

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

October 25, 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 September 27, 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 October 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 September 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 September 2016 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. OLD BUSINESS

a. Search Firm

As you know, the Library Selection Committee met with three Search Firms to guide the Board in the selection process for a new director. The committee will present their recommendations to the full board for approval.

ACTION NEEDED: Consider a motion to accept the recommendations of the Library Selection Committee as presented or amended at the meeting.

10. NEW BUSINESS

a. IT Infrastructure Maintenance

The Technology Committee met with Steve Owley and the Director to discuss contracting out the maintenance of our IT Infrastructure replacing a full-time staff position. This will provide more efficiency at reduced costs. Mr. Owley and Mr. Smith will respond to questions at the meeting.

ACTION NEEDED: Consider a motion to approve the recommendation of the Technology Committee as presented or amended at the meeting.

b. Gifts

The Library is in receipt of the following gifts:

Restricted:

\$25.00 from Tamora Biandudi for a book in memory of Judith Sargeant.

Unrestricted:

\$25.00 from Class Reunion 1976 in appreciation for a Local History Program on 9/26/2016.

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

c. Appropriation Transfers

The following appropriation transfers are needed

From: 5500 Furniture & Equipment	\$110,000
To: 3300 Property Maintenance	110,000

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

d. Surplus Property

Kristin Michel, Interim Deputy Assistant, requests that an old refrigerator in the Support Services Department be declared as surplus. It is considered to be in poor condition and it is being replaced. The estimated value is zero.

ACTION NEEDED: Consider a motion to approve the item listed as surplus.

11. INFORMATION ITEMS

a. **Director's Report**

1. **New Skylights**

The new skylights have been constructed and will be installed the first two weeks of November. Due to the location of the one in the main mallway, there will be a temporary walkway through the Teen Room in order to get to Meeting Room A & B, Local History and Administration.

2. **Maker Space**

The Committee was unable to meet with the architect in October. We will try to schedule a meeting within the first two weeks of November. After discussion with our attorney, it is clear that whatever construction avenue we choose to take, it requires following bid requirements.

3. **Basement Kitchenette/Breakroom**

We are remodeling the kitchenette in the 1950 section of the building. It is the original kitchenette of the library and is in need of upgrading. Our maintenance staff will perform all the work for demolition and installation.

4. **Author Series**

Our next author will be Matt de la Pena author of Young Adult Books. We are partnering with the Westerville City School District. Mr. De la Pena will also present a program at the schools. We will donate 100 tickets to the school for distribution to their Hispanic students.

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**

There are no Customer Comments to come before the board.

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, November 22, 2016 at 7:00 PM in the Board Room.
- b. Matt De la Pena – Wednesday, November 2, 2016 at 7:00 PM at Westerville North High School.

17. [ADJOURNMENT](#)

18. [DEPARTMENT REPORT](#)

Linda Wilkins, Marketing Manager 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; Linda Wilkins, Marketing Manager, Steve Owley, Customer Services Manager; David Shaner, Computer Services Manager; Erin Huffman, Community Engagement Coordinator; Erin Kelsey, Adult Services and Belinda Mortensen, Support Services Manager.

Not Present: Ms. Kristin Michel, Assistant Director, Linda Uhler, Youth Services Manager, Jen Thomas, Customer Services and Julie Kerns, Outreach Services.

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

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

Under New Business

Item 10 E. Increase Change Funds

Item 10 F. Board Vacancy

Seconded by Mr. Smith.

The Chair declared the motion passed.

Mr. Fultz moved to approve the minutes of September 27, 2016, as presented.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. McDaniel moved the Board ratifies the following Personnel/Consent Calendar for October 2016 as presented.

- Retirement: Karen Albury – Deputy Director, full-time effective October 25, 2016.
- Employment: Jen Powers – Customer Services Assistant, intermittent/part-time, \$12.04/hr. [r12], effective September 27, 2016.
- Change Assignments: Belinda Mortensen – Head of Collection Development, full-time, \$31.66/hr. [r28] to Support Services Manager, full-time, \$32.52/hr. [r29] effective October 17, 2016. Interim position transfer.
- Change Assignments: David Shaner – Web Master, full-time, \$21.42/hr. [r25] to Computer Services Manager, full-time, \$25.38/hr. [r29] effective October 17, 2016. Interim position transfer.
- Change Assignments: Kristin Michel – Customer Services Manager, full-time, \$28.14/hr. [r29] to Assistant Director, full-time, \$37.12/hr. [r37] effective October 17, 2016. Interim position transfer.
- Change Assignments: Steven Owley – Manager of Computer Services and Support Services, full-time, [r29] to Customer Services Manager, full-time [r29] effective October 17, 2016. No change in pay. Interim position transfer.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Mr. Smith made a motion to approve the September 2016 Statistical Reports.

Seconded by Mr. Fultz.

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 September 2016 Financial Reports.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. McDaniel moved that the bills for September 2016 in the amount of \$687,103.48 be paid.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

OLD BUSINESS

Search Firms

Mr. Fultz reported to the Board that the Library Selection Committee has decided to go with Bradbury Miller Associates as their search firm. Cost will be \$27,000 plus expenses of the candidate. Mr. Barlow has been asked to sign the contract to get the process started.

After discussion, the Library Selection Committee made a motion to accept the contract.

No second required as motion made by the Committee.

The Chair declared the motion passed.

NEW BUSINESS

IT Infrastructure Maintenance

Mr. Owley reported to the Board that the Library cannot afford to hire the expertise needed to professionally maintain its digital infrastructure (network, servers, and security), nor can it afford to train someone up to do so. Hiring an outside party to provide this service will provide a reliable, steady source of needed expertise at a lower cost; it will also be a resource that the Library can draw upon for consultation on new projects. Several library and school districts have moved to this service already. This will replace a full-time staff position.

After discussion, the Technology Committee made a motion to approve this outsourcing and to contract with Sophisticated System beginning January 2017.

No Second required as motion made by the Committee.

The Chair declared the motion passed

Gifts:

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Restricted

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\$25.00 from Class Reunion 1976 in appreciation for a Local History Program in 9/26/2016.

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

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Appropriation Transfers

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

From: 5500 Furniture & Equipment \$110,000

To: 3300 Property Maintenance 110,000

Seconded by Mr. Smith

The Chair declared the motion passed.

Surplus Property

Ms. McDaniel made a motion to consider an old refrigerator in Support Services Department to be declared as surplus.

Seconded by Ms. Scholl.

The Chair declared the motion passed.

Increase Change Funds

Mr. Fultz made a motion to increase change funds by a total of \$30.00.

Seconded by Ms. Scholl.

The Chair declared the motion passed.

INFORMATION AND DISCUSSION ITEMS

a. Director's Report

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2. Maker Space

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3. Basement Kitchenette/Breakroom

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4. Author Series

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The event will be held at Westerville North High School.

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

There were no Customer Comments to come before the Board.

BOARD COMMITTEE REPORTS

1. Finance & Committee Melissa Hodek

The Committee will meet on October 26th at 5:00 PM.

2. Human Resources Jack Shinnock

A letter will be sent to the School board requesting that Heather Creed be appointed to the Library Board. Upon appointment, Heather Creed will be invited to the December Board meeting. The Committee's next meeting will be November 14th to continue to discuss compensation.

3. Marketing Karen Scholl

No Report

4. Technology Shawn Smith

The Committee met on October 4th. Made a discussion about New Wi-Fi Units, Hoopla, 3D printing work flow a demo that was presented at OLC with ticketing system.

BOARD DISCUSSION ITEMS

Ms. McDaniel reported to the board about the amazing customer service that was received by one of her students by a Westerville Library staff member. (Meredith Fletcher).

LIBRARY FOUNDATION REPORT

Ms. Hodek reported to the Board that the Foundation is still working on fundraising. They are looking for recommendations from those who applied for the library board to join the foundation team. They are looking to host their own author event in order to raise money.

FRIENDS OF THE LIBRARY

No Report

IMPORTANT DATES

- a. Next Board meeting – Tuesday, November 22, 2016 at 7:00 PM in the Board Room.
- b. Matt De la Pena – Wednesday, November 2, 2016 at 7:00 PM at Westerville North High School.

DEPARTMENT REVIEW AND TOUR

Linda Wilkins, Marketing Manager gave a brief report about her department.

Executive Session

Ms. Lightbody made a motion to move into Executive Session at 8:04 PM to discuss compensation.

Seconded by Mr. Smith.

The Chair declared the motion passed.

Mr. Fultz made a motion to move back into Regular Session at 8:46 PM.

Seconded by Mr. Smith

The Chair declared the motion passed.

After discussion, the Committee made a motion to increase the salary of Jen Thomas, Assistant Customer Services Manager, by 3.1% effective December 1, 2016. This follows the recommendation of the HR Manager to keep Ms. Thomas an exempt manager in compliance with the new rules under the Fair Labor Standards Act governing exempt employees.

No second required as motion made by the Committee.

The Chair declared the motion passed.

ADJOURNMENT

Ms. Lightbody made a motion to adjourn the meeting at 8:48 PM.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

President

Secretary