

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
July 27, 2010

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 22, 2010.

3. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

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

4. REPORT BY THE FISCAL OFFICER (*New Agenda Location*)

The Fiscal Officer will present her monthly report assessing the year to date revenues and expenses. (See Item 4-a).

5. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

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

6. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

7. 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 Calendar as presented or amended at the meeting.

8. OLD BUSINESS

a. **Recertification of Estimated Resources for 2010**

We have received a recertification of estimated resources from the Franklin County Budget Commission for 2010 in the amount of \$2,269,113.76. This amount is about \$19,392.00 more than what we anticipated.

ACTION NEEDED: Consider a motion to accept the recertification of estimated resources for 2010 as presented.

b. Appropriation Modification

Fiscal Officer, Norma Ekleberry will present appropriation modifications to the Board for approval.

ACTION NEEDED: Consider a motion to approve the appropriation modifications as presented by the Fiscal Officer, or as amended at the meeting.

9. NEW BUSINESS

a. Investments

There are no investments for the month of July to come before the Board.

b. Gifts

The Library is in receipt of the following gifts:

Unrestricted:

\$35.00 from a Local History Tour.

\$40.00 from a Local History Program.

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

10. INFORMATION ITEMS

a. Director's Report

1. Library Projects

The 1981 elevator is in need of repair. The door mechanism needs to be replaced. We are still waiting for the parts from the Otis Elevator Company.

The trees at the State Street entrance have been pruned, removing all the dead limbs with some much needed reshaping.

2. Summer Reading Program

The Summer Reading Program is going extremely well and will once again be one of our most successful summer programs. I will provide update statistics to the Board at the meeting.

3. 4th Of July Parade

As always, the library participated in the 4th of July parade. This year's theme was celebrating the library's 80th anniversary. A large Birthday cake adorned the float. Eleven staff and one board member participated in the parade and we extend our appreciation to them for helping us celebrate the 4th. A special thanks to Tim Taylor for constructing the pieces for the float and to Linda Wilkins and Lisa Martens-Flood for painting the pieces and organizing the library's participation in the parade.

4. Manager of Support Services

As all of you know Jessi Crim-Weithman has decided to be a stay at home Mom after the birth of her third child. While we are very sad to see her leave, we are glad she has this opportunity and wish her and her family the very best. Jessi can certainly not be replaced, but we have advertized the position and hope to interview candidates the first and second week of August.

b. Department Reports

Attached is a summary of the monthly department reports [see Item 10-b]. Department Managers will be available to review their reports and respond to comments and questions.

11. BOARD COMMITTEE REPORTS

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|---------------------|----------------|
| 1. Finance & Budget | Mike Fultz |
| 2. Human Resources | Kay Hedges |
| 3. Marketing | John Robbins |
| 4. Technology | Terry Thompson |

12. BOARD DISCUSSION ITEMS

13. LIBRARY FOUNDATION REPORT

14. FRIENDS OF THE LIBRARY REPORT

15. IMPORTANT DATES

- a. 80th Anniversary Celebration – Saturday, August 21, 2010
- b. Next Board meeting – Tuesday, August 24, 2010 at 7:00 PM in the Board Room.

16. ADJOURNMENT

17. DEPARTMENT REVIEW AND TOUR

Ms. Beth Weinhardt, Manager, Local History Resource Center and Museum, will review the responsibilities and activities in her department, and give a brief tour for those who are interested.

Minutes for July 27, 2010

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Mr. Fultz, Ms. Smith-Pariola, Ms. Scholl, Mr. Thompson, and Mr. Robbins. Also in attendance were the Director, Mr. Barlow, Deputy Director, Ms. Albury, Fiscal Officer, Ms. Ekleberry, and Executive Assistant, Lindsey Batchelder; in addition, were the following department managers: Nieca Nowels, Adult Services, Linda Uhler, Youth Services, Julie Kerns, Outreach Services, Michelle Morrison, Human Resources, Linda Wilkins, Marketing, Maggie Sukalich, Customer Services; Kristin Michel, Customer Services, Beth Weinhardt, Local History; and Jessi Crim-Weithman, Associate Director of Support Services.

Mr. Fultz called the meeting to order.

Mr. Thompson moved to approve the minutes of June 22, 2010

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

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

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

REPORT OF THE FISCAL OFFICER

The Fiscal Officer presented her monthly report, assessing year to date revenues and expenses for the library (see Item 4-a).

Mr. Robbins moved to approve the June 2010 Financial Report.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Mr. Thompson moved that the bills for June 2010 in the amounts of \$354,795.05 [General Fund] and \$1,050.00 [Target Grant] be paid.

Seconded by Ms. Smith-Pariola.

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

The Chair declared the motion passed.

Mr. Robbins moved the adoption of the following resolution:

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

- Resignation, Jessi Crim-Weithman, Associate Director of Support Services, effective August 12, 2010
- Resignation, Samantha Smith, Page, effective July 24, 2010.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Ms. Smith-Pariola moved to accept the Recertification of Estimated Resources from the Franklin County Budget Commission for 2010 in the amount of \$2,269,113.76.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Mr. Robbins moved to approve the Appropriation Modifications as presented by the Fiscal Officer at the meeting.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

The Library is in receipt of the following gifts:

Unrestricted

\$35.00 from a Local History tour.

\$40.00 from a Local History program.

Ms. Smith-Pariola moved to accept the gifts.

Seconded by Mr. Thompson.

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

DIRECTOR'S REPORT

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4. Manager of Support Services

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DEPARTMENT REPORTS

Department Managers were available to review their reports and respond to questions.
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BOARD COMMITTEE REPORTS

1. Finance & Budget Mike Fultz
2. Human Resources Kay Hedges
3. Marketing John Robbins
4. Technology Terry Thompson

BOARD DISCUSSION ITEMS

Mr. Thompson reported that the new board packet PDF's are working well; he requested the Agenda be sent separate from the rest of the packet.

LIBRARY FOUNDATION REPORT

The Library Foundation's Brick Campaign has been very successful, with a total of 106 bricks and pavers being purchased.

FRIENDS OF THE LIBRARY REPORT

IMPORTANT DATES

Next Board Meeting – Tuesday, August 21 at 7:00 PM in the Board Room.

80th Anniversary Celebration – Saturday, August 21, 2010 at 1:00 PM

Cemetery Walk – Sunday, September 19, 2010 from 1:00 to 4:00 PM

ADJOURNMENT

Ms. Smith-Pariola moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Ms. Beth Weinhardt, Manager of the Local History Resource Center and Museum, gave a review of the responsibilities and activities in her department.

President

Secretary