

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

FEBRUARY 26, 2019

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. APPROVAL OF THE AGENDA

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

CONSENT AGENDA

- a. Minutes
- b. Personnel
- c. Statistical Report
- d. Payment of Bills
- e. Gifts

3. REPORT BY THE FISCAL OFFICER

The Fiscal Officer will present his monthly report assessing the year to date revenues and expenses.

4. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

ACTION NEEDED: Consider a motion to approve the January 2019 Financial Report.

5. NEW BUSINESS

a. ESTABLISHMENT OF RESERVE FUND

ACTION NEEDED: Consider a motion to establish the Reserve Fund and to transfer funds as follows:
Be it resolved, in accordance with Ohio Revised Code Section 3375.40(L) and the Library's Fiscal Policy Manual, that a Reserve Fund is hereby created to protect against revenue shortfalls. The Reserve Fund shall be established with a transfer of \$1,769,587 from the Building and Repair Fund (Capital Projects Fund). This amount is per the guidelines in the Fiscal Policy Manual and the associated calculation in the Ten-Year Budget Projection dated October 16, 2018 and approved by the Board of Trustees November 27, 2018. The Reserve Fund shall be classified as a Governmental Fund.

b. 2018 YEAR IN REVIEW

Erin Francoeur will present the 2018 Year in Review (No Action Needed).

c. ADULT FLOORING PROJECT

ACTION NEEDED: Consider a motion to approve the Adult Flooring Project.

6. INFORMATION ITEMS

a. Director's Report

i. Westerville Global Top7 Intelligent Community

Westerville was named a 2019 Top7 Intelligent Community in the world by the Intelligent Communities Forum. The Library was highlighted in the application for its services in digital equality, lifelong learning and services to new immigrants. The Intelligent Community of the Year will be awarded June 13, 2019 at the Intelligent Communities Summit in New York.

ii. Management Position Updates

Mandy Knapp has accepted the position of Adult Services Manager and will start on March 18, 2019. Mandy was most recently working for OPLIN and has previous experience working for the State Library and in public libraries. The Finance Committee is currently interviewing for the Fiscal Officer Position that will be open with Dan Griscom's retirement.

iii. Uptown Westerville Historic District

The Library is included in the proposal for the Uptown Westerville Historic district as a non-contributing building. Although the Anti-Saloon League Building is mentioned for its historic value in the application, it was decided that the portion of the building that held historic value was not large enough to be considered a contributing historic site.

iv. Media Refresh

The new flooring installation in the media area is complete. The media section, the hallway in front of media and the entrances to Youth and Teen have received a fresh coat of paint to refresh the area and match the Library's brand.

b. Department Reports

Attached is a summary of the monthly department reports.

c. Customer Comments

Attached is a summary of Customer Comments.

7. BOARD COMMITTEE REPORTS

- | | |
|--------------------------|---------------|
| 1. Finance & Facilities | Melissa Hodek |
| 2. Human Resources | Jack Shinnock |
| 3. Strategic Initiatives | Heather Creed |

8. BOARD DISCUSSION ITEMS

9. LIBRARY FOUNDATION REPORT

10. FRIENDS OF THE LIBRARY REPORT

11. IMPORTANT DATES

- a. Saturday, March 9, 2019 – Library Trustee Workshop 9:00 AM – 3:45 PM Ohio Library Council
(please let Katrina Plourde know if you are interested in attending)
- b. Wednesday, March 20, 2019 – V.E. Schwab Author visit 7:00 PM at Villa Milano
- c. Thursday, March 21, 2019 – State of the Community 6:30 PM at The Point
- d. Next Board Meeting – Tuesday, March 26, 2019 at 7:00 PM in the Youth Activity Center
- e. Thursday, April 4, 2019 – Library Trustee Dinner Grove City 6:00 PM – 8:00 PM (please let Katrina Plourde know if you are interested in attending)
- f. Monday, June 17, 2019 – Joint Board Meeting with Foundation, 7:00 PM (to be confirmed)
- g. Tuesday, September 17, 2019 – Joint Board Meeting with Delaware County Libraries

12. ADJOURNMENT

The Board of Trustees of the Westerville Public Library met in regular session Tuesday February 26, 2019. Mr. Shawn Smith called the meeting to order at 7:00 PM.

IN ATTENDANCE:

BOARD MEMBERS: Ms. Heather Creed, Ms. Melissa Hodek, Ms. Julie Mujic, Mr. Shawn Smith, and Mr. Jon Walden.

ALSO PRESENT: Ms. Erin Francoeur, Executive Director; Mr. Dan Griscom, Fiscal Officer; Ms. Kristin Michel, Assistant Director; Ms. Katrina Plourde, Human Resources Director; Mr. Steve Owley, Operations Director; and Ms. Darlene Lawson, Administrative Assistant.

Not Present: Mr. Nathan Ericson, Mr. John Shinnock

Resolution 010 – 19

APPROVAL OF THE AGENDA

Ms. Creed moved to approve the agenda as presented.

Seconded by Ms. Mujic.

The Chair declared the motion passed as amended.

Resolution 011 – 19

APPROVAL OF THE CONSENT AGENDA

Ms. Mujic moved to approve the Consent Agenda as presented.

Seconded by Ms. Creed.

The chair declared the motion passed as presented.

CONSENT AGENDA

a. Minutes – January 2019

The minutes for January 2019 were approved as presented.

b. Personnel – February 2019

The February 2019 Personnel Calendar was approved as presented.

c. Statistical Report – January 2019

The January 2019 Statistical Usage Report was approved as presented.

d. Payment of Bills – January 2019

January 2019 bills in the amount of \$561,256.05 were approved for payment.

e. Gifts – January/February 2019

The following gifts were approved for acceptance with appreciation as presented:

Unrestricted:

\$15,394.21 unrestricted grant from the McKenzie Family Foundation (Mr. and Mrs. Robert E. McKenzie)

\$50.00 from Harold Clark in memory of Charlotte Clark

\$21.95 from Bradley Anderson

Restricted:

N/A

REPORT BY THE FISCAL OFFICER

Mr. Griscom, Fiscal Officer, presented the monthly financial report.

Resolution 012 – 19

DISCUSSION AND APPROVAL OF FINANCIAL REPORT

Ms. Mujic moved to approve the January 2019 Financial Report.

Seconded by Ms. Creed.

The Chair declared the motion passed.

NEW BUSINESS

Resolution 013 - 19

a. Establishment of Reserve Fund

Ms. Hodek moved to approve the Establishment of a Reserve Fund and to transfer funds as follows:

Be it resolved, in accordance with Ohio Revised Code Section 3375.40(L) and the Library's Fiscal Policy Manual, that a Reserve Fund is hereby created to protect against revenue shortfalls. The Reserve Fund shall be established with a transfer of \$1,769,587 from the Building and Repair Fund (Capital Projects Fund). This amount is per the guidelines in the Fiscal Policy Manual and the associated calculation in the Ten-Year Budget Projection dated October 16, 2018 and approved by the Board of Trustees November 27, 2018. The Reserve Fund shall be classified as a Governmental Fund.

Seconded by Ms. Creed.

The Chair declared the motion passed.

b. 2018 Year in Review

Erin Francoeur presented the 2018 Year in Review (No Action Needed).

Resolution 014 - 19

c. Discussion and Approval of Adult Flooring Project

Mr. Walden moved to approve the Adult Flooring Project, not to exceed \$130,000.00, and that the contract be awarded to Library Design Associates Inc. under the State term schedule for carpet contracts.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

INFORMATION ITEMS

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c. Customer Comments

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BOARD COMMITTEE REPORTS

1. Finance & Facilities Melissa Hodek

Discussed at their meeting 2-26-19:

- Adult Flooring Project
- Emergency Management Plan
- Reserve Fund
- Interviews are underway for Fiscal Officer replacement

- Next Meeting is March 19, 2019
2. Human Resources Julie Mujic
Did not meet; Next Meeting is scheduled for the first Tuesday in April (4-2-19).
 3. Strategic Initiatives Heather Creed
Discussed at the first meeting 2-6-19:
 - Their committee is the initial sounding board for ideas that move toward Strategic Initiatives
 - Articulating the responsibilities of the Committee (for the website)
 - Future levy
 - Committee is charged with creating a proposal to include external constituents on this committee

BOARD DISCUSSION ITEMS

1. *The Board discussed Trustee Members attending Board meetings remotely. No decisions or changes to policy were made.*

LIBRARY FOUNDATION REPORT

- Plans for a mini-golf fundraiser have been discarded for this year due to date conflicts
- Jean-Claude Ndongo (Treasurer) resigned; Sondra Kowaluk will resume the Treasurer role
- The Book Loft will be resuming their involvement with book sales at Author Events

FRIENDS OF THE LIBRARY REPORT

- Board did not meet

IMPORTANT DATES

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- e. Thursday, April 4, 2019 – Library Trustee Dinner Grove City 6:00 PM – 8:00 PM (please let Katrina Plourde know if you are interested in attending)
- f. Tuesday, April 9, 2019 – Legislative Day at the Ohio Statehouse
- g. Monday, June 17, 2019 – Joint Board Meeting with Foundation, 7:00 PM (to be confirmed)
- h. Tuesday, September 17, 2019 – Joint Board Meeting with Delaware County Libraries

Resolution 015 – 19

ADJOURNMENT

Ms. Creed moved to adjourn the meeting at 7:53 PM.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

President

Secretary