

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

February 23, 2016

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 appropriate point on the agenda.

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 January 26, 2016.

4. PERSONNEL/CONSENT CALENDAR

Action by the Board of Trustees in "A motion to adopt the consent calendar" means that a single motion adopts all items appearing herein 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 February 2016 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 January 2016 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 11).

7. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

ACTION NEEDED: Consider a motion to approve the January 2016 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the ratifying of bills for January 2016.

9. OLD BUSINESS

a. **Material Handling System**

Mr. Barlow hopes to present the proposal for renovating the circulation workroom to accommodate the new material handling system for Board approval. The contract can be awarded if the proposal falls below the \$50,000 bid requirement.

ACTION NEEDED: Consider a motion to award the renovation contract to _____, as presented or amended at the meeting.

10. NEW BUSINESS

a. **Computer Lease**

The Technology Committee met to discuss the upcoming lease renewal. The lease term is for 36 months at \$2,557.78 per month. Mr. Owley and Mr. Smith will respond to questions regarding the lease.

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

b. **Increase Change Funds**

With the implementation of our new point of sale system with more pay stations, we need to increase the change funds in two of our departments. We need \$300 additional in circulation and \$100 additional in adult.

ACTION NEEDED: Consider a motion to increase change funds by a total of \$400.

11. INFORMATION ITEMS

a. **Director's Report**

1. **RFID**

We continue to go great guns with tagging library materials and should be finished by the end of March. Security gates have been ordered and will be installed in the next couple of weeks. We are waiting for approval of the renovation project to officially order the materials handling system, due to a faster turnaround time than anticipated.

2. **Imagination Library**

The Imagination Library program has been very successful. To date (February 16) there are 902 children participating. Mr. Barlow will provide an update at the meeting.

3. Maker Space

The Task Force continues to meet and is making excellent progress. While a final decision has not been reached, the committee is leaning towards expanding the gaming room to accommodate the basic maker space. We will also have an opportunity to partner with Otterbein University's new Innovation Space for the larger, more expensive equipment and space needs. Architectural fees for the re-design and expansion are anticipated to be \$18,000 for the project.

b. Department Reports

Attached is a summary of the monthly department reports [see Item 15-B]. Department Managers will be available to review their reports and respond to comments and questions.

12. BOARD COMMITTEE REPORTS

- | | |
|---------------------------------|---------------|
| 1. Finance & Facilities | Melissa Hodek |
| 2. Human Resources | Jack Shinnock |
| 3. Library Services & Marketing | Karen Scholl |
| 4. Technology | Shawn Smith |

13. BOARD DISCUSSION ITEMS

14. LIBRARY FOUNDATION REPORT

15. FRIENDS OF THE LIBRARY REPORT

16. IMPORTANT DATES

- a. Kareem Abdul-Jabbar – Thursday, March 3 at 7:00 PM at Westerville Central High School.
(A reception will be held prior to the presentation).
- b. Joint Foundation and Board Meeting – Monday, March 21, 2016 in the Youth Activity Center.
- c. Next Board meeting – Tuesday, March 22, 2016 at 7:00 PM in the Board Room.
- d. Central Ohio Trustee Dinner – Wednesday, April 21 at the Holiday Inn Worthington.

17. ADJOURNMENT

18. DEPARTMENT REPORT

Linda Uhler, Manager of Youth/Teen Services will present a brief report to the board.

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

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

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

Not Present: Mr. Shinnock, Ms. Scholl, Ms. Albury, Deputy Director, Linda Wilkins, Marketing Coordinator, Amanda Fensch, Adult Services.

Ms. Hodek called the meeting to order at 7:02 PM.

Ms. Lightbody made a motion to approve the agenda as presented at the meeting.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

Mr. Smith moved to approve the minutes of January 26, 2016 as corrected.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

Mr. Fultz moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent Calendar for February 2016.

- Change Assignments: Noah Tolson – Customer Services Page Trainee, part-time [R8] to Customer Services Page part-time, \$8.60/hr. [R8], effective December 26, 2015.
- Change Assignments: Isaac Smith – Customer Services Page Trainee, part-time [R8] to Customer Services Page, part-time \$8.60/hr. [R8], effective December 26, 2015.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

Ms. McDaniel made a motion to approve the January 2016 Statistical Report.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

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

Mr. Fultz moved to approve the January 2016 Financial Report.

Seconded by Mr. Smith.

The Chair declared the motion passed.

Ms. Lightbody moved that the bills for January 2016 in the amount of \$ 413,244.69 be paid.

Seconded by Mr. Smith.

The Chair declared the motion passed.

OLD BUSINESS

Mr. Fultz made a motion to award the renovation contract to Pepper Construction as amended at the meeting.

(Discussion was made about what to do with the kitchen area in the Circulation Workroom.)

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Ms. Lightbody moved that Mr. Barlow get quotes for the kitchenette from the contractor not exceeding \$12,000.

Seconded by Mr. Fultz.

The motion was amended by Ms. Lightbody to read that Mr. Barlow hire a contractor to put in a kitchenette in the back of the room of the Circulation Department.

Seconded by Mr. Smith.

The Chair declared the motion passed.

NEW BUSINESS

The Technology Committee moved to approve the computer lease as presented at the meeting.

The Chair declared the motion passed.

Ms. Lightbody made a motion to increase change funds by a total of \$400.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

INFORMATION AND DISCUSSION ITEMS

a. Director's Report

1. RFID

We continue to go great guns with tagging library materials and should be finished by the end of March. Security gates have been ordered and will be installed in the next couple of weeks. We are waiting for approval of the renovation project to officially order the materials handling system, due to a faster turnaround time than anticipated.

206,000 items have been tagged as of Monday. The last place to finish tagging is the Media Department.

The gates are ordered and should be in within a few days.

2. Imagination Library

The Imagination Library program has been very successful. To date (February 16) there are 902 children participating. Mr. Barlow will provide an update at the meeting.

Mr. Barlow reported that we have 925 children signed up as of Monday, February 22.

3. Maker Space

The Task Force continues to meet and is making excellent progress. While a final decision has not been reached, the committee is leaning towards expanding the gaming room to accommodate the basic maker space. We will also have an opportunity to partner with Otterbein University's new Innovation Space for the larger, more expensive equipment and space needs. Architectural fees for the re-design and expansion are anticipated to be \$18,000 for the project.

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 Melissa Hodek**

Next meeting will be held on March 21st.

2. Human Resources Jack Shinnock

Next meeting will be March 29th.

3. Marketing Karen Scholl

Next meeting will be held on March 1st.

4. Technology Shawn Smith

The Committee met and went over some miscellaneous items and did some brainstorming.

BOARD DISCUSSION ITEMS

Mr. Barlow reported that they are getting ready for the Kareem Abdul-Jabbar event. Also we have once again been named one of the Best Employers in Ohio for 2016. The Youth Librarian position has been filled by Anne Low.

LIBRARY FOUNDATION REPORT

There will be a joint meeting with both the Foundation and the Library Board on Monday, March 21st in the Youth Activity Center.

FRIENDS OF THE LIBRARY

No Report

IMPORTANT DATES

- a. Kareem Abdul-Jabbar – Thursday, March 3rd at 7:00 PM at Westerville Central High School.
(A reception will be held prior to the presentation).
- b. Joint Foundation and Board Meeting – Monday, March 21, 2016 in the Youth Activity Center.

- c. Next Board meeting – Tuesday, March 22, 2016 at 7:00 PM in the Board Room.
- d. Central Ohio Trustee Dinner – Thursday, April 21st at the Holiday Inn Worthington. (Mary Lightbody, Deanna McDaniel, Shawn Smith and Don Barlow will be attending).

ADJOURNMENT

Ms. Lightbody made a motion to adjourn the meeting at 7:43PM.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

DEPARTMENT REVIEW AND TOUR

Linda Uhler, Manager of Youth Services presented a brief report to the board about her department.

President

Secretary