

BOARD OF TRUSTEES  
WESTERVILLE PUBLIC LIBRARY  
AGENDA  
JANUARY 23, 2018

**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. OATHS OF OFFICE

a. Trustee

The Trustees congratulate and welcome Julie Mujic to the Board. Ms. Kristin Michel, Assistant Director/Notary Public, will give the oath of office to Ms. Mujic as required by the Ohio Revised Code.

b. Fiscal Officers

Ms. Kristin Michel will give the oath of office to Mr. Dan Griscom for Fiscal Officer as required by Ohio Revised Code.

c. Deputy Fiscal Officer

Ms. Kristin Michel will give the oath of office to Ms. Darlene Lawson as Deputy Fiscal Officer as required by Ohio Revised Code.

Ms. Kristin Michel will give the oath of office to Ms. Sherry Peterson as Deputy Fiscal Officer as required by Ohio Revised Code.

3. APPROVAL OF THE AGENDA

**ACTION NEEDED:** Consider a motion to approve the agenda as presented or amended at the meeting.

4. ELECTION OF OFFICERS

Per established Library Board policy, Mr. John B. (Jack) Shinnock will assume the duties as Library Board President; Mr. Shawn Smith will assume duties as Vice-President and Ms. Heather Creed will assume the duties as Secretary of the Board in accordance with the Library Board's rotation policy.

**ACTION NEEDED:** Consider a motion to ratify the appointments as presented or amended at the meeting.

5. COMMITTEE ASSIGNMENTS

It was determined in 2017 that the committee assignments would be for a one-year period; therefore, the 2018 committee assignments need to be made.

**2017 Committee Assignments**

**2018 Committee Assignments**

**Human Resources Committee**

Jack Shinnock, Chair  
Deanna McDaniel  
Mike Fultz

\_\_\_\_\_, Chair  
\_\_\_\_\_, Member  
\_\_\_\_\_, Member

**Finance & Facilities Committee**

Melissa Hodek, Chair  
Mary Lightbody  
Shawn Smith

\_\_\_\_\_, Chair  
\_\_\_\_\_, Member  
\_\_\_\_\_, Member

**Library Services & Marketing Committee**

Jack Shinnock, Chair  
Mike Fultz  
Heather Creed

\_\_\_\_\_, Chair  
\_\_\_\_\_, Member  
\_\_\_\_\_, Member

**Technology Committee**

Shawn Smith, Chair  
Mary Lightbody  
Heather Creed

\_\_\_\_\_, Chair  
\_\_\_\_\_, Member  
\_\_\_\_\_, Member

**Library Foundation Liaison**

Deanna McDaniel  
Melissa Hodek

\_\_\_\_\_  
\_\_\_\_\_

**NO OFFICIAL ACTION IS NEEDED**

6. REGULAR MEETING DATE & TIME

Currently, the Board of Trustees meets on the fourth Tuesday of each month at 7:00 PM. A motion is needed to establish the same schedule for 2018.

|                           |                            |
|---------------------------|----------------------------|
| January 23 <sup>rd</sup>  | July 24 <sup>th</sup>      |
| February 27 <sup>th</sup> | August 28 <sup>th</sup>    |
| March 27 <sup>th</sup>    | September 25 <sup>th</sup> |
| April 24 <sup>th</sup>    | October 23 <sup>rd</sup> . |
| May 22 <sup>nd</sup>      | November 27 <sup>th</sup>  |
| June 26 <sup>th</sup>     | December 18 <sup>th</sup>  |

**ACTION NEEDED:** Consider a motion to accept the Board Meeting schedule as presented or amended at the meeting.

7. FASCIMILE RESOLUTION

A Facsimile Resolution is needed each year to permit electronic signatures for library checks to be honored by our depository bank.

**ACTION NEEDED:** Be it resolved by the Board of Trustees of the Westerville Public Library that US BANK be designated as the depository for the general funds of the Library. Furthermore, US BANK is authorized and directed to honor checks, drafts or other orders for payment of money drawn for their respective funds in the name of this Library including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing, or purporting to bear, the facsimile signature(s) of any of two of the following: Dan Griscom, Fiscal Officer and Mr. John B. Shinnock, President of the Board of Trustees of the Westerville Public Library.

**ACTION NEEDED:** Consider a motion to adopt the Facsimile Resolution as presented or amended at the meeting.

8. DISCUSSION AND APPROVAL OF MINUTES

**ACTION NEEDED:** Consider a motion to approve the minutes of December 19, 2017.

9. 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 January 2018 Personnel Consent Calendar as

presented or amended at the meeting.

10. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

**ACTION NEEDED:** Consider a motion to approve the December 2017 Statistical Report.

11. REPORT BY THE FISCAL OFFICER

The Fiscal Officer will present his monthly report assessing the year to date revenues and expenses. (See Item 11).

12. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

**ACTION NEEDED:** Consider a motion to approve the December 2017 Financial Report.

13. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

14. OLD BUSINESS

a. Discarded Materials Process

Erin Francoeur & Kristin Michel met with representatives of the Friends of the Library to discuss the discard process and disposal of un-sold materials.

NO ACTION NEEDED

b. Strategic Plan Update

Work continues in the information gathering stages of the strategic planning process. Kristin Michel will give an update at the meeting.

NO ACTION NEEDED

c. Ten-Year Financial Projection and Capital Budget

NO ACTION NEEDED

15. NEW BUSINESS

a. Fiscal Officer and Deputy Fiscal Officer Bonds:

The Fiscal Officer is requesting approval of bonds from Westfield Insurance Company at \$100,000.00 each for the Fiscal Officer and Deputy Fiscal Officers, as follows:

Dan Griscom: \$100,000

Sheryl Peterson: \$100,000

Darlene Lawson: \$100,000

**ACTION NEEDED:** Consider a motion to approve the bonding of the Fiscal Officer and Deputy Fiscal Officers as presented or amended at the meeting.

**b. Approval of Grant:**

The Library has received a \$1,000 grant from Vernon Library Supplies, Inc. for Literacy for New Immigrants. The grant was written by Jessica Curtis in our Adult Services Department. The funds will be used for Somali and Nepali computer classes for patrons.

**ACTION NEEDED:** Consider a motion to approve the Vernon Literacy for New Immigrants Grant (Fund 212) and to appropriate the funds in the amount of \$1,000 for programs.

**c. Surplus Property:**

David Shaner, Computer Services Manager, has submitted the following items to be declared surplus:

Cisco 2504 Wireless Lan controller (good condition, estimated value \$400)

Cisco 2504 Wireless Lan controller (good condition, estimated value \$400)

Cisco WAP units (20) (good condition, estimated total value \$1,000)

NEC Projector and bulb (6 years old, fair condition, estimated value \$600)

NOTE: Mr. Shaner recommends that the above items be donated to another library via OPINLIST.

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

**d. Appropriation Transfer:**

From: 3100 Travel & Meeting Expenses \$1,900

To: 2300 Motor Vehicle Fuel & Supplies 1,900

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

**e. Gifts:**

The Library is in receipt of the following gifts:

**Restricted:**

\$50.00 from the Westerville Garden Club, for a gardening book in memory of Mary Papin

\$200.00 from Lory Jenkins, for the Youth department

\$7,550.00 from the Friends of the Westerville Public Library, for miscellaneous library programs

\$30,000.00 from the Friends of the Westerville Public Library, for the treehouse project in the Youth department

\$8,000 from the Westerville Library Foundation, for the Imagination Library Fund

**Unrestricted:**

\$483.22 from Barnes & Noble, resulting from WPL staff members teaching classes about the WPL library app and setting up shoppers' devices at the Polaris Barnes & Noble store.

\$350.00 from Robert Lawler

\$50.00 from Shane Riddle

\$25.00 from Mr. and Mrs. Herbert Baur

\$100.00 from Alice Miglets

\$5,000.00 from the McKenzie Family Foundation

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

16. INFORMATION ITEMS

a. **Director's Report**

1. **SearchOhio Growing**

The Central Library Consortium will officially join SearchOhio on January 23, 2018. The consortium consists of the Alexandria Library, Bexley, Columbus Metropolitan, Delaware County, Fairfield, Grandview Heights, Granville, London, Marysville, Pataskala, Pickaway County, Pickerington, Plain City, Southwest, Upper Arlington, Wagnalls and Worthington Public Libraries.

2. **Otterbein New Book Collection**

The new fiction collection housed at Otterbein University went live on January 16 and the official Grand Opening and celebratory reception was held on the morning of January 23<sup>rd</sup>.

3. **Mallway Renovations**

Inclement weather has slowed the painting crews, but the renovation of the mallway project is still progressing. Once the paint is finished, new signage and display materials will be ordered and placed.

b. **Department Reports**

Attached is a summary of the monthly department reports [see Item 16-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 16-C].

17. BOARD COMMITTEE REPORTS

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

18. BOARD DISCUSSION ITEMS

19. LIBRARY FOUNDATION REPORT

20. FRIENDS OF THE LIBRARY REPORT

21. IMPORTANT DATES

- a. Next Board Meeting – Tuesday, February 27, 2018 at 7:00 PM in the Board Room
- b. State of the Community – Tuesday, February 27, 2018 at 7:00 PM, City of Westerville
- c. Ernest Cline – Author Event Thursday, March 1, 2018 at Villa Milano at 7:00 PM.

22. ADJOURNMENT

DEPARTMENT REPORT

Tamara Murray, Marketing Director, will be giving a brief report on her department.

The Board of Trustees of the Westerville Public Library met in regular session Tuesday, January 24, 2018. Ms. Lightbody called the meeting to order at 7:01 PM.

IN ATTENDANCE:

BOARD MEMBERS: Ms. Melissa Hodek, Ms. Mary Lightbody, Ms. Deanna McDaniel, Ms. Julie Mujic, Mr. John Shinnock, and Mr. Shawn Smith.

ALSO PRESENT: Ms. Erin Francoeur, Executive Director; Mr. Dan Griscom, Fiscal Officer; Kristin Michel, Assistant Director; Katrina Plourde, Human Resources Director; and Steve Owley, Operations Director.

Ms. Francoeur introduced Ms. Darlene Lawson, filling in as Executive Assistant.

Not Present: Ms. Heather Creed, Board Member.

Ms. Lightbody welcomed Ms. Julie Mujic, our newest board member, to her first official meeting.

Ms. Kristin Michel, Assistant Director/Notary Public, administered the following oaths of office as required by the Ohio Revised Code:

- a. Ms. Julie Mujic, as Board Trustee.
- b. Mr. Dan Griscom, as Fiscal Officer.
- c. Ms. Darlene Lawson, as Deputy Fiscal Officer.

It was noted that Ms. Kristin Michel administered the oath of office to Ms. Sherry Peterson as Deputy Fiscal Officer earlier in the day (due to scheduling conflicts) as required by Ohio Revised Code.

Resolution 001 - 18

APPROVAL OF THE AGENDA

Mr. Shinnock moved to approve the agenda amended to add Executive Session and to delete the presentation by Tamara Murray.

Seconded by Mr. Smith.

The Chair declared the motion passed.

Resolution 002 - 18

ELECTION OF OFFICERS

Ms. McDaniel moved to ratify the appointments of Mr. John B. Shinnock as Library Board President, Mr. Shawn Smith as Vice-President, and Ms. Heather Creed as Secretary of the Board in accordance with the Board rotation policy.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Mr. Shinnock continued the meeting as President of the Board. He thanked Ms. Lightbody for doing an excellent job in the past year.



COMMITTEE ASSIGNMENTS

The 2018 Board Committee assignments are as follows:

- Human Resources Committee: Jack Shinnock, Chair; Deanna McDaniel, Julie Mujic.
- Finance & Facilities Committee: Shawn Smith, Chair; Mary Lightbody, Melissa Hodek.
- Library Services & Marketing Committee: Julie Mujic, Chair; Jack Shinnock, Heather Creed.
- Technology Committee: Mary Lightbody, Chair; Heather Creed, Shawn Smith.
- Library Foundation Liaisons: Deanna McDaniel, Melissa Hodek.

Resolution 003 - 18REGULAR MEETING DATE & TIME

Ms. Lightbody moved to establish the regularly scheduled meeting of the Board of Trustees for the fourth Tuesday of each month at 7:00 PM, with the exception of the December, 2018 meeting which shall be held on December 18, 2018 (due to the holidays the following week).

|                           |                            |
|---------------------------|----------------------------|
| January 23 <sup>rd</sup>  | July 24 <sup>th</sup>      |
| February 27 <sup>th</sup> | August 28 <sup>th</sup>    |
| March 27 <sup>th</sup>    | September 25 <sup>th</sup> |
| April 24 <sup>th</sup>    | October 23 <sup>rd</sup>   |
| May 22 <sup>nd</sup>      | November 27 <sup>th</sup>  |
| June 26 <sup>th</sup>     | December 18 <sup>th</sup>  |

Seconded by Ms. Mujic.

The Chair declared the motion passed.

Resolution 004 - 18FACSIMILE RESOLUTION

Mr. Smith moved the following: Be it resolved by the Board of Trustees of the Westerville Public Library that US BANK be designated as the depository for the general funds of the Library. Furthermore, US BANK is authorized and directed to honor checks, drafts or other orders for payment of money drawn for their respective funds in the name of this Library including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing, or purporting to bear, the facsimile signature(s) of any of two of the following: Dan Griscom, Fiscal Officer and Mr. John B. Shinnock, President of the Board of Trustees of the Westerville Public Library.

Seconded by Ms. Mujic.

The Chair declared the motion passed as amended (removal of "(Jack)").

Resolution 005 - 18DISCUSSION AND APPROVAL OF MINUTES

Ms. McDaniel moved to approve the minutes of December 19, 2017 as amended.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Resolution 006 - 18PERSONNEL/CONSENT CALENDAR

Ms. Hodek moved to approve the January 2018 Personnel Consent Calendar as presented at the meeting.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

Resolution 007 - 18DISCUSSION AND APPROVAL OF STATISTICAL REPORT

Ms. Lightbody moved to approve the December 2018 Statistical Report.

Seconded by Mr. Smith.

The Chair declared the motion passed.

REPORT BY THE FISCAL OFFICER

Mr. Griscom, Fiscal Officer, presented the monthly financial report.

Resolution 008 - 18DISCUSSION AND APPROVAL OF FINANCIAL REPORT

Ms. Lightbody moved to approve the December 2017 Financial Report.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

Resolution 009 - 18DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

Ms. McDaniel moved that the bills for December 2018 in the amount of \$437,695.81 be paid.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

OLD BUSINESS

## a. Discarded Materials Process:

Erin Francoeur & Kristin Michel met with representatives of the Friends of the Library and arrived at the following solutions to reduce the volume of materials:

- Do not accept encyclopedias or magazines.
- Recycle paperback books that cannot be sold.
- Hold a \$2.00/per bag sale every Friday.

## b. Strategic Plan Update:

Work continues in the information gathering stages of the strategic planning process. Kristin Michel stated that Communicā, the company hired for the Strategic Planning, has been sent analytics. Board members and some managers were sent emails to set up initial interviews.

c. The Ten-Year Financial Projection and Capital Budget were reviewed again.

No action necessary until September approval.

d. Technology Center:

Erin Francoeur informed the Board that little has been done in regards to the Technology Center due to the press of other Business at this time.

### NEW BUSINESS

a. Fiscal Officer and Deputy Fiscal Officer Bonds:

The Fiscal Officer is requesting approval of bonds from Westfield Insurance Company at \$100,000.00 each for the Fiscal Officer and Deputy Fiscal Officers, as follows:

Dan Griscom: \$100,000

Sheryl Peterson: \$100,000

Darlene Lawson: \$100,000

### Resolution 010 - 18

Ms. Lightbody moved to approve bonding of the Fiscal Officer and Deputy Fiscal Officers as presented at the meeting.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

### Resolution 011 - 18

b. Approval of Grant

Ms. Lightbody moved to approve the Vernon Literacy for New Immigrants Grant (Fund 212) and to appropriate the funds in the amount of \$1,000 for programs.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

### Resolution 012 - 18

c. Surplus Property:

David Shaner, Computer Services Manager, has submitted the following items to be declared surplus:

- Cisco 2504 Wireless Lan controller (good condition, estimated value \$400)
- Cisco 2504 Wireless Lan controller (good condition, estimated value \$400)
- Cisco WAP units (20) (good condition, estimated total value \$1,000)
- NEC Projector and bulb (6 years old, fair condition, estimated value \$600)

NOTE: Mr. Shaner recommends that the above items be donated to another library via OPINLIST.

Ms. Lightbody moved to approve the items listed as surplus.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

Resolution 013 - 18d. Appropriation Transfer:

From: 3100 Travel & Meeting Expenses \$1,900

To: 2300 Motor Vehicle Fuel & Supplies 1,900

Mr. Smith moved to approve the appropriation transfer as recommended.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Resolution 014 - 18e. Gifts:

The Library is in receipt of the following gifts:

Restricted:

\$50.00 from the Westerville Garden Club, for a gardening book in memory of Mary Papin

\$200.00 from Lory Jenkins, for the Youth department

\$7,550.00 from the Friends of the Westerville Public Library, for miscellaneous library programs

\$30,000.00 from the Friends of the Westerville Public Library, for the treehouse project in the Youth department

\$8,000 from the Westerville Library Foundation, for the Imagination Library Fund

Unrestricted:

\$483.22 from Barnes & Noble, resulting from WPL staff members teaching classes about the WPL library app and setting up shoppers' devices at the Polaris Barnes & Noble store.

\$350.00 from Robert Lawler

\$50.00 from Shane Riddle

\$25.00 from Mr. and Mrs. Herbert Baur

\$100.00 from Alice Miglets

\$5,000.00 from the McKenzie Family Foundation

Ms. McDaniel moved to approve the acceptance of gifts with appreciation as presented at the meeting.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

INFORMATION AND DISCUSSION ITEMS

## a. Director's Report

## 1. SearchOhio Growing

The Central Library Consortium officially joined SearchOhio on January 23, 2018. The consortium consists of the Alexandria Library, Bexley, Columbus Metropolitan, Delaware County, Fairfield, Grandview Heights, Granville, London, Marysville, Pataskala, Pickaway County, Pickerington, Plain City, Southwest, Upper Arlington, Wagnalls, and Worthington Public Libraries.

*Dayton Public Libraries and Clark County Libraries will soon join as well.*

2. Otterbein New Book Collection

The new fiction collection housed at Otterbein University went live on January 16<sup>th</sup>; the official Grand Opening and celebratory reception was held on the morning of January 23<sup>rd</sup>.

*As of the time of the Board meeting, 13 items (out of 150) have been checked out. Pictures of the opening were available for review.*

3. Mallway Renovations

Inclement weather has slowed the painting crews, but the renovation of the mallway project is still progressing. Once the paint is finished, new signage and display materials will be ordered and placed.

*Vinyl signage will be made in-house through the Marketing Department.*

4. State of the Community Address

The Westerville State of the Community Address is scheduled for the fourth Tuesday of February. It coincides with the next scheduled Board meeting.

*Executive Director, Erin Francoeur, will be representing the Library at the Address. Kristin Michel, Assistant Director, will take Erin's place at the Board meeting.*

b. Department Reports

Attached are summaries of the monthly department reports.

c. Customer Comment

Attached is a summary of Customer Comments.

#### BOARD COMMITTEE REPORTS

|                              |               |
|------------------------------|---------------|
| Finance & Facilities         | Melissa Hodek |
| Human Resources              | Jack Shinnock |
| Library Services & Marketing | Jack Shinnock |
| Technology                   | Shawn Smith   |

None of the committees met during January 2018; there were no reports.

#### BOARD DISCUSSION ITEMS

Mr. Shinnock asked to discuss two ideas: Having a guest speaker one or two times a year and setting goals for the Board, Committees, and Trustees. The Board agreed to invite one or two speakers. Ms. Francoeur will contact Lula Abdul Mohamed Barnes as our first speaker for the April board meeting. Another subject might be economic development in September. Guest speakers would be in lieu of department presentations by Library staff.

The Board discussed setting goals for the Board, the Board Committees, and Board Trustees.

Goals for the Board:

1. Update the Bylaws.
2. Review the Public Service Policies.
3. Participate in the Strategic Plan.
4. Meet with Delaware County Library Boards.

It was recommended that Board Committees should set their own goals.

Board Trustees should set their own goals as well. Examples suggested: attend three library programs; participate with Outreach Services; attend a Library Department meeting.

Mr. Shinnock made note of how much he enjoyed attending the MLK breakfast.

Ms. McDaniel commented on what a great presentation Beth Weinhardt and Nina Thomas had made to students from her school when they attended Ohio History Day sessions in Local History. The students were impressed to realize that the National Archives Website was shut down as a result of the US Government shut-down.

Ms. McDaniel also commented on an interview by Beth Weinhardt for a podcast series (6pod4). Ms. Winehardt spoke about the Anti-Saloon League Museum and also stated that she “has the best job in the world.”

#### LIBRARY FOUNDATION REPORT

There was no Library Foundation report. The Foundation did not meet due to inclement weather.

#### FRIENDS OF THE LIBRARY REPORT

Ms. Francoeur previously commented about the meeting with Friends. Friends will be attending the March Board meeting.

#### IMPORTANT DATES

- a. Next Board Meeting – Tuesday, February 27, 2018 at 7:00 PM in the Board Room
- b. State of the Community – Tuesday, February 27, 2018 at 7:00 PM, City of Westerville
- c. Ernest Cline – Author Event Thursday, March 1, 2018 at Villa Milano at 7:00 PM.

#### DEPARTMENT REPORT

No Department presentation was made.

#### EXECUTIVE SESSION

##### Resolution 015 - 18

Ms. Hodek made a motion to move into Executive Session at 8:30 PM to discuss the appointment of a public official.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

##### Resolution 016 - 18

Ms. Lightbody made a motion that the Board move back into Regular Session at 9:00 PM.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

ADJOURNMENT

Resolution 017 - 18

Ms. Lightbody made a motion to adjourn the meeting at 9:00 PM.

Seconded by Mr. Smith.

The Chair declared the motion passed.

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President

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Secretary