

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
January 23, 2007

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. **OATH OF OFFICE**

a. **Trustee**

The Trustees congratulate Terry Thompson on his re-appointment. The Clerk/Treasurer will give the oath of office to Mr. Thompson as required by Ohio Revised Code.

b. **Deputy Clerk/Treasurer**

The oath of office will be given to Ms. Barbara Moseley and Ms. Marilyn Banks as required by Ohio Revised Code.

c. **Clerk/Treasurer**

Ms. Barbara Moseley will give the oath of office to Ms. Norma Ekleberry as required by Ohio Revised Code.

3. **ELECTION OF OFFICERS**

Per established Library Board policy, Mr. Terry Thompson will assume the duties as Library Board President, Mr. John Robbins will assume the duties as Vice-President, and Ms. Kay Hedges will assume the duties as Secretary of the Board in accordance with the Board rotation policy.

ACTION NEEDED: Consider a motion to ratify the appointments as presented or amended at the meeting.

4. **COMMITTEE ASSIGNMENTS**

Please refer to Item four (4) in your packet for committee descriptions and current assignments. Typically, trustees serve on two committees depending on interests and experience.

a. Human Resources Committee _____, Chair

b. Finance & Budget Committee _____, Chair

- c. Marketing Committee _____, Chair

- d. Technology Committee _____, Chair

- e. Audit Committee _____, Chair

- f. Records Retention Committee
Terry Thompson, Board President
Don W. Barlow, Director
Norma J. Ekleberry, Clerk/Treasurer

NO OFFICIAL ACTION IS NEEDED

5. REGULAR MEETING DATE AND TIME

Currently, the Board of Trustees meets on the fourth Tuesday of each month at 7:00 PM. A motion is needed to continue the same date and time or to establish a new schedule.

ACTION NEEDED: Consider a motion to establish the regularly scheduled meeting of the Board of Trustees for the fourth Tuesday of each month at 7:00 PM.

6. FACSIMILE RESOLUTION

A facsimile resolution must be adopted each year by the Board of Trustees to permit electronic signatures for library checks to be honored by our depository bank.

ACTION NEEDED: Be it resolved by the Board of Trustees of the Westerville Public Library that US BANK be designated as the depository for the general funds of the Library. Furthermore, US BANK is authorized and directed to honor checks, drafts or other orders for payment of money drawn for their respective funds in the name of this Library including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing, or purporting to bear, the facsimile signature(s) of any of two of the following: Norma J. Ekleberry, Clerk-Treasurer and Business Manager, and Mr. Terry Thompson, President of the Board of Trustees of the Westerville Public Library.

7. DISCUSSION AND APPROVAL OF MINUTES

ACTION NEEDED: Consider a motion to approve the minutes of December 19, 2006.

8. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

ACTION NEEDED: Consider a motion to approve the December 2006 Financial Report.

9. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

ACTION NEEDED: Consider a motion to approve the December 2006 Statistical Report.

10. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the payment of bills for December 2006.

11. 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 January Personnel Consent Calendar as presented or amended at the meeting.

12. EXECUTIVE SESSION OF THE BOARD

Consider a motion to move to Executive Session to discuss a personnel related issue pursuant to Ohio Revised Code. Following the meeting of Executive Session, a motion is needed to move back into regular session.

13. OLD BUSINESS

There being no old business, none will be brought to the Board for consideration.

14. NEW BUSINESS

a. Appropriation Modifications (year end)

At the December meeting, the Board authorized the Clerk/Treasurer to modify the year-end appropriations in order to close out the 2006 budget. The Clerk/Treasurer will present (see 14-a) the year-end adjustments.

ACTION NEEDED: Consider a motion to ratify the adjusted Appropriation Modifications as presented by the Clerk/Treasurer.

b. Tuition Reimbursement

The following employees have requested tuition reimbursement pursuant to established Personnel Policy for Board approval. All classes are through the Library Science Graduate School program at Kent State University.

Amanda All, Part-time Technology Associate

60600 Foundations of Library & Information Science

60630 Reference Sources and Services for Youth

Costs: \$1,224.00

Amanda Hoffman, Marketing Assistant

60614 Selection and Acquisition of Library Materials
60626 Library Services to Young Adults
Costs: \$2,448.00

Kristin Michel, Customer Services Assistant

60640 Library Automation
Costs: \$1,244.00

Julie E. Moran, Outreach Associate

60002 Organization of Information
60630 Reference and Services for Youth
Costs: \$2,455.00

Mindy VanHouten, Customer Services Assistant

60648 Publishing on the Web
60615 Academic Libraries
Costs: \$2,455.00

ACTION NEEDED: Consider a motion to approve the tuition reimbursement requests as presented.

c. Investments

The Clerk/Treasurer presents the following investment for Board ratification:

Building Fund:

CD #338060315 for \$400,000.00 @ 5.18% to mature 01-31-07 [US Bank]

ACTION NEEDED: Consider a motion to ratify the investment made by the Clerk/Treasurer.

d. Gifts

The Library is in receipt of the following gifts:

Restricted:

\$26,793.50 from Friends of WPL for LCD screens, employee tuition, summer reading programs and grand opening

\$185.15 from St. Francis DeSales High School for children's books

\$200.00 anonymous gift for Tibetan Music Program

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

15. INFORMATION AND DISCUSSION ITEMS

a. **Director's Report**

1. Replacement Levy

As you know, the Library Board took action to place a five-year replacement levy on the May 8, 2007 ballot. The request has been delivered to the Board of Education for appropriate action. I anticipate the School Board will take the necessary action at its January 22nd Board meeting. Naturally, I will be attending the meeting and will report to the Board.

The .8 mill replacement levy will permit the Library to maintain current programs and service levels for the community. The additional \$402,000 raised will also help to offset the continuing freeze of state revenue imposed by the legislature since 2002.

Work will begin immediately in establishing a Levy Committee to present our important message to the public .

2. Associate Director of Support Services

It is with the deepest regrets that I present for the record the resignation of Kristen Hewitt. Kristen is leaving us to relocate to Milwaukee, WI. Few employees have had such a positive impact on the programs and services we offer our community. Kristen has helped lead us through the technology revolution and has positioned this Library as one of the cutting edge organizations in our industry.

It is with the deepest fondness and affection that we wish Kristen and her family all the best in their future endeavors. I am very confident that we will hear of her future successes in the months and years to come.

3. Technology Refresh

As you know, the Library's technology lease is expiring and we need to address upgrading our network and computers. Kristen Hewitt has been working tirelessly to develop the final recommendations to the Board. Kristen will bring us up-to-date on where we are in the process.

We are awaiting final figures from our vendors and several lease options to present to the Board. To this point, we have an excellent grasp on what equipment is needed, and are awaiting service options for installation.

While we do not have final figures, we are quite confident that the new lease will be significantly lower than our current lease. Additional details will be presented at the meeting.

4. Parks & Recreation

Michael Hooper from the city's Parks and Recreation Department met with the Director to discuss the proposed bikeway from the new park to be created west of the Library to State Street.

The proposed park and bikeway will be partially funded with grant funds and other partners in the project. As you know, the proposal also has the possibility of adding a few additional parking spaces for the Library.

As a result, we are actively working with the Parks & Recreation Department and have committed \$2,000 to the project for landscaping needs as the bikeway will pass through Library property.

b. Department Reports

Attached is a summary of the monthly department reports [see Item 15b]. Department Managers will be available to review their reports and respond to comments and questions.

16. BOARD COMMITTEE REPORTS

- | | |
|---------------------|----------------|
| 1. Finance & Budget | Terry Thompson |
| 2. Human Resources | Jay Huling |
| 3. Marketing | John Robbins |
| 4. Technology | Steve Stump |

17. LIBRARY FOUNDATION REPORT

As needed, ex-officio members of the Foundation Board, Michael Fultz and John Robbins will report to the Library Board of Trustees.

18. FRIENDS OF THE LIBRARY REPORT

19. COMMUNICATIONS

20. IMPORTANT DATES

- a. Next Board meeting – Tuesday, February 27, 2007 at 7:00 PM in the Board room.

21. ADJOURNMENT

Minutes for January 23, 2007

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Mr. Fultz, Ms. Hedges, Ms. Higginbotham, Mr. Huling, Mr. Robbins, Mr. Stump, and Mr. Thompson; the Director, Mr. Barlow; Deputy Director, Ms. Albury and Business Manager, Ms. Ekleberry. Also in attendance were the following department managers: Michelle Morrison, Human Resources, Nieca Nowels, Adult Services, and Patti Barb, Youth Services.

Mr. Huling called the meeting to order.

Ms. Ekleberry gave the oath of office to Terry Thompson, Trustee, on his re-appointment, as required by Ohio Revised Code.

Ms. Ekleberry gave the oath of office to Ms. Barbara Moseley and Ms. Marilyn Banks, Deputy Clerk/Treasurers, as required by Ohio Revised Code.

Ms. Barbara Moseley gave the oath of office to Ms. Norma Ekleberry, Clerk/Treasurer, as required by Ohio Revised Code.

Mr. Robbins moved to ratify the appointments of Mr. Terry Thompson as Library Board President, Mr. John Robbins as Vice-President, and Ms. Kay Hedges as Secretary of the Board in accordance with the Board rotation policy.

Seconded by Mr. Stump.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Ms. Higginbotham, aye; Mr. Huling, aye; Mr. Robbins, aye, Mr. Stump, aye, and Mr. Thompson, aye.

The Chair declared the motion passed.

Mr. Thompson continued the meeting as President of the Board.

The new Board Committees are as follows:

Human Resources Committee: Steve Stump, Chair; Sonya Higginbotham, Kay Hedges

Finance & Budget Committee: Jay Huling, Chair; John Robbins, Mike Fultz

Marketing Committee: Sonya Higginbotham, Chair; Kay Hedges, John Robbins

Technology Committee: Terry Thompson, Chair: Steve Stump, Mike Fultz

Audit Committee: Jay Huling, Chair; John Robbins, Terry Thompson

Records Retention Committee: Terry Thompson, Don Barlow, Norma Ekleberry

Ms. Hedges moved to establish the regularly scheduled meeting of the Board of Trustees for the fourth Tuesday of each month at 7:00 PM.

Seconded by Mr. Robbins.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Ms. Higginbotham, aye; Mr. Huling, aye; Mr. Robbins, aye, Mr. Stump, aye, and Mr. Thompson, aye.

The Chair declared the motion passed.

A facsimile resolution must be adopted each year by the Board of Trustees to permit electronic signatures for library checks to be honored by our depository bank.

Mr. Huling moved the following:

Be it resolved by the Board of Trustees of the Westerville Public Library that US BANK be designated as the depository for the general funds of the Library. Furthermore, US BANK is authorized and directed to honor checks, drafts or other orders for payment of money drawn for their respective funds in the name of this Library including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing, or purporting to bear, the facsimile signature(s) of any of two of the following: Norma J. Ekleberry, Clerk-Treasurer and Business Manager, and Terry Thompson, President of the Board of Trustees of the Westerville Public Library.

Seconded by Ms. Hedges.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Ms. Higginbotham, aye; Mr. Huling, aye; Mr. Robbins, aye, Mr. Stump, aye, and Mr. Thompson, aye.

The Chair declared the motion passed.

Mr. Stump moved to approve the minutes of December 19, 2006 and January 13, 2007.

Seconded by Ms. Higginbotham.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Ms. Higginbotham, aye; Mr. Huling, aye; Mr. Robbins, aye, Mr. Stump, aye, and Mr. Thompson, aye.

The Chair declared the motion passed.

Ms. Higginbotham moved to approve the December 2006 Financial Report.

Seconded by Mr. Fultz.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Ms. Higginbotham, aye; Mr. Huling, aye; Mr. Robbins, aye, Mr. Stump, aye, and Mr. Thompson, aye.

The Chair declared the motion passed.

Mr. Robbins moved to approve the December 2006 Statistical Report.

Seconded by Mr. Huling.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Ms. Higginbotham, aye; Mr. Huling, aye; Mr. Robbins, aye, Mr. Stump, aye, and Mr. Thompson, aye.

The Chair declared the motion passed.

Mr. Huling moved that the bills for December 2006 in the amount of \$329,753.24 be paid [General Fund].

Seconded by Mr. Robbins.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Ms. Higginbotham, aye; Mr. Huling, aye; Mr. Robbins, aye, Mr. Stump, aye, and Mr. Thompson, aye.

The Chair declared the motion passed.

Mr. Huling moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent calendar for November 2006:

- Resignation Pat Smith, FT Customer Services Assistant, effective January 2, 2007
- Resignation Shirley Daley – PT Customer Services Assistant, effective January 15, 2007
- Resignation Kristen Hewitt – Associate Director of Support Services, effective March 31, 2007
- Change Assignment – Stephanie Bowen – PT Customer Services to FT, effective Jan 22, 2007
- Jeff Masters – Page to PT Customer Services, \$8.66/hr [Range 12], effective Jan 15, 2007

Seconded by Mr. Robbins.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Ms. Higginbotham, aye; Mr. Huling, aye; Mr. Robbins, aye; Mr. Stump, aye, and Mr. Thompson, aye.

The Chair declared the motion passed.

The Executive Session of the Board was moved to the February Board meeting.

Mr. Robbins moved to approve the adjusted Appropriation Modifications (year end) as presented by the Clerk/Treasurer.

Seconded by Mr. Huling.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Ms. Higginbotham, aye; Mr. Huling, aye; Mr. Robbins, aye; Mr. Stump, aye, and Mr. Thompson, aye.

The Chair declared the motion passed.

ADDITIONAL APPROPRIATION MODIFICATIONS
TO CLOSE 2006 FISCAL YEAR

		<u>From</u>		<u>To</u>	
<u>GENERAL FUND</u>					
		101		101	
\$	465	52150	Supplies & Materials	54510	CD Roms
\$	7,063	53350	Property Maintenance	53610	Electric
\$	216	53350	Property Maintenance	53780	Banking Fees
\$	70	53350	Property Maintenance	57110	Org. Memberships
 <u>BUILDING FUND</u>					
		401		401	
\$	53,000	59999	Transfers Out	55450	Capital Bldg & Improv
 CORRECTION FOR 12-19-06					
<u>CANCEL</u>					
<u>GENERAL FUND</u>					
		101		101	
\$	465	53600	Utilities	57100	CD Roms

Mr. Huling moved to approve the tuition reimbursement requests as presented.

Seconded by Mr. Stump.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Ms. Higginbotham, aye; Mr. Huling, aye; Mr. Robbins, aye; Mr. Stump, aye, and Mr. Thompson, aye.

The Chair declared the motion passed.

Amanda All, Part-time Technology Associate

60600 Foundations of Library & Information Science
60630 Reference Sources and Services for Youth Costs: \$1,224.00

Amanda Hoffman, Marketing Assistant

60614 Selection and Acquisition of Library Materials
60626 Library Services to Young Adults Costs: \$2,448.00

Kristin Michel, Customer Services Assistant

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Julie E. Moran, Outreach Associate

60002 Organization of Information
60630 Reference and Services for Youth Costs: \$2,455.00

Mindy VanHouten, Customer Services Assistant

60648 Publishing on the Web

60615 Academic Libraries

Costs: \$2,455.00

Mr. Fultz moved to make the tuition requests part of the Director's Report since funds have already been approved in the budget.

Seconded by Mr. Robbins.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Ms. Higginbotham, aye; Mr. Huling, aye; Mr. Robbins, aye; Mr. Stump, aye, and Mr. Thompson, aye.

The Chair declared the motion passed.

Ms. Hedges moved the adoption of the following resolution:

That the Board ratifies the investments made by the Clerk/Treasurer.

The Clerk/Treasurer presents the following investment for Board ratification:

Building Fund

CD #338060315 for \$400,000.00 @ 5.18% to mature 01-31-07 [US Bank]

Seconded by Mr. Fultz.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Ms. Higginbotham, aye; Mr. Huling, aye; Mr. Robbins, aye; Mr. Stump, aye, and Mr. Thompson, aye.

The Chair declared the motion passed.

The Library is in receipt of the following gifts:

Restricted:

\$26,793.50 from Friends of WPL for LCD screens, employee tuition, summer reading programs and grand opening

\$185.15 from St. Francis DeSales High School for children's books

\$200.00 anonymous gift for Tibetan Music program

Mr. Stump moved to accept the gifts as listed.

Seconded by Mr. Robbins.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Ms. Higginbotham, aye; Mr. Huling, aye; Mr. Robbins, aye; Mr. Stump, aye, and Mr. Thompson, aye.

The Chair declared the motion passed.

Information and Discussion Items

a. Director's Report

1. Replacement Levy

As you know, the Library Board took action to place a five-year replacement levy on the May 8, 2007 ballot. The request has been delivered to the Board of Education for appropriate action. I anticipate the School Board will take the necessary action at its January 22nd Board meeting. Naturally, I will be attending the meeting and will report to the Board. *The School Board meeting was moved to January 29th at 7:30 PM in South Commons.*

The .8 mill replacement levy will permit the Library to maintain current programs and service levels for the community. The additional \$402,000 raised will also help to offset the continuing freeze of state revenue imposed by the legislature since 2002.

Work will begin immediately in establishing a Levy Committee to present our important message to the public .

2. Associate Director of Support Services

It is with the deepest regrets that I present for the record the resignation of Kristen Hewitt. Kristen

is leaving us to relocate to Milwaukee, WI. Few employees have had such a positive impact on the programs and services we offer our community. Kristen has helped lead us through the technology revolution and has positioned this Library as one of the cutting edge organizations in our industry.

It is with the deepest fondness and affection that we wish Kristen and her family all the best in their future endeavors. I am very confident that we will hear of her future successes in the months and years to come.

3. Technology Refresh

As you know, the Library's technology lease is expiring and we need to address upgrading our network and computers. Kristen Hewitt has been working tirelessly to develop the final recommendations to the Board. Kristen will bring us up-to-date on where we are in the process.

We are awaiting final figures from our vendors and several lease options to present to the Board. To this point, we have an excellent grasp on what equipment is needed, and are awaiting service options for installation.

While we do not have final figures, we are quite confident that the new lease will be significantly lower than our current lease. Additional details will be presented at the meeting.

4. Parks & Recreation

Michael Hooper from the city's Parks and Recreation Department met with the Director to discuss the proposed bikeway from the new park to be created west of the Library to State Street.

The proposed park and bikeway will be partially funded with grant funds and other partners in the project. As you know, the proposal also has the possibility of adding a few additional parking spaces for the Library.

As a result, we are actively working with the Parks & Recreation Department and have committed \$2,000 to the project for landscaping needs as the bikeway will pass through Library property.

b. Department Managers' Reports

Manager reports and tours will begin anew in February 2007.

c. Department Reports

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

Important Dates

- a. Next Board meeting date, Tuesday, February 27, 2007 at 7:00 PM.

Ms. Higginbotham moved to adjourn the meeting.

President

Secretary