

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

September 27, 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 August 23, 2016 as presented or amended at the meeting.

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 September 2016 Personnel Consent Calendars as presented or amended at the meeting.

5. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

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

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. OLD BUSINESS

a. Search Firms

The Director Search Committee met with three search firms to discuss their process and costs. The Committee will present their recommendation to the Full Board for approval.

ACTION NEEDED: A motion to accept the recommendations of the Director Search Committee as presented or amended at the meeting.

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 2017, and it authorizes the County Auditor to collect the tax levy.

ACTION NEEDED: Consider a motion to adopt the Resolution Accepting Amounts and Rates (see attached document 10-a).

b. Gifts

The Library is in receipt of the following gifts:

Restricted:

The following donations are for books in memory of Judith Sargeant:

\$25.00 from Ann Getz
\$ 25.00 from Alice Straub
\$25.00 from Ann Getz
\$25.00 from Alice Straub
\$30.00 from Jeanne Gartland
\$10.00 from Diane Mountz
\$15.00 from Shelley Lovegrove
\$10.00 from Carolyn Little
\$25.00 from Diane Runyon
\$25.00 from Barbara Dahmke
\$10.00 from Karen Lorenz
\$25.00 from Deborah Farynowski
\$20.00 from Lin Bensen
\$20.00 from Jill McNaughton
\$25.00 from Janice Carver
\$100.00 from Eileen Covell
\$30.00 from Bonnie Rall
\$25.00 from Christine Sidon

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

c. Approval of Disposal of Records

The Fiscal Officer has reviewed records according to the Library's Policy on Retention and Disposal of Records (adopted August 28, 2012). The following records are recommended for disposal in accordance with the Library's Policy and Ohio Revised Code Sections 149.411 and 149.381.

DESCRIPTION	RETENTION PERIOD	RECORDS TO DISPOSE
Vouchers with Invoices	5 years, provided audited	2010
Petty Cash Receipts	5 years, provided audited	2010
Purchase Orders/Requisitions	5 years, provided audited	2010
Quotations for Goods/Services	5 years, provided audited	2010
Bank Deposit Receipts	5 years, provided audited	2010
Receipt Books	5 years, provided audited	2010
Bank Statements	5 years, provided audited	2010
Timesheets	5 years, provided audited	2010

ACTION NEEDED: Consider a motion to approve disposal of the above records.

d. Appropriation Transfers

The following appropriation transfers are needed

From: 3500 Rents and Leases	\$1,000
To: 3900 Other Professional Services	1,000

ACTION NEEDED: Consider a motion to approve the Appropriation Transfers as recommended.

11. INFORMATION ITEMS

a. Director's Report

1. Interim Staffing Needs

As you know **Karen Albury** will be retiring at the end of October. We wish her all the best in the new adventures. This led us to evaluate several options for transition given that the Executive Director of the Library will also change mid-year 2017 with Don Barlow's previously announced retirement. The new Director should have the opportunity to have input into the Assistant Director role. This left us with a time difference between October of this year and July of next year.

We are excited to share with you the upcoming staffing changes that will help the Library continue to serve our customers in an exceptional way, while also filling this valuable role.

Kristin Michel will be the interim Assistant Director managing all of the public service areas of the Library. Kristin's exceptional background in leadership both here at the Library and in the library community make her a great fit for this role.

Steve Owley will transition to the Customer Services Manager position to backfill for Kristin. Steve has led the Computer and Support Services areas of the Library for four years and is ready to take on the challenge of a public service leadership role.

To lead the Computer and Support Services areas, **David Shaner** and **Belinda Mortensen** will be

interim managers of those areas respectively. Both David and Belinda are eager to step into expanded roles and lead the teams they are working with during this period of transition.

These interim roles will begin on October 17th and are expected to be in place through June 30, 2017. At the end of this period the new Executive Director will evaluate the needs in each area and new transitions will follow.

All of these changes are possible due to the high quality of staff we have here at the Library. We are pleased to be able to assist these individuals with their career goals by providing an opportunity to take on these new assignments.

This is a great time of change for the Library! Please take the time to wish Karen well on her retirement and welcome these leaders to their new roles. If you have any questions about the transitions, please contact your manager or Katrina in Human Resources.

2. Church Parking Lot

As you know, the library and the owner of the church property have a shared parking arrangement. Library Administrative Staff are permitted to park on the property during the normal work week. In return, the library has agreed to pay ½ the cost for paving the church lot. As you probably know they are in the process of doing so. Our cost will be \$9,440.50.

3. Marketing Manager

Our current Marketing Manager will retire in December. As a result, we will begin advertising that position in October. We extended our deepest appreciation and gratitude to Linda Wilkins for her 25 plus years of dedicated and exemplary services.

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

Attached is a summary of Customer Comments since the August Board meeting. [See Item 11-C].

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. Next Board meeting – Tuesday, October 25, 2016 at 7:00 PM in the Board Room.
- b. OLC Annual Conference – September 28-30, 2016 at the Kalahari Resort in Sandusky, Ohio.
- c. Karin Slaughter, Author Visit – Thursday, September 29, 2016 at 7:00 PM at Central High School.

17. ADJOURNMENT

18. DEPARTMENT REPORT

Erin Huffman, Program and Community Engagement Coordinator will present a brief report about her department.

The Board of Trustees of the Westerville Public Library met in regular session with the following members present:

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

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

In attendance were the following department managers: Katrina Plourde, Human Resources; Jen Thomas, Customer Service; Julie Kerns, Outreach Services; Steve Owley, Support Services; Erin Huffman, Community Engagement Coordinator; Erin Kelsey, Adult Services; David Shaner, Webmaster and Belinda Mortensen, Collection Development.

Not Present: Ms. Albury, Deputy Director, Kristin Michel, Customer Services Manager and Linda Uhler, Youth Services Manager.

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

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

Under Old Business no motion was required for the Search Firm.

Under New Business Item added under 10D.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

Mr. Smith moved to approve the minutes of August 23, 2016, as corrected.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. Scholl moved the Board ratifies the following Personnel/Consent Calendar for September 2016 as presented.

- Employment: Amy Whitesmith - Customer Service Page, temporary/part-time, \$8.77/hr. [R8], effective August 29, 2016.
- Employment: Matthew Lehman – Adult Services Page Trainee, part-time, \$8.25/hr. [R8], effective September 12, 2016.
- Employment: Stacey Sparling – Maintenance Technician, full-time, \$15.50/hr. [R18], effective September 13, 2016.
- Change Assignments: Badri Jimale – Network Administrator, full-time to Network Administrator, part-time effective August 26, 2016. No change in hourly rate.
- Change Assignments: Pattie Baker – Customer Services Page, part-time, \$8.95/hr. [R8] to Custodian, part-time, \$12.63/hr. [R16], effective August 29, 2016.
- Change Assignments: Lauren Watts – Customer Services Page Trainee, part-time, \$8.25/hr. [R8] to Customer Services Page, part-time, \$8.60/hr. [R8], effective September 26, 2016.

Seconded by Mr. Smith.

The Chair declared the motion passed.

Ms. Lightbody made a motion to approve the August 2016 Statistical Reports.

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.

Ms. Lightbody moved to approve the August 2016 Financial Reports.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

Ms. McDaniel moved that the bills for August 2016 in the amount of \$371,743.78 be paid.

Seconded by Ms. Scholl.

The Chair declared the motion passed.

OLD BUSINESS

Search Firms

Mr. Fultz reported to the Board that the Library Selection Committee met with 2 search firms. One candidate on September 15th and two candidates on September 20th. One Candidate has decided to withdraw. The Committee will be discussing a proposal with one of the selected candidates. Looking to have a decision made by November.

NEW BUSINESS

Resolution Accepting Amounts and Rates

*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 September
(Regular or Special)

2016, at the office of Westerville Public Library with the following members

present:

Deanna McDaniel
Michael Fultz
Melissa Hodek
Mary Lightbody
Karen Scholl
John Shinnock
Shawn Smith

Mr. Smith 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, 2017; AND WHEREAS, The Budget Commission of Franklin County, Ohio, has certified its 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 2016 (collection year 2017) as follows:

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 by Budget Commission Inside 10 Mill Limitation	Amount to be Derived from Levies Outside 10 Mill Limitation	Estimate of Full Tax Rate to Be Levied	
			Inside 10 Mill Limit	Outside 10 Mill Limit
General Fund		\$4,633,533.16		2.00
TOTAL	\$0.00	\$4,633,533.16	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. Fultz 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>Karen Scholl</u>	<u>Aye</u>
<u>John Shinrock</u>	<u>Aye</u>
<u>Shawn Smith</u>	<u>Aye</u>

Adopted the 27th day of September 2016.

Daniel C. Orison

Fiscal Officer of the Board of Library Trustees of

WESTERVILLE PUBLIC LIBRARY

Franklin County, Ohio.

CERTIFICATE OF COPY
ORIGINAL ON FILE

The State of Ohio, Franklin County, I/S.

I Dan Griscom Fiscal Officer of the Board of Library Trustees of

WESTERVILLE PUBLIC LIBRARY

, within and for said County, and in whose

custody the Files and Records of said Board are required by the Laws of State of Ohio to be kept

do hereby certify that the foregoing is taken and copied from the original _____

minutes of the Regular Meeting of the
Board of Trustees of Westerville Public Library
on September 27, 2016

now on file, that the foregoing has been compared by me with said original

document, and that the same is a true and correct copy thereof.

WITNESS my signature, this 27th day of September 2016.

Dan Griscom

Fiscal Officer of the Board of Library Trustees of

WESTERVILLE PUBLIC LIBRARY

Franklin County, Ohio.

Gifts:

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

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

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Mr. Smith made a motion to approve disposal of the above records.

Seconded by Ms. Scholl

The Chair declared the motion passed.

Appropriation Transfers

Mr. Shinnock made a motion to approve the Appropriation Transfers as recommended.

From: 3500 Rents and Leases	\$1,000
To: 3900 Other Professional Services	\$1,000
From: 5500 Furniture & Equipment	\$15,000
To: 2100 General Administrative Supplies	\$15,000

Seconded by Ms. Scholl.

The Chair declared the motion passed.

INFORMATION AND DISCUSSION ITEMS

a. Director's Report

1. Interim Staffing Needs

As you know **Karen Albury** will be retiring at the end of October. We wish her all the best in the new adventures. This led us to evaluate several options for transition given that the Executive Director of the Library will also change mid-year 2017 with Don Barlow's previously announced retirement. The new Director should have the opportunity to have input into the Assistant Director role. This left us with a time difference between October of this year and July of next year.

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retirement and welcome these leaders to their new roles. If you have any questions about the transitions, please contact your manager or Katrina in Human Resources.

2. Church Parking Lot

As you know, the library and the owner of the church property have a shared parking arrangement. Library Administrative Staff are permitted to park on the property during the normal work week. In return, the library has agreed to pay ½ the cost for paving the church lot. As you probably know they are in the process of doing so. Our cost will be \$10,388.00.

3. Marketing Manager

Our current Marketing Manager will retire in December. As a result, we will begin advertising that position in October. We extended our deepest appreciation and gratitude to Linda Wilkins for her 25 plus years of dedicated and exemplary services.

4. Maker Space

Mr. Barlow reported to the Board that he met with the architect in regards with the Maker Space to get more information. The next step will be to set up a meeting with the Task Force team to discuss the architect's proposal. We will not be partnering with Otterbein STEAM Center program due to irregular times and service for our customers.

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

Comments were reviewed at the Board meeting. The Library Board has now requested that all Customer Comments be signed by the staff who responded to the comments.

BOARD COMMITTEE REPORTS

1. Finance & Committee Melissa Hodek

The Committee met on October 27th to discuss Capital Budget. Continuing to work on the Emergency Management Plan. Next meeting will be held on October 26th to review Mr. Griscom's accomplishments and goals.

2. Human Resources Jack Shinnock

Next meeting will be on October 25th. The Committee interviewed nine candidates for the Library Board Vacancy position. The Committee will discuss their selection when Mr. Shinnock returns from vacation. A final selection will be announced at the October Board meeting.

3. Marketing Karen Scholl

No Report

4. Technology Shawn Smith

The Committee will meet on Tuesday, October 4th at 6:00 PM.

BOARD DISCUSSION ITEMS

Ms. McDaniel reported to the Board about Anne Lows visit to Genoa Middle School and what a great success it was. Ms. Lightbody commented on an event hosted by the Library called the Outdoors Fairs. Ms. Lightbody was also asked by a friend of hers who happened to be a patron at the library of why the library does not open earlier on Sundays.

LIBRARY FOUNDATION REPORT

Ms. McDaniel reported to the Board that there are now 1373 kids signed up for Imagination Library. They have approached City Council for time on agenda. Don has \$3000 commitment from Sunrise Rotary when New Year starts. Chamber of Commerce will allow email blitz for \$100. Great bags for sale \$20 each. Karin Slaughter 9/29, Matt de la Pena 11/2.

FRIENDS OF THE LIBRARYIMPORTANT DATES

- a. Next Board meeting – Tuesday, October 25, 2016 at 7:00 PM in the Board Room.
- b. OLC Annual Conference – September 28-30, 2016 at the Kalahari Resort in Sandusky, Ohio.
- c. Karin Slaughter, Author Visit – Thursday, September 29, 2016 at 7:00 PM at Central High School.

ADJOURNMENT

Ms. Lightbody made a motion to adjourn the meeting at 7:40 PM.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

DEPARTMENT REVIEW AND TOUR

Erin Huffman, Program and Community Engagement Coordinator gave a brief report about her department.

President

Secretary