

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
June 23, 2009

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. **DISCUSSION AND APPROVAL OF MINUTES**

ACTION NEEDED: Consider a motion to approve the minutes of May 26, 2009.

3. **DISCUSSION AND APPROVAL OF FINANCIAL REPORT**

ACTION NEEDED: Consider a motion to approve the May 2009 Financial Report.

4. **DISCUSSION AND APPROVAL OF STATISTICAL REPORT**

ACTION NEEDED: Consider a motion to approve the May 2009 Statistical Report.

5. **DISCUSSION AND APPROVAL OF PAYMENT OF BILLS**

ACTION NEEDED: Consider a motion to approve the payment of bills for May 2009.

6. **PERSONNEL/CONSENT CALENDAR**

Action by the Board of Trustees in "A motion to adopt the consent calendar" means that all items appearing herein are adopted by a single motion 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 May Personnel Consent Calendar as presented or amended at the meeting.

7. **OLD BUSINESS**

a. Amended Budget

The Fiscal Officer will present an amended budget for 2009. The amended budget is necessary due to receipts received from the Friends of the Library. Ms. Ekleberry will also present information regarding the library's debt service payments, as was discussed at the past meeting.

ACTION NEEDED: Consider a motion to adopt the 2009 amended budget as presented or amended at the meeting.

8. NEW BUSINESS

a. Investments

There are no investments for the month of June.

b. Gifts

There are no gifts for the month of June.

9. INFORMATION AND DISCUSSION ITEMS

a. Report by the Fiscal Officer

The Fiscal Officer will present her monthly report assessing year-to-date revenue and expenses for the Library [see Item 9 - A].

b. Director's Report

1. Summer Reading Program

Linda Uhler, Manager of Youth Services will provide some statistics for the Board concerning the Summer Reading Program kickoff. By all appearances, this may very well be a record year. Even by simple observation, the library has never been busier, at least in terms of visitors. Nearly 9,000 items were checked out the first day. I extend my appreciation and admiration to the library staff for stepping it up, even more than usual to merit the high demand. They are to be congratulated. Well done!

2. Board Appointment

Hopefully by the time of the meeting I will be able to confirm the appointment of the newest board member, to assume office July 1, 2009. While it is always exciting to welcome new members to the board, we are sad to see Ming leave us. We wish her all the best as she assumes her new duties at North Carolina State University. You take our very best wishes and appreciation with you.

3. OPLIN Appointment

The Director was appointed to the OPLIN (Ohio Public Library Information Network) Board by the State Library of Ohio. Don's term begins July 1, 2009 and ends June 30, 2012.

Don will also be presenting a workshop at the Kentucky Library Association on October 7-8, 2009. The Library Management workshop is entitled "*Leading From Any Position.*"

c. Department Reports

Attached is a summary of the monthly department reports [see Item 9 - C]. Department Managers will be available to review their reports and respond to comments and questions.

10. BOARD COMMITTEE REPORTS

- | | |
|---------------------|----------------|
| 1. Finance & Budget | Mike Fultz |
| 2. Human Resources | Rob Edmund |
| 3. Marketing | John Robbins |
| 4. Technology | Terry Thompson |

11. LIBRARY FOUNDATION REPORT

12. FRIENDS OF THE LIBRARY REPORT

Mr. Barlow attended the Friends Annual Meeting and will update the Board.

13. IMPORTANT DATES

- a. Next Board meeting – Tuesday, July 28, 2009 at 7:00 PM in the Board Room.
(Unless otherwise determined at this meeting.)

14. ADJOURNMENT

15. DEPARTMENT REVIEW AND TOUR

Linda Uhler, Youth Services Manager will speak to the Board and provide a tour of her department for those interested.

Minutes for June 23, 2009

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Ms. Hedges, Mr. Thompson, Mr. Fultz, Mr. Robbins, Ms. Higginbotham, Mr. Edmund and Ms. Trammel; the Director, Mr. Barlow; Deputy Director, Ms. Albury and Fiscal Officer, Ms. Ekleberry. Also in attendance were the following department managers: Nieca Nowels, Adult Services, Annabelle Burton, Customer Services, Julie Kerns, Outreach Services, Linda Uhler, Youth Services, Michelle Morrison, Human Resources, and Jessi Crim-Weithman, Associate Director of Support Services.

Ms. Hedges called the meeting to order.

Mr. Edmund moved to approve the minutes of May 26, 2009.

Seconded by Mr. Thompson.

On roll call Ms. Hedges voted aye; Mr. Fultz, aye; Mr. Robbins, aye; Mr. Thompson, aye; Ms. Trammel, aye; Ms. Higginbotham, aye; Mr. Edmund, aye.

The Chair declared the motion passed.

Mr. Thompson moved to approve the May 2009 Financial Report.

Seconded by Ms. Higginbotham.

On roll call Ms. Hedges voted aye; Mr. Fultz, aye; Mr. Robbins, aye; Mr. Thompson, aye; Ms. Trammel, aye; Ms. Higginbotham, aye; Mr. Edmund, aye.

The Chair declared the motion passed.

Mr. Edmund moved to approve the May 2009 Statistical Report.

Seconded by Mr. Robbins.

On roll call Ms. Hedges voted aye; Mr. Fultz, aye; Mr. Robbins, aye; Mr. Thompson, aye; Ms. Trammel, aye; Ms. Higginbotham, aye; Mr. Edmund, aye.

The Chair declared the motion passed.

Mr. Robbins moved that the bills for May 2009 in the amount of \$399,999.95 be paid [General Fund].

Seconded by Mr. Thompson.

On roll call Ms. Hedges voted aye; Mr. Fultz, aye; Mr. Robbins, aye; Mr. Thompson, aye; Ms. Trammel, aye; Ms. Higginbotham, aye; Mr. Edmund, aye.

The Chair declared the motion passed.

Ms. Higginbotham moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent calendar for May 2009:

- Change Assignment, Jessi Crim-Weithman, Associate Director of Support Services, to remain part-time (16 hours/week) until June 30, 2009

Seconded by Mr. Robbins.

On roll call Ms. Hedges voted aye; Mr. Fultz, aye; Mr. Robbins, aye; Mr. Thompson, aye; Ms. Trammel, aye; Ms. Higginbotham, aye; Mr. Edmund, aye.

The Chair declared the motion passed.

OLD BUSINESS

a. Amended Budget

The Fiscal Officer presented an amended budget for 2009. The amended budget was necessary due to receipts received from the Friends of the Library.

Mr. Thompson moved the approval of amending the budget.

Seconded by Ms. Higginbotham.

On roll call Ms. Hedges voted aye; Mr. Fultz, aye; Mr. Robbins, aye; Mr. Thompson, aye; Ms. Trammel, aye; Ms. Higginbotham, aye; Mr. Edmund, aye.

The Chair declared the motion passed.

b. Library Debt Service Payment

The Fiscal Officer presented information regarding the library's debt service payments.

Mr. Robbins moved the approval of certification for refinancing.

Seconded by Mr. Thompson.

On roll call Ms. Hedges voted aye; Mr. Fultz, aye; Mr. Robbins, aye; Mr. Thompson, aye; Ms. Trammel, aye; Ms. Higginbotham, aye; Mr. Edmund, aye.

NEW BUSINESS

a. **Investments**

There were no investments for the month of June.

b. **Gifts**

There were no gifts for the month of June.

Information and Discussion Items

a. **Report by the Fiscal Officer**

The Fiscal Officer presented her monthly report assessing year-to-date revenue and expenses for the Library [see Item 9 – A].

b. **Director's Report**

1. Summer Reading Program

Linda Uhler, Manager of Youth Services provided some statistics for the Board concerning the Summer Reading Program kickoff. By all appearances, this may very well be a record year. Even by simple observation, the library has never been busier, at least in terms of visitors. Nearly 9,000 items were checked out the first day. I extend my appreciation and admiration to the library staff for stepping it up, even more than usual to merit the high demand. They are to be congratulated. Well done!

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c. Department Reports

Attached is a summary of the monthly department reports [see Item 9C]. Department Managers reviewed their reports and respond to comments and questions.

BOARD COMMITTEE REPORTS

LIBRARY FOUNDATION REPORT

The next meeting will be held Thursday, July 30th.

IMPORTANT DATES

Finance Committee Meeting – Tuesday, July 14th, 2009 at 7:00 PM in the Board Room.

Next Board Meeting – Tuesday, July 27th, 2009 at 7:00 PM in the Board Room.

ADJOURNMENT

Mr. Robbins moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Ms. Linda Uhler, Manager of Youth Services, spoke to the Board about the progress of the 2009 Summer Reading Program.

President

Secretary

