

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

February 28, 2017

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 point on the agenda they wish to be recognized.

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 24, 2017.

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 2017 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 2017 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 January 2017 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the ratifying of Bills for January 2017.

9. OLD BUSINESS

a. **Meeting Room Policy Revision**

As you know, we have been discussing the possibility of making our meeting room facility available to For-Profit organizations. The Finance and Facilities met to discuss this change in our policy and are recommending we do so (See item 9-a). Enclosed, you will find the proposed changes in the meeting room policy.

ACTION NEEDED: Consider a motion to accept the Meeting Room Policy revision as presented or amended at the meeting.

10. NEW BUSINESS

a. **Fine Structure Revision**

The Finance and Facilities also reviewed our fine structure to determine if the current policy may overly restrict use of the library, contributing to decrease in circulation (See item 10-a). Please see enclosed for the proposal changes in the policy.

ACTION NEEDED: Consider a motion to approve the changes in the fines structure as presented or amended at the meeting.

b. **Credit Card for Outreach Department**

The Fiscal Officer recommends that a new credit card be issued to Julie Kerns, Manager of the Outreach Department, for the purchase of gasoline and other expenses related to the Outreach and Library Link vans. Presently the Outreach Department has Sunoco cards, which limits staff to purchase gasoline only at Sunoco stations. More gas station options are needed for convenience, safety and to save money.

ACTION NEEDED: Consider a motion to authorize the Fiscal Officer to obtain a credit card from US Bank for Julie Kerns, Outreach Department Manager, for the purchase of gasoline and other expenses related to the Outreach and Library Link vans. The credit card will have a monthly limit of \$500.00.

c. Gifts:

The Library is in receipt of the following gifts:

Restricted:

\$50.00 from the Westerville Garden Club for a book in memory of Marilyn Gale.

Unrestricted:

\$250.00 from Sharon Church, in memory of Carl Richard Odgers.

ACTION NEEDED: Consider a motion to approve the acceptance of gifts with appreciation as presented at the meeting.

d. Surplus Property

The following items have been submitted as surplus:

20 art prints withdrawn from Circulation (no value)

1 Steelcase table in garage (\$100 estimated value)

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

11. INFORMATION ITEMS

a. Director's Report

1. Food for Fines

In partnership with W.A.R.M. we are initiating a food for fines program during National Library Week (April 9-15). For every can of food or non-perishable item that is donated, we will reduce the customer's fines by \$1 up to a maximum of \$20.00. Besides the obvious benefit to W.A.R.M, this will help our customers reduce their fines and hopefully increase library usage.

2. Thank You

I want to take this opportunity to express my appreciation to those who attended the 2016 Business Person of the Year event on January 31st. It was an honor to be given the award and I deeply appreciated the support of those who attended the event.

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. [See Item 11-C].

12. BOARD COMMITTEE REPORTS

1. Finance & Facilities Melissa Hodek

2. Human Resources Jack Shinnock

3. Library Services & Marketing Jack Shinnock

4. Technology Shawn Smith

5. Search Committee Mike Fultz

13. BOARD DISCUSSION ITEMS

14. LIBRARY FOUNDATION REPORT

15. FRIENDS OF THE LIBRARY REPORT

16. IMPORTANT DATES

- a. Central Ohio Trustee Dinner, Thursday, March 23rd from 6:00PM – 8:30PM Holiday Inn/Worthington (Don, Jack and Deanna will be attending).
- b. New Trustee Workshop, Saturday, March 25, 2017 from 9AM-3:00PM at Quest Conference Center on Polaris Pkwy. (Shawn Smith and Heather Creed) attending.
- c. Next Board Meeting – Tuesday, March 28th, at 7:00 PM in the Board Room.

17. ADJOURNMENT

DEPARTMENT REPORT

Linda Uhler, Manager of Youth Services will give a brief presentation of her department.

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

Mr. Smith, Ms. Creed, Mr. Fultz, Ms. McDaniel, Ms. Hodek and Ms. Lightbody.

Also attending: Director, Mr. Don Barlow; Ms. Kristin Michel, Assistant Director; Mr. Dan Griscom, Fiscal Officer and Ms. Elena Vleugels, Executive Assistant.

In attendance were the following department managers: Katrina Plourde, Human Resources; Tamara Murray, Marketing Manager; Linda Uhler, Youth Services Manager; Steve Owley, Customer Services Manager; Jen Thomas, Customer Services Assistant Manager, Julie Kerns, Outreach Services; David Shaner, Computer Services Manager; Erin Huffman, Community Engagement Coordinator; Erin Kelsey, Adult Services Manager; Belinda Mortensen, Support Services Manager and Beth Weinhardt, Local History Manager.

Members not present: Jack Shinnock, Board Member.

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

Ms. Creed moved to approve the agenda as amended at the meeting.

Under New Business

Item 10 C. Resolution In Support of the Westerville Prohibition Memorial.

Ms. Beth Weinhard gave a brief overview of what the Resolution would be used for.

Item 10 F. A proposal to the Board for Stephanie Henderson to come and do a Board retreat on April 18th.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

Mr. Smith moved to approve the minutes of January 24, 2017 as presented.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

Ms. McDaniel moved that the Board ratifies the following Personnel/Consent Calendar for February 2017 as presented.

- Employment: Snehal Adalinge – Customer Services Page [R8], part-time \$8.25/hr. effective February 13, 2017.
- Change Assignments: Jack Spurlock – from part-time Customer Services Page [R8] \$8.77/hr. to part-time Coffee Services Assistant [R12] \$11.04/hr. effective February 6, 2017.
- Change Assignments: Amanda Bruce – from part-time Customer Services Assistant [R12] \$11.49/hr. to full-time Help Desk Support II [R18] \$13.55/hr. effective February 19, 2017.
- Change Assignments: Maggie Sukalich – from part-time Customer Services Page [R8] \$9.69/hr. to part-time Customer Services Assistant [R12] \$11.82/hr. effective February 19, 2017.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Ms. Hodek made a motion to approve the January 2017 Statistical Report.

Seconded by Mr. Smith.

The Chair declared the motion passed.

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

Ms. Creed moved to approve the January 2017 Financial Report.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Ms. McDaniel moved that the bills for January 2017 in the amount of \$463,502.80 be paid.

Seconded by Mr. Smith.

The Chair declared the motion passed.

OLD BUSINESS

The Finance and Facilities Committee presented a motion to accept the Meeting Room Policy revision as presented at the meeting.

Ms. Hodek gave a brief presentation.

It was noted, that we will be reaching out to Chamber of Commerce to let them know about the changes. The new changes will be posted on Library's website.

NEW BUSINESS

The Finance and Facilities Committee brought a motion to the floor to approve the changes in the fines structure. After a brief discussion Mr. Smith tabled the motion until Ms. Kristin arrived to the meeting to present the fine structure revision.

Seconded by Heather Creed.

The Chair declared the motion passed.

Mr. Fultz moved to remove the motion from the table and invited Ms. Kristin Michel to speak about the revisions.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

After discussion of the main motion,

The Chair declared the main motion passed.

The Finance and Facilities Committee brought a motion before the Board to authorize the Fiscal Officer to obtain a credit card form US Bank for Julie Kerns, Outreach Department Manager for purchase of gasoline and other expenses related to the Outreach and Library Link vans.

Ms. Hodek moved that the motion be amended to be included in the Fiscal Policy Manual.

Seconded by Mr. Fultz.

The Chair declared the motion as amended passed.

Resolution

Mr. Fultz moved to adopt the Resolution in Support of the Westerville Prohibition Memorial.

Seconded by Mr. Smith.

The vote was unanimous.

Ms. Beth Weinhardt provided some information and pictures to the Board of the statues that will be going up.

RESOLUTION

In Support of the Westerville Prohibition Memorial

WHEREAS, the City of Westerville played an important national role in Prohibition; and

WHEREAS, the City now contemplates the construction and installation of a sculpture and park area including educational aspects to be placed in a prominent place in the City; and

WHEREAS, the organizers of the Memorial have regularly sought and received historic information and assistance from the Local History Department of the Library, and

WHEREAS, the development of the educational portion of the Memorial will rely heavily on information provided by the Library, and

WHEREAS, the Library will be the natural place for interested persons to continue their learning about Westerville's Prohibition history,

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Westerville Public Library:

That because this Library is a school district library located in Westerville, this Board supports the opportunity to contribute to this unique educational project in the City;

That this Board recognizes and supports the prior and ongoing contributions of Beth Weinhardt and the Local History Department to the Westerville Prohibition Memorial;

That this Board appreciates the value of the Memorial's educational aspects and the importance of the Local History Department's continued work to make the Memorial accurate, as well as, meaningful and beneficial to the community;

That the organizers of the Memorial may continue to enjoy the support of this Board, as the Memorial evolves and becomes a reality.

DATE PASSED: February 28, 2017

ATTESTED: _____
Secretary

SIGNED: _____
President

Gifts:

The Library is in receipt of the following gifts:

Restricted

\$50.00 from the Westerville Garden Club for a book in memory of Marilyn Gale.

Unrestricted:

\$250.00 from Sharon Church, in memory of Carl Richard Odgers.

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

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Surplus Property

Mr. Smith moved to consider a motion to approve the items listed as surplus.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

After a brief overview of the items listed in the surplus property the motion was amended to have the Steelcase table in garage to be removed off of the list.

Seconded by Ms. Hodek.

The Chair declared the amended motion passed.

Proposal

The HR Committee brought a motion on the floor that there be a meeting held with Stephanie Henderson in regard with the hiring of the new Director. The Library Board would like to propose that they meet with Stephanie Henderson on April 18th to develop of plan of how best they can work with the new Director.

INFORMATION AND DISCUSSION ITEMS

a. Director's Report

1. Food for Fines

In partnership with W.A.R.M. we are initiating a food for fines program during National Library Week (April 9-15). For every can of food or non-perishable item that is donated, we will reduce the customer's fines by \$1 up to a maximum of \$20.00. Besides the obvious benefit to W.A.R.M, this will help our customers reduce their fines and hopefully increase library usage.

We will be looking to see if Library Link can be a part of the program.

2. Thank You

I want to take this opportunity to express my appreciation to those who attended the 2016 Business Person of the Year event on January 31st. It was an honor to be given the award and I deeply appreciated the support of those who attended the event.

Ms. McDaniel commented on Mr. Barlow's speech at the event.

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

The Board reviewed comments at the meeting.

BOARD COMMITTEE REPORTS

1. Finance & Committee Melissa Hodek

The Committee met on February 13th to look at Meeting Room Policy, Fines Policy and Credit Card. Discussed Mr. Griscom's goals. Next meeting March 20th.

2. Human Resources Jack Shinnock
No report
3. Marketing Jack Shinnock
Next meeting April 4th.
4. Technology Shawn Smith
Met on February 28th, discussed Sophisticated Systems, Mobile printing and Event data.
5. Search Committee Mike Fultz
The Committee met on February 10th, they have now narrowed the search down from 12 candidates to 6 names. Applications came from all over. The 6 candidates will be interviewed March 16-17. After those six interviews the Search Committee will narrow it down to 3 candidates. They are working on interview questions.

BOARD DISCUSSION ITEMS

Ms. McDaniel made a comment to the Board on a program that her students wanted to try called SWON. This is where librarians will be able to participate in a Teen Reading Challenge. Mr. Fultz made great comments regarding the Tunes and Tales event hosted by the Library. Mr. Griscom was the lead star in reading the story to the kids. Ms. Lightbody showed off some of her excellent 3D printing demonstrations that she had created.

LIBRARY FOUNDATION REPORT

Ms. Hodek reported that the Foundation met on February 20th. Lisa Carmona was appointed as Vice-President, discussed funding for the Imagination Library, 2 candidates who had previously applied for the Library Board will be interview for the Library Foundation positons. Foundation is also working with a few donors such as United Way, Kroger and Amazon.

FRIENDS OF THE LIBRARY

IMPORTANT DATES

- a. Central Ohio Trustee Dinner, Thursday, March 23rd. from 6:00PM-8:30 PM Holiday Inn/Worthington (Don, Jack and Deanna will be attending).
- b. Next Board Meeting – Tuesday, March 25, 2017 at 7:00 PM in the Board Room.
- c. New Trustee Workshop, Saturday, March 25, 2017 at Quest Conference Center from 9AM-3PM.
- d. Public Forum for Director Candidates – Wednesday, March 29, 2017 from 6:00PM-8:00PM.
- e. Board Interviews March 30, 2017.
- f. Board Retreat April 18, 2017.

ADJOURNMENT

Ms. Creed made a motion to adjourn the meeting at 8:46 P.M.

Seconded by Mr. Smith.

The Chair declared the motion passed.

DEPARTMENT REVIEW AND TOUR

Linda Uhler, Youth Services Manager, gave a brief report of her Department. Linda also showed a demonstration of the new equipment that her department is working with.

President

Secretary