

BOARD OF TRUSTEES  
WESTERVILLE PUBLIC LIBRARY  
AGENDA

May 24, 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 April 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 May 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 April 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 April 2016 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. OLD BUSINESS

There is no Old Business to come before the Board.

10. NEW BUSINESS

a. Surplus Property

Belinda Mortensen, Head of Collection Development, is requesting that old and outdated video game equipment be declared surplus (see attachment). This will allow us to discard and/or sell the items. (See Item 10a)

**ACTION NEEDED:** Consider a motion to approve the items on the list as surplus.

b. 2017 Budget

The Fiscal Officer has prepared the 2017 budget. Following Board approval the budget request will be submitted to the Westerville City School District and the Franklin County Budget Commission. Please keep in mind this is a preliminary budget developed prior to revenue certification.

**ACTION NEEDED:** Consider a motion to adopt the 2017 Budget as presented or amended at the meeting.

c. Gifts

The Library in in receipt of the following gifts:

**Restricted:**

\$5,700.00 from Friends of WPL, for the Summer Reading Program and the Ice Cream Social

\$20.00 from Phyllis J. Sauerman, for Outreach Services, in memory of Jean Trimble

\$50.00 from Jean Kurtenbach, for Outreach Services, in memory of Jean Trimble

\$25.00 from Bruce and Cathie Hickin, for Outreach Services, in memory of Jean Trimble

\$25.00 from Barbara Parrott, for Outreach Services, in memory of Jean Trimble

\$25.00 from Marlene Deringer and Kim Harris, for Outreach Services, in memory of Jean Trimble

\$50.00 from Joe and Linda Huffman, for two books, in memory of Dick and Nancy Morris

**Unrestricted:**

\$75.00 from the Trinity Church Staff, Newtown, Connecticut, in memory of Jean Trimble

\$150.00 from Barbara Westfall, in memory of Jean Trimble

\$25.00 from Nancy Kirwin and Daniel Farslow, in memory of Laura Cline

\$100.00 from Janet Fonner, in memory of Leslie "Les" Foor

\$60.00 from the Livingston House Society, in thanks for the Local History program

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

11. INFORMATION ITEMS

a. **Director's Report**

**1. Strategic Plan**

Mr. Barlow has submitted the RFP for the consultant to assist with Strategic Plan initiative to the State Library of Ohio for review and recommendations. Upon receipt of their recommendations, Mr. Barlow will submit the RFP to recommended consultants for quotes to perform the duties outlined in the RFP. The deadline for receiving bids is June 30<sup>th</sup> at 12:00 Noon.

**2. RFID and Renovation**

All materials in the library have been tagged with RFID chips. Construction for the project will begin on Tuesday May 31<sup>st</sup>. The anticipated completion for the project is July 1<sup>st</sup>. However, we may be able to present a demonstration of the Material Handling system following at the June 28<sup>th</sup> Board meeting.

**3. Maker Space**

Design Group architects are currently preparing drawings and cost estimates for renovating the gaming room and turning it into a new Innovation/Maker Space. Below are the minutes from our last meeting with Design Group.

**1. Items Discussed**

**A. Green Screen Room**

- B. Solid walls and solid doors with new windows
- C. Library staff will unlock door to allow patrons access to the green screen room
- D. Proportion and size of room to be determined after shelving relocation plan confirmed

**E. Maker Space**

- 1. Maker space packet including an image of workspace tables shared with DG
- 2. DG received updated equipment list from Westerville and will begin test fit plans with updated equipment
- 3. Reuse existing glazed wall if possible, but existing sprinkler line might cause conflict with height of relocated existing glazed wall. DG to confirm options with engineers.

**2. Field Verification**

- A. DG field verified existing space to update drawing backgrounds

**3. Next Step**

- A. DG will follow up with Mr. Barlow to share test fit plans in the next week or two.

**4. Park Street Property**

Mr. Barlow has received a letter requesting whether or not we have an interest in purchasing the property to 63 West Park Street. The library did have an interest in the property in 1995

prior to the major renovation project. However, I do not see an advantage or need in obtaining the property at the current time.

**5. Imagination Library**

The Imagination Library program continues to grow. To date there are 1187 children signed up for the program. Mr. Barlow may present additional information on the program at the meeting.

**6. Anthony Doerr Visit**

The library and the Library Foundation presented yet another very successful author visit. Anthony Doerr, author of *All the Light We Cannot See* visited Westerville Library on May 7<sup>th</sup>. Over 425 people attended the presentation at Westerville Central High School. Our very own Melissa Hodek, did a wonderful job introducing Mr. Doerr to a very appreciative audience.

**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

14. LIBRARY FOUNDATION REPORT

15. FRIENDS OF THE LIBRARY REPORT

16. IMPORTANT DATES

- a. Miranda Beverly-Whittemore – Tuesday, June 7, 2016 at 7:00 PM at Westerville Central High School. Tickets are free and registration is required.

b. Next Board meeting – Tuesday, June 28, 2016 at 7:00 PM in the Board Room.

17. [ADJOURNMENT](#)

18. [DEPARTMENT REPORT](#)

Julie Kerns, Outreach Services Manager 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; Mr. Griscom, Fiscal Officer and Elena Vleugels, Administrative Assistant.

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

Not Present: Karen Albury, Deputy Director and Linda Wilkins, Marketing Manager.

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

Mr. Fultz left right after the meeting started because of an illness.

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

Ms. Hodek requested that we add 4 new items to the agenda.

Under Old Business – Item #A: Strategic Plan

Under New Business – Item #D: Online Privacy Policy

Under Information Items – Item #C: Customer Comments

Also included reversing the order of the Department Report from Julie Kerns and the Executive Session.

Executive Session was added as item # 17

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

Ms. Lightbody moved to approve the minutes of April 26, 2016, as presented.

Seconded by Mr. Smith.

The Chair declared the motion passed.

Mr. Shinnock moved the Board ratifies the following Personnel/Consent Calendar for May 2016 as presented.

- Resignation: Jessica Torres – Technology Center Associate, part-time, effective May 17, 2016.
- Employment: Rachel Somerfeldt – Adult Services Page, part-time, \$11.42/hr. [R8], rehire effective May 3, 2016.
- Employment: Clayton Wise – Customer Services Page, part-time, \$8.77/hr. [R8], rehire effective May 9, 2016.
- Rocio Haro – Youth Librarian, full-time, \$20.59/hr. [R26], effective May 31, 2016.
- Change Assignments: Shelley Toale – Customer Services Page, part-time [R8] to Coffee Services Assistant, part-time \$11.04/hr. [R12], effective May 9, 2016

Seconded by Mr. Smith.

The Chair declared the motion passed.

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

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

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

Mr. Smith moved to approve the April 2016 Financial Report.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. Scholl moved that the bills for April 2016 in the amount of \$396,597.73 be paid.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

**OLD BUSINESS**

**Strategic Plan**

Mr. Barlow reported to the board that an e-mail had been sent out to the State Library for review. They had suggested a longer time for the review. The need for the Strategic Plan was tabled pending the discussion in the Executive Session at the end of the meeting.

**NEW BUSINESS**

Mr. Shinnock made a motion to approve the items on the list as surplus.

(Item 10a)

**Declaration of Surplus Property**

Westerville Public Library

Department: Support Services Date: May 3, 2016

Contact: Name: Belinda Mortensen Email: bmortens@westervillelibrary.org Phone: (614)882-7277

Surplus Location: basement

Description of Item Make, Model, Serial #, Date Purchased	Condition* See Below	Your Estimate of Current Value
<ul style="list-style-type: none"> <li>Rockland Portable Drum Kit for xbox 360 (controller, 4 drum pads, foot pedal, and 2 drumsticks) Purchased November 2011 for \$14.70</li> </ul>	<ul style="list-style-type: none"> <li>• 4</li> </ul>	<ul style="list-style-type: none"> <li>• \$1.00</li> </ul>
<ul style="list-style-type: none"> <li>Microphone (wii accessory) Purchased June 2012 for @24.99</li> </ul>	<ul style="list-style-type: none"> <li>• 4</li> </ul>	<ul style="list-style-type: none"> <li>• \$1.00</li> </ul>
<ul style="list-style-type: none"> <li>Rockland wireless Stratocaster guitar for xbox 360 Purchased November 2011 for \$59.99</li> </ul>	<ul style="list-style-type: none"> <li>• 4</li> </ul>	<ul style="list-style-type: none"> <li>• \$1.00</li> </ul>
<ul style="list-style-type: none"> <li>Rockband wireless Stratorguitar (wooden replica) for xbox 360 Purchased November 2011 for \$59.99</li> </ul>	<ul style="list-style-type: none"> <li>• 3</li> </ul>	<ul style="list-style-type: none"> <li>• \$1.00</li> </ul>

\*When describing condition, please assign number code. For example, 3 indicates "fair" condition.

Condition 1 = Excellent
Condition 2 = Good
Condition 3 = Fair
Condition 4 = Poor

Return completed form to Accounting Office

Seconded by Mr. Smith.

The Chair declared the motion passed.

Ms. Scholl made a motion to adopt the 2017 Budget as presented at the meeting.

	2014 Actual	2015 Actual	2016 Actual & Estimated 2017	
<b>Budget</b>				
<b>GENERAL FUND</b>				
Jan. 1st Cash Fund Balance	\$763,721	\$1,403,333	\$1,538,187	\$1,608,350
Jan. 1st Encumbrances	\$214,298	\$322,621	\$278,408	\$280,000
Jan. 1st Unencumbered Cash Fund Balance	\$549,423	\$1,080,712	\$1,259,779	\$1,328,350
<b>REVENUES:</b>				
<b>Taxes</b>				
State Taxes (PLF)- Franklin County	\$2,325,633	\$2,562,333	\$2,614,363	\$2,614,363
State Taxes (PLF)- Delaware County	\$159,846	\$219,086	\$246,228	\$246,228
General Property Taxes (Operating Levy)	\$4,019,851	\$4,028,007	\$4,021,951	\$4,021,951
Homestead and Rollback (State Reimbursements)	\$540,991	\$542,275	\$531,375	\$531,375
Patron Fines and Fees	\$181,793	\$233,567	\$198,532	\$188,605
Earnings on Investments	\$13,395	\$27,881	\$27,000	\$27,000
Services Provided Other Entities	\$43,579	\$69,562	\$69,562	\$69,562
Contributions, Gifts and Donations	\$28,958	\$22,968	\$10,895	\$10,895
Sale of Bond or Notes	\$0	\$0	\$0	\$0
Miscellaneous Revenues	\$68,016	\$112,321	\$75,094	\$75,094
Transfers/Advances In from Other Funds	\$0	\$0	\$0	\$215,303
<b>TOTAL REVENUES</b>	<b>\$7,382,062</b>	<b>\$7,818,000</b>	<b>\$7,795,000</b>	<b>\$8,000,376</b>
<b>EXPENDITURES:</b>				
Salaries and Benefits	\$4,024,881	\$4,092,500	\$4,355,625	\$4,530,088
Supplies	\$133,477	\$153,467	\$180,315	\$185,724
Purchased and Contracted Services	\$1,002,681	\$1,067,911	\$1,279,469	\$1,317,853
Library Materials and Information	\$908,993	\$914,330	\$1,119,816	\$1,153,410
Capital Outlay	\$339,800	\$373,997	\$697,000	\$717,910
Debt Service - Principal	\$240,000	\$0	\$0	\$0
Debt Service - Interest	\$12,840	\$0	\$0	\$0
Other Expenses	\$79,778	\$80,941	\$92,612	\$95,390
Contingency	\$0	\$0	\$0	\$0
Transfers/Advances Out to Other Funds	\$0	\$1,000,000	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$6,742,450</b>	<b>\$7,683,146</b>	<b>\$7,724,837</b>	<b>\$8,000,376</b>
Dec. 31st Cash Fund Balance	\$1,403,333	\$1,538,187	\$1,608,350	\$1,608,350
Dec. 31st Encumbrances	\$322,621	\$278,408	\$280,000	\$280,000
Dec. 31st Unencumbered Cash Fund Balance	\$1,080,712	\$1,259,779	\$1,328,350	\$1,328,350
<b>SPECIAL REVENUE FUNDS:</b>				
<b>MUSLIM JOURNEYS GRANT</b>				
Jan. 1st Cash Fund Balance	\$594.75	\$594.75	\$594.75	\$0.00
Jan. 1st Encumbrances	\$425.95	\$0.00	\$594.75	\$0.00
Jan. 1st Unencumbered Cash Fund Balance	\$168.80	\$594.75	\$0.00	\$0.00
<b>REVENUES:</b>				
Grant Proceeds	\$0.00	\$0.00	\$0.00	\$0.00



TOTAL REVENUES	\$0.00	\$0.00	\$0.00	\$0.00
<u>EXPENDITURES:</u>				
Programs and materials	\$0.00	\$0.00	\$594.75	\$0.00
TOTAL EXPENDITURES	\$0.00	\$0.00	\$594.75	\$0.00
Dec. 31st Cash Fund Balance	\$594.75	\$594.75	\$0.00	\$0.00
Dec. 31st Encumbrances	\$0.00	\$594.75	\$0.00	\$0.00
Dec. 31st Unencumbered Cash Fund Balance	\$594.75	\$0.00	\$0.00	\$0.00

**COLUMBIA GAS GRANT**

Jan. 1st Cash Fund Balance	\$0.00	\$6,228.72	\$0.00	\$0.00
Jan. 1st Encumbrances	\$0.00	\$6,228.72	\$0.00	\$0.00
Jan. 1st Unencumbered Cash Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00

REVENUES:

Grant Proceeds	\$22,957.36	\$0.00	\$0.00	\$0.00
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TOTAL REVENUES	\$22,957.36	\$0.00	\$0.00	\$0.00
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EXPENDITURES:

Building Improvements	\$16,728.64	\$6,228.72	\$0.00	\$0.00
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TOTAL EXPENDITURES	\$16,728.64	\$6,228.72	\$0.00	\$0.00
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Dec. 31st Cash Fund Balance	\$6,228.72	\$0.00	\$0.00	\$0.00
Dec. 31st Encumbrances	\$6,228.72	\$0.00	\$0.00	\$0.00
Dec. 31st Unencumbered Cash Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00

**TARGET GRANT**

Jan. 1st Cash Fund Balance	\$0.00	\$1,140.96	\$0.00	\$0.00
Jan. 1st Encumbrances	\$0.00	\$1,140.96	\$0.00	\$0.00
Jan. 1st Unencumbered Cash Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00

REVENUES:

Grant Proceeds	\$2,000.00	\$0.00	\$0.00	\$0.00
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TOTAL REVENUES	\$2,000.00	\$0.00	\$0.00	\$0.00
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EXPENDITURES:

Program supplies	\$859.04	\$1,140.96	\$0.00	\$0.00
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TOTAL EXPENDITURES	\$859.04	\$1,140.96	\$0.00	\$0.00
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Dec. 31st Cash Fund Balance	\$1,140.96	\$0.00	\$0.00	\$0.00
Dec. 31st Encumbrances	\$1,140.96	\$0.00	\$0.00	\$0.00
Dec. 31st Unencumbered Cash Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00

**IMAGINATION LIBRARY FUND**

Jan. 1st Cash Fund Balance	\$0.00	\$0.00	\$30,000.00	\$25,000.00
Jan. 1st Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00
Jan. 1st Unencumbered Cash Fund Balance	\$0.00	\$0.00	\$30,000.00	\$25,000.00

REVENUES:

Gifts and Donations	\$0.00	\$30,000.00	\$25,000.00	\$25,000.00
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TOTAL REVENUES	\$0.00	\$30,000.00	\$25,000.00	\$25,000.00
<u>EXPENDITURES:</u>				
Books	\$0.00	\$0.00	\$30,000.00	\$25,000.00
TOTAL EXPENDITURES	\$0.00	\$0.00	\$30,000.00	\$25,000.00
Dec. 31st Cash Fund Balance	\$0.00	\$30,000.00	\$25,000.00	\$25,000.00
Dec. 31st Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00
Dec. 31st Unencumbered Cash Fund Balance	\$0.00	\$30,000.00	\$25,000.00	\$25,000.00

**LSTA GRANT (Library Services and Technology Act)**

Jan. 1st Cash Fund Balance	\$0.00	\$0.00	\$3,600.00	\$0.00
Jan. 1st Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00
Jan. 1st Unencumbered Cash Fund Balance	\$0.00	\$0.00	\$3,600.00	\$0.00

REVENUES:

Grant Proceeds	\$0.00	\$4,800.00	\$0.00	\$0.00
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TOTAL REVENUES	\$0.00	\$4,800.00	\$0.00	\$0.00
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EXPENDITURES:

Programs	\$0.00	\$1,200.00	\$3,600.00	\$0.00
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TOTAL EXPENDITURES	\$0.00	\$1,200.00	\$3,600.00	\$0.00
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Dec. 31st Cash Fund Balance	\$0.00	\$3,600.00	\$0.00	\$0.00
Dec. 31st Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00
Dec. 31st Unencumbered Cash Fund Balance	\$0.00	\$3,600.00	\$0.00	\$0.00

**CAPITAL PROJECTS FUNDS:****BUILDING AND REPAIR FUND**

Jan. 1st Cash Fund Balance	\$1,800,174.35	\$1,800,174.35	\$1,902,352.65	\$1,752,352.65
Jan. 1st Encumbrances	\$0.00	\$0.00	\$150,000.00	\$0.00
Jan. 1st Unencumbered Cash Fund Balance	\$1,800,174.35	\$1,800,174.35	\$1,752,352.65	\$1,752,352.65

REVENUES:

Transfers In From Other Funds	\$0.00	\$1,000,000.00	\$0.00	\$0.00
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TOTAL REVENUES	\$0.00	\$1,000,000.00	\$0.00	\$0.00
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EXPENDITURES:

Capital Outlay	\$0.00	\$897,821.70	\$150,000.00	\$0.00
Transfers Out to Other Funds	\$0.00	\$0.00	\$0.00	\$215,303.00
TOTAL EXPENDITURES	\$0.00	\$897,821.70	\$150,000.00	\$215,303.00

Dec. 31st Cash Fund Balance	\$1,800,174.35	\$1,902,352.65	\$1,752,352.65	\$1,537,049.65
Dec. 31st Encumbrances	\$0.00	\$150,000.00	\$0.00	\$0.00
Dec. 31st Unencumbered Cash Fund Balance	\$1,800,174.35	\$1,752,352.65	\$1,752,352.65	\$1,537,049.65

**AGENCY FUNDS:****FLEXIBLE SPENDING ACCOUNT**

Jan. 1st Cash Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00
Jan. 1st Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00
Jan. 1st Unencumbered Cash Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00

REVENUES:

Employee Contributions	\$0.00	\$0.00	\$10,000.00	\$15,000.00
TOTAL REVENUES	\$0.00	\$0.00	\$10,000.00	\$15,000.00
<b><u>EXPENDITURES:</u></b>				
Claims Expense	\$0.00	\$0.00	\$10,000.00	\$15,000.00
TOTAL EXPENDITURES	\$0.00	\$0.00	\$10,000.00	\$15,000.00
Dec. 31st Cash Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00
Dec. 31st Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00
Dec. 31st Unencumbered Cash Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00

**ENDING BALANCES (ALL FUNDS)**

Dec. 31st Cash Fund Balance	3,211,472	3,474,734	3,385,703	3,170,400
Dec. 31st Encumbrances	329,991	429,003	280,000	280,000
Dec. 31st Unencumbered Cash Fund Balance	2,881,481	3,045,732	3,105,703	2,890,400

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

**Gifts:**

The Library is in receipt of the following gifts:

**Restricted:**

\$5,700.00 from Friends of WPL, for the Summer Reading Program and the Ice Cream Social  
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 \$100.00 from Janet Fonner, in memory of Leslie "Les" Foor  
 \$60.00 from the Livingston House Society, in thanks for the Local History program

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

Seconded by Mr. Smith.

The Chair declared the motion passed.

**Online Privacy Policy**

Mr. Barlow distributed a copy of the new Online Privacy Policy. He explained that this codifies what we are doing now about collecting customers information online, but that we needed it in writing for the new credit card because it is PCI compliant. After discussion, some minor amendments were made and it was agreed that the Technology Committee would review it in more detail.

Mr. Smith moved to accept the Policy, as amended.

Seconded by Ms. Scholl.

The Chair declared the motion passed.

## INFORMATION AND DISCUSSION ITEMS

### a. Director's Report

#### 1. Strategic Plan

Mr. Barlow has submitted the RFP for the consultant to assist with Strategic Plan initiative to the State Library of Ohio for review and recommendations. Upon receipt of their recommendations, Mr. Barlow will submit the RFP to recommended consultants for quotes to perform the duties outlined in the RFP. The deadline for receiving bids is June 30<sup>th</sup> at 12:00 Noon.

#### 2. RFID and Renovation

All materials in the library have been tagged with RFID chips. Construction for the project will begin on Tuesday May 31<sup>st</sup>. The anticipated completion for the project is July 1<sup>st</sup>. However, we may be able to present a demonstration of the Material Handling system following at the June 28<sup>th</sup> Board meeting.

#### 3. Maker Space

Design Group architects are currently preparing drawings and cost estimates for renovating the gaming room and turning it into a new Innovation/Maker Space. Below are the minutes from our last meeting with Design Group.

##### 1. Items Discussed

###### A. Green Screen Room

1. Solid walls and solid doors with new windows
2. Library staff will unlock door to allow patrons access to the green screen room
3. Proportion and size of room to be determined after shelving relocation plan confirmed

###### B. Maker Space

1. Maker space packet including an image of workspace tables shared with DG
2. DG received updated equipment list from Westerville and will begin test fit plans with updated equipment
3. Reuse existing glazed wall if possible, but existing sprinkler line might cause conflict with height of relocated existing glazed wall. DG to confirm options with engineers.

##### 2. Field Verification

- A. DG field verified existing space to update drawing backgrounds

##### 3. Next Step

- A. DG will follow up with Mr. Barlow to share test fit plans in the next week or two.

##### 4. Park Street Property

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**5. Imagination Library**

The Imagination Library program continues to grow. To date there are 1187 children signed up for the program. Mr. Barlow may present additional information on the program at the meeting.

*The Foundation has created a key list of possible donors and some donations have been coming in.*

**6. Anthony Doerr Visit**

The library and the Library Foundation presented yet another very successful author visit. Anthony Doerr, author of *All the Light We Cannot See* visited Westerville Library on May 7<sup>th</sup>. Over 425 people attended the presentation at Westerville Central High School. Our very own Melissa Hodek, did a wonderful job introducing Mr. Doerr to a very appreciative audience.

**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.

**c. Customer Comments**

*Mr. Barlow reported to the Board that the Library received comments from the public. The Library received an informal complaint about a patron regarding a DVD that had been checked out. The Library has received a request by a patron that we put up a temporary bulletin board up during construction.*

**BOARD COMMITTEE REPORTS****1. Finance & Facilities    Melissa Hodek**

*The Committee met on May 24<sup>th</sup>. Working on the budget plan. Reviewed Mr. Griscom's goals and worked on the Emergency Management Plan. Next meeting will be held on June 28<sup>th</sup>.*

**2. Human Resources    Jack Shinnock**

*No Report*

**3. Marketing    Karen Scholl**

*No Report*

**4. Technology    Shawn Smith**

*No Report*

**BOARD DISCUSSION ITEMS**

*Ms. McDaniel reported to the Board what a wonderful visit it was from the Youth Librarians at Genoa Middle School. Commented on the RFID. Mr. Shinnock reported that Parks & Rec will be looking for comments about how to design the park to be developed east of the new parking lot. He suggested that the Library should consider what would be there; for example, some tie to the Library and reading.*

**LIBRARY FOUNDATION REPORT**

*Ms. Hodek reported to the board that the Foundation has had one new member join, Jean Claude Ndango. Discussion about fundraising for the Imagination Library and gathering a database or donor names. There have been 3 people interviewed for the 2 vacancy board positions, offers will be made to two candidates before the next meeting. Looking to institute new learning topics to be covered at the Board meetings.*

FRIENDS OF THE LIBRARYIMPORTANT DATES

- a. Miranda Beverly-Whittemore – Tuesday, June 7, 2016 at 7:00 PM at Westerville Central High School.  
Tickets are free and registration is required.
- b. Next Board meeting – Tuesday, June 28, 2016 at 7:00 PM in the Board Room.

DEPARTMENT REVIEW AND TOUR

Julie Kerns, Outreach Services Manager presented a brief report to the Board.

Executive Session

Westerville Public Library

**BOARD MEETING**

**ACTION NEEDED: Consider a motion to move into Executive Session.**

Motion Made Schell, Seconded by Shinnick  
At 8:06 PM.

Executive Session, pursuant to ORC §121.22(G)(1): To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

**ACTION NEEDED: Consider a motion to move back to regular session.**

Motion Made Shinnick, Seconded by Smith  
At 8:27.

**ACTION NEEDED: Consider a motion to adjourn the meeting.** *at*

Motion Made Schell, Seconded by Smith *at 8:28*

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President

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Secretary