

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

October 27, 2015

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.

3. DISCUSSION AND APPROVAL OF MINUTES

ACTION NEEDED: Consider a motion to approve the minutes of September 29, 2015 as presented or amended.

4. 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 October Personnel Consent Calendar as presented or amended at the meeting.

5. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

ACTION NEEDED: Consider a motion to approve the September 2015 Statistical Report.

6. REPORT BY THE FISCAL OFFICER

The Fiscal Officer will present his monthly report assessing the year-to-date revenues and expenses. (See Item 6).

7. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

ACTION NEEDED: Consider a motion to approve the September 2015 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the ratifying of bills for September 2015.

9. Old Business

a. Integrated Protection Services

As you know, library staff has been working with the Westerville Police Department to review security needs for the library, customers and staff. A plan has been developed for building security; continuous monitoring, keyless entry system and panic buttons.

I have attached the proposal from Garber Connect to provide services, equipment and installation. (see 9-a) for board approval. I highly recommend that we proceed with the full implementation of the system.

ACTION NEEDED: Consider a motion to accept the Protection Services proposal with Garber Connect as presented, at a cost of \$35,533.80

10. New Business

a. Resolution Accepting Amounts and Rates

State law requires that the Resolution Accepting Amounts and Rates be voted on and adopted by the governing body and returned to the Franklin County Budget Commission on or before the 30th day of October (O.R.C. 5705.34). This resolution shows the amount of estimated tax levy revenue to be collected in 2016, and it authorizes the County Auditor to collect the tax levy. (see 10-a)

ACTION NEEDED: Consider a motion to adopt the Resolution Accepting Amounts and Rates.

b. Appropriation Transfer

The Finance & Facilities Committee recommends that an appropriation transfer be approved within the General Fund, so that the RFID project expenditures in the amount of \$109,639 that have been charged to the Building and Repair Fund will be charged instead to the General Fund.

ACTION NEEDED: Consider a motion to approve the following appropriation transfer: From: General Fund - Building Improvements (Account 101-5400) \$109,639 To: General Fund – Equipment & Furniture (Account 101-5500) \$109,639

c. Gifts:

The Library is in receipt of the following gifts:

Restricted:

\$100.00 from the Westerville Garden Club, for books on gardening, in memory of Mary Ruth Rector and Pauline Boyd.

ACTION NEEDED: Consider a motion to accept with appreciation the gifts presented.

11. INFORMATION AND DISCUSSION ITEMS

a. **Director's Report**

1. **Ex-Deputy Fiscal Officer**

Mr. Barlow and Mr. Griscom attended the sentencing hearing of Mr. Cockrell on October 15th. Mr. Griscom provided testimony and Mr. Barlow read a victims impact statement prior to sentencing.

Mr. Cockrell received the following sentence:

- 1.) *2 years in prison (suspended)*
- 2.) *3 years on monitored probation*
- 3.) *Ordered to pay \$49,762 in restitution*
- 4.) *Ordered to pay \$10,000 in fines*
- 5.) *Ordered to pay \$400-\$600 in court costs*
- 6.) *80 hours of community service*
- 7.) *Ordered to write a letter of apology to the library. (will be provided at the meeting).*

2. **RFID Project**

Library staff has received proper training and began the process of tagging materials. Our plan is to tag all print materials as they are returned and those already on the "just returned shelves".

Library staff will begin going through all shelved items this week. Once all print items are tagged, we will tag items in the media department.

We plan on installing the new security gates in January and going live sometime at the beginning of the year, possibly March.

3. **Board Appointment**

The Human Resources Committee interviewed board candidates on October 6th and October 20th. I believe they will be in position to provide a recommendation to the full board at this meeting.

4. **Staff In-Service Day**

Our annual staff in-service day will be held Wednesday, November 11th. I have included the day's agenda (see 11-d). Board members are welcome to attend all or any part of the day's activities.

5. **Gillian Flynn**

As you know Gillian Flynn, author of *Gone Girl* will be our next author visit on Thursday,

November 5th at Central High School. There will be a reception and meet the author event at the Lakes Country Club prior to Ms. Flynn's presentation.

b. Department Reports

Attached is a summary of the monthly department reports [see Item 11-B]. Department Managers will be available to review their reports and respond to comments and questions.

12. BOARD COMMITTEE REPORTS

- | | |
|---------------------------------|-----------------|
| 1. Finance & Facilities | Mike Fultz |
| 2. Human Resources | Jack Shinnock |
| 3. Library Services & Marketing | Karen Scholl |
| 4. Technology | Deanna McDaniel |

13. BOARD DISCUSSION ITEMS

14. LIBRARY FOUNDATION REPORT

15. FRIENDS OF THE LIBRARY REPORT

16. IMPORTANT DATES

- a. Gillian Flynn - November 5, 2015 at Central High School.
- b. Next Board Meeting – Tuesday November 24, 2015 at 7:00 PM in the Board Room.

17. Adjournment

Linda Wilkins, Marketing Coordinator, will provide a brief presentation.

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Mr. Shinnock, Ms. Scholl, Ms. McDaniel, Mr. Platt, Ms. Hodek, Ms. Lightbody and Mr. Fultz.

Also attending: the Director, Mr. Barlow; Deputy Director, Ms. Albury; Mr. Griscom, Fiscal Officer and Elena Vleugels, Administrative Assistant.

In attendance were the following department managers: Katrina Plourde, Human Resources; Linda Wilkins, Marketing; Linda Uhler, Youth Services; Kristin Michel, Customer Services; Jen Thomas, Customer Services; Julie Kerns, Outreach Services; Steve Owley, Support Services; Amanda Fensch, Adult Services and Belinda Mortensen, Collection Development.

Ms. McDaniel called the meeting to order at 7:00 PM.

Ms. Hodek made a motion to approve the agenda as amended at the meeting.

A request was made to add item number 18 Executive Session to the agenda.

Seconded by Ms. Scholl.

The Chair declared the motion passed.

Mr. Shinnock moved to approve the minutes of September 29, 2015 as presented.

Seconded by Mr. Platt.

The Chair declared the motion passed.

Ms. Lightbody moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent Calendar for October 2015.

- Resignation: Eileen Moeller – OhioLINK Processor/Page, effective October 16, 2015.
- Resignation: Matthew Glaviano – Adult Services Page Trainee, effective October 13, 2015.
- Employment: Grace Djan – Adult Services Page Trainee, part-time, \$8.25/hr. [r8], effective September 29, 2015.
- Employment: Sheryl Peterson – Deputy Fiscal Officer, full-time, \$17.00/hr. [r20], effective October 19, 2015.
- Change Assignments: Lauren Quayle – Adult Service Page, part-time [r8] to OhioLink Processor/Page, part-time [r8], no change in pay, effective October 19, 2015.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Mr. Fultz made a motion to approve the September 2015 Statistical Report.

Seconded by Mr. Platt.

The Chair declared the motion passed.

Mr. Griscom, Fiscal Officer, presented the monthly report, assessing year-to-date revenues and expenses.

Mr. Shinnock moved to approve the September 2015 Financial Report.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Ms. Lightbody moved that the bills for September 2015 in the amount of \$592,279.30 be paid.

Seconded by Mr. Platt.

The Chair declared the motion passed.

Old Business

Mr. Platt made a motion to accept the Protection Services proposal with Garber Connect as presented, at a cost of \$35,533.00.

Seconded by Ms. Scholl.

The Chair declared the motion passed.

New Business

*RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE
BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES
AND CERTIFYING THEM TO THE COUNTY AUDITOR*

*(BOARD OF LIBRARY TRUSTEES)
OHIO REVISED CODE, SECTIONS 5705.34, 5705.35*

The Board of Library Trustees of WESTERVILLE PUBLIC LIBRARY

*Franklin County, Ohio, met in Regular session on the 27th day of October
(Regular or Special)*

2015, at the office of Westerville Public Library with the following members

present: Deanna McDaniel
Michael Fultz
Melissa Hodek
Mary Lightbody
Joshua Platt
Karen Scholl
John Shinnock

Mr. Fultz moved the adoption of the following Resolution:

WHEREAS, This Board In accordance with the provisions of law has previously

adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2016;

and WHEREAS, The Budget Commission of Franklin County, Ohio, has certified it

action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore, be It RESOLVED, By the Board of Library

Trust WESTERVILLE PUBLIC Library

Franklin County, Ohio, that the amounts and rates, as determined by the Budget

Commission in its certification, be and the same are hereby accepted: and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Library the rate of each tax necessary to be levied within and without the ten mill limitation for tax year 2015 (collection year 2016) a

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY THE BUDGET COMMISSION, AND COUNTY AUDITOR'S ESTIMATED TAX RATES

FUND	Amount Approved	Amount to be	Estimate of Full Tax	
	by Budget Commission Inside 10 Mill Limitation	Derived from Levies Outside 10 Mill Limitation	Rate to Be Levied Inside 10 Mill Limit	Outside 10 Mill Limit
General Fund		\$4,670,077.58		2.00
TOTAL	\$0.00	\$4,670,077.58	0.00	2.00

and be it further

RESOLVED, That the Clerk of this Board be and is hereby directed to certify a copy of this

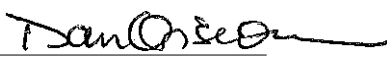
Resolution to the County Auditor of said County.

Mr. Shinnock seconded the Resolution and the roll being

called upon its adoption the vote resulted as follows:

<u>Deanna McDaniel</u>	<u>Aye</u>
<u>Michael Fultz</u>	<u>Aye</u>
<u>Melissa Hodek</u>	<u>Aye</u>
<u>Mary Lightbody</u>	<u>Aye</u>
<u>Joshua Platt</u>	<u>Aye</u>
<u>Karen Scholl</u>	<u>Aye</u>
<u>John Shinnock</u>	<u>Aye</u>

Adopted the 27th day of October 2015


 Fiscal Officer of the Board of Library Trustees of
 WESTERVILLE PUBLIC LIBRARY
 Franklin County, Ohio

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. Hodek made a motion to approve the following appropriation transfer: From: General Fund – Building Improvements (Account 101-5400) \$ 109,639 To: General Fund – Equipment & Furniture (Account 101-5500) \$109,639.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Gifts:

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\$100.00 from the Westerville Garden Club, for books on gardening, in memory of Mary Ruth Rector and Pauline Boyd.

Mr. Platt made a motion to accept with appreciation the gifts presented.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

Information and Discussion Items

a. Director's Report

1. Ex-Deputy Fiscal Officer

Mr. Barlow and Mr. Griscom attended the sentencing hearing of Mr. Cockrell on October 15th. Mr. Griscom provided testimony and Mr. Barlow read a victims impact statement prior to sentencing.

Mr. Cockrell received the following sentence:

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2. RFID Project

Library staff has received proper training and began the process of tagging materials. Our plan is to tag all print materials as they are returned and those already on the "just returned shelves". Library staff will begin going through all shelved items this week. Once all print items are tagged, we will tag items in the media department.

We plan on installing the new security gates in January and going live sometime at the beginning of the year, possibly March.

The Staff has been RFIDing all the books that are in the stacks and the ones that are being returned back to the library.

3. Board Appointment

The Human Resources Committee interviewed board candidates on October 6th and October 20th. I believe they will be in position to provide a recommendation to the full board at this meeting.

The Committee met and has selected Shawn Smith as the candidate to fill the open position on the board. Eight total candidates were interviewed on October 6th and October 20th. They will ask the candidates not selected to apply for the Library Foundation. Mr. Shawn Smith will be invited to the December board meeting.

Mr. Fultz made a motion to adopt the Committee's recommendation of nominating Shawn Smith to be on the Library Board.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

4. Staff In-Service Day

Our annual staff in-service day will be held Wednesday, November 11th. I have included the day's agenda (see 11-d). Board members are welcome to attend all or any part of the day's activities.

Ms. Plourde responded to the board on the Run Hide Fight program that will be presented at the In-Service Day. Mr. Barlow distributed the In-Service Day agenda to the board and asked that they contact him if they would like to attend.

5. Gillian Flynn

As you know Gillian Flynn, author of *Gone Girl* will be our next author visit on Thursday, November 5th at Central High School. There will be a reception and meet the author event at the Lakes Country Club prior to Ms. Flynn's presentation.

Ms. Wilkins updated the board on the number people who have already signed up. There will be an article in the Columbus Dispatch of the Gillian Flynn event.

b. Department Reports

Attached is a summary of the monthly department reports [see Item 11-B]. Department Managers will be available to review their reports and respond to comments and questions.

BOARD COMMITTEE REPORTS

1. Finance & Budget Mike Fultz

The Committee met on October 19th. The Committee worked on the manual and has now added a calendar to the manual. Also made a discussion on Mr. Barlow's goals and accomplishments. Their next meeting will be held on November 17th.

2. Human Resources Jack Shinnock

Mr. Shinnock reported to the Board that the recommendation for the new board member was already covered in the meeting. And that the Board will hold an Executive Session at the end of tonight's meeting to discuss 2016 compensation changes for staff. He went on to report that the HR Committee met earlier tonight (October 27) and discussed priorities in the strategic plan, received a presentation from the HR Manager about the 2016 staff compensation changes, and received from the Executive Director his review of 2015 Goals and Highlights and his goals for next year. Next meeting will be held on November 24. Mr. Shinnock then handed out documentation that

he prepared that included a draft Board Calendar of Activities, Scripted Questions used in interviews of candidates for the Board, and a draft Orientation for new Board members. He asked for comments from the Board, the Executive Director, and Fiscal Officer by November 24. Following that date, he will blend his calendar with the one for the Fiscal Policy Manual so that the Board has a list for each month of action items, with some guidance about recruiting new members and working with the HR manager on compensation changes.

3. Marketing Karen Scholl
No report
4. Technology Deanna McDaniel
Next meeting will be held on November 24th.

BOARD DISCUSSION ITEMS

Ms. McDaniel mentioned to the board that she has checked out the hot spots twice now.

LIBRARY FOUNDATION REPORT

Mr. Platt attended the Foundation meeting held on 19th of October. Mr. Platt reported that more than \$1,500 year to date in book sale proceeds (after expenses). The Foundation is in need of volunteers for the Gillian Flynn event. They are looking to have the new board members that have applied for the board to also apply for the foundation. On Nov. 4th Don, Paul and Beth will be presenting at Leadership Westerville. The Annual Appeal is in process. Next meeting will be Nov. 16th.

FRIENDS OF THE LIBRARY

IMPORTANT DATES

- a. Gillian Flynn – November 5, 2015 at Central High School.
- b. Next Board Meeting – Tuesday November 24, 2015 at 7:00 P.M. in the Board Room.

DEPARTMENT REVIEW AND TOUR

Linda Wilkins, Marketing Coordinator, provided a brief presentation.

Executive Session

Mr. Fultz made a motion to move into Executive Session to discuss library staff compensation with a 5 minute comfort break.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Mr. Platt made a motion to move back into Regular Session.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

ADJOURNMENT

Ms. Hodek moved to adjourn the meeting at 9:30 PM.

Seconded by Mr. Platt.

The Chair declared the motion passed.

President

Secretary