

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

April 26, 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 March 22, 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 April 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 March 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 6).

7. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

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

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. OLD BUSINESS

a. **Strategic Plan**

Mr. Barlow has distributed an outline for an RFP to select a consultant/facilitator for a new strategic plan (2017-2019). Following discussion if the Board wishes to submit the RFP, a motion for the Director to release the RFP is necessary.

ACTION NEEDED: Consider a motion to release the Strategic Plan RFP as presented or amended at the meeting.

10. NEW BUSINESS

a. **Gifts**

The Library in in receipt of the following gifts:

Restricted:

\$100.00 from Jean K. Huffman for gardening book, in memory of Lorna Kline.

Unrestricted:

\$200.00 from anonymous patron, in appreciation of the Adult Services staff

\$50.00 from Maren L. Beckman ("I love the library! Please use the funds wherever they are needed most.")

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

11. INFORMATION ITEMS

a. **Director's Report**

1. **RFID**

Nearly all items have been tagged with RFID chips. We hope to have a construction deadline set by the time of the Board meeting. Once construction begins, we anticipate 30 days for completion.

2. **Imagination Library**

The program continues to be highly successful to date. We have 1,108 children participating. The Foundation Board continues to seek additional funding for the program.

3. Parking Lot

Construction on the additional parking continues to move along nicely. The anticipated completion date has been set for July 29th. There will be 65 additional parking spaces bringing total capacity to about 170 spaces.

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

13. BOARD DISCUSSION ITEMS

- a. Mr. Shinnock requested that we bring customer comments received during the month to the board for review and gain knowledge of customer needs.

14. LIBRARY FOUNDATION REPORT

15. FRIENDS OF THE LIBRARY REPORT

16. IMPORTANT DATES

- a. Anthony Doerr author of Pulitzer Prize winning book *All the Light We Cannot See* - Saturday, May 7 at 7:30 PM at Westerville Central High School.
- b. Next Board meeting – Tuesday, May 24, 2016 at 7:00 PM in the Board Room.

17. ADJOURNMENT

18. DEPARTMENT REPORT

Beth Weinhardt, Manager of Local History and Museum 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:

Mr. Shinnock, Ms. Scholl, Mr. Fultz, Ms. McDaniel, Mr. Smith, Ms. Hodek and Ms. Lightbody.

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

In attendance were the following department managers: Karina Plourde, Human Resources; Linda Wilkins, Marketing Manager; Erin Huffman: Community Engagement Coordinator; Beth Weinhardt, Local History Manager; Steve Owley: Support Services; Amanda Fensch, Adult Services; and Belinda Mortensen, Collection Development.

Not Present: Linda Uhler, Youth Services; Kristin Michel, Customer Services; Jen Thomas, Customer Services and Julie Kerns, Outreach Services;

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

Mr. Smith made a motion to approve the agenda as amended at the meeting.

Mr. Shinnock requested that Executive Session be added as item #19 to the agenda.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Mr. Shinnock moved to approve the minutes of March 22, 2016, as presented.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

Ms. McDaniel moved the Board ratifies the following Personnel/Consent Calendar for April 2016 as corrected.

- Resignation: Lorenzo Miller – Customer Services Assistant, part-time, effective April 4, 2016.
- Resignation: Michelle Stiers – Youth Services Librarian, full-time, effective April 22, 2016.
- Resignation: Sandra Kuchan – Adult Services Page, part-time, effective April 27, 2016.
- Resignation: Charles Myers – Coffee Services Assistant, part-time, effective April 29, 2016.
- Employment: Cristina Frick – Customer Services Page, part-time, \$8.95/hr. [R8], rehire effective April 25, 2016.
- Change Assignments: Laurel Quayle – OhioLINK Page Trainee, part-time [R8] to OhioLINK Page, part-time, \$8.60/hr. [R8], effective February 26, 2016.
- Beth Weinhardt – Local History Coordinator to Local History Manager (no change in pay or salary range, title adjustment only).
- Linda Wilkins – Marketing Coordinator to Marketing Manager (no change in pay or salary range, title adjustment only).
- Caitlyn Mount – Adult Services Page Trainee, part-time [R8] to Adult Services Page, part-time [R8], effective April 26, 2016.
- Mackenna Swing – Customer Services Page Trainee, part-time \$8.25/hr. [R8] to Customer Service Assistant, part-time \$11.04/hr. [R12], effective April 26, 2016.

Seconded by Mr. Smith.

The Chair declared the motion passed.

Ms. Lightbody made a motion to approve the March 2016 Statistical Report.

Seconded by Ms. Scholl.

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 March 2016 Financial Report.

Seconded by Mr. Smith.

The Chair declared the motion passed.

Ms. Lightbody moved that the bills for March 2016 in the amount of \$365,188.87 be paid.

Seconded by Ms. Scholl.

The Chair declared the motion passed.

OLD BUSINESS

Mr. Barlow distributed an outline for an RFP to select a consultant/facilitator for a new strategic plan (2017-2019). After brief discussion, the motion was tabled. A Committee was formed of Ms. Scholl, Ms. Lightbody and Mr. Shinnock to work with Mr. Barlow on the RFP. The Committee will meet sometime after May 9th to finalize the RFP.

NEW BUSINESS

Gifts:

The Library is in receipt of the following gifts:

Restricted:

\$100.00 from Jean K. Huffman for gardening book, in memory of Lorna Kline.

Unrestricted:

\$200.00 from anonymous patron, in appreciation of the Adult Services Staff.

\$50.00 from Maren L. Beckman ("I love the library! Please use the funds wherever they are needed most").

Ms. Lightbody made a motion to accept with appreciation the gifts presented.

Seconded by Ms. Scholl.

The Chair declared the motion passed.

INFORMATION AND DISCUSSION ITEMS

a. Director's Report

1. **RFID**

Nearly all items have been tagged with RFID chips. We hope to have a construction deadline set by the time of the Board meeting. Once construction begins, we anticipate 30 days for completion.

Mr. Barlow reported to the Board that everything is almost chipped. Construction will begin soon.

2. Imagination Library

The program continues to be highly successful to date. We have 1,108 children participating. The Foundation Board continues to seek additional funding for the program.

Mr. Barlow brought the Board up-to-date on the program. Ms. Scholl mentioned to Ms. Albury the P.J. program that offers Jewish themed books in case the Foundation wants to see a program that is similar to Imagination Library.

3. Parking Lot

Construction on the additional parking continues to move along nicely. The anticipated completion date has been set for July 29th. There will be 65 additional parking spaces bringing total capacity to about 170 spaces.

4. Ohio Civil Rights Commission Charge

Mr. Barlow mentioned to the Board that the library has received a Civil Rights complaint by a patron who claimed that we were infringing on her rights. This person has filed 75 such charges with the OCRC over the years. After investigating the charge, the OCRC has issued a "no probable cause dismissal finding".

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**

The Committee met on April 26th. Working on the budget plan. Reviewed Mr. Griscom's goals and worked on the Emergency Management Plan. Next meeting will be held on May 24th.

2. Human Resources Jack Shinnock

The Committee met on March 29th to review Mr. Barlow's goals, work on the strategic plan and collaborate on some ideas for the retreat coming up in June. Also had some discussion with Katrina regarding salary plan for next year. Next meeting will be held on July 13.

3. Marketing Karen Scholl

Meeting will be held on May 10th.

4. Technology Shawn Smith

Mr. Smith reported that the Committee met on April 12th. Mr. Owley advised that the point of sale system has been installed. At some point in the future, it is the goal to have CC payment at all stations. The Committee discussed the current phone system. Two tablets have been installed in the Teen Center which will provide access to comics. Mr. Owley provided a presentation on Google knowledge cards. If fully leveraged, this could provide information to users regarding upcoming events and available products. Mr. Owley explained "linked data" and how certain users search regarding upcoming events and available products. The Committee discussed the use of the carousel on the library's website and current user feedback.

BOARD DISCUSSION ITEMS

Ms. McDaniel reported to the Board that she enjoyed the Central Ohio Trustee dinner and seeing Nieca at their table. She congratulated Erin on getting Matt de la Pena as a possible author for October. He is a diverse author and addresses the subject of diversity in youth literature very well. Several parents at her school (Genoa) commented positively to her about the Eric Litwin event (Pete the Cat author). She was contacted to help facilitate a joint effort with Westerville City Schools librarians and Westerville Public Library for a closed YouTube like channel for book talks by librarians and students. She was part of a meeting with Beth Weinhardt and the Ohio History Connection to work on offering programming for the schools in conjunction with the National History Day competition.

Mr. Shinnock requested that we bring customer comments received during the month to the board for review and gain knowledge of customer needs. "Mr. Shinnock said that he is on the Recreation Advisory Board for Parks & Rec and receives a monthly report about comments from guests and staff's responses. He circulated an example. He asked if the Library does something like that and Mr. Barlow distributed a page that addresses how the Library treats customer comments. Also distributed were examples of staff's internal tracking of No List and Staff Suggestions. It was agreed that the subject of Customer Comments would be added to the monthly agenda and this information distributed to the Board members at each Board meeting."

LIBRARY FOUNDATION REPORT

Ms. McDaniel reported to the board that the Foundation is continuing to work on fundraising. They are working on building a database of prospective donors. They talked about logistics for the Anthony Doerr event. Have not heard new process for the Big Give yet. Are now linked with United Way Franklin County. 1 new member added: Jean-Claude Ndong (has financial background), and are interviewing more candidates. The next meeting will be May 16 at 7:00 PM. Ms. McDaniel also looked up the board commitment to Imagination Library and read it to the board.

FRIENDS OF THE LIBRARY

It has been suggested to the Friends that they hire a person to help out in the gift shop.

IMPORTANT DATES

- a. Anthony Doerr author of Pulitzer Prize winning book *All the Light We Cannot See* – Saturday, May 7 at 7:30 PM at Westerville Central High School.
- b. Next Board meeting – Tuesday, May 24, 2016 at 7:00 PM in the Board Room.

DEPARTMENT REVIEW AND TOUR

Beth Weinhardt, Manager of Local History and Museum presented a brief report to the board on the portion of the Local History page that is dedicated to the third grade curriculum.

Executive Session

Ms. Lightbody made a motion to move into Executive Session to discuss Personnel at 8:00 PM.

Seconded by Mr. Smith.

The Chair declared the motion passed.

Ms. Lightbody made a motion to move back into Regular Session at 8:15 PM.

Seconded by Mr. Smith.

The Chair declared the motion passed.

ADJOURNMENT

Ms. Lightbody made a motion to adjourn the meeting at 8:32PM.

Seconded by Mr. Smith.

The Chair declared the motion passed.

President

Secretary