

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
February 23, 2010

CALL TO ORDER

1A. 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

1B. RECOGNITION OF LEN HIBBARD

The Board wishes to recognize Mr. Len Hibbard for his service to the Library Foundation as Board Member (2005-2009) and as President (2007-2009).

2. DISCUSSION AND APPROVAL OF MINUTES

ACTION NEEDED: Consider a motion to approve the minutes of January 26, 2010.

3. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

ACTION NEEDED: Consider a motion to approve the January 2010 Financial Report.

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

ACTION NEEDED: Consider a motion to approve the January 2010 Statistical Report.

5. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the payment of bills for January 2010.

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

7. OLD BUSINESS

a. Annual Financial Report

Fiscal Officer Norma Ekleberry will present the Annual Financial Report (See Item 8-A). Ms. Ekleberry will respond to Board member questions regarding the 2009 year end report.

ACTION NEEDED: Consider a motion to accept the Fiscal Officer’s 2009 Annual Financial Report as presented or amended at the meeting.

8. NEW BUSINESS

a. Investments

There are no investments for the month of January.

b. Gifts

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

Restricted

\$ 100.00 from Dorothy C. Riley for Outreach Services.

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

9. INFORMATION AND DISCUSSION ITEMS

a. New Telephone System

Jessi Crim-Weithman, Manager of Support Services will bring the Board up to date on our plans to replace our aging phone telephone system. Ms. Crim-Weithman and Mr. Thompson will respond to Board questions. Please note there is a possibility for making an action item at this meeting.

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 Item 9-B).

c. Director's Report

1. Lexington Library Position

It is with a great sense of relief to let you know I have not been offered the job in Lexington. It is certainly one decision I am glad I did not have to make. While I love Kentucky, it became increasingly clear to me that I love Westerville just as much. I cannot overly express my appreciation to all of you for your understanding and patience throughout this process. Your encouragement and support has meant a lot to Elaine and me.

As I went through the interview process in Lexington and had the opportunity to talk with staff, customers, and the Board, it was apparent to me how fortunate we are in Westerville to have such a quality staff and Library Board that are always engaged and dedicated to quality customer service. That is more rare than most of us realize.

I am excited about the reality of finishing my career at one of America's finest libraries in one our nation's finest communities.

Again thank you for your understanding and support!

2. New Chiller in Computer Room

The air conditioner/humidity control unit in the computer room has died! The unit was about 20 years old. Jessi and Don will present recommendations to the Board at the meeting. It is obvious that this unit needs to be replaced and we are currently gathering information and the best price for replacement.

Additional information will be presented at the meeting.

3. Telephone System

As you will note on the agenda, we are nearing a solution and decision for replacing the library's outdated telephone system. Jessi and Terry will bring the Board the latest information and present their recommendations at the meeting.

4. Weather Closings

Due to extreme weather conditions, the library closed at 6:00 PM Monday, February 15th and all day on Tuesday, February 16th. As is the practice, the library closes when Franklin and Delaware County go to a Level 2 snow emergency. Hopefully, the winter storms are behind us.

5. SearchOhio

The Delaware County Public Library has gone live with SearchOhio as of February 15th. We welcome our neighboring library to the fold. We are in the process of bringing the Mansfield/Richland County Public Library on board in March.

6. Pharos Installation

The new print management system (Pharos) is currently being installed (February 16-17). Jessi will bring the Board up to date at the Board meeting. At this time installation seems to be moving along very smoothly.

d. Department Reports

Attached is a summary of the monthly department reports [see Item 9 - D]. 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 | Kay Hedges |
| 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, March 23rd at 7:00 PM in the Board Room.
(Unless otherwise determined at this meeting.)

b. OLC Legislative Day – Tuesday, March 16th at the Capitol.

14. ADJOURNMENT

15. DEPARTMENT REVIEW AND TOUR

Kristin Michel, Customer Service Manager, will review the responsibilities and activities in her department and present a brief tour for those interested.

Minutes for February 23, 2010

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Mr. Fultz, Mr. Thompson, Mr. Robbins, and Ms. Smith-Pariola; 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: 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.

Mr. Fultz called the meeting to order.

The Board recognized Mr. Len Hibbard for his service to the Library Foundation as Board Member (2005-2009) and as President (2007-2009).

Mr. Robbins moved to approve the minutes of January 26, 2010.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Mr. Thompson moved to approve the January 2010 Financial Report.

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

Ms. Smith-Pariola moved to approve the January 2010 Statistical Report.

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

Mr. Robbins moved that the bills for January 2010 in the amount of \$436065.51 be paid [General Fund].

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Ms. Smith-Pariola moved the adoption of the following resolution:

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

- Employment, Seth Henning, Page, effective January 27, 2010, \$7.30/hr [Range 7]
- Employment, Rose Berky, Customer Service Assistant, effective March 2, 2010, \$8.92/hr [Range 12]

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Mr. Robbins moved to accept the Annual Financial Report as presented by the Fiscal Officer.

Seconded by Ms. Smith-Pariola.

On roll call Mr. Robbins voted aye; Mr. Thompson, aye; Mr. Fultz, 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 Dorothy C. Riley for Outreach Services

Mr. Thompson moved to accept the gifts.

Seconded by Mr. Robbins.

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

Information and Discussion Items

a. New Telephone System

Jessi Crim-Weithman, Manager of Support Systems, brought the Board up to date on our plans to replace the aging phone system. Ms. Crim-Weithman and Mr. Thompson answered any questions and recommended to purchase a package from DataTalk, a local company. Please note that it will take until April or May before the phone system is fully functioning, due to signing and manufacturing issues.

The Board also discussed with Ms. Crim-Weithman the issue of purchasing a new air conditioner/humidity control unit for the server room. With the purchases of the phone system, the print management system, and a new control unit, there will be roughly \$12,000 left over for the yearly computer services budget.

Mr. Robbins moved to approve the recommendations and purchase both the new phone system and a new air conditioner/humidity control unit.

Seconded by Ms. Smith-Pariola.

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

b. Report of the Fiscal Officer

The Fiscal Officer presented her monthly report assessing year to date revenues and expenses for the library. Also discussed was the possibility of switching coffee vendors (currently Starbucks) in order to save money on shipping costs and minimum order limits. This will be further discussed at the next Board meeting.

c. Director's Report

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BOARD COMMITTEE REPORTS

LIBRARY FOUNDATION REPORT

IMPORTANT DATES

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

Library Foundation Meeting – Monday, March 15, 2010 at 7:00 PM.

OCLC Legislative Day – Tuesday, March 16, 2010 at the Capitol.

OCLC Trustee Dinner – Wednesday, April 7, 2010 at 6:30 PM at the Downtown Ramada Inn.

ADJOURNMENT

Ms. Smith-Pariola moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Kristin Michel, Manager of Customer Services, reviewed the responsibilities and activities of her department and provided a brief tour for those interested.

President

Secretary