

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
August 25, 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 July 28, 2009.

3. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

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

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

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

5. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the payment of bills for July 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 July Personnel Consent Calendar as presented or amended at the meeting.

7. OLD BUSINESS

a. **Recertification of Estimated Resources for 2009**

We have received a recertification of estimated resources from the Franklin County Budget Commission for 2009 in the amount of \$2,473,995.94. This is about \$42,000 more than what we anticipated.

ACTION NEEDED: Consider a motion to accept the recertification of estimated resources for 2009 as presented.

b. Certification of Estimated Resources for 2010

We have received the certification of estimated resources from the Franklin County Budget Commission for 2010 in the amount of \$2,249,721.44. This is about \$41,000 less than what we anticipated.

8. NEW BUSINESS

a. Investments

There are no investments for the month of July.

b. Gifts

The library is in receipt of the following gifts and they are presented for Board approval.

Restricted

\$ 11,384.00 from the Westerville Library Foundation for three early literacy computer stations

Unrestricted

\$ 200.00 from Blendon Grange 708

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

c. Appropriation Modification

The Fiscal Officer will present Appropriation Modifications for the Board's consideration at the meeting.

ACTION NEEDED: Consider a motion to approve the Appropriation Modifications as presented by the Fiscal Officer or as 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 Item 9 - A].

b. Director's Report

1. Board Vacancy

As of August 17th we have received letters from three individuals expressing their interest in serving on the Library Board of Trustees. We will continue to receive letters of interest through August 31, 2009. Naturally, we will forward all documents to the Human Resources Committee and assist in setting up interviews.

2. Digital Bookmobile

The Library served as host for a Library Digital Bookmobile on Tuesday, August 18th. The Bookmobile is provided by a company called “Overdrive,” the source for many of our eAudiobooks, which are now available for iPods (see 9-B-2).

On August 18th, the library also welcomed Ms. Camilla Kaligren, a librarian from Sweden. Don provided our guest with a tour of the facility and the Digital Bookmobile.

3. Summer Reading Program

Once again, the library’s Summer Reading Program was a huge success. Hundreds of children and adults participated, reading more hours than ever before. Nieca Nowels and Linda Uhler will provide the Board with the final numbers for this year’s program.

4. Ohionet Board of Directors

Finally, Don has been nominated to run for a third term as a member of the Ohionet Board of Directors.

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 | Sonya Higginbotham |
| 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, September 22, 2009 at 7:00 PM in the Board Room.
(Unless otherwise determined at this meeting.)

14. ADJOURNMENT

15. DEPARTMENT REVIEW AND TOUR

Beth Weinhardt, Local History Coordinator, will speak to the Board and provide a tour of her department for those interested.

Regular Meeting
Library Board of Trustees
Westerville Public Library

June 23, 2009

Minutes for August 25, 2009

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Mr. Thompson, Mr. Fultz, Ms. Higginbotham, Mr. Robbins and Ms. Smith-Pariola; 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, Kristin Michel and Maggie Sukalich, Customer Services, Julie Kerns, Outreach Services, Beth Weinhardt, Local History, Michelle Morrison, Human Resources, and Jessi Crim-Weithman, Associate Director of Support Services.

Ms. Higginbotham called the meeting to order.

Mr. Thompson moved to approve the minutes of July 28, 2009.

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

Mr. Robbins moved to approve the July 2009 Financial Report.

Seconded by Mr. Fultz.

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

The Chair declared the motion passed.

Mr. Fultz moved to approve the July 2009 Statistical Report.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Mr. Fultz moved that the bills for July 2009 in the amount of \$341689.93 be paid [General Fund].

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

Mr. Robbins moved the adoption of the following resolution:

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

- Resignation, Annabelle Burton, Manager of Customer Services, effective July 31, 2009
- Change Assignment, Kristin Michel, Manager of Customer Services, effective August 1, 2009
- Change Assignment, Michael Newsome, Full-Time Outreach Associate to Part-Time Youth Associate, effective September 14, 2009
- Change Assignment, Maggie Sukalich, Assistant Manager of Customer Services, effective August 1, 2009
- Change Assignment, Lisa Wise, Part-Time Youth Associate to Full-Time Associate, effective August 10, 2009

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

OLD BUSINESS

a. Recertification of Estimated Resources for 2009

The Fiscal Officer presented the recertification of estimated resources from the Franklin County Budget Commission for 2009 in the amount of \$2,473,995.94. This is about \$42,000 more than what we had anticipated.

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

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

b. Certification of Estimated Resources for 2010

The Fiscal Officer presented the certification of estimated resources from the Franklin County Budget Commission for 2010 in the amount of \$2,249,721.44. This is about \$41,000 less than what we had anticipated.

Mr. Robbins moved to accept the Certificate of Estimated Resources.

Seconded by Mr. Fultz.

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

The Chair declared the motion passed.

NEW BUSINESS

a. **Investments**

There were no investments for the month of July.

b. **Gifts**

The Library was in receipt of the following gifts:

Restricted Gifts:

\$ 11,384.00 from the Westerville Library Foundation for three early literacy computer stations

Unrestricted Gifts

\$ 200.00 from Blendon Grange 708 for local history programs

Ms. Smith-Pariola made a motion to accept the gifts as presented.

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

c. **Appropriation Modification**

Fiscal Officer, Norma Ekleberry presented a couple appropriation modifications to the board for approval, namely to relocate funds from supplies, lan/internet, and computer equipment to rents & leases, computer software, and processing & cataloging. This prompted a discussion on re-evaluating the budget for computer services at the beginning of the fiscal year to better appropriate funds.

Mr. Edmund moved to accept the appropriation modifications.

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

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. Board Vacancy

As of August 17th we have received letters from three individuals expressing their interest in serving on the Library Board of Trustees. We will continue to receive letters of interest through August 31, 2009. Naturally, we will forward all documents to the Human Resources Committee and assist in setting up interviews.

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4. Ohionet Board of Directors

Finally, Don has been nominated to run for a third term as a member of the Ohionet Board of Directors.

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 will continue advertising the vacant board position through August 31st after which date they will commence interviewing applicants. While an applicant with financial skills is preferable, the committee encourages all to apply.

LIBRARY FOUNDATION REPORT

The next meeting will be held Thursday, September 17, 2009.

IMPORTANT DATES

Next Marketing Committee Meeting – Tuesday, September 22, 2009 at 6:30 PM in the Board Room.
Next Board Meeting – Tuesday, September 22, 2009 at 7:00 PM in the Board Room.

ADJOURNMENT

Mr. Robbins moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Ms. Beth Weinhardt, Local History Coordinator, spoke to the Board about the activities of her department.

President

Secretary

