

BOARD OF TRUSTEES  
WESTERVILLE PUBLIC LIBRARY  
AGENDA

FEBRUARY 27, 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. 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 January 23, 2018.

4. PERSONNEL/CONSENT CALENDAR

**ACTION NEEDED:** Consider a motion to approve the February 2018 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 January 2018 Statistical Report.

6. REPORT BY THE FISCAL OFFICER

The Fiscal Officer will present his monthly report assessing the year-to-date revenues and expenses.

7. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

**ACTION NEEDED:** Consider a motion to approve the January 2018 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

**ACTION NEEDED:** Consider a motion to approve the payment of bills for January 2018.

9. OLD BUSINESS

There is no Old Business for February.

10. NEW BUSINESS

a. Gifts:

The Library is in receipt of the following gifts:

Unrestricted:

\$100.00 from the Westerville Garden Club, in appreciation for the use of library facilities for their monthly meetings.

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

b. Appropriation Transfer

The following appropriation transfer is needed:

|       |                           |          |
|-------|---------------------------|----------|
| From: | 4200 Computer Software    | \$15,000 |
| From: | 5500 Computer Equipment   | 15,000   |
| To:   | 3300 Computer Maintenance | 30,000   |

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

11. INFORMATION ITEMS

a. Director's Report

i. Westerville Tragedy

The Westerville Community has been overwhelmed by the tragic deaths of Officers Morelli and Joering. Officer Morelli served regularly as a special duty officer at the library for over 20 years. Library staff were devastated by the news. Because of our close relationship with Officer Morelli, I decided it was in the best interest of the library staff to close during the homecoming procession on Monday, February 12th and for the full-day of processions and funeral services on Friday, February 16th. We also brought in a grief counselor for any staff who were interested on the 12th and 13th. We are continuing to heal as a staff community, as well as part of the bigger community of Westerville. We have reached out to our colleagues at the City personally and through social media and email outlets and we have offered support in all ways that we have been able.

ii. [State of the State](#)

The library is participating in the planning for the State of the State event to be held on March 6th on the Otterbein Campus. We will be helping with the preparation of Uptown ahead of the event and planning for a possible reception for legislators prior to the event.

iii. [Library Renovation Projects](#)

Staff met with Library Design Associates to begin looking at the design for the Tech Center renovation. We look forward to seeing their concepts in the coming weeks. In the next few months, staff will also be meeting with several architects to procure design concepts for a preservation room for the Local History Department, to include dry fire suppression and humidity control. We hope to have some estimates put together by the end of this year, so that we can seek grant funding and plan for construction in 2019.

iv. [Westerville Schools Summer Reading Partnership](#)

The Youth Department has done a tremendous job of securing an enhanced summer reading program through the Westerville Public Schools. Historically, the library has done presentations to a number of individual classrooms throughout the school district to promote our summer reading program. This summer assemblies will be held at every elementary school in the district and every child will go home with a Summer Reading Toolkit that will include a book to keep and information on the library's Summer Reading program.

v. [Seed Library Launch](#)

The seed library is ready to go and will officially launch on March 4<sup>th</sup>.

b. [Department Reports](#)

Attached is a summary of the monthly department reports.

c. [Customer Comments](#)

Attached is a summary of Customer Comments.

12. [BOARD COMMITTEE REPORTS](#)

- |                                 |                |
|---------------------------------|----------------|
| 1. Finance & Facilities         | Shawn Smith    |
| 2. Human Resources              | Jack Shinnock  |
| 3. Library Services & Marketing | Julie Mujic    |
| 4. Technology                   | Mary Lightbody |

13. [BOARD DISCUSSION ITEMS](#)

14. LIBRARY FOUNDATION REPORT

15. FRIENDS OF THE LIBRARY REPORT

16. IMPORTANT DATES

- a. Ernest Cline – Author Event Thursday, March 1, 2018 at Villa Milano 7:00 PM
- b. State of the State – Tuesday, March 6, 2018 at Fritsche Theatre, Otterbein University 7:00 PM
- c. OLC Trustee Workshop – Saturday March 10, 2018 at Quest Conference Center
- d. OLC Trustee Dinner – Thursday, March 15, 2018 at Crowne Plaza North, Columbus
- e. Next Board Meeting – Tuesday, March 27, 2018 at 7:00 PM in the Board Room
- f. Karen White – Author Event Monday April 9, 2018 at Riley Auditorium, Otterbein University 7:00 PM

17. ADJOURNMENT

DEPARTMENT REPORT

Tamara Murray will present a report on the Marketing Department.

The Board of Trustees of the Westerville Public Library met in regular session Tuesday February 27, 2018. Mr. Shawn Smith called the meeting to order at 7:00 PM.

IN ATTENDANCE:

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

ALSO PRESENT: Mr. Dan Griscom, Fiscal Officer; Ms. Kristin Michel, Assistant Director; Ms. Katrina Plourde, Human Resources Director; Mr. Steve Owley, Operations Director; Ms. Darlene Lawson, Administrative Assistant; Ms. Tamara Murray, Marketing Director; Ms. Cheryl Bean, Customer Services Page Trainer, and Mr. Christopher Richley, Customer Services Page Trainer.

Not Present: Mr. John Shinnock, Trustee; Ms. Erin Francoeur, Executive Director.

Resolution 018 – 18

APPROVAL OF THE AGENDA

Ms. Lightbody moved to approve the agenda.

Seconded by Ms. Creed.

Ms. McDaniel noted that Board Discussion Items should be inserted as item #13 on the Agenda.

The Chair declared the motion passed as amended.

Resolution 019 – 18

DISCUSSION AND APPROVAL OF MINUTES

Ms. Hodek moved to approve the minutes of January 23, 2018 as amended:

p. 296 c. The Ten-Year Financial Projection and Capital Budget were reviewed again.

Add: "No action necessary until September approval."

p. 298 BOARD COMMITTEE REPORTS – Change date from December 2017 to January 2018.

p. 299 EXECUTIVE SESSION – Add "for the appointment of a public official."

Seconded by Ms. Creed.

The Chair declared the motion passed.

Resolution 020 – 18

PERSONNEL/CONSENT CALENDAR

Ms. Lightbody moved to approve the February 2018 Personnel/Consent Calendar as presented at the meeting.

Seconded by Ms. Creed.

The Chair declared the motion passed.

Resolution 021 – 18DISCUSSION AND APPROVAL OF STATISTICAL REPORT

Ms. Hodek moved to approve the January 2018 Statistical Report.

Seconded by Ms. Creed.

The Chair declared the motion passed.

REPORT BY THE FISCAL OFFICER

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

Resolution 022 – 18DISCUSSION AND APPROVAL OF FINANCIAL REPORT

Ms. Mujic moved to approve the January 2018 Financial Report.

Seconded by Ms. Creed.

The Chair declared the motion passed.

Resolution 023 – 18DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

Ms. McDaniel moved that the bills for January 2018 in the amount of \$632,975.90 be paid.

Seconded by Ms. Creed.

The Chair declared the motion passed.

OLD BUSINESS

No old business was discussed.

NEW BUSINESSResolution 024 -18

a. Gifts:

The Library is in receipt of the following gifts:

Unrestricted:

\$100.00 from the Westerville Garden Club, in appreciation for the use of library facilities for their monthly meetings.

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

Seconded by Ms. Creed.

The Chair declared the motion passed.

Resolution 025 - 18

b. Appropriation Transfer

From: 4200 Computer Software           \$15,000

From: 5500 Computer Equipment       15,000

To: 3300 Computer Maintenance       30,000

Ms. McDaniel moved to approve the appropriation transfer as recommended.

Seconded by Ms. Creed.

The Chair declared the motion passed.

## INFORMATION ITEMS

### a. Director's Report

#### i. Westerville Tragedy

The Westerville Community has been overwhelmed by the tragic deaths of Officers Morelli and Joering. Officer Morelli served regularly as a special duty officer at the library for over 20 years. Library staff was devastated by the news. Because of our close relationship with Officer Morelli, I decided it was in the best interest of the library staff to close during the homecoming procession on Monday, February 12th and for the full-day of processions and funeral services on Friday, February 16th. We also brought in a grief counselor for any staff who were interested on the 12th and 13th. We are continuing to heal as a staff community, as well as part of the bigger community of Westerville. We have reached out to our colleagues at the City personally and through social media and email outlets and we have offered support in all ways that we have been able.

*Ms. Michel recapped the support the Library offered to staff. She also noted receiving positive comments on how the Library's actions were appreciated by the Westerville Community at large.*

#### ii. State of the State

The library is participating in the planning for the State of the State event to be held on March 6th on the Otterbein Campus. We will be helping with the preparation of Uptown ahead of the event and planning for a possible reception for legislators prior to the event.

*The Library is assisting with banner and invitation design. Ms. Francoeur has been part of the planning committee for the reception. A banner on the front lawn is promoting the Kasich Collection in Local History.*

#### iii. Library Renovation Projects

Staff met with Library Design Associates to begin looking at the design for the Tech Center renovation. We look forward to seeing their concepts in the coming weeks. In the next few months, staff will also be meeting with several architects to procure design concepts for a preservation room for the Local History Department, to include dry fire suppression and humidity control. We hope to have some estimates put together by the end of this year, so that we can seek grant funding and plan for construction in 2019.

*Concepts should be coming soon; Architects will be coming to the Library as well.*

## iv. Westerville Schools Summer Reading Partnership

The Youth Department has done a tremendous job of securing an enhanced summer reading program through the Westerville Public Schools. Historically, the library has done presentations to a number of individual classrooms throughout the school district to promote our summer reading program. This summer assemblies will be held at every elementary school in the district and every child will go home with a Summer Reading Toolkit that will include a book to keep and information on the library's Summer Reading program.

*This is the first year the Library has attempted this partnership and it has been received with overwhelming support. Every Westerville Elementary school has opted to participate.*

## v. Seed Library Launch

The seed library is ready to go and will officially launch on March 4th.

*This grant funded new program will kick off March 4<sup>th</sup>.*

## b. Department Reports

## Comments:

- Human Resources – Ms. Hodek inquired as to results of the Employee Survey. Ms. Plourde responded that we should begin receiving data from the Survey in March.
- Support Services – Mr. Owley confirmed that the Library's turnover rate is doing well compared to the national average.
- Marketing – The 10TV News story about Safety in the Library, which mentioned an incident at WPL, did not draw any customer comments.

BOARD COMMITTEE REPORTS

## 1. Finance &amp; Facilities Shawn Smith

The Committee met February 14, 2018. Status updates on GAAP, CAFR, and the Deputy Fiscal Officer search were provided. The next meeting is scheduled in March.

## 2. Human Resources Jack Shinnock

Did not meet; no report provided.

## 3. Library Services &amp; Marketing Julie Mujic

Did not meet; no report provided.

## 4. Technology Mary Lightbody

Did not meet; no report provided.

BOARD DISCUSSION ITEMS

1. Ms. Lightbody attended and spoke at the gathering at WNHS for the fallen Westerville Police Officers. She spoke on behalf of the Library, expressing how appreciative the Library is of Officer's Morelli's years of service as a Special Duty Officer.



2. Ms. McDaniel expressed appreciation for the manner in which the Library responded to the loss of the Police Officers.
3. Ms. Creed expressed concern regarding the Guest Storytime event with Nina West March 3, 2018. The Library does not anticipate making an invitation announcement over the loudspeaker for this as they have done for Storytimes in the past (when attendance has been especially low).
4. Ms. Lightbody noted the return email address for her most recent "Upcoming Events" email from the Library appeared as "Answers" ([Answers@westervillelibrary.org](mailto:Answers@westervillelibrary.org)) rather than "Westerville Library." It was explained that the difference is due to the particular email provider one is using.
5. Ms. Creed brought to the Library staff's attention a glitch in the system as to how the Winter Reading books were being counted (no duplications).

#### LIBRARY FOUNDATION REPORT

- Ms. Hodek reported that Lisa Carmona is the new President of the Foundation.
- The Foundation decided to pre-fund a \$50,000 contribution for Imagination Library for 2018. (\$34,000 is from their Endowment; \$16,000 is from their successful December 2017 annual campaign).
- Their next meeting will be Strategic Planning – discussing Committee Purposes.

#### FRIENDS OF THE LIBRARY REPORT

- Ms. Michel noted that the \$2 Bag of Books sale sold 20 bags its first week.
- The Friends' Board has been invited to the next Library Board meeting March 27, 2018.

#### IMPORTANT DATES

Ernest Cline – Author Event Thursday, March 1, 2018 at Villa Milano 7:00 PM

State of the State – Tuesday, March 6, 2018 at Fritsche Theatre, Otterbein University 7:00 PM

OLC Trustee Workshop – Saturday, March 10, 2018 at Quest Conference Center

OLC Trustee Dinner – Thursday, March 15, 2018 at Crowne Plaza North, Columbus

Next Board Meeting – Tuesday, March 27, 2018 at 7:00 PM in the Board Room

Karen White – Author Event Monday, April 9, 2018 at Riley Auditorium, Otterbein University 7:00 PM

Joint Board Meeting with Delaware County Library Board – Tuesday, April 17, 2018. Food – 5:30;

Meeting to begin at 6:00 PM

#### Resolution 026 - 18

#### ADJOURNMENT

Ms. Lightbody made a motion to adjourn the meeting at 7:49 PM.

Seconded by Ms. Creed.

The Chair declared the motion passed.

#### DEPARTMENT REPORT

Ms. Murray presented a report on the Marketing Department, explaining the new branding process that is currently ongoing at the Library.

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President

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Secretary