

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
December 18, 2007

CALL TO ORDER

1. **PUBLIC COMMENTS**

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 27, 2007.

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

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

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

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

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

ACTION NEEDED: Consider a motion to approve the payment of bills for November 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 December Personnel Consent Calendar as presented or amended at the meeting.

7. **OLD BUSINESS**

There is no old business to come before the Board.

8. NEW BUSINESS

a. 2008 Temporary Budget

As you know, each December the Board must approve a Temporary Budget. The Temporary Appropriations is merely a pro forma item necessary to meet expenses for January 2008. The final 2008 budget is approved in March once the Franklin and Delaware County Auditors certify our revenue. (See 8-a). *(The Board may wish to move to EXECUTIVE SESSION to discuss staff salary increases for 2008).*

ACTION NEEDED: Consider a motion to approve Temporary Appropriations as presented or amended at the meeting.

b. Additional Appropriation Modification

Typically, the Board authorizes the Fiscal Officer to make minor adjustments to appropriations in December for year end close-out. However, state auditors have determined that these actions must now be taken prior to the close-out. As a result, some minor adjustments may be presented at this meeting.

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

c. 2008 Tax Collections

A routine motion is needed to authorize the Fiscal Officer to request advances for the 2008 property tax collections. This will allow us to receive revenue from the operating Levy commencing the first week of January 2008, and allow for the immediate release of collections to the Library.

ACTION NEEDED: Consider a motion to authorize the Fiscal Officer to request advance payment for 2007 tax collections.

d. Investments

The Fiscal Officer presents the following investments for Board ratification:

General Fund

GF'CD #338068593 for \$150,000.00 @ 4.5% to mature 12-28-07[US Bank]

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

e. Gifts

The following gifts were received by the Library and are presented by the Clerk/Treasurer For Board Acceptance.

Restricted:

\$25.00 from David and Sandra Brown in memory of Betty Bastyr for Outreach Services.

\$18,217.07 from the Friends of WPL for meeting room and technology center chairs.

\$100.00 from Frederick and Mary Berridge for mystery books and tapes.

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

9. INFORMATION AND DISCUSSION ITEMS

a. Director's Report

1. Best wishes to Marilyn Banks

It is with a great sense of loss that we bid farewell to Marilyn Banks. This is her last board meeting as she will be entering a new phase in her life, that of relaxation, sleeping in, and spending time with her grandchildren. After 30 years of service to the Library, we will be losing one of our best employees to retirement, a library historian, a great assistant, and good friend. Best wishes to Marilyn for a long and happy retirement. You will be missed!

2. Delaware County Agreement

It is now official; all four libraries have signed the agreement to extend our current funding agreement for four additional years.

3. New Trustee

Mr. Robert Edmond has been appointed by the School Board to replace Steve Stump on the Library Board beginning January 1, 2008. We all express our deepest appreciation and gratuity to Steve for his outstanding service to the Library and his unwavering support for the past seven years.

4. Salary Increases

As the Board considers salary increases for 2008, it is also necessary to increase our salary schedules by the same amount. This will keep us within the minimum wage guidelines. It is also recommended that during 2008, we contract with an outside consultant to compete the salary survey for the Library to ensure we are staying competitive with other Central Ohio

libraries. This is a process we have done in the past, but it has been nearly ten years since we have done so. Additional information will be presented at the meeting.

b. 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.

10. BOARD COMMITTEE REPORTS

a. Committee Reports

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

** Standing agenda item for committee chair reports when needed.*

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. Library Staff Annual Party

1. The Staff annual year-end celebration party will be held Friday, January 11, 2008 at the Winking Lizard at Worthington Crossroads from 7:00 PM – 11:00 PM.

b. Next Board Meeting

1. Tuesday, January 22, 2008 at 7:00 PM.

15. ADJOURNMENT

16. DEPARTMENT REVIEW AND TOUR

Ms. Jessi Crim-Weithman will review her responsibilities and provide a tour of her departments.

Web Site: <http://www.westervillelibrary.org>

Minutes for December 18, 2007

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Mr. Fultz, Ms. Hedges, Mr. Huling, and Mr. Thompson, the Director, Mr. Barlow; Deputy Director, Ms. Albury, and Business Manager, Ms. Ekleberry. Mr. Stump and Ms. Higginbotham were 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.

Ms. Hedges moved to approve the minutes of November 27, 2007.

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

Mr. Huling moved to approve the November 2007 Financial Report.

Seconded by Ms. Hedges.

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

The Chair declared the motion passed.

Mr. Robbins moved to approve the November 2007 Statistical Report.

Seconded by Mr. Huling.

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

The Chair declared the motion passed.

Mr. Huling moved that the bills for November 2007 in the amount of \$899,166.63 be paid [General Fund].

Seconded by Mr. Robbins.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Mr. Huling, aye; Mr. Robbins, 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 following Personnel/Consent calendar for December 2007:

- Resignation Jane Welshimer, OhioLINK Processor, effective November 30, 2007
Resignation Sue Thomas, Page, effective December 15, 2007
- Resignation Brandon Hoste, Part Time Customer Service, effective December 15, 2007
Resignation Diana Taracena, Page, effective December 6, 2007
- Retirement Marilyn Banks, Administrative Assistant, effective December 31, 2007
- Change Assignment Sherree Baire - PT to FT Customer Service Assistant, effective December 17, 2007
Change Assignment Jodi Bumgarner - PT to FT Customer Service Assistant, effective December 17, 2007
- Employment Cheryl Bean, Page, \$6.95/hr [Range 7], effective December 15, 2007

Seconded by Mr. Huling.

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

The Chair declared the motion passed.

Mr. Robbins moved to accept the Temporary Appropriations as presented or amended at the meeting.

Seconded by Mr. Huling.

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

The Chair declared the motion passed.

Ms. Hedges moved to accept the motion to approve the Appropriation Modifications as presented or amended at the meeting.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

APPROPRIATION MODIFICATIONS

December 18, 2007

		<u>From</u>		<u>To</u>	
<u>GENERAL FUND</u>					
		<u>101</u>		<u>101</u>	
\$ 2,000	51900	Other Employee Benefits	51100	Salaries	
\$ 1,500	54100	Books	51100	Salaries	
\$ 1,100	54100	Books	51100	Salaries	
\$ 700	54100	Books	51600	Insurance	
\$ 3,000	54200	Periodicals/Services	52100	Supplies & Materials	
\$ 2,600	54200	Periodicals/Services	52300	Coffee Service Supplies	
\$ 19,000	53700	Professional Services	53300	Property Maintenance	
\$ 2,600	54100	Books	53300	Property Maintenance	
\$ 1,000	54100	Books	53300	Property Maintenance	
\$ 5,200	53600	Utilities	53500	Leases	
\$ 1,100	53600	Utilities	53800	Library material Control Services	
\$ 210	54700	Repair & Restoration	54600	Interlibrary Loan Fees	
\$ 150	54300	Media Materials	54900	Other Library Materials	
\$ 16,100	55900	Equipment	55400	Building Improvements	
\$ 2,900	54100	Books	55400	Building Improvements	
\$ 370	53100	Travel	57100	Memberships	
\$ 230	53100	Travel	57200	Taxes & Assessment	
\$ 1,100	53600	Utilities	57500	Patron Refunds	
\$ 200	54500	CD Roms	57500	Patron Refunds	

Mr. Huling moved to accept the motion to authorize the Fiscal Officer to request advance payment for 2007 tax collections.

Seconded by Ms. Hedges

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

The Chair declared the motion passed.

The Fiscal Officer presents the following investments for Board ratification:

General Fund

CD #338068593 for \$150,000.00 @ 4.5% to mature 12-28-07 [US Bank]

Mr. Robbins moved to ratify the investments submitted by the Fiscal Officer.

Seconded by Mr. Huling.

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

The Chair declared the motion passed.

The following gifts were presented for Board acceptance:

Restricted:

\$25.00 from David and Sandra Brown in memory of Betty Bastyr for Outreach Services.

\$18,217.07 from the Friends of WPL for meeting room and technology center chairs.

\$100.00 from Frederick and Mary Berridge for mystery books and tapes.

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

Seconded by Mr. Huling.

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

The Chair declared the motion passed.

Information and Discussion Items

a. Director's Report

1. Best wishes to Marilyn Banks

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4. Salary Increases

As the Board considers salary increases for 2008, it is also necessary to increase our salary schedules by the same amount. This will keep us within the minimum wage guidelines. It is also recommended that during 2008, we contract with an outside consultant to compete the salary survey for the Library to ensure we are staying competitive with other Central Ohio libraries. This is a process we have done in the past, but it has been nearly ten years since we have done so. Additional information will be presented at the meeting.

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.

Important Dates

- a. Next Board meeting date, Tuesday, January 22, 2008 at 7:00 PM.

Ms. Hedges made a motion to move into Executive Session to discuss personnel related issues pursuant to the Ohio Revised Code.

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

Mr. Huling made a motion to approve a 3% pay increase for Library Staff based on positive performance evaluation for 2008, and to adjust salary ranges by 3%.; furthermore, to approve the additional ½% PERS pick-up for all employees for 2008. Also, to approve merit increases not to exceed a total of \$40,000 for library staff, based on recommendations by the Department Managers, and approval of the Executive Director. Furthermore, a motion was made to approve a 3% pay increase for the Executive Director and a merit increase of 8%.

Seconded by Ms. Hedges.

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

The Chair declared the motion passed.

Mr. Robbins made a motion to move back into regular session.

Seconded by Mr. Huling.

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

The Chair declared the motion passed.

Mr. Huling moved to adjourn the meeting.

Seconded by Mr. Robbins.

Department Review and Tour

Ms. Crim-Weithman will postpone her department tour until the January 2008 Board Meeting.

President

Secretary

