

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

August 24, 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 July 27, 2010.

3. 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 August Personnel Consent Calendar as presented or amended at the meeting.

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

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

5. REPORT BY THE FISCAL OFFICER

The Fiscal Officer will present her monthly report assessing the year to date revenues and expenses. (See Item 5-a).

6. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

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

7. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

8. OLD BUSINESS

a. **Certification of Estimated Resources for 2011**

We have received a certification of estimated resources from the Franklin County Budget Commission for 2011 in the amount of \$2,543,977.34. This amount represents a slight increase over the 2010 amount.

ACTION NEEDED: Consider a motion to accept the certification of estimated resources for 2011 as presented.

9. NEW BUSINESS

a. **Investments**

There are no investments to be ratified by the Library Board.

b. **Gifts**

The Library is in receipt of the following gift:

Unrestricted:

\$150.00 from the Westerville High School Class of 1960.

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

10. INFORMATION ITEMS

a. **Director's Report**

1. Manager of Support Services

As you see from the Personnel Consent Calendar, Mr. Steven Owley has accepted the position of Manager of Support Services. Mr. Owley replaces Ms. Jessi Crim-Weithman who resigned her position. Mr. Owley comes to us from OHIONET where he was responsible for two networks. He will assume his new duties on Tuesday, September 7th.

We are very much looking forward to Mr. Owley joining the Westerville Public Library family, and sharing his talents with us.

2. Ohio Legislation

The General Assembly has passed legislation clarifying and reaffirming the law that permits the County Prosecutor's office to represent public libraries in Ohio. The Ohio Revised Code was challenged and additional legislation was enacted to ensure that public libraries receive representation by the County Prosecutors office in each county.

The General Assembly is planning legislation for the Ohio Public Employees Retirement System. Mr. Barlow will keep the Board informed of additional developments.

3. Projects

The City of Westerville is repairing the Library's drive near the drive-up window. Work is underway and we anticipate an additional week for project completion.

4. Time Off

Mr. Barlow will be off work for two weeks commencing September 3rd for a family medical issue. Information will be provided at the meeting.

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

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

12. BOARD DISCUSSION ITEMS

a. OPERS Legislation

13. LIBRARY FOUNDATION REPORT

14. FRIENDS OF THE LIBRARY REPORT

15. IMPORTANT DATES

- a. 80th Anniversary Celebration – Saturday, August 21, 2010
- b. Otterbein Cemetery Walk – Sunday, September 19, 2010 from 1-4 PM.
- c. Next Board meeting – Tuesday, September 28, 2010 at 7:00 PM in the Board Room.

16. ADJOURNMENT

17. DEPARTMENT REVIEW AND TOUR

Ms. Julie Kerns, Manager of Outreach Services, will review the responsibilities and activities in her department, and give a brief tour for those who are interested.

Minutes for August 24, 2010

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Mr. Fultz, Ms. Smith-Pariola, Mr. Shinnock, Ms. Scholl, Ms. Hedges, 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: Julie Kerns, Outreach Services, Michelle Morrison, Human Resources, and Linda Wilkins, Marketing.

Mr. Fultz called the meeting to order.

Mr. Robbins moved to approve the minutes of July 27, 2010

Seconded by Mr. Shinnock.

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

The Chair declared the motion passed.

Mrs. Hedges moved the adoption of the following resolution:

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

- Resignation, Maggie Sukalich, Assistant Manager of Customer Services, effective August 26, 2010
- Employment, Michelle Treaster, Page, \$7.30/hr. [Range 7], effective August 5, 2010.
- Employment, Madison Rupp, Page, \$7.30/hr. [Range 7], effective August 20, 2010.
- Employment, Steven Owley, Manager of Support Services, \$55,000/yr. [Range 29], effective September 7, 2010.

Seconded by Ms. Smith-Pariola.

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

The Chair declared the motion passed.

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

Seconded by Mr. Robbins.

On roll call Mr. Fultz, aye; Ms. Smith-Pariola, aye; Ms. Scholl, aye; Ms. Hedges, aye; Mr. Shinnock, 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 5-a).

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

Seconded by Ms. Hedges.

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

The Chair declared the motion passed.

Ms. Hedges moved that the bills for July 2010 in the amount of \$346,441.56 [General Fund] be paid.

Seconded by Ms. Smith-Pariola.

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

The Chair declared the motion passed.

Mr. Robbins moved to accept the Certification of Estimated Resources from the Franklin County Budget Commission for 2011 in the amount of \$2,543,977.34.

Seconded by Ms. Smith-Pariola.

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

The Chair declared the motion passed.

The Library is in receipt of the following gift:

Unrestricted

\$150.00 from the Westerville High School Class of 1960.

Ms. Smith-Pariola moved to accept the gifts.

Seconded by Ms. Hedges.

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

The Chair declared the motion passed.

DIRECTOR'S REPORT

1. Manager of Support Services

As you see from the Personnel Consent Calendar, Mr. Steven Owley has accepted the position of Manager of Support Services. Mr. Owley replaces Ms. Jessi Crim-Weithman who resigned her position. Mr. Owley comes to us from OHIONET where he was responsible for two networks. He will assume his new duties on Tuesday, September 7th.

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3. Projects

The City of Westerville is repairing the Library's drive near the drive-up window. Work is underway and we anticipate an additional week for project completion.

4. Time Off

Mr. Barlow will be off work for two weeks commencing September 3rd for a family medical issue. Information will be provided at the meeting.

Library 80th Anniversary

The Director reported that the 80th Anniversary event went very well. Approximately 200 people attended the Magic Show, with roughly 40 people attending the Brick unveiling. Also, Representative Marian Harris presented the Library with a proclamation.

DEPARTMENT REPORTS

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

BOARD COMMITTEE REPORTS

1. Finance & Budget Mike Fultz
The Finance and Budget Committee needs to meet prior to the October board meeting; time and date to be determined.

2. Human Resources Kay Hedges
*The committee needs to begin searching for a new Trustee to replace Mr. Thompson; advertising will begin immediately, setting an application deadline for September 24, 2010. A new board member will need to be selected to replace Mr. Thompson on the Library Foundation Board. The committee also needs to discuss the staff health insurance benefits.
The committee will meet at 6:00 PM on Tuesday, September 28 prior to the Board meeting.*

3. Marketing John Robbins
The Marketing Committee will meet at 6:30 PM on Tuesday, September 28 before the Board meeting.

4. Technology Terry Thompson

BOARD DISCUSSION ITEMS

Nothing to note.

LIBRARY FOUNDATION REPORT

The Library Foundation's Brick Campaign was very successful. The Foundation raised approximately \$13,000 on the sale of the bricks and pavers.

The Foundation is sponsoring a fundraising event occurring at any area California Pizza Kitchen on September 7, 2010. Those wishing to participate must pick up a flier from any of the service desks and present it to their server on the night of the event. The California Pizza Kitchen will donate 20% of participating checks to the Library Foundation.

FRIENDS OF THE LIBRARY REPORT

IMPORTANT DATES

Next Board Meeting – Tuesday, September 28 at 7:00 PM in the Board Room.

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

ADJOURNMENT

Mr. Robbins moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Ms. Julie Kerns, Manager of Outreach Services, gave a review of the responsibilities and activities in her department.

President

Secretary