

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
July 28, 2009

OATH OF OFFICE

The Library Trustees congratulate and welcome Jennie Smith-Pariola to the Library Board of Trustees. Norma Ekleberry, Fiscal Officer will give the oath of office to Ms. Smith-Pariola as required by the Ohio Revised Code.

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 April 21, 2009.

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

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

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

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

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

ACTION NEEDED: Consider a motion to approve the payment of bills for April 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. **New Certificate of Estimated Resources**

We have just received the new certificate of Estimated Resources from the Franklin County Budget Commission. The certificate confirms the 20% reduction we have anticipated. Please keep in mind this does not include the additional 11% passed by the General Assembly (see 7 – A).

ACTION NEEDED: Consider a motion to accept the new Certificate of Estimated Resources.

8. NEW BUSINESS

a. **Investments**

There are no investments for the month of June.

b. **Gifts**

The Library is in receipt of the following gifts and they are presented for Board approval:

Restricted Gifts:

From the Friends of the Westerville Public Library for the following:

\$ 175.00 for music in the atrium

\$ 1,986.50 for the Ellison dye machine and accessories

\$ 4,875.00 for the Summer Reading Program

Additional gifts from the Friends Shoppe totaling \$125.00

ACTION NEEDED: Consider a motion to accept the gifts as presented at the meeting.

c. **Appropriation Modification**

The Fiscal Officer will present some appropriation modifications for the Board's approval.

ACTION NEEDED: Consider a motion to approve the appropriation modifications as presented by the Fiscal Officer or amended at the meeting.

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 9 – A).

b. Director's Report

1. 2010-2011 Budget

As you are well aware, much time and effort has gone into preserving library funding in Ohio. While the additional \$84.3 million reduction is much better than the Governor's proposal, the additional 11% reduction will be difficult for the library. Of even greater concern is the reduction of the Public Library Fund. Even when the state's revenue begins to recover, public libraries will not recover at the same rate due to the reduction in percentage. This is the same scenario that played out when the LLGSF was reduced from 6.3% to 5.7% of the state's income tax. It is increasingly difficult for Ohio's public libraries to depend on the state of Ohio as its major funding source. We now receive nearly \$1 million less today than we did in 1999. At the same time our usage has increased by 230%. It is outrageous for the state to believe any institution can sustain services under such conditions.

As a result, public libraries in Ohio are really at a crossroads in terms of how we maintain our services and become vibrant once again. Certainly, we have public support. Legislators and members from the Governor's office commented that they were stunned at the feedback, both in terms of numbers and the passion Ohio's citizens have for their libraries. Our representative told me that in the first three days she received over 36,000 e-mails protesting the massive cuts proposed for Ohio's libraries.

We want to thank the thousands of our customers that took the time to express their concerns to state officials. We also express our appreciation to members of the General Assembly for their action to restore 2/3 of the proposed cuts. However, in my opinion, the change in the budget language that decreases the Public Library Fund from 2.22% to 1.97% of the General Revenue Fund is outrageous and unacceptable. Our challenge over the next two years is to return the PLF to 2.22% and to maintain that in Permanent Law.

Finally, the Finance and Budget Committee met on Tuesday, July 14th and will present their report at this meeting.

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, August 25, 2009 at 7:00 PM in the Board Room.
(Unless otherwise determined at this meeting)

14. ADJOURNMENT

15. DEPARTMENT REVIEW AND TOUR

Jessica Curtis, Page Coordinator will speak to the Board and provide a tour of her department for those interested.

Minutes for July 28, 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, 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, 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.

Ms. Ekleberry gave the oath of office to Ms. Jenni Smith-Pariola, Trustee, on her appointment, as required by Ohio Revised Code.

Mr. Thompson moved to approve the minutes of June 23, 2009.

Seconded by Mr. Edmund.

On roll call Ms. Hedges voted aye; Mr. Fultz, aye; Mr. Thompson, aye; Mr. Edmund, aye; Ms. Smith-Pariola, aye.

The Chair declared the motion passed.

Mr. Edmund moved to approve the June 2009 Financial Report.

Seconded by Mr. Fultz.

On roll call Ms. Hedges voted aye; Mr. Fultz, aye; Mr. Thompson, aye; Mr. Edmund, aye; Ms. Smith-Pariola, aye.

The Chair declared the motion passed.

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

Seconded by Mr. Thompson.

On roll call Ms. Hedges voted aye; Mr. Fultz, aye; Mr. Thompson, aye; Mr. Edmund, aye; Ms. Smith-Pariola, aye.

The Chair declared the motion passed.

Mr. Edmund moved that the bills for June 2009 in the amount of \$420,090.65 be paid [General Fund].

Seconded by Mr. Thompson.

On roll call Ms. Hedges voted aye; Mr. Fultz, aye; Mr. Thompson, aye; Mr. Edmund, aye; Ms. Smith-Pariola, aye.

The Chair declared the motion passed.

Mr. Edmund moved the adoption of the following resolution:

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

- Retirement, Carol Vernon, Youth Services Associate, effective September 1, 2009
- Change Assignment, Annabelle Burton, Manager Customer Services to Youth Associate, effective September 1, 2009
- Change Assignment, Jessi Crim-Weithman, Associate Director of Support Services, to remain part-time (20 hours per week) effective July 1, 2009
- Change Assignment, Jessica Curtis, Page Coordinator to Adult Librarian, effective August 17, 2009
- Change Assignment, Kristin Michel, Adult Librarian to Manager of Customer Services, effective August 17, 2009
- Change Assignment, Maggie Sukalich, IT Specialist to Assistant Manager of Customer Services, effective August 17, 2009

Seconded by Mr. Edmund.

On roll call Ms. Hedges voted aye; Mr. Fultz, aye; Mr. Thompson, aye; Mr. Edmund, aye; Ms. Smith-Pariola, aye.

The Chair declared the motion passed.

OLD BUSINESS

a. New Certificate of Estimated Resources

The Fiscal Officer presented an amended budget for 2009. The amended budget was necessary due to cuts 20% reduction in estimated resources from the Franklin County Budget Commission. This does not include the additional 11% cost reduction passed by the General Assembly.

Mr. Edmund moved to accept the new Certificate of Estimated Resources.

Seconded by Mr. Thompson.

On roll call Ms. Hedges voted aye; Mr. Fultz, aye; Mr. Thompson, aye; Mr. Edmund, aye; Ms. Smith-Pariola, aye.

The Chair declared the motion passed.

NEW BUSINESS

a. **Investments**

There were no investments for the month of June.

b. **Gifts**

The Library is in receipt of the following gifts:

Restricted Gifts:

From the Friends of the Westerville Public Library for the following:

\$ 175.00 for music in the atrium
\$ 1,986.50 for the Ellison dye machine and accessories
\$ 4,875.00 for the Summer Reading Program

Additional gifts from the Friends Shoppe totaling \$ 125.00

Mr. Thompson made a motion to accept the gifts as presented.

Seconded by Mr. Edmund.

On roll call Ms. Hedges voted aye; Mr. Fultz, aye; Mr. Thompson, aye; Mr. Edmund, aye; Ms. Smith-Pariola, aye.

c. **Appropriation Modification**

Fiscal Officer, Norma Ekleberry presented a couple appropriation modifications to the board for approval, namely to reimburse the general fund.

Mr. Edmund moved to accept the appropriation modifications.

Seconded by Ms. Higginbotham.

On roll call Ms. Hedges voted aye; Mr. Fultz, aye; Mr. Thompson, aye; Mr. Edmund, aye; Ms. Smith-Pariola, aye; Ms. Higginbotham, aye.

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].

1. Amended Current Budget

Due to statewide cuts in library funding, the Financial Committee and the Fiscal Officer proposed budget reductions for the 2009-2010 fiscal year.

Mr. Edmund moved to accept the amended budget.

Seconded by Mr. Thompson.

On roll call Ms. Hedges voted aye; Mr. Fultz, aye; Mr. Thompson, aye; Mr. Edmund, aye; Ms. Smith-Pariola, aye; Ms. Higginbotham, aye.

2. Services Reduction

In addition to amending the budget, the Financial Committee and the Fiscal Officer proposed a cost-effective reduction in services by closing the library on Sundays, effective August 9, 2009.

Mr. Edmund moved to accept the services reduction.

Seconded by Mr. Thompson.

On roll call Ms. Hedges voted aye; Mr. Fultz, aye; Mr. Thompson, aye; Mr. Edmund, aye; Ms. Smith-Pariola, aye; Ms. Higginbotham, aye.

b. Director's Report

1. 2010-2011 Budget

As you are well aware, much time and effort has gone into preserving library funding in Ohio. While the additional \$84.3 million reduction is much better than the Governor's proposal, the additional 11% reduction will be difficult for the library. Of even greater concern is the reduction of the Public Library Fund. Even when the state's revenue begins to recover, public libraries will not recover at the same rate due to the reduction in percentage. This is the same scenario that played out when the LLGSF was reduced from 6.3% to 5.7% of the state's income tax. It is increasingly difficult for Ohio's public libraries to depend on the state of Ohio as its major funding source. We now receive nearly \$1 million less today than we did in 1999. At the same time our usage has increased by 230%. It is outrageous for the state to believe any institution can sustain services under such conditions.

As a result, public libraries in Ohio are really at a crossroads in terms of how we maintain our services and become vibrant once again. Certainly, we have public support. Legislators and members from the Governor's office commented that they were stunned at the feedback, both in terms of numbers and the passion Ohio's citizens have for their libraries. Our representative told me that in the first three days she received over 36,000 e-mails protesting the massive cuts proposed for Ohio's libraries.

We want to thank the thousands of our customers that took the time to express their concerns to state officials. We also express our appreciation to members of the General Assembly for their action to restore 2/3 of the proposed cuts. However, in my opinion, the change in the budget language that decreases the Public Library Fund from 2.22% to 1.97% of the General Revenue Fund is outrageous and unacceptable. Our challenge over the next two years is to return the PLF to 2.22% and to maintain that in Permanent Law.

Finally, the Finance and Budget Committee met on Tuesday, July 14th and will present their report at this meeting.

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

The HR Committee welcomed Ms. Higginbotham to replace Mr. Edmund, who resigned his position at the conclusion of this meeting. The committee will begin advertising and interviewing applicants for the vacant position. Advertising will start immediately and continue through August 31, 2009, when interviewing will then commence. While an applicant with financial skills is preferable, the committee encourages all to apply.

LIBRARY FOUNDATION REPORT

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

IMPORTANT DATES

Next Board Meeting – Tuesday, August 25th, 2009 at 7:00 PM in the Board Room.

RESOLUTION

Ms. Hedges presented Mr. Edmund with a resolution for his services as a trustee of the Library Board.

ADJOURNMENT

Mr. Edmund moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Ms. Jessica Curtis, Page Coordinator, spoke to the Board about the daily tasks of pages and the page coordinator.

President

Secretary

