

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
July 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 June 24, 2008.

3. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

ACTION NEEDED: Consider a motion to approve the June 2008 Financial Reports.

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

ACTION NEEDED: Consider a motion to approve the June 2008 Statistical Reports.

5. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the payment of bills for June 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 July Personnel Consent Calendars as presented or amended at the meeting.

7. OLD BUSINESS

There is no old business to come before the Board.

8. NEW BUSINESS

a. Investments

The Fiscal Officer presents the following investments for Board ratification:

General Fund:

GFCD #338073246 for \$370,000.00 @ 2.16% to mature 07-31-08 (US Bank).

Building & Repair Fund:

BFCD #338073245 for \$506,056.25 @ 2.46% to mature 09-30-08 (US Bank).

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

b. Gifts

The Library is in receipt of the following gifts:

Restricted:

\$50.00 from Tom, Carol, and Blanche Lauer for the purchase of a book in memory of Muriel Lauer.

Unrestricted:

\$15.00 from Robert and Arlene Griffith in memory of Frederick Ford.

ACTION NEEDED: Consider a motion accept the gifts, with gratitude, as presented.

9. **INFORMATION AND DISCUSSION ITEMS**

a. Director's Report

1. Renovation Project

We have received our final building permit from the city and are now moving forward with the staff lounge renovation. I would anticipate completion of the project by this time next month. Our sincere gratitude goes to the Friends of the Westerville Library for their generous donation to furnish and equip the staff lounge.

2. Technology

The Library continues to partner with Innovative Interfaces, Inc. for the release of Encore 2.0. The software will provide a new and exciting search tool to our catalog.

Victor Zuniga is also working hard to complete our new Web site design. The new and more user-friendly site will greatly enhance our customers' Web experience.

3. Westerville Celebrates

Beth Weinhardt, Linda Wilkins, and myself have been actively involved with the city's Sesquicentennial Celebration. The main activities are scheduled for August 31st at Alum Creek Park. Everyone is invited to this day's wonderful events to help celebrate our first 150 years.

b. Department Reports

Attached is a summary of the monthly department reports [see Item 9-b]. Department Managers

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

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. Next Board meeting – Tuesday, August 26, 2008 at 7:00 PM in the Board Room.
(Unless otherwise determined at this meeting)

b. Staff In-Service Day – Monday, October 13, 2008 (Additional details will be provided)

15. ADJOURNMENT

16. DEPARTMENT REVIEW AND TOUR

Ms. Michelle Morrison will give a brief review of her duties and responsibilities as Human Resources Manager.

Minutes for July 22, 2008

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

Ms. Hedges called the meeting to order.

Mr. Thompson moved to approve the minutes of June 24, 2008.

Seconded by Mr. Fultz.

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

The Chair declared the motion passed.

Mr. Fultz moved to approve the June 2008 Financial Reports.

Seconded by Mr. Huling.

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

The Chair declared the motion passed.

Mr. Huling moved to approve the June 2008 Statistical Reports.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Mr. Fultz moved that the bills for June 2008 in the amount of \$378,212.72 be paid [General Fund].

Seconded by Mr. Huling.

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

The Chair declared the motion passed.

Mr. Thompson moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent calendars for July 2008:

- Employment, Janet Huffer, Adult Services Page, \$7.16/hr [Range 7], effective July 1, 2008
- Employment, Missy Butcher, Coffee Service, \$9.18/hr [Range 12], effective July 8, 2008
- Retirement, Cheryl Fulton, Adult Services Librarian, effective July 31, 2008
- Resignation, Brandi Aleshire

Seconded by Mr. Huling.

On roll call Ms. Hedges, aye; Mr. Fultz, aye, Mr. Thompson, aye, and Mr. Huling, 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 #338073246 for \$370,000.00 @ 2.16% to mature 07-31-08 (US Bank).

Building Fund

BFGD #338073245 for \$506,056.25 @ 2.46% to mature 9-30-08 (US Bank).

Seconded by Mr. Huling.

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

The Chair declared the motion passed.

The Library is in receipt of the following gifts:

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\$50.00 from Tom, Carol, and Blanche Lauer for the purchase of a book in memory of Muriel Lauer

Unrestricted

\$15.00 from Robert and Arlene Griffith in memory of Frederick Ford

Mr. Huling moved to accept the gifts as listed.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Information and Discussion Items

a. Directors Report

1. Renovation Project

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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.

LIBRARY FOUNDATION REPORT

Next meeting will be August 7, 2008.

"Chamber After Hours" Open House will be held on August 21, 2008.

IMPORTANT DATES

Next Board meeting – Tuesday, August 26, 2008 at 7:00 PM in the Board Room.

Staff In-Service Day – Monday, October 13, 2008

ADJOURNMENT

Mr. Huling moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Ms. Michelle Morrison, Manager of Human Resources, gave a brief review of her duties and responsibilities.

President

Secretary

