

**BOARD OF TRUSTEES**  
**WESTERVILLE PUBLIC LIBRARY**  
**AGENDA**  
*April 22, 2008*

**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 March 25, 2008.

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

**ACTION NEEDED:** Consider a motion to approve the March 2008 Financial Report.

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

**ACTION NEEDED:** Consider a motion to approve the March 2008 Statistical Report.

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

**ACTION NEEDED:** Consider a motion to approve the payment of bills for March 2008.

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

7. **OLD BUSINESS**

a. **State Audit Report**

Jay Huling, Norma Ekleberry, and Don Barlow met with the State Auditor on April 8<sup>th</sup> to review the audit for 2005 and 2006. Again, the audit reflects that the Library’s internal financial controls and ledger are in excellent shape. The auditor also discussed the new OCBOA statement requirements and how we can address these in the future. Mr. Barlow, Mr. Huling, and Ms. Ekleberry will respond to the board’s questions regarding the report.

**ACTION NEEDED:** Consider a motion to accept the Regular Audit as prepared by the State Auditor’s Office.

8. NEW BUSINESS

**a. Investments**

The Fiscal Officer presents the following investment for Board ratification:

General Fund:

GFCD #362066366 for \$330,000.00 @ 2.34% to mature 04-30-08

**ACTION NEEDED:** Consider a motion to ratify the investments made by the Fiscal Officer/Business Manager.

**b. Gifts**

The Library was not in receipt of any gifts for the month of March.

9. INFORMATION AND DISCUSSION ITEMS

**a. Director's Report**

**1. Videocassettes**

As you know, videocassette is basically a dead format. With the continuing decline in circulation and the need for additional space for the DVD collection, the videocassettes will be withdrawn from the collection. The collection will be given to the Friends of the Library to sell.

**2. Welcome to Linda Uhler**

We welcome Linda Uhler to the Library team. Linda started her duties as Manager of Youth Services on April 2<sup>nd</sup>. Naturally, Linda is still in the observation phase of her tenure and looks forward to her duties. We are excited to welcome her to Westerville and look forward to her leadership and contributions.

While only on staff for three weeks. Linda has already accepted an appointment to chair the American Library Association/Young Adult Library Services Association "Best Books for Young Adults" Committee.

**3. Renovation Project**

The renovation/expansion of the Outreach Department is complete. The result provides more space and better functionality for this growing department. Outreach staff are to be commended for their patience and hard work in moving files, furniture, etc.

The children's Activity Center renovation is also complete and provides a warm and inviting space for our children's programming.

Finally, work has begun on our final phase, the renovation of the staff lounge. Work is progressing nicely and should be complete within the next 3 to 4 weeks. Naturally, a tour will be provided to the board when the project is completed.

#### **4. More Visits**

Library staff from Capital University will visit the Library on May 5<sup>th</sup> for a tour of the Library and to discuss ways to enhance their customer services.

On May 9<sup>th</sup>, Westerville will again serve as a host for the International Federated Library Association. Nine librarians from around the world will meet for a discussion on the "Future of Library Services," presented by Mr. Barlow, and a tour of our facility. This is the sixth annual meeting in Westerville, sponsored by OCLC, Inc.

#### **5. PLA Conference**

Seven staff members attended the Public Library Association Bi-Annual meeting in Minneapolis. Many great programs were attended and over 1,200 exhibitors were visited.

The conference is always a great continuing education opportunity for our staff. It also serves as a reaffirmation of how great our Library is and how we maintain a future focused philosophy and provide outstanding customer service.

#### **6. State Legislation**

As always, the Ohio Library Council and our Library keep abreast of legislation that may impact our Library. This year's State Legislative Day is scheduled for May 6<sup>th</sup>. Our luncheon speaker will be Governor Strickland. If you are able to attend, please let me know so that reservations can be made.

Additional information will be provided at the meeting.

#### **b. Department Reports**

Attached is a summary of 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**

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

#### **11. LIBRARY FOUNDATION REPORT**

#### **12. FRIENDS OF THE LIBRARY REPORT**

13. COMMUNICATIONS

14. IMPORTANT DATES

- a. Ohio Legislative Day – Tuesday, May 6<sup>th</sup> at the State Capital
- b. Next Board meeting – Tuesday, May 27, 2008 at 7:00 PM in the Board room.  
(Unless otherwise determined at this meeting)

15. ADJOURNMENT

16. DEPARTMENT REVIEW AND TOUR

Ms. Patricia Ross will give a brief review of her duties and responsibilities as Manager of Collection Development.

**Minutes for April 22, 2008**

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Mr. Robbins, Ms. Hedges, Ms. Higginbotham, Mr. Fultz, Mr. Huling, and Mr. Edmund; the Director, Mr. Barlow; Deputy Director, Karen Albury, and Fiscal Officer, Ms. Ekleberry. Also in attendance were the following department managers: Nieca Nowels, Adult Services, Julie Kerns, Outreach Services, Linda Uhler, Youth Services, Annabelle Burton, Customer Services, Michelle Morrison, Human Resources, and Tricia Ross, Collection Development.

Mr. Robbins called the meeting to order.

Ms. Hedges moved to approve the minutes of March 25, 2008.

Seconded by Ms. Higginbotham.

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

The Chair declared the motion passed.

Ms. Hedges moved to approve the March 2008 Financial Report.

Seconded by Mr. Edmund.

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

The Chair declared the motion passed.

Mr. Fultz moved to approve the March 2008 Statistical Report.

Seconded by Ms. Higginbotham.

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

The Chair declared the motion passed.

Ms. Hedges moved that the bills for March 2008 in the amount of \$578,068.29 be paid [General Fund].

Seconded by Mr. Edmund.

On roll call Mr. Robbins voted aye; Ms. Hedges, aye; Ms. Higginbotham, aye; Mr. Fultz, aye, Mr. Huling, aye, and Mr. Edmund, 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 April 2008:

- Employment, Charlene White, Page, \$7.75/hr [Range 7], effective April 8, 2008
- Resignation, Allison DeVito
- End Probation, Mary Walsh

Seconded by Mr. Fultz.

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

The Chair declared the motion passed.

Ms. Hedges moved to accept the Regular Audit as prepared by the State.

Seconded by Mr. Huling.

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

The Chair declared the motion passed.

Mr. Huling moved a resolution to instruct the Fiscal Officer to revert to the internally prepared cash basis financial statements as prepared prior to the 2006-2007 audit.

Seconded by Mr. Edmund.

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

The Chair declared the motion passed.

Mr. Fultz moved the adoption of the following resolution:

That the Board ratifies the investments made by the Fiscal Officer.

The Fiscal Officer presents the following investment for Board ratification:

General Fund

GFCD #362066366 for \$330,000.00 @ 2.34% to mature 04-30-08

Seconded by Ms. Hedges.

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

The Chair declared the motion passed.

### **Information and Discussion Items**

#### **a. Directors Report**

##### **1. Videocassettes**

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### b. Department Reports

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

## IMPORTANT DATES

**Next Board meeting** – Tuesday, May 27, 2008 at 7:00 PM in the Board Room.

**Ohio Legislative Day** – Tuesday, May 6<sup>th</sup> at the State Capital

**Library Volunteer Recognition Dinner** – Tuesday, April 29, 2008 at 5:30 PM in Library Meeting Rooms.

## ADJOURNMENT

Mr. Robbins moved to adjourn the meeting.

## DEPARTMENT REVIEW AND TOUR

Ms. Tricia Ross, Manager of Collection Development, gave a brief review of the duties and responsibilities of her Department.

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President

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Secretary







