

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
November 27, 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. **DISCUSSION AND APPROVAL OF MINUTES**

ACTION NEEDED: Consider a motion to approve the minutes of October 23, 2007.

3. **DISCUSSION AND APPROVAL OF FINANCIAL REPORT**

ACTION NEEDED: Consider a motion to approve the October 2007 Financial Report.

4. **DISCUSSION AND APPROVAL OF STATISTICAL REPORT**

ACTION NEEDED: Consider a motion to approve the October 2007 Statistical Report.

5. **DISCUSSION AND APPROVAL OF PAYMENT OF BILLS**

ACTION NEEDED: Consider a motion to approve the payment of bills for October 2007.

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

7. **OLD BUSINESS**

a. Amended Budget

Enclosed (see 7-a) is the amended budget for 2007 reflecting the fund transfers and appropriation adjustments approved at the October Board meeting.

ACTION NEEDED: Consider a motion to accept the 2007 amended budget as presented by the Fiscal Officer.

8. NEW BUSINESS

a. Natural Gas Agreement

Enclosed (see 8-a) is a resolution authorizing our participation in the Metropolitan Education Council's natural gas program. The program presents significant cost savings to the Library as negotiated by the Ohio School Consortium.

ACTION NEEDED: Consider a motion to authorize the Fiscal Officer to sign the resolution ratifying the Metropolitan Educational Council Natural Gas Agreement as presented.

b. Investments

The Fiscal Officer presents the following investments for Board ratification:

General Fund

CD #338067733 for \$500,000.00 @ 4.5% to mature 11-26-07 [US Bank]

CD #338067734 for \$200,000.00 @ 4.5% to mature 11-30-07 [US Bank]

Building & Repair Fund

CD #338067735 for \$298,372.61 @ 4.58% to mature 12-28-07 [US Bank]

ACTION NEEDED: Consider a motion to ratify the investments submitted by the Fiscal Officer as presented at the meeting.

c. Gifts

The Fiscal Officer presents the following gifts for Board acceptance:

The following gifts are in memory of Betty Bastyr for the Outreach Department:

\$50.00 from Jim & Linda Fette

\$50.00 from Village at Windemere

\$25.00 from Charles & Ann Stearns

\$25.00 from Donald & Sheryl Eagon

\$25.00 from Herbert & Emily Crites

\$100.00 from Erie & Kirsten Chapman

\$15.00 from K. A. Gereg

\$100 from John & Martha Goodyear

\$50.00 from James & Aileen Wheaton

\$25.00 from Rita Zacher

\$25.00 from Bart & Lana Rahe

\$25.00 from Frances Laporte

\$10.00 from Janice Howden

\$100.00 from Riverside Radiology Assoc.

\$100.00 from Donald & Colleen

\$50.00 from Alban & Kim Siegneur

\$20.00 from David & Barbara Vanhorn

\$20.00 from Philip & Mary Allen

Unrestricted:

\$10.00 from Paul & Jolene Ahrens
\$50.00 from City of Westerville Mayor's Fund

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

9. INFORMATION AND DISCUSSION ITEMS

a. **Director's Report**

1. **Staff In-Service**

As you know, staff In-Service Day was held Monday, November 12th. Over 80 staff members participated in a day's activities featuring programs on Library Funding, Apple Computer Training, Services for the Hearing Impaired and safety programs offered by the Westerville Police and Fire Departments. The day was fun, educational and a huge success.

2. **Delaware county Funding Agreement**

I am very pleased to report that all four Delaware County Libraries have approved the extension of our current funding agreement for the next four years. The agreement will be in place for 2008-2011 at which time we will examine the results of our new funding mechanism and determine if the formula has addressed the funding inequities as originally planned.

3. **SB 185**

Senate Bill 185, an omnibus bill, has been passed which makes a few housekeeping changes to Ohio Library Law. (Please see (9-b-3)). Mr. Barlow will respond to Board questions regarding the changes approved in S.B. 185.

4. **New Trustee**

The Human Resources Committee will need to review resumes and interview candidates for the vacant position opening in January 2008. Other Board members may also participate in this process as long as meetings have no more than three trustees present. Please bring your calendars to the meeting so we can schedule interviews.

The HR Committee also needs to begin the process of evaluating the Director and determining salary increases for 2008 for library staff. There is certainly time, but action items should take place at the December Board meeting.

5. **December Board Meeting**

The regularly scheduled Board meeting will fall on Christmas Day. As a result, the December Board meeting needs to be re-scheduled. The meeting could be scheduled for the third Tuesday, December 18th or other dates at the discretion of the Board.

b. Department Managers' Reports

Attached are the monthly department reports [see Item 9-b]. Department Managers will be available to review their reports and respond to comments and questions.

10. BOARD COMMITTEE REPORTS

11. 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.

12. FRIENDS OF THE LIBRARY REPORT

13. COMMUNICATIONS

14. IMPORTANT DATES

a. Next Board meeting date (to be determined at this meeting).

15. ADJOURNMENT

16. DEPARTMENT REVIEW AND TOUR

Ms. Linda Wilkins, Marketing Manager, will review her duties and responsibilities and provide a brief tour of her department.

Minutes for November 27, 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. Stump, and Mr. Thompson, the Director, Mr. Barlow; Deputy Director, Ms. Albury, and Business Manager, Ms. Ekleberry. Mr. Robbins was absent. Also in attendance were the following department managers: Annabelle Burton, Customer Services; Jessi Crim-Weithman, Associate Director of Support Services; Julie Kerns, Outreach Coordinator; Michelle Morrison, Human Resources; Nieca Nowels, Adult Services, and Patti Barb, Youth Services. Linda Wilkins, Marketing Manager, was also present.

Ms. Higginbotham moved to approve the minutes of October 23, 2007.

Seconded by Mr. Huling.

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

The Chair declared the motion passed.

Mr. Stump moved to approve the October 2007 Financial Report.

Seconded by Ms. Higginbotham.

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

The Chair declared the motion passed.

Ms. Higginbotham moved to approve the October 2007 Statistical Report.

Seconded by Mr. Huling.

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

The Chair declared the motion passed.

Mr. Stump moved that the bills for October 2007 in the amount of \$343,646.62 be paid [General Fund].

Seconded by Ms. Hedges.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Ms. Higginbotham, aye; Mr. Huling, aye; Mr. Stump, aye; and Mr. Thompson, 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 November 2007:

- Resignation Bart Brinkman, Network Administrator, effective November 6, 2007
- Employment Chelsie Lakeman, Page, \$6.95/hr [Range 7] effective October 26, 2007
- Employment Wendy Robinson, Page, \$6.95/hr [Range 7] effective October 24, 2007
- Employment Susan Smith, Page, \$6.95/hr [Range 7] effective November 2, 2007
- Employment Carol Pfanz, Page, \$6.95/hr [Range 7] effective November 1, 2007
- Employment, Lindsey Batchelder, Admin. Asst. \$14.00/hr [Range 18] effective December 3, 2007
- Change Assignment Maggie Sukalich, PT Customer Services to IT Staff Specialist, \$15.82/hr [Range 25] effective November 5, 2007
- Change Assignment Jane Welsheimer, Page to OhioLINK Processor, \$7.37/hr [Range 7] effective October 22, 2007
- Change Assignment Tamara Murray, Adult Services Librarian to Web Content Librarian, effective January 2, 2008
- Change Assignment Amanda All, PT Tech Center Associate to FT Adult Services Associate, effective January 2, 2008
- Change Assignment Wendy Robinson, Page to PT Customer Services Asst. \$8.66/hr [Range 12] effective December 3, 2007
- Change Assignment Lisa Flood – FT Customer Services to Marketing Assistant, \$11.00/hr [Range 17] effective December 17, 2007

Seconded by Mr. Huling.

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

The Chair declared the motion passed.

Mr. Stump moved to accept the 2007 amended budget as presented by the Fiscal Officer.

Seconded by Mr. Huling.

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

The Chair declared the motion passed.

Ms. Ekleberry presented a resolution authorizing our participation in the Metropolitan Education Council's natural gas program. This program presents significant cost savings to the Library as negotiated by the Ohio School Consortium.

Ms. Higginbotham moved to authorize the Fiscal Officer to sign the resolution ratifying the Metropolitan Educational Council Natural Gas Agreement as presented.

Seconded by Ms. Hedges

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

The Chair declared the motion passed.

The Fiscal Officer presents the following investments for Board ratification:

General Fund

CD #338067733 for \$500,000.00 @ 4.5% to mature 11-26-07 [US Bank]

CD #338067734 for \$200,000.00 @ 4.5% to mature 11-30-07 [US Bank]

Building & Repair Fund

CD #338067735 for \$298,372.61 @ 4.58% to mature 12-28-07 [US Bank]

Ms. Hedges moved to ratify the investments submitted by the Fiscal Officer.

Seconded by Mr. Huling.

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

The Chair declared the motion passed.

The following gifts were presented for Board acceptance:

The following gifts are in memory of Betty Bastyr for the Outreach Department:

- \$50.00 from Jim & Linda Fette
- \$50.00 from Village at Windemere
- \$25.00 from Charles & Ann Stearns
- \$25.00 from Donald & Sheryl Eagon
- \$25.00 from Herbert & Emily Crites
- \$100.00 from Erie & Kirsten Chapman
- \$15.00 from K. A. Gereg
- \$100 from John & Martha Goodyear
- \$50.00 from James & Aileen Wheaton
- \$25.00 from Rita Zacher
- \$25.00 from Bart & Lana Rahe
- \$25.00 from Frances Laporte
- \$10.00 from Janice Howden
- \$100.00 from Riverside Radiology Assoc.
- \$100.00 from Donald & Colleen
- \$50.00 from Alban & Kim Siegneur
- \$20.00 from David & Barbara Vanhorn
- \$20.00 from Philip & Mary Allen

Unrestricted:

\$10.00 from Paul & Jolene Ahrens
\$50.00 from City of Westerville Mayor's Fund

Mr. Stump moved to accept the gifts with sincere appreciation.

Seconded by Mr. Huling.

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

Information and Discussion Items

a. Director's Report

1. Staff In-Service

As you know, staff In-Service Day was held Monday, November 12th. Over 80 staff members participated in a day's activities featuring programs on Library Funding, Apple Computer Training, Services for the Hearing Impaired and safety programs offered by the Westerville Police and Fire Departments. The day was fun, educational and a huge success.

2. Delaware county Funding Agreement

I am very pleased to report that all four Delaware County Libraries have approved the extension of our current funding agreement for the next four years. The agreement will be in place for 2008-2011 at which time we will examine the results of our new funding mechanism and determine if the formula has addressed the funding inequities as originally planned.

3. SB 185

Senate Bill 185, an omnibus bill, has been passed which makes a few housekeeping changes to Ohio Library Law. (Please see (9-b-3). Mr. Barlow will respond to Board questions regarding the changes approved in S.B. 185.

4. New Trustee

The Human Resources Committee will need to review resumes and interview candidates for the vacant position opening in January 2008. Other Board members may also participate in this process as long as meetings have no more than three trustees present. Please bring your calendars to the meeting so we can schedule interviews.

The HR Committee also needs to begin the process of evaluating the Director and determining salary increases for 2008 for library staff. There is certainly time, but action items should take place at the December Board meeting.

5. December Board Meeting

The regularly scheduled Board meeting will fall on Christmas Day. As a result, the December Board meeting needs to be re-scheduled. The meeting could be scheduled for the third Tuesday, December 18th or other dates at the discretion of the Board.

b. Department Reports

Attached are the monthly department reports in full. Department Managers will be available to review their reports and respond to comments and questions.

The Human Resources Committee of the Board met on Monday, November 26th and conducted 5 interviews for the vacant trustee position opening in January 2008. The committee recommended two names to be submitted to the Westerville City School Board for consideration.

The Library Foundation will meet on Thursday, November 29, 2007 at 7:00 PM.

Important Dates

- a. Next Board meeting date, Tuesday, December 18, 2007 at 7:00 PM.

Ms. Linda Wilkins, Marketing Manager, reviewed her duties and responsibilities and provided a brief tour of her department.

President

Secretary

