

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
January 26, 2010

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. **OATHS OF OFFICE**

a. **Trustee**

The Trustees congratulate and welcome Karen Scholl to the Board. Ms. Norma Ekleberry, Fiscal Officer will give the oath of office to Ms. Scholl as required by Ohio Revised Code.

b. **Deputy Fiscal Officers**

The oath of office will be given to Ms. Barbara Moseley and Mr. Troy Cockrell as required by Ohio Revised Code.

c. **Fiscal Officer**

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. Mike Fultz will assume the duties as Library Board President; Ms. Jennie Smith-Pariola will assume the duties as Vice-President; and Mr. John Shinnock 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. Public Records Commission
Mr. Mike Fultz, Board President
Don W. Barlow, Director
Norma J. Ekleberry, Fiscal Officer

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 or amended at the meeting.

6. FACSIMILE RESOLUTION

A facsimile resolution is needed each year 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, Fiscal Officer and Business Manager, and Mr. Mike Fultz, 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 15, 2009.

8. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

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

9. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

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

10. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

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. OLD BUSINESS

a. Recertification of Estimated Resources for 2010

We have received a revised certification of estimated resources from the Franklin County Budget Commission for 2010 in the amount of \$2,307,821.62. This is \$58,100.18 more than anticipated in Franklin County (\$2,574.00 additional for Delaware County).

I would also like to recommend utilizing \$29,204 of these dollars to take our material budget back to 2009 levels.

ACTION NEEDED: Consider a motion to accept the recertification of Estimated Resources as presented or amended at the meeting.

b. Print Management System

Jessi Crim-Weithman, Manager of Support Services will present our recommendation to replace our current print management system. The new system will save the library significant dollars each year in actual maintenance cost and staff time. Additional information will be presented at the meeting.

ACTION NEEDED: Consider a motion to purchase and implement the new print management system as presented or amended at the meeting.

13. NEW BUSINESS

a. Investments

There are no investments to be presented for Board approval.

b. Gifts

Restricted:

\$100.00 from John and Shea Cummings in memory of Sydney Rose Cummings
\$575.00 from the Friends of the Westerville Public Library for music in the atrium

Unrestricted:

\$500.00 from John and Verna Bell
\$25.00 from Marcelene Kennedy
\$50.00 from Jack Dauterman
\$250.00 from Diane and Michael Howard

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

14. INFORMATION AND DISCUSSION ITEMS

a. New Telephone Systems

Jessi Crim-Weithman, Manager of Support Services will bring the Board up to date on our plans to replace the library's aging telephone system. We hope to bring our proposal to the Board at the February board meeting. Ms. Crim-Weithman and Mr. Thompson will respond to any Board questions following the presentation.

NO ACTION NEEDED.

b. Report of the Fiscal Officer

The Fiscal Officer will present her monthly report assessing year to date revenues and expenses for the library [see 14-B].

c. Director's Report

As everyone knows, 2009 was a difficult year for Ohio libraries financially; certainly Westerville was no different. However, as a result of sound fiscal management and numerous budget cuts, the library continued to grow and meet the challenges.

We regret that Sunday hours had to be eliminated due to the staff shortages, which is currently at 11 open positions. Even though we reduced these hours, circulation increased by 1.43%. 1,999,919 items circulated in 2009 with approximately 150,000 items being used in house for a total usage for 2,149,919 items.

In 2009 we installed new self-check machines and usage is nearing 50% of total circulation, a 90% increase from last year. Outreach circulation ended the year 27.87% ahead of 2008.

Record highs were also seen in our Inter-Library Loan programs through Library Link, OhioLink, and SearchOhio. In 2009, 72,747 items were borrowed or loaned through these programs.

We continue to respond to customer needs with declining revenue and do so because of the extraordinary efforts of our staff. I want to extend my deepest appreciation and admiration to each employee for their dedication and “get the job done” attitude.

We remain extremely fortunate to have such dedicated individuals working for the library.

d. Department Reports

Attached is a summary of the monthly department reports [see Item 14-D]. Department Managers will be available to review their reports and respond to comments and questions.

15. BOARD COMMITTEE REPORTS

1. Finance & Budget
2. Human Resources
3. Marketing
4. Technology

16. LIBRARY FOUNDATION REPORT

17. FRIENDS OF THE LIBRARY REPORT

18. IMPORTANT DATES

- a. Next Board meeting – Tuesday, February 23, 2010 at 7:00 PM in the Board room.
(Unless otherwise determined at this meeting)

20. ADJOURNMENT

21. DEPARTMENT REVIEW AND TOUR

The tours will begin again in February.

Minutes for January 26, 2010

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Ms. Hedges, Mr. Fultz, Mr. Thompson, Mr. Robbins, Ms. Smith-Pariola, Mr. Shinnock, and Ms. Scholl; the Director, Mr. Barlow; Deputy Director, Ms. Albury, Fiscal Officer, Ms. Ekleberry, Deputy Fiscal Officers Barbara Moseley and Troy Cockrell, and Administrative Assistant, Carrie Waibel. Also in attendance were the following department managers: Nieca Nowels, Adult Services, Kristin Michel and Maggie Sukalich, Customer Services, Linda Uhler, Youth Services, Julie Kerns, Outreach 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. Karen Scholl, Trustee, on her appointment, as required by Ohio Revised Code.

Ms. Ekleberry gave the oath of office to Ms. Barbara Moseley and Mr. Troy Cockrell, Deputy Fiscal Officers, as required by Ohio Revised Code.

Ms. Barbara Moseley gave the oath of office to Ms. Norma Ekleberry, Fiscal Officer, as required by Ohio Revised Code.

Mr. Robbins moved to ratify the appointments of Mr. Mike Fultz as Library Board President, Ms. Jennie Smith-Pariola as Vice-President, and Mr. John Shinnock as Secretary of the Board in accordance with the Board rotation policy.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

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

The new Board Committees are as follows:

Human Resources Committee: Kay Hedges, Chair; John Robbins; Jennie Smith-Pariola
Finance & Budget Committee: Mike Fultz, Chair; John Shinnock; Terry Thompson
Marketing Committee: John Robbins, Chair; Kay Hedges; Karen Scholl
Technology Committee: Terry Thompson, Chair; John Shinnock, Karen Scholl
Audit Committee: John Robbins, Chair; Jennie Smith-Pariola, Mike Fultz
Records Retention Committee: Mike Fultz, Don Barlow, Norma Ekleberry

Mr. Robbins 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 Ms. Hedges.

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

Ms. Hedges 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, Fiscal Officer and Business Manager, and Mr. Mike Fultz, President of the Board of Trustees of the Westerville Public Library.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Ms. Hedges moved to approve the minutes of December 15, 2009.

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

Ms. Smith-Pariola moved to approve the December 2009 Financial Report.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Mr. Thompson moved to approve the December 2009 Statistical Report.

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

Mr. Robbins moved that the bills for December 2009 in the amount of \$320,420.25 be paid [General Fund].

Seconded by Mr. Shinnock.

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

The Chair declared the motion passed.

Ms. Hedges moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent calendar for January 2010:

- Resignation Aaron Fisher, Page, effective December 31, 2009.
- Resignation Caitlyn Leite, PT Custodian, effective December 15, 2009.
- Employment, Cleopatra Eddie, PT Customer Services Assistant, effective January 18, 2010, \$8.92/hr [Range 12]
- Employment, Amy Whitesmith, Page, effective January 18, 2010, \$7.30/hr [Range 12]

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Ms. Smith-Pariola moved to accept the recertification of estimated resources in the amount of \$58,100.18.

Seconded by Ms. Hedges.

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

The Chair declared the motion passed.

The Library is in receipt of the following gifts:

Restricted

\$100.00 from John and Shea Cummings in memory of Sydney Rose Cummings
\$575.00 from the Friends of the Westerville Public Library for music in the atrium

Unrestricted:

\$500.00 from John and Verna Bell
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Information and Discussion Items

a. Director's Report

As everyone knows, 2009 was a difficult year for Ohio libraries financially; certainly Westerville was no different. However, as a result of sound fiscal management and numerous budget cuts, the library continued to grow and meet the challenges.

We regret that Sunday hours had to be eliminated due to the staff shortages, which is currently at 11 open positions. Even though we reduced these hours, circulation increased by 1.43%. 1,999,919 items circulated in 2009 with approximately 150,000 items being used in house for a total usage for 2,149,919 items.

In 2009 we installed new self-check machines and usage is nearing 50% of total circulation, a 90% increase from last year. Outreach circulation ended the year 27.87% ahead of 2008.

Record highs were also seen in our Inter-Library Loan programs through Library Link, OhioLink, and SearchOhio. In 2009, 72,747 items were borrowed or loaned through these programs.

We continue to respond to customer needs with declining revenue and do so because of the extraordinary efforts of our staff. I want to extend my deepest appreciation and admiration to each employee for their dedication and "get the job done" attitude.

We remain extremely fortunate to have such dedicated individuals working for the library.

The director also made the board aware of possible employment relocation in Kentucky. He will be interviewing February 4-5th at Lexington Public Library and will report back to the board next month on any final decisions he has made.

b. Department Reports

Attached is a summary of the monthly department reports [see Item 14b]. Department Managers will be available to review their reports and respond to comments and questions.

BOARD COMMITTEE REPORTS

LIBRARY FOUNDATION REPORT

The Annual Appeal sent out in early December has received excellent support from the community. To date we have received \$4,000 from donors. The Foundation plans to continue pursuing other fundraising projects in the future.

Foundation president Len Hibbard resigned earlier this month. George Pilcher has been named the Foundation's new president.

The next meeting of the Library Foundation will be Monday, March 15, 2010 at 7:00 PM.

IMPORTANT DATES

Next Board Meeting – Tuesday, February 23, 2010 at 7:00 PM in the Board Room.

ADJOURNMENT

Ms. Hedges moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

No Review or Tour this month.

President

Secretary

