

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

March 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 February 28, 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 March 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 February 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 February 2017 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. OLD BUSINESS

There is no Old Business to come before the Board.

10. NEW BUSINESS

a. **Annual Appropriation**

The Fiscal Officer will present the 2017 Permanent Appropriation for adoption. The Finance Committee met on Tuesday, March 21st. and reviewed the revisions of the Temporary Appropriation passed at the December Board Meeting. Mr. Griscom will present those revisions to the Board. (See Item 10-a)

ACTION NEEDED: Consider a motion to approve the 2017 Annual Appropriation as presented or amended at the meeting.

b. **LSTA Grant Fund**

The Library has received a grant from the Library Services and Technology Act (LSTA) through the State Library. This grant is to support costs associated with the 2017 Summer Reading Program. The Library will receive \$1,500 in grant funds for the period April 1, 2017 – August 31, 2017, and the Library will be providing \$500 in local match funds for this project. Special Revenue fund 211 will be used to track receipts and expenditures associated with this grant.

ACTION NEEDED: Consider a motion to approve the Library Services and Technology Act (LSTA) Grant in the amount of \$1,500, with local match funds to be provided in the amount of \$500. The budget for this grant will be included in the Annual Appropriation Resolution.

c. Gifts:

The Library is in receipt of the following gifts:

Restricted:

\$10,445.00 from the Westerville Library Foundation for the Imagination Library.

\$ 200.00 from an anonymous patron for musical performance programs.

Unrestricted:

\$100.00 from Danny Keating.

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

11. INFORMATION ITEMS

a. **Director's Report**

1. **IFLA Fellows**

Five International Libraries visited the Westerville Public Library on Friday, March 24th as part of OCLC Fellows Program. This is the 14th annual visit by the OCLC Fellows. Mr. Barlow thought it would be interesting to list the fellows and their home libraries.

- **Eric Nelson Haumba**, Chief Librarian, YMCA Comprehensive Institute, Uganda.
- **Sharisse Rae Lim**, Liaison Librarian, National Library of the Philippines.
- **Jerry Mathema**, School Library Media Specialist, Masiyephambili College, Zimbabwe.
- **Patience Ngizi-Hara**, Assistant Librarian (Cataloguing), The Copperbelt University, Zambia.
- **Nguyen Van Kep**, Reference Librarian, Hanoi University, Vietnam.

2. **Rotary Gift**

Mr. Barlow and Sondra Kowaluk, Foundation Treasurer attended the March 22nd meeting of the Sunrise Rotary Club and received a \$3,000 check supporting the Imagination Library. Our deepest appreciation was extended to Rotary members for their continued support of childhood literacy and the Westerville Public Library.

3. **Legislative Day**

Mr. Barlow and Mr. Griscom will attend the Ohio Legislative Day at the Capitol on Wednesday, March 29th. We will be meeting with our Legislators and attending hearings on Library funding. As you know, an important goal is to maintain the PLF at 1.7% of the State's General Revenue which is slated to revert back to 1.66% on June 30th.

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. Mr. Barlow's Public Reception - Friday, May 19, 2017.
- b. Open Forum for Final Two Candidates – Wednesday, March 29th at 6:00 PM in Meeting Rooms.
- c. Next Board Meeting – Tuesday, April 25, 2017 at 7:00 PM in the Board Room.
- d. Mr. Barlow's Staff Retirement Party – Wednesday, May 17th at 2:00 PM in the Staff Lounge.

17. [ADJOURNMENT](#)

[DEPARTMENT REPORT](#)

Julie Kerns, Manager of Outreach 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. Shinnock, Mr. Smith, 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; Julie Kerns, Outreach Services; David Shaner, Computer Services Manager; Erin Huffman, Community Engagement Coordinator; Erin Kelsey, Adult Services Manager and Belinda Mortensen, Support Services Manager.

Members not present: Heather Creed, Board Member, Jen Thomas, Customer Services Assistant Manager and Steve Owley, Customer Services Manager.

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

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

It was requested that we add Executive Session to the end of the Agenda.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Mr. Fultz moved to approve the minutes of February 28, 2017 as amended.

Seconded by Mr. Smith.

The Chair declared the motion passed.

Mr. Shinnock abstained.

Mr. Shinnock moved that the Board ratifies the following Personnel/Consent Calendar for March 2017 as presented.

- Change Assignments: Patti Baker – from part-time Custodian [R16] to full-time Custodian [R16] effective February 26, 2017 No change to hourly rate.
- Change Assignments: Alexandra Conrad – from part-time Customer Services Page Trainee [R8] \$8.42/hr. to part-time Customer Services Page [R8] \$8.60/hr. effective February 26, 2017.
- Change Assignments: Amelia DeBerry – from part-time Customer Services Page Trainee [R8] \$8.42/hr. to part-time Customer Services Page [R8] \$8.60/hr. effective February 26, 2017.
- Change Assignments: Andrew Romo- from part-time Customer Services Page Trainee [R8] \$8.42/hr. to part-time Customer Services Page [R8] \$8.60/hr. effective February 26, 2017.
- Change Assignments: Amy Whitesmith – from part-time Adult Services Page [R8] to Customer Services Page [R8], effective March 5, 2017. No change to hourly rate.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

Ms. Lightbody made some comments on the Personnel Consent Calendar.

Ms. McDaniel made a motion to approve the February 2017 Statistical Report.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

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

Ms. Hodek moved to approve the February 2017 Financial Report.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. McDaniel moved that the bills for February 2017 in the amount of \$422,564.73 be paid.

Seconded by Mr. Smith.

The Chair declared the motion passed.

OLD BUSINESS

There was no Old Business to come before the Board.

NEW BUSINESS

2017 ANNUAL APPROPRIATION RESOLUTION March 28, 2017

The Board of Trustees of the Westerville Public Library, Franklin County, Ohio, met in Regular Session on the 28th day of March, 2017 at the Library with the following members present:

Michael Fultz
Melissa Hodek
Mary Lightbody
Deanna McDaniel
John B. Shinnock
Shawn Smith
(Heather Creed was absent)

Ms. Hodek moved the adoption of the following resolution:

BE IT RESOLVED by the Board of Trustees of the Westerville Public Library, Franklin County, Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year ending December 31, 2017 be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

That there be appropriated from the

General Fund

	<u>2017 Annual Appropriation</u>
1000 Salaries & Benefits	
1100 Salaries and Leave Benefits	3,312,530.00
1400 Retirement Benefits	463,800.00
1600 Insurance Benefits	613,250.00
1900 Other Employee Benefits	<u>39,000.00</u>
Total Salaries and Benefits	4,428,580.00
2000 Supplies	

2100 General Administrative Supplies	121,600.00
2200 Property Maintenance/Repairs, Supplies & Parts	22,000.00
2300 Motor Vehicle Fuel, Supplies & Parts	400.00
2500 Supplies Purchased for Resale	38,500.00
2900 Other Supplies	-
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	182,500.00
3000 Purchased & Contracted Services	
3100 Travel & Meeting Expenses	63,500.00
3200 Communication, Printing and Publicity	54,800.00
3300 Property Maintenance, Repair & Security	667,500.00
3400 Insurance	28,500.00
3500 Rents & Leases	120,000.00
3600 Utilities	188,500.00
3700 Professional Services	327,900.00
3800 Library Material Control	50,000.00
3900 Other Contracts and Professional Services	4,000.00
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	1,504,700.00
	<u>2017 Annual Appropriation</u>
4000 Library Materials & Information	
4100 Books	433,000.00
4200 Periodicals/Software/Internet Services	312,700.00
4300 Audiovisual Materials	377,500.00
4600 Inter-Library Loan Fees/Charges	8,000.00
4700 Library Material Repair & Restoration	
4900 Other Library Materials	-
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	16,000.00
	1,147,200.00
5000 Capital Outlay	
5400 Building Improvements	210,000.00
5500 Furniture & Equipment	312,100.00
5700 Motor Vehicles	-
5900 Other Capital Outlay / Reserves	-
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522,100.00	
6000 Debt Service	

6100 Redemption of Principal	-
6200 Interest Expense	-
7000 Other Expenses	-
7100 Dues and Memberships	16,900.00
7200 Taxes and Assessments	5,500.00
7300 County Auditor and Treasurer Fees	65,000.00
7500 Refunds and Reimbursements	3,000.00
7900 Other Miscellaneous Expenses	-
	90,400.00
9000 Interfund Transfers	
9900 Transfers Out	-
Grand Total General Fund	7,875,480.00

Special Revenue Funds:**Imagination Library**

4100 Books	30,000.00
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LSTA Grant

2100 Program Supplies	1,500.00
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Total Special Revenue Funds	31,500.00
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Capital Funds:**Building and Repair Fund**

5900 Other Capital Outlay	1,711,343.00
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9900 Transfers Out	-
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Grand Total Building Fund	1,711,343.00
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Agency Funds:**Flexible Spending Account**

1900 FSA Claims	7,500.00
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TOTALS BY FUND

	<u>2017 Annual Appropriation</u>
GENERAL FUND	7,875,480.00
IMAGINATION LIBRARY	30,000.00
LSTA GRANT	1,500.00
BUILDING AND REPAIR FUND	1,711,343.00

FLEXIBLE SPENDING ACCOUNT	7,500.00
GRAND TOTAL - ALL APPROPRIATIONS	9,625,823.00

Mr. Smith seconded the Resolution and the roll called upon its adoption, the vote resulted the vote resulted as follows:

Ms. Creed
(Absent)

Mr. Fultz Aye

Ms. Hodek Aye

Ms. Lightbody Aye

Ms. McDaniel Aye

Mr. Shinnock Aye

Mr. Smith Aye

The Chair declared the motion passed.

Mr. Smith made a motion to approve the Library Services and Technology Act (LSTA) Grant in the amount of \$1,500, with local match funds to be provided in the amount of \$500.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

Ms. Lightbody thanked the staff for writing the grant. Linda Uhler gave a brief summary about and Grant and its usage for it.

Gifts:

The Library is in receipt of the following gifts:

Restricted

\$10,445.00 from Westerville Library Foundation for the Imagination Library

\$200.00 from an anonymous patron for musical performance programs.

Unrestricted:

\$100.00 from Danny Keating.

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

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

INFORMATION AND DISCUSSION ITEMS

a. Director's Report

1. IFLA Fellows

Five International Libraries visited the Westerville Public Library on Friday, March 24th as part of OCLC Fellows Program. This is the 14th annual visit by the OCLC Fellows. Mr. Barlow thought it would be interesting to list the fellows and their home libraries.

- **Eric Nelson Haumba**, Chief Librarian, YMCA Comprehensive Institute, Uganda.
- **Sharisse Rae Lim**, Liaison Librarian, National Library of the Philippines.
- **Jerry Mathema**, School Library Media Specialist, Masiyephambili College, Zimbabwe.
- **Patience Ngizi-Hara**, Assistant Librarian (Cataloguing), The Copperbelt University, Zambia.
- **Nguyen Van Kep**, Reference Librarian, Hanoi University, Vietnam.

Mr. Barlow reported that Mortensen Libraries will be here on May 30th.

2. Rotary Gift

Mr. Barlow and Sondra Kowaluk, Foundation Treasurer attended the March 22nd meeting of the Sunrise Rotary Club and received a \$3,000 check supporting the Imagination Library. Our deepest appreciation was extended to Rotary members for their continued support of childhood literacy and the Westerville Public Library.

3. Legislative Day

Mr. Barlow and Mr. Griscom will attend the Ohio Legislative Day at the Capitol on Wednesday, March 29th. We will be meeting with our Legislators and attending hearings on Library funding. As you know, an important goal is to maintain the PLF at 1.7% of the State's General Revenue which is slated to revert back to 1.66% on June 30th.

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

Met on March 21st. Worked on Emergency Plan. Getting through changes. Next meeting April 25th. Review Dan's goals and Appropriations.

2. Human Resources Jack Shinnock

No report

3. Marketing Jack Shinnock
Next meeting April 4th.
4. Technology Shawn Smith
No Report
5. Search Committee Jack Shinnock
Will discuss in Executive Session.

BOARD DISCUSSION ITEMS

Shawn Smith and Heather Creed attended the Trustee Dinner. Mr. Smith brought up the discussion of Senate Bill 199 regarding concealed carry.

LIBRARY FOUNDATION REPORT

Met on March 20th. New Foundation member Sarah Hickey. Author Emily Giffin will be here April 6th. Reception for the event will be held at the Lakes. Applied for a Grant. Next meeting will be April 17th.

FRIENDS OF THE LIBRARY

IMPORTANT DATES

- a. Next Board Meeting - Tuesday, April 25, 2017 at 7:00 PM in the Board Room.
- b. Open Forum for Final Two Candidates – Wednesday, March 29 at 6:00PM in Meeting Rooms.
- c. Mr. Barlow's Staff Retirement Party – Wednesday, May 17 at 2:00 PM in the Staff Lounge.
- d. Mr. Barlow's Public Reception – Friday, May 19, 2017.

DEPARTMENT REVIEW AND TOUR

Julie Kerns, Outreach Services Manager, gave a brief report of her Department.

EXECUTIVE SESSION

Ms. Hodek made a motion to move into Executive Session to discuss Personnel Matters at 8:08PM.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. Hodek made a motion to move back into Regular Session.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

ADJOURNMENT

Mr. Fultz made a motion to adjourn the meeting at 9:25 P.M.

Seconded by Mr. Smith.

The Chair declared the motion passed.

Executive SessionThursday, March 30, 2017

The Board of Trustees of the Westerville Public Library met in a special session with the following members present: Ms. Creed, Mr. Fultz, Ms. Hodek, Ms. Lightbody, Ms. McDaniel, Mr. Shinnock and Mr. Smith.

Also invited to attend: Dan Bradbury and Karen Miller, consultants, Bradbury/Miller Associates. Also attending for a portion of the meeting, the two finalists for the Executive Director position for the purpose of Board interviews.

Ms. Lightbody called the meeting to order at 4:59 PM.

Mr. Fultz made a motion to move into a Special Executive Session to discuss the appointment of the Public Official at 5:00 PM.

Seconded by Mr. Smith

The Chair declared the motion passed.

Mr. Smith made a motion to move back into Regular Session at 8:53PM.

Seconded by Ms. Creed.

The Chair declared the motion passed.

Ms. Hodek made a motion to authorize Bradbury/Miller to offer Erin Francoeur the position of Executive Director with a proposed salary of \$105,000 - \$125,000 and a relocation package of up to \$10,000 with a start date to be negotiated, but to be no later than June 12, 2017.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

ADJOURNMENT

Mr. Fultz made a motion to adjourn the meeting at 8:55 PM.

Seconded by Ms. Creed.

The Chair declared the motion passed.

President

Secretary

