

Ms. Francoeur reported that she met with Randy Auler and that there was some discussion about possibly installing a 24-hour Kiosk at the Community Center an area still to be identified. They are working on getting some pricing and dimensions. There was a discussion made by Ms. Francoeur about bolstering Marketing by adding a new position. Ms. Francoeur also pointed out that Marketing and Accounting had switched office space.

3. Staff Culture Project

Library staff have attended facilitated group discussions regarding staff culture at the library over the past few weeks. Groups were formed largely by department and a separate meeting was held for the management team. I will be working with the consultant John Baker, to compile the information, and then with Katrina Plourde to address ideas and concepts brought to light through the discussions and to formulate a plan of action.

b. Department Reports

Attached is a summary of the monthly department reports [see Item 11-B]. Questions from any board members will be referred to the Department Manager for response via e-mail.

c. Customer Comments

The Board reviewed comments at the meeting.

BOARD COMMITTEE REPORTS

1. Finance & Committee Melissa Hodek

Ms. Hodek reported that the next meeting will be held on November 14th.

2. Human Resources Jack Shinnock

Mr. Shinnock reported that the Committee met on October 24th. Staff Compensation was discussed and a recommendation will be presented to the Board during the Executive Session after this meeting. Also discussed

Ms. Francoeur's goals. Next meeting will be November 28th at which compensation for the Executive Director will be discussed.

3. Marketing Jack Shinnock

Mr. Shinnock reported that there had not been a meeting. Next meeting will be December 5th.

4. Technology Shawn Smith

Mr. Smith reported that the Committee did not meet. But is looking to have a meeting in November.

BOARD DISCUSSION ITEMS

Erin Francoeur gave an update on the stats for the strategic plan. She will have more updates at the next meeting. Mr. Fultz commented on the Erik Larson author event. Ms. Heather Creed reported to the board about an excellent comment she had heard from a friend regarding the Library.

LIBRARY FOUNDATION REPORT

Ms. Hodek reported that the Board of the Library Foundation and Public Library met on Monday, October 16th. Ms. Hodek gave an update on the author events. The Foundation is now part of the Big give. Also some discussion about Imagination Library.

FRIENDS OF THE LIBRARY

No report

IMPORTANT DATES

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- b. Staff In-Service Day – Wednesday, November 8, 2017.
- c. Jeanette Walls – Thursday, November 9, 2017 at 7:00PM.
- d. Next Board Meeting – Tuesday, November 28, 2017 at 7:00PM in the Board Room.

DEPARTMENT REVIEW AND TOUR

Beth Weinhardt, Local History Manager, gave a brief presentation on her department.

Executive Session

Mr. Shinnock moved that the board move into Executive Session to discuss staff compensation at 8:10PM.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Mr. Smith moved that that board move back into Regular Session at 8:40PM.

Seconded by Ms. Creed.

The Chair declared the motion passed.

ADJOURNMENT

Ms. Creed moved to adjourn the meeting at 8:40PM.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

President

Secretary