

**BOARD OF TRUSTEES**  
**WESTERVILLE PUBLIC LIBRARY**  
**AGENDA**  
*December 15, 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 November 24, 2009.

3. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

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

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

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

5. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

6. PERSONNEL/CONSENT CALENDAR

There is no personnel/consent calendar for November.

7. OLD BUSINESS

There is no old business to present to the Board.

8. NEW BUSINESS

a. **Amend 2009 Budget**

We received a \$2,100.00 grant from Target for the program “*Read Like a Rock Star —Roar Like a Dinosaur*” to be held June 12, 2010. We need to amend the budget to reflect receipt of the additional revenue.

**ACTION NEEDED:** Consider a motion to amend the 2009 Operating Budget as presented by the Fiscal Officer or amended at the meeting.

**b. Appropriation Modifications**

The Fiscal Officer will present Appropriation Modifications in order to bring all accounts into balance for the year-end financials. You may recall this is a new process instituted by the State Auditor that required Board approval at the December meeting.

**ACTION NEEDED:** Consider a motion to approve the Appropriation Modifications as presented by the Fiscal Officer or amended at the meeting.

**c. Investments**

There are no investments for the month of November.

**d. Gifts**

There are no gifts to present for Board approval.

10. 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. Telephone Upgrade**

We are currently receiving demos from 3-4 companies regarding upgrading our outdated telephone system. We are looking at our needs and two options; voice over IP (VOIP) and digital phone systems. While VOIP presents many more options and capabilities, we are not yet sure whether the additional costs are yet justified by our needs. Additional information may be presented at the meeting.

**2. Ohionet Board of Trustees**

Don has been elected Vice-President/President Elect of the Ohionet Board of Trustees. This will be Don's third term as President of the Ohionet Board of Trustees.

**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.

11. BOARD COMMITTEE REPORTS

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

12. LIBRARY FOUNDATION REPORT

13. FRIENDS OF THE LIBRARY REPORT

Mr. Barlow attended the meeting and will update the Board.

14. IMPORTANT DATES

- a. Next Board meeting – Tuesday, January 26, 2009 at 7:00 PM in the Board Room.  
(Unless otherwise determined at this meeting.)

15. ADJOURNMENT

16. DEPARTMENT REVIEW AND TOUR

There will be no department review and tour for the December meeting.

**Minutes for December 15, 2009**

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Ms. Hedges, Ms. Higginbotham, Mr. Robbins, Mr. Thompson, Mr. Fultz, Mr. Shinnock; the Director, Mr. Barlow; Deputy Director, Ms. Albury, Fiscal Officer, Ms. Ekleberry, and Administrative Assistant, Carrie Waibel. Also in attendance were the following department managers: Nieca Nowels, Adult Services, Maggie Sukalich, Customer Services, Michelle Morrison, Human Resources, and Jessi Crim-Weithman, Associate Director of Support Services.

Ms. Hedges called the meeting to order.

Mr. Robbins moved to approve the minutes of November 24, 2009.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Ms. Higginbotham moved to approve the November 2009 Financial Report.

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

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

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Mr. Thompson moved that the bills for November 2009 in the amount of \$1,391,137.55 be paid [General Fund].

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

There was no personnel/consent calendar for November.

OLD BUSINESS

There was no old business to present to the Board.

NEW BUSINESS

a. **Resolution**

Ms. Hedges presented a plaque to express the deep appreciation and gratitude of the Library and Library Board to Sonya Higginbotham for her outstanding service to the Library.

b. **Amend 2009 Budget**

We received a \$2,100.00 grant from Target for the program “*Read Like a Rock Star – Roar Like a Dinosaur*” to be held June 12, 2010. We need to amend the budget to reflect receipt of the additional revenue.

Mr. Robbins moved to accept the amended budget.

Seconded by Ms. Higginbotham.

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

c. **Appropriation Modifications**

The Fiscal Officer presented Appropriation Modifications in order to bring all accounts into balance for the year-end financials. You may recall this is a new process instituted by the State Auditor that required Board approval at the December meeting.

Mr. Fultz moved to amend the motion to include the added payment of \$9,420 for the new phone system.

Seconded by Mr. Robbins.

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

**d. Temporary Budget**

The Fiscal Officer presented the Board with a temporary budget projected for January and February 2010. This budget will later have to be adjusted due to the revenues received at that time.

Mr. Thompson moved to accept the temporary budget.

Seconded by Ms. Higginbotham.

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

**e. Investments**

There were no investments for the month of November.

**f. Gifts**

There were no gifts for the month of November.

**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. Telephone Upgrade**

We are currently receiving demos from 3-4 companies regarding upgrading our outdated telephone system. We are looking at our needs and two options; voice over IP (VOIP) and digital phone systems. While VOIP presents many more options and capabilities, we are not yet sure whether the additional costs are yet justified by our needs. Additional information may be presented at the meeting.

**2. Ohionet Board of Trustees**

Don has been elected Vice-President/President Elect of the Ohionet Board of Trustees. This will be Don's third term as President of the Ohionet Board of Trustees.

**c. Department Reports**

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

BOARD COMMITTEE REPORTS

The Technology Committee met this month to discuss various options and vendors for the new phone system. They also discussed the issue of electronic board packets, which some board members will now be receiving.

LIBRARY FOUNDATION REPORT

Len Hibbard, Foundation President, resigned this month. The Foundation is currently looking into filling the vacated position.

Linda Wilkins, Marketing Coordinator and Ms. Waibel sent out a 500 letter mailing for the Foundation's Annual Appeal. E-mails were also sent out to encourage patrons to donate to the library and/or the Foundation.

FRIENDS OF THE LIBRARY REPORT

IMPORTANT DATES

Next Board Meeting – Tuesday, January 26, 2010 at 7:00 PM in the Board Room.

ADJOURNMENT

Ms. Higginbotham moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

There was no department review and tour this month.

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President

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Secretary



