

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
September 22, 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 August 25, 2009.

3. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

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

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

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

5. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

7. OLD BUSINESS

There is no old business to come before the Board.

8. NEW BUSINESS

a. Investments

There are no investments for the month of August.

b. Gifts

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

Restricted

\$ 5.00 anonymous donation for Outreach services

Unrestricted

\$ 20.00 from the Otterbein Athletic Department for Local History

ACTION NEEDED: Consider a motion to accept the gifts as presented 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]. In addition the Fiscal Officer will also bring the Board up to date on the reissuing and refinancing of the library bonds.

b. Director's Report

1. Board Vacancy

We have received 18 letters of interest for the immediate opening on the Library Board as well as the opening for next year. The Board's HR Committee is reviewing the applicants and will begin interviewing candidates. Additional information may be presented at the meeting.

2. Library Finances

a. Search Ohio

The library has ordered 2,000 delivery bags for Search Ohio at a cost of \$20,846. All but \$1000.61 will be reimbursed by the other participating libraries. This will require an appropriation and revenue modification once the funds are received.

b. Carpet Cleaning

The library will reinstate monthly and quarterly carpet cleaning with Master Clean. The cost for 2009 will be approximately \$5,000 and will be taken from the existing budget.

c. Serve Upgrade

Due to increasing usage of the library's catalog server, it was necessary to increase the server's memory capacity. The cost was \$1,000. Again, this will be taken from the existing budget.

3. Custodial Services

The contract with Master Clean for custodial services has been terminated pursuant to our recent budget reduction plan. Two part-time custodians have been hired as you may notice from the personnel consent calendar.

4. Technology Refresh Program

It is once again time to upgrade our technology due to the end of our lease. We plan to save some significant dollars by only refreshing servers and computers that must be upgraded. As an example, we will not replace computer monitors, most of the PC's, etc. I think there is a great opportunity to greatly reduce technology cost for our 2010 budget. Additional information may be presented at the 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 | 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, October 27, 2009 at 7:00 PM in the Board Room.
(Unless otherwise determined at this meeting.)

14. ADJOURNMENT

15. DEPARTMENT REVIEW AND TOUR

Jessi Crim-Weithman, Support Services Manager, will speak to the Board and provide a tour of her department for those interested.

Minutes for September 22, 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 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, Michelle Morrison, Human Resources, and Jessi Crim-Weithman, Associate Director of Support Services. Also in attendance were a member of the public, Jack Shinnock and two practicum students, Kris Hickey and Vanessa Pepple.

Ms. Hedges called the meeting to order.

Mr. Robbins moved to approve the minutes of August 25, 2009.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

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

Seconded by Mr. Robbins.

On roll call Ms. Hedges 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 August 2009 Statistical Report.

Seconded by Ms. Smith-Pariola.

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

The Chair declared the motion passed.

Mr. Robbins moved that the bills for August 2009 in the amount of \$361,661.53 be paid [General Fund].

Seconded by Ms. Smith-Pariola.

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

The Chair declared the motion passed.

Mr. Fultz moved the adoption of the following resolution:

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

- Employment, Caleb Hughes, Part-Time Custodian, effective September 14, 2009
- Employment, Caitlyn Leite, Part-Time Custodian, effective September 2, 2009
- Change Assignment, Marisa Glaviano, Full-Time Youth Librarian to Part-Time Youth Librarian, effective September 14, 2009
- Change Assignment, Michael Newsome, Part-Time Youth Associate to Full-Time Youth Associate, effective September 14, 2009
- Change Assignment, Thomas Sharpe, Full-Time Customer Service Assistant to Full-Time Outreach Associate, effective September 14, 2009

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

OLD BUSINESS

There was no old business to come before the Board.

NEW BUSINESS

a. **Investments**

There were no investments for the month of August.

b. **Gifts**

The Library was in receipt of the following gifts:

Restricted Gifts:

\$ 5.00 from an anonymous donor for Outreach services

Unrestricted Gifts

\$ 20.00 from the Otterbein Athletic Department for Local History

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

Seconded by Mr. Fultz.

On roll call Ms. Hedges 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].

1. Certificate of Estimated Resources

The library has been granted a certification of estimated resources from the Franklin County Budget Commission in the amount of \$159,123.83 for the 2010 fiscal year.

Mr. Robbins moved to approve the certification of estimated resources.

Seconded by Mr. Thompson.

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

b. Director's Report

1. Board Vacancy

We have received 18 letters of interest for the immediate opening on the Library Board as well as the opening for next year. The Board's HR Committee is reviewing the applicants and will begin interviewing candidates. Additional information may be presented at the meeting.

2. Library Finances

a. Search Ohio

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b. Carpet Cleaning

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c. Server Upgrade

Due to increasing usage of the library's catalog server, it was necessary to increase the server's memory capacity. The cost was \$1,000. Again, this will be taken from the existing budget.

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5. International Librarians Visit

Fifteen librarians from around the world visited the library on September 22. They were sponsored by the Mortensen Center of the University of Illinois. Don met with them and provided them with a tour of the library. We were grateful they chose to visit us and enjoyed having them here.

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 has begun interviewing applicants for two vacant board positions, one to become filled immediately and the other at the end of Ms. Higginbotham's term at the conclusion of this year. As of this board meeting, five of ten applicants had been interviewed. The other five interviews are scheduled for September 31 and October 1.

The Financial Committee and the Fiscal Officer met with a bonds specialist this month and concluded that due to legal purposes, the library is incapable of stretching the bond out over a ten-year period on a tax-free basis. They can extend the bonds over a five-year period tax free, but this would double yearly payment amounts. Other options are being considered, both within and outside the tax-free bracket. If nothing more advantageous becomes available, the Financial Committee will recommend the board approve the five-year tax-free plan.

The Marketing Committee also met this month and primarily discussed some new community outreach projects. They spoke about reaching out to the prevalent immigrant community in Westerville and would like to coordinate an event at the library that could allow for education of the library and different culture to take place. Also, Kris Hickey, a practicum student who has been working with marketing, set up an event at Otterbein's orientation where visitors could take home a free movie poster if they applied for a card. The movie posters were no longer in use at the library and were extremely popular at the event. They received 100 library card applications in the span of 30 minutes.

The Technology Committee met this month to discuss upcoming leases on our equipment. While many items can be kept, they are looking to replace our outdated phone system as well as several monitors and public computers that are heavily used. The library will be receiving a free system upgrade from OPLIN, which saves us around \$12,000. As the lease nears, the committee will begin the process to select a new phone system and determine exactly what needs replaced in the next fiscal year.

LIBRARY FOUNDATION REPORT

At the Foundation's last meeting they created a wish list on seeking donors for an annual campaign, similar to the donation drive that was done with the bricks at the library's east entrance.

The next meeting will be held Monday, November 9, 2009 at 7:00 PM in the Board Room.

IMPORTANT DATES

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

ADJOURNMENT

Mr. Thompson moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Ms. Crim-Weithman, Associate Director of Support Services, spoke to the Board about the activities of her department.

President

Secretary

