

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

MARCH 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

CONSENT AGENDA

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

ACTION NEEDED: Consider a motion to approve the agenda (which includes the consent agenda) as presented or amended at the meeting.

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 February 2019 Financial Report.

5. OLD BUSINESS

- a. Discussion of Virtual Attendance
Discuss the topic of virtual attendance at Board Meetings including OLC recommendations.
NO ACTION NEEDED

6. NEW BUSINESS

- a. BY-LAWS REVIEW
Review and discuss the Library Board's By-Laws to update and align with meeting order of business and committees.
NO ACTION NEEDED

- b. ANNUAL APPROPRIATION RESOLUTION FOR 2019

2019 ANNUAL APPROPRIATION RESOLUTION
March 26, 2019

The Board of Trustees of the Westerville Public Library, Franklin County, Ohio, met in regular session on the 26th day of March, 2019 at the Library with the following members present:

Heather Creed
Nathan Ericson
Melissa Hodek
Julie Mujic
John B. Shinnock
Shawn Smith
Jon Walden

_____ moved the adoption of the following resolution:

BE IT RESOLVED by the Board of Trustees of the Westerville Public Library, Franklin County, Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year ending December 31, 2019 be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

That there be appropriated from the

General Fund		<u>2019 Annual Appropriation</u>
1000	Salaries & Benefits	
1100	Salaries and Leave Benefits	3,510,000.00
1400	Retirement Benefits	491,400.00
1600	Insurance Benefits	654,416.00
1900	Other Employee Benefits	<u>31,700.00</u>
	Total Salaries and Benefits	4,687,516.00
2000	Supplies	
2100	General Administrative Supplies	169,352.00
2200	Property Maintenance/Repairs, Supplies & Parts	27,810.00
2300	Motor Vehicle Fuel, Supplies & Parts	2,300.00
2500	Supplies Purchased for Resale	41,200.00
2900	Other Supplies	<u>-</u>
		240,662.00
3000	Purchased & Contracted Services	
3100	Travel & Meeting Expenses	49,200.00
3200	Communication, Printing and Publicity	55,500.00
3300	Property Maintenance, Repair & Security	817,605.00
3400	Insurance	37,500.00
3500	Rents & Leases	144,000.00

Regular Meeting
 Library Board of Trustees
 Westerville Public Library

MARCH 26, 2019

3600	Utilities	207,000.00
3700	Professional Services	321,250.00
3800	Library Material Control	55,800.00
3900	Other Contracts and Professional Services	<u>3,000.00</u>
		1,690,855.00
		<u>2019 Annual</u>
		<u>Appropriation</u>
4000	Library Materials & Information	
4100	Books	412,000.00
4200	Periodicals/Software/Internet Services	256,000.00
4300	Audiovisual Materials	450,500.00
4600	Inter-Library Loan Fees/Charges	6,000.00
4700	Library Material Repair & Restoration	-
4900	Other Library Materials	<u>20,000.00</u>
		1,144,500.00
5000	Capital Outlay	
5400	Building Improvements	100,000.00
5500	Furniture & Equipment	170,860.00
5700	Motor Vehicles	-
5900	Other Capital Outlay / Reserves	<u>-</u>
		270,860.00
6000	Debt Service	
6100	Redemption of Principal	-
6200	Interest Expense	<u>-</u>
		-
7000	Other Expenses	
7100	Dues and Memberships	13,800.00
7200	Taxes and Assessments	5,600.00
7300	County Auditor and Treasurer Fees	64,000.00
7500	Refunds and Reimbursements	2,800.00
7900	Other Miscellaneous Expenses	<u>-</u>
		86,200.00
9000	Interfund Transfers	
9900	Transfers Out	<u>-</u>
		-
Grand Total General Fund		8,120,593.00
<u>Special Revenue Funds:</u>		
Imagination Library		
4100	Books	<u>54,000.00</u>
	Total Imagination Library	<u>54,000.00</u>
LSTA Grant		
2100	Supplies & Materials	<u>78.00</u>
	Total LSTA Grant Fund	<u>78.00</u>
Vernon Literacy Grant		
3700	Professional Services	<u>840.00</u>
	Total Vernon Literacy Grant Fund	<u>840.00</u>

Total Special Revenue Funds **54,918.00**

Capital Funds:

Building and Repair Fund

5900 Other Capital Outlay	596,454.00
9900 Transfers Out	1,769,587.00
	2,366,041.00

Grand Total Building Fund **2,366,041.00**

Agency Funds:

Flexible Spending Account 9,000.00

TOTALS BY FUND

		<u>2019 Annual Appropriation</u>
101	GENERAL FUND	8,120,593.00
210	IMAGINATION LIBRARY	54,000.00
211	LSTA GRANT	78.00
212	VERNON LITERACY GRANT	840.00
401	BUILDING AND REPAIR FUND	2,366,041.00
801	FLEXIBLE SPENDING ACCOUNT	9,000.00

GRAND TOTAL - ALL APPROPRIATIONS **10,550,552.00**

_____seconded the Resolution and the roll called upon its adoption, the vote resulted as follows:

Heather Creed	
Nathan Ericson	
Melissa Hodek	
Julie Mujic	
John B. Shinnock	
Shawn Smith	
Jon Walden	

The Chair declared the motion passed.

CERTIFICATE

The State of Ohio, _____ Franklin _____ County, ss.

I, _____ Daniel C. Griscom _____ Fiscal Officer of the Board of Trustees of the _____ Westerville Public Library, in said County, whose custody the Files, Journals and Records of said Board are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing Annual

Appropriation Resolution is taken and copied from the original Resolution now on file with said Board, that the foregoing Resolution has been compared by me with the said original and that the same is a true and corrected copy thereof.

Witness by my signature, the 26th day of March, 2019.

Fiscal Officer of the Board of Trustees of the
Westerville Public Library
Franklin County, Ohio

ACTION NEEDED: Consider a motion to approve the 2019 Annual Appropriation Resolution as presented or amended at the meeting. (Requires a roll call vote)

Ms. Creed _____
Mr. Ericson _____
Ms. Hodek _____
Ms. Mujic _____
Mr. Shinnock _____
Mr. Smith _____
Mr. Walden _____

7. INFORMATION ITEMS

a. Director's Report

- i. Westerville Global Top7 Intelligent Community
Westerville will be receiving a visit from the Intelligent Communities Form, as the final stage of the judging of the Smart Community of the Year. The visit will include a reception on April 23rd and visits to a number of community partners, organizations and businesses on April 24th & 25th.
- ii. Uptown Streetscape Project Update
Unexpected gas line work has changed the timetable for the Uptown Improvement Project. The new projected timeline is as seen below:
 - Early June 2019 to Oct. 31, 2019
Columbia Gas completes work in phased approach
 - Early Aug. 2019 to Nov. 15, 2019
City performs work not affected by Columbia Gas
Utility relocation, signal equipment, improvements south of Park St
 - Nov. 1, 2019 to Dec. 31, 2019
Construction zone secured; no work
 - Jan. 1, 2019 to Late Sept. 2020
City Completes remaining work

iii. Auto-Renewal

Auto-renewal will go live for patrons on April 8th. Staff has been trained and is starting to get the word out for patrons to expect this new service.

iv. State Budget News

Governor DeWine's budget proposal includes funding the Public Library Fund at 1.68% over the biennium. The budget proposal also includes investing \$5 million to create the Ohio Books from Birth Foundation. According to the Blue Book, the Office of Budget and Management has made the following PLF projections:

FY19: \$397,190,000

FY20: \$417,300,000 (+5.1%)

FY21: \$424,900,000 (+1.8%)

v. International Librarians Visits

OCLC will once again be bringing their international librarians to tour the Westerville Public Library as part of their Fellowship program. One group of Fellows will visit the Library on March 28th and another will visit on June 11th.

vi. State of the Community

The annual State of the Community event took place at The Point at Otterbein on March 21, 2019. The Library was highlighted as a community partner and was represented in the event video and program, hosted a booth at the event and participated with the awards portion of the program.

vii. Community Engagement

This month the Library Director attended community planning meetings for the Uptown Historic District application, a community-wide celebration of the 100th Anniversary of Prohibition, the State of the Community event, the selection of the new Police Chief, Leadership Westerville, the new Talent and Workforce Development Plan and the ICF Visit Task Force. Other community engagement included touring the WeConnect Data Center, hosting a collaborative meeting of Ohio Leadership Organizations, attending the Otterbein Women's Leadership Network meeting, and attending the State of the Community event.

b. [Department Reports](#)

Attached is a summary of the monthly department reports.

c. [Customer Comments](#)

Attached is a summary of Customer Comments.

8. BOARD COMMITTEE REPORTS

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

9. BOARD DISCUSSION ITEMS

10. LIBRARY FOUNDATION REPORT

11. FRIENDS OF THE LIBRARY REPORT

12. IMPORTANT DATES

- a. 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)
- b. Tuesday, April 9, 2019 – Legislative Day at the Ohio Statehouse
- c. Wednesday, April 16, 2019 – Volunteer Appreciation Luncheon 12 – 1:30 PM
- d. Tuesday, April 23, 2019 – Next Board Meeting at 7:00 PM in the Youth Activity Center
- e. Monday, June 17, 2019 – Joint Board Meeting with Foundation, 7:00 PM (to be confirmed)
- f. Tuesday, September 17, 2019 – Joint Board Meeting with Delaware County Libraries

13. EXECUTIVE SESSION

ACTION NEEDED: Consider a motion to move into Executive Session to discuss the employment of a public employee.

(Requires a roll call vote)

- | | |
|--------------|-------|
| Ms. Creed | _____ |
| Mr. Ericson | _____ |
| Ms. Hodek | _____ |
| Ms. Mujic | _____ |
| Mr. Shinnock | _____ |
| Mr. Smith | _____ |
| Mr. Walden | _____ |

14. ADJOURNMENT

DEPARTMENT REPORT

Annamarie Carlson, Youth Librarian, will share information about the Wizards and Wands event.

The Board of Trustees of the Westerville Public Library met in regular session Tuesday March 26, 2019. Mr. Shawn Smith called the meeting to order at 7:04 PM following a presentation by Annamarie Carlson, Youth Librarian, about the 2019 Wizards & Wands Festival.

IN ATTENDANCE:

BOARD MEMBERS: Ms. Melissa Hodek, Mr. John Shinnock, 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: Ms. Heather Creed, Mr. Nathan Ericson, Ms. Julie Mujic.

Resolution 018 - 19

APPROVAL OF THE AGENDA

Mr. Shinnock moved to approve the agenda as presented.

Seconded by Ms. Hodek.

The Chair declared the motion passed as amended (Mr. Shinnock abstained).

CONSENT AGENDA

a. Minutes – February 2019

The minutes for February 2019 were approved as amended.

b. Personnel – March 2019

The March 2019 Personnel Calendar was approved as presented.

c. Statistical Report – February 2019

The February 2019 Statistical Usage Report was approved as presented.

d. Payment of Bills – February 2019

February 2019 bills in the amount of \$511,254.16 were approved for payment.

e. Gifts – February/March 2019

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

Unrestricted:

\$50 from Alpha Delta Kappa MU Chapter, in memory of Elizabeth “Betty” Perkins

\$50 from Maren Beckman

\$108 from Alliance Data Systems, Inc

\$45 from Gillie Recreation Center in appreciation for Local History presentation by Nina Thomas

Restricted:

\$5000 from Westerville Public Library Foundation for Imagination Library

\$1736 from Westerville Public Library Foundation for flood damage

REPORT BY THE FISCAL OFFICER

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

Resolution 019 - 19DISCUSSION AND APPROVAL OF FINANCIAL REPORT

Ms. Hodek moved to approve the February 2019 Financial Report.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

OLD BUSINESS

a. Discussion of Virtual Attendance

Erin Francoeur shared information from the OLC regarding their policy of virtual attendance at Board Meetings. No Action Taken.

NEW BUSINESS

a. BY-LAWS REVIEW

Copies of the current By-Laws were distributed for review. Amendments will be proposed and voted on in a future meeting. No Action Taken.

Resolution 020 - 19

b. ANNUAL APPROPRIATION RESOLUTION FOR 2019

**2019 ANNUAL APPROPRIATION RESOLUTION
March 26, 2019**

The Board of Trustees of the Westerville Public Library, Franklin County, Ohio, met in regular session on the 26th day of March, 2019 at the Library with the following members present:

Heather Creed	Absent
Nathan Ericson	Absent
Melissa Hodek	Present
Julie Mujic	Absent
John B. Shinnock	Present
Shawn Smith	Present
Jon Walden	Present

Mr. Shinnock moved the adoption of the following resolution:

BE IT RESOLVED by the Board of Trustees of the Westerville Public Library, Franklin County, Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year ending December 31, 2019 be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

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	2100 General Administrative Supplies	169,352.00
	2200 Property Maintenance/Repairs, Supplies & Parts	27,810.00
	2300 Motor Vehicle Fuel, Supplies & Parts	2,300.00
	2500 Supplies Purchased for Resale	41,200.00
	2900 Other Supplies	<u>-</u>
		240,662.00
3000	Purchased & Contracted Services	
	3100 Travel & Meeting Expenses	49,200.00
	3200 Communication, Printing and Publicity	55,500.00
	3300 Property Maintenance, Repair & Security	817,605.00
	3400 Insurance	37,500.00
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	3600 Utilities	207,000.00
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	3800 Library Material Control	55,800.00
	3900 Other Contracts and Professional Services	<u>3,000.00</u>
		1,690,855.00
		<u>2019 Annual Appropriation</u>
4000	Library Materials & Information	
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	4200 Periodicals/Software/Internet Services	256,000.00
	4300 Audiovisual Materials	450,500.00
	4600 Inter-Library Loan Fees/Charges	6,000.00
	4700 Library Material Repair & Restoration	-
	4900 Other Library Materials	<u>20,000.00</u>
		1,144,500.00
5000	Capital Outlay	
	5400 Building Improvements	100,000.00
	5500 Furniture & Equipment	170,860.00
	5700 Motor Vehicles	-
	5900 Other Capital Outlay / Reserves	<u>-</u>
		270,860.00
6000	Debt Service	
	6100 Redemption of Principal	-
	6200 Interest Expense	<u>-</u>
		-
7000	Other Expenses	
	7100 Dues and Memberships	13,800.00
	7200 Taxes and Assessments	5,600.00
	7300 County Auditor and Treasurer Fees	64,000.00

7500	Refunds and Reimbursements	2,800.00
7900	Other Miscellaneous Expenses	-
		<hr/> 86,200.00
9000	Interfund Transfers	
9900	Transfers Out	-
		<hr/>
Grand Total General Fund		8,120,593.00
<u>Special Revenue Funds:</u>		
Imagination Library		
4100	Books	54,000.00
	Total Imagination Library	<hr/> 54,000.00
LSTA Grant		
2100	Supplies & Materials	78.00
	Total LSTA Grant Fund	<hr/> 78.00
Vernon Literacy Grant		
3700	Professional Services	840.00
	Total Vernon Literacy Grant Fund	<hr/> 840.00
Total Special Revenue Funds		54,918.00
<u>Capital Funds:</u>		
Building and Repair Fund		
5900	Other Capital Outlay	596,454.00
9900	Transfers Out	1,769,587.00
		<hr/> 2,366,041.00
Grand Total Building Fund		2,366,041.00
<u>Agency Funds:</u>		
	Flexible Spending Account	9,000.00
TOTALS BY FUND		2019 Annual
		<u>Appropriation</u>
101	GENERAL FUND	8,120,593.00
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212	VERNON LITERACY GRANT	840.00
401	BUILDING AND REPAIR FUND	2,366,041.00
801	FLEXIBLE SPENDING ACCOUNT	<hr/> 9,000.00
GRAND TOTAL - ALL APPROPRIATIONS		10,550,552.00

Mr. Walden seconded the Resolution and the roll called upon its adoption, the vote resulted as follows:

Heather Creed	(Absent)
Nathan Ericson	(Absent)
Melissa Hodek	Aye
Julie Mujic	(Absent)
John B. Shinnock	Aye
Shawn Smith	Aye
Jon Walden	Aye

The Chair declared the motion passed.

CERTIFICATE

The State of Ohio, Franklin County, ss.

I, Daniel C. Griscom Fiscal Officer of the Board of Trustees of the Westerville Public Library, in said County, whose custody the Files, Journals and Records of said Board are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing Annual Appropriation Resolution is taken and copied from the original Resolution now on file with said Board, that the foregoing Resolution has been compared by me with the said original and that the same is a true and corrected copy thereof.

Witness by my signature, the 26th day of March, 2019.

Fiscal Officer of the Board of Trustees of the

Westerville Public Library

Franklin County, Ohio

INFORMATION ITEMS

a. Director's Report

i. Westerville Global Top7 Intelligent Communities Forum

Westerville will be receiving a visit from the Intelligent Communities Forum, as the final stage of the judging of the Smart Community of the Year. The visit will include a reception on April 23rd at the Library, and visits to a number of community partners, organizations and businesses on April 24th & 25th.

ii. Uptown Streetscape Project Update

Unexpected gas line work has changed the timetable for the Uptown Improvement Project. The new projected timeline is as seen below:

- Early June 2019 to Oct. 31, 2019
Columbia Gas completes work in phased approach
- Early Aug. 2019 to Nov. 15, 2019
City performs work not affected by Columbia Gas
Utility relocation, signal equipment, improvements south of Park St
- Nov. 1, 2019 to Dec. 31, 2019
Construction zone secured; no work
- Jan. 1, 2019 to Late Sept. 2020
City Completes remaining work

- iii. Auto-Renewal
Auto-renewal will go live for patrons on April 8th. Staff has been trained and is starting to get the word out for patrons to expect this new service.

- iv. State Budget News
Governor DeWine's budget proposal includes funding the Public Library Fund at 1.68% over the biennium. The budget proposal also includes investing \$5 million to create the Ohio Books from Birth Foundation. According to the Blue Book, the Office of Budget and Management has made the following PLF projections:
FY19: \$397,190,000
FY20: \$417,300,000 (+5.1%)
FY21: \$424,900,000 (+1.8%)

- v. International Librarians Visits
OCLC will once again be bringing their international librarians to tour the Westerville Public Library as part of their Fellowship program. One group of Fellows will visit the Library on March 28th and another will visit on June 11th.

- vi. State of the Community
The annual State of the Community event took place at The Point at Otterbein on March 21, 2019. The Library was highlighted as a community partner and was represented in the event video and program, hosted a booth at the event and participated with the awards portion of the program.

- vii. Community Engagement
This month the Library Director attended community planning meetings for the Uptown Historic District application, a community-wide celebration of the 100th Anniversary of Prohibition, the State of the Community event, the selection of the new Police Chief, Leadership Westerville, the new Talent and Workforce Development Plan and the ICF Visit Task Force. Other community engagement included touring the WeConnect Data Center, hosting a collaborative meeting of Ohio Leadership Organizations, attending the Otterbein Women's Leadership Network meeting, and attending the State of the Community event.

- viii. Proclamation for National Library Week
April 2, 2019 Westerville City Council will read a Proclamation for National Library Week (April 7-13) at 7 PM.

ix. GEM Award from Westerville City School District

The Westerville Public Library is the recipient of the 2018-2019 Terry Gordon Business GEM (*Great Educator Mentor*) Award from the Westerville City Schools. The Library will be recognized during a special session of the Westerville Board of Education on Monday April 29, 2019 at 7 PM in the WNHS auditorium. This special session is open to the public.

b. Department Reports

Attached was a summary of the monthly department reports

c. Customer Comments

Attached was a summary of Customer Comments

BOARD COMMITTEE REPORTS

1. Finance & Facilities Melissa Hodek

Discussed at their meeting March 19, 2019:

- Emergency Management Plan
- Capital Projects
- Annual Appropriation
- Fiscal Officer Position

2. Human Resources Jack Shinnock

Did Not Meet – next meeting is scheduled for Tuesday April 2, 2019

3. Strategic Initiatives Heather Creed

Did Not Meet

BOARD DISCUSSION ITEMS

1. *Mr. Walden attended the OLC New Trustee Workshop – valuable session, good presentations, and worthwhile event.*
2. *Status of the ProQuest contract was noted that it has not been returned with final signatures to date.*

LIBRARY FOUNDATION REPORT

- Still discussing possible mini-golf fund raising event, looking at possible dates
- Book Sales at Author Events

FRIENDS OF THE LIBRARY REPORT

- Did Not Meet

IMPORTANT DATES

- a. 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)
- b. Tuesday, April 9, 2019 – Legislative Day at the Ohio Statehouse
- c. Wednesday, April 16, 2019 – Volunteer Appreciation Luncheon 12 – 1:30 PM
- d. Tuesday, April 23, 2019 – Next Board Meeting at 7:00 PM in the Youth Activity Center
- e. Monday, June 17, 2019 – Joint Board Meeting with Foundation, 7:00 PM (to be confirmed)
- f. Tuesday, September 17, 2019 – Joint Board Meeting with Delaware County Libraries

Resolution 021 - 19EXECUTIVE SESSION

Mr. Shinnock brought forth a motion to move into Executive Session to discuss the appointment of a public employee at 7:37 PM.

Seconded by Mr. Walden.

Ms. Creed	<u>(Absent)</u>
Mr. Ericson	<u>(Absent)</u>
Ms. Hodek	<u>Aye</u>
Ms. Mujic	<u>(Absent)</u>
Mr. Shinnock	<u>Aye</u>
Mr. Smith	<u>Aye</u>
Mr. Walden	<u>Aye</u>

The Chair declared the motion passed.

Resolution 022 - 19

Ms. Hodek made a motion that the Board move back into Regular Session at 8:01 PM.

Seconded by Mr. Walden.

Ms. Creed	<u>(Absent)</u>
Mr. Ericson	<u>(Absent)</u>
Ms. Hodek	<u>Aye</u>
Ms. Mujic	<u>(Absent)</u>
Mr. Shinnock	<u>Aye</u>
Mr. Smith	<u>Aye</u>
Mr. Walden	<u>Aye</u>

The Chair declared the motion passed.

Resolution 023 - 19FISCAL OFFICER POSITION

Mr. Shinnock made a motion to make an offer of employment to the identified candidate as discussed for the position of Westerville Library's Fiscal Officer.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Resolution 024 - 19ADJOURNMENT

Mr. Shinnock moved to adjourn the meeting at 8:03 PM.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

President

Secretary