

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

April 25, 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 March 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 April 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 March 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 March 2017 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. OLD BUSINESS

a. Emergency Management Plan

The Finance and Facilities Committee will meet and review the final edits of the Emergency Management Plan prior to the Library Board Meeting. The committee may be recommending the plan's approval at the Board Meeting or may decide to table the plan's approval for some additional editing.

ACTION NEEDED: Consider a motion to adopt the Emergency Management Plan as presented or amended at the meeting.

10. NEW BUSINESS

a. LSTA Grant

The Library has been awarded a grant from the Library Services and Construction Act (LSTA) through the State Library of Ohio. This grant is an iLead grant for Team United. The library receives \$3,000 in grant funds for the period May 1, 2017 – December 31, 2017. The library will team with other libraries to create resources for communities. WPL will serve as the Fiscal Agent for the grant. Special Revenue Fund 211 will be used to track receipts and expenditures with this grant.

ACTION NEEDED: Consider a motion to approve the LSTA Grant in the amount of \$3,000 and the Board hereby amends its annual appropriation resolution to include the additional \$3,000 appropriation.

b. Gifts:

The Library is in receipt of the following gifts:

Restricted:

\$16,000 from the Westerville Library Foundation to support the Imagination Library.

Unrestricted:

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

c. Surplus Equipment:

Considering the age of Mr. Barlow's computer and the new director's preference of using a Microsoft computer, Mr. Barlow wishes to purchase his current Apple laptop, Apple monitor and Brother printer upon his retirement. Mr. Owley determines the value of the computer to be \$1,000, the monitor \$300, and the printer to be \$200. As a result, Mr. Barlow agrees to pay the library \$1,500 for the above-mentioned equipment.

ACTION NEEDED: Consider a motion to declare the Director's laptop, monitor and printer surplus and to sell these items to Mr. Barlow upon his retirement for \$1,500 as presented at the meeting.

11. INFORMATION ITEMS

a. Director's Report

1. Food for Fines

The Food for Fines program during National Library Week was a success. The library received over 900 items which were donated to WARM. In all \$900 in fines were forgiven. Plans are that another Food for Fines week be held towards the end of the year with increased publicity.

2. Legislative Day

Dan Griscom and the Director attended the Ohio Library Legislative Day on March 29th. We met with Anne Gonzales, Kris Jordan, and Kevin Bacon. The event went very well and there continues to be support of Ohio's public libraries. The critical part of this year's process is to have 1.7% of the State's General Fund earmarked for the Public Library Fund and be placed in permanent language.

Without this change the Public Library Fund will revert to 1.66% of the General Fund on July 1, 2017, reducing funds to Ohio's Public Libraries by about \$8 million dollars.

3. Fine Free Library

The library staff committee is developing a policy for eliminating fines at the library and determining the financial impact for the library. The policy will be distributed at the meeting for board review. However, we do not want to use the board meeting for an editing session, so it is recommended that board members review the policy prior to the next meeting and submit your suggestions to Kristin Michel, Assistant Director. The Board also may decide to table this issue until the New Director takes office.

4. Maker Space

Pricing is being developed for the reduced Maker Space concept, flooring, electric, equipment, etc. I do not believe the Board will be in a position to make a final determination at this meeting. However, the Director's position is that the library should proceed with the original plans as developed by Design Group, Inc. and develop an aggressive programming model to utilize the space. As this is a rather large decision as well, the Board may wish to wait until the new Director arrives.

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. Next Board Meeting – Tuesday, May 23, 2017 at 7:00 PM in the Board Room.
- c. Mr. Barlow's Staff Retirement Party – Wednesday, May 17th at 2:00 PM in the Staff Lounge.

17. ADJOURNMENT

DEPARTMENT REPORT

Steve Owley, Manager of Customer Services will give a brief presentation of his 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. Creed 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 and Belinda Mortensen, Support Services Manager.

This Board session was recorded.

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

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

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

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Ms. McDaniel moved to approve the minutes of March 28, 2017 as corrected.

Seconded by Mr. Smith.

The Chair declared the motion passed.

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

- Employment: Erin Francoeur – Executive Director, full-time \$115,000 annual salary, effective June 12, 2017.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Mr. Shinnock made a motion to approve the March 2017 Statistical Report.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Ms. Lightbody noticed the reduction in Fines and Feed due to the Food Drive.

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

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

Seconded by Ms. Creed.

The Chair declared the motion passed.

Ms. McDaniel moved that the bills for March 2017 in the amount of \$406,174.55 be paid.

Seconded by Mr. Smith.

The Chair declared the motion passed.

OLD BUSINESS

Emergency Management Plan

The Finance and Facilities Committee met and reviewed the final edits of the Emergency Management Plan prior to the Library Board Meeting. The Committee decided not to take action on the motion, and requested that it be brought to action at the next meeting. It was also requested that Ms. Katrina Plourde e-mail the Emergency Management Plan to all Board members before the next meeting.

NEW BUSINESS

LSTA Grant

Mr. Shinnock considered a motion to approve the LSTA Grant in the amount of \$3,000 and the Board hereby amends its annual appropriation resolution to include the additional \$3,000 appropriation.

Seconded by Ms. Creed.

On Roll call: Mr. Shinnock aye, Ms. Hodek aye, Ms. Creed aye, Ms. Lightbody aye, Mr. Smith aye, Mr. Fultz aye and Ms. McDaniel aye.

The Chair declared the motion passed.

Ms. Erin Kelsey mentioned that the LSTA Grant would like to have the Library involved as their Fiscal Agent for their Grant. Mr. Griscom, Fiscal Officer, did not see a problem in acting in that capacity.

Gifts:

The Library is in receipt of the following gift:

Restricted

\$16,000 from the Westerville Library Foundation to support the Imagination Library.

Mr. Fultz made a motion to accept with appreciation the gift presented.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

Mr. Barlow also mentioned that we now have 1,788 children signed up for the Imagination Library.

Selling of Item

Mr. Smith made a motion to declared the Director's laptop, monitor and printer as surplus and to sell these items to Mr. Barlow upon his retirement for \$1,500 as presented at the meeting.

Seconded by Ms. Hodek.

After final discussion Mr. Fultz made a motion to table the decision of laptop until our next meeting.

Seconded by Ms. Creed.

The Chair declared the motion to table until our next meeting passed.

INFORMATION AND DISCUSSION ITEMS

a. Director's Report

1. Food for Fines

The Food for Fines program during National Library Week was a success. The library received over 900 items which were donated to WARM. In all \$900 in fines were forgiven. Plans are that another Food for Fines week be held towards the end of the year with increased publicity.

Ms. McDaniel reported that she appreciated that Library Link was able to be a part of the Food for Fines. Her school was not able to participate in the program because they were in the middle of testing.

Ms. Creed reported that she had participated in the program.

2. Legislative Day

Dan Griscom and the Director attended the Ohio Library Legislative Day on March 29th. We met with Anne Gonzales, Kris Jordan, and Kevin Bacon. The event went very well and there continues to be support of Ohio's public libraries. The critical part of this year's process is to have 1.7% of the State's General Fund earmarked for the Public Library Fund and be placed in permanent language.

Without this change the Public Library Fund will revert to 1.66% of the General Fund on July 1, 2017, reducing funds to Ohio's Public Libraries by about \$8 million dollars.

3. Fine Free Library

The library staff committee is developing a policy for eliminating fines at the library and determining the financial impact for the library. The policy will be distributed at the meeting for board review.

However, we do not want to use the board meeting for an editing session, so it is recommended that board members review the policy prior to the next meeting and submit your suggestions to Kristin Michel, Assistant Director. The Board also may decide to table this issue until the New Director takes office.

Will be brought before the next meeting for a robust discussion. The Board will take action at the June meeting. Mr. Barlow distributed the policy and would like for you to respond to him or Kristin if you have any questions.

4. Maker Space

Pricing is being developed for the reduced Maker Space concept, flooring, electric, equipment, etc.

I do not believe the Board will be in a position to make a final determination at this meeting.

However, the Director's position is that the library should proceed with the original plans as developed by Design Group, Inc. and develop an aggressive programming model to utilize the space.

As this is a rather large decision as well, the Board may wish to wait until the new Director arrives.

Mr. Shinnock reported that he would like to meet with Mr. Brown, who was involved with the Maker Space at Walnut Springs to talk about some ideas that he would like to share with the Board. Also the Board would like to wait until the new Director arrives to make any further decisions.

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

Ms. Hodek reported that the Committee met before the Board meeting. The Committee met to discuss Fines and Fees, Emergency Management Plan, Fiscal Policy Annual Review and Budget review. Next meeting will be May 17th.

2. Human Resources Jack Shinnock

Mr. Shinnock reported that the Board retreat materials were sent to Mr. Shinnock. Erin Francoeur will be here May 16-18, she will meeting with the HR Committee on the 16th and he will forward them to the Board. HR will work on creating goals for the new Director for the remaining part of the year.

3. Marketing Jack Shinnock

The Committee met on the 4th and reviewed the Marketing Plan. The Committee discussed arranging for an intern for the Department, and Mr. Barlow agreed to investigate this and report back. Next meeting will be in June before the next Board meeting.

4. Technology Shawn Smith

Meeting will be on May 9th at 6:00 PM.

BOARD DISCUSSION ITEMS

There was some discussion about restructuring Board Committees and maybe relating that effort to development of a Strategic Plan. Plan to work on the Strategic Plan with the new director. Mr. Shinnock congratulated the library staff for their ongoing good work. Ms. Creed gave a praise report on searching for a book for her son. Ms. McDaniel attended the Volunteer dinner and enjoyed the Circus theme. Mr. Shinnock reported to the Board an e-mail he had received from Mr. Brown regarding a program that the Library hosted.

LIBRARY FOUNDATION REPORT

The Foundation would like to have a joint meeting with the Library Board, tentatively planned for September 18 at 7pm. The Committee met on the 17th an update on the staffing. The Foundation would like to have a booth at Music and the Arts Festival, held on July 8,9. Would also like to meet with the new Director to work towards common goals.

FRIENDS OF THE LIBRARY

Mr. Barlow has requested repeatedly that the Friends hire staff to work for them part time. The request has been declined every time.

IMPORTANT DATES

- a. Mr. Barlow's Staff Retirement Party – Wednesday, May 17 at 3:00 PM – 5:00 PM in the Meeting Rooms.
- b. Mr. Barlow's Public Reception – Friday, May 19, 2017 3:00PM – 6:00 PM in the Meeting Rooms.
- c. Next Board Meeting - Tuesday, May 23, 2017 at 7:00 PM in the Board Room.
- d. Erin Francoeur start date – June 12, 2017.
- e. Meet the new Director – June 15, 2017. 6-8PM.

DEPARTMENT REVIEW AND TOUR

Steve Owley, Manager of Customer Services, gave a brief report on his Department.

EXECUTIVE SESSION

Mr. Shinnock made a motion to move into Executive Session to discuss Personnel Matters at 8:28PM with a brief break.

Seconded by Ms. Creed.

The Chair declared the motion passed.

After discussion, Mr. Smith moved that the board move back into Regular Session at 8:42 PM.

Seconded by Ms. Creed.

The Chair declared the motion passed.

Ms. Hodek moved that the Library award Mr. Barlow a merit bonus of \$3,000 for his work since the first of the year.

Seconded by Mr. Smith.

The Chair declared the motion passed.

ADJOURNMENT

Ms. Creed made a motion to adjourn the meeting at 8:44 P.M.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

President

Secretary

