

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

June 27, 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 May 23, 2017 as presented or amended.

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 June 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 May 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 May 2017 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. OLD BUSINESS

a. **Emergency Management Plan**

The Finance & Facilities Committee met and reviewed the edits of the Emergency Management Plan and input provided by Westerville Fire and Police Departments. The Board may consider removing the plan from the table for further discussion, in light of recommendations by outside organizations and recent incidents at Columbus Metropolitan Library or they may vote to proceed with the plan.

b. **Fine Free Policy**

The library staff committee has developed a policy for eliminating fines at the library and determining the financial impact for the library. Ms. Kristin Michel presented the proposed Fine Free Policy at the May meeting. Further discussion will be made at the Board meeting.

10. NEW BUSINESS

a. **Bylaws**

Finance and Facilities Committee met and suggested that we review and update the Library Board Bylaws. Also there was some discussion on possibly creating a special committee. No action required.

b. Gifts:

The Library is in receipt of the following gifts:

Restricted:

\$700.00 from the Friends of the Westerville Public Library, for the Ice Cream Social.

Unrestricted:

\$100.00 Verna Bell, in loving memory of Edie Bacon.

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

c. **Surplus Property**

David Shaner, Computer Services Manager, has submitted a list of items to be declared surplus. The estimated value is zero. (see item 10c).

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

Bill Williams, Building Maintenance Manager, has submitted a list of items to be declared surplus. The estimated value is zero and \$5.00. (see item 10c).

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

11. INFORMATION ITEMS

a. **Director's Report**

State Budget

Earlier this week, the Senate officially introduced its version of the state budget bill (HB 49) for Fiscal Year (FY) 18-19. The Senate's plan minimizes the reduction of the Public Library Fund (PLF) by temporarily setting the PLF at 1.68% of the state's General Revenue Fund (GRF). This is an improvement over the 1.66% set by the House Bill, but is still short of the 1.7% that the Ohio Library Council continues to pursue.

2. Initial Strategy

It is my initial strategy to spend the remainder of the month of June orienting myself with the library and its staff. Although I have scheduled a few meetings with partners (David Collinsworth, Westerville City Manager, and Ryan McDonnell, Library Director at Grandview Heights Public Library), my primary goal, at this time, is to get to know the people that I will be working with and the services and resources that our library offers. Starting in July, I will begin to reach out more into the community and become more involved in Westerville and with the State of Ohio libraries. I would like to work with the Board to start thinking about the strategic planning process, so that we have a vision and guide for making decisions for the library's future that is based on data and community input.

3. Interim Positions

The interim positions are under review and I am working with staff to determine what is in the best interest of the future of the library.

4. Summer Reading

Summer Reading is off to a great start. This year's theme is Build a Better World. This year we used a soft roll out for sign ups, which has eliminated some of the chaos and lines that occurred with a single day registration in the past. Initial attendance and participation (as reported in the department reports) are positive.

5. Board Documents

Currently, paper board packets are being stored and file back to 1988. In September at the Record Retentions meeting, I would like to discuss the possibility of digitizing the records for permanent archive and purging the paper documents.

6. Thank You!

I would like to express a heartfelt thank you to the staff and Board of the Westerville Public Library for making me feel so welcome and helping to ease the transition. And a special thank you to Kristin Michel for taking on the interim Director responsibilities during the gap time. My family and I are enjoying the easy transition to this wonderful community and are so excited to begin building our lives here.

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 |

13. BOARD DISCUSSION ITEMS

14. LIBRARY FOUNDATION REPORT

15. FRIENDS OF THE LIBRARY REPORT

16. IMPORTANT DATES

- a. Next Board Meeting – Tuesday, July 25, 2017 at 7:00 PM in the Board Room.
- b. Mary Alice Monroe – Thursday, July 13, 2017 at 7:00PM at Westerville Central High School.

- c. Fourth of July Parade – Tuesday July 4, 2017 at 1:00PM Meet at Westerville Public Library.
- d. Ice Cream Social – Thursday July 27, 2017 at 7:00PM at Westerville Public Library.

17. ADJOURNMENT

DEPARTMENT REPORT

Belinda Mortensen, Manager of Collection Development, 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, Ms. Creed and Ms. Lightbody.

Also attending: Director, Ms. Erin Francoeur, 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; Jen Thomas, Customer Services Assistant Manager; David Shaner, Computer Services Manager; Erin Huffman, Community Engagement Coordinator; Erin Kelsey, Adult Services Manager and Belinda Mortensen, Support Services Manager.

Members not present: Ms. Kristin Michel, Assistant Director, Steve Owley, Customer Services Manager and Julie Kerns, Outreach Services Manager.

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

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

Seconded by Ms. Creed.

The Chair declared the motion passed.

Mr. Smith moved to approve the minutes of May 23, 2017 as presented.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

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

- Retirement: Don Barlow – Executive Director, full-time effective May 31, 2017.
- Change Assignments: Rachel Somerfeldt - from part-time SearchOhioLink Page, [R8] to full-time Materials Processor, [R10], effective June 5, 2017. No change in pay.
- Change Assignments: Amelia DeBerry – from part-time Customer Services Page, \$8.60/hr. [R8] to part-time Customer Services Assistant, \$11.04/hr. [R12], effective June 11, 2017.
- Change Assignments: Alexandra Conrad – from part-time Adult Services Page, \$8.60/hr. [R8] to part-time Customer Services Assistant, \$11.04/hr. [R12], effective June 11, 2017.
- Change Assignments: Erin Francoeur – from part-time Executive Director to full-time Executive Director, \$55.08/hr. [no range], effective, June 12, 2017.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Mr. Fultz made a motion to approve the May 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 May 2017 Financial Report.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. McDaniel moved that the bills for May 2017 in the amount of \$377,554.00 be paid.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

OLD BUSINESS

Emergency Management Plan

The Finance and Facilities Committee met and reviewed the edits of the Emergency Management Plan and input provided by the Westerville Fire and Police Departments. It was suggested that Ms. Katrina Plourde implement edits and bring them back to the July meeting.

Fine Free Policy

The Library staff committee has developed a policy for eliminating fines at the library and determining the financial impact for the library. It was suggested that we move forward with the Fine Free Policy.

FINES AND FEES

Policy last updated: June 27, 2017

Beginning August 17, 2017 any materials borrowed from and returned to the Westerville Public Library will not be charged overdue fines.

Customers are still responsible for fines accrued prior to August 17, 2017.

When items are 2, 10, and 20 days past due, customers receive notification by phone or email. On the 30th day overdue, a bill for the replacement cost of the item and a \$5 processing fee is mailed to the customer's address, and added to the customer's account. At 55 days overdue, the account is sent to a collection agency, and a non-refundable \$10 fee is added to pay for the services of the agency. To be sent to the collection agency, an account must owe at least \$25 and have at least one item 55 days overdue.

Check out and renewal of items is blocked if fines/fees total more than \$10.00 on a library account. [Customers with blocked accounts will not be able to check out any physical materials until the fines have been paid, the overdue materials have been returned, or until the replacement fee has been paid.]

When an item is lost or damaged, the cardholder is required to pay the cost of the item plus the processing fee. The parents/legal guardians are responsible for such charges on a child's card.

Items borrowed through interlibrary loan from another library on behalf of a Westerville Public Library customer are subject to the fines/fees rules of the lending institution.

After a brief overview and discussion

Mr. Fultz moved to adopt the proposed fine free policy as indicated on the handout.

Seconded by Ms. Creed.

The Chair declared the motion passed on a 5-2 vote.

NEW BUSINESS

Bylaws

A Committee of Mary Lightbody and Shawn Smith were asked to review the Bylaws and bring to the July Board meeting proposed changes.

Gifts:

The Library is in receipt of the following gifts:

Restricted:

\$700.00 from the Friends of the Westerville Public Library, for the Ice Cream Social.

Unrestricted:

\$100.00 Verna Bell, in loving memory of Edie Bacon.

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

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Surplus Property

Ms. Creed made a motion to approve the items listed as surplus.

(item 10c)

Declaration of Surplus Property

Westerville Public Library

Department: Computer Services Date: 06/07/3017

Contact: Name: David Shaner

Email: dshaner@westervillelibrary.org Phone: 614-882-7277 EXT 2165

Surplus Location: Maintenance Shelving

Description of Item Make, Model, Serial #, Date Purchased	Condition* See Below	Your Estimate of Current Value
Acer Monitor v193 ETLHW0D170206096958520	4	0
Acer Monitor V176L MMLZFAA00264002D5C8501	4	0
Acer Monitor V176L b mmfzfaa002640032748501	4	0
Acer Monitor v193 etlhw0d170206092fe8520	4	0
Acer Monitor v193 ETLHW0D1702060925B8520	4	0
Amazon Kindle Kindle B00IBAB074930618	2	0
APC UPS Back-UPS 550 4B1418P20167	3	0
Brother Fax Machine mfb-3240ez u61087e6f143137	4	0
35MM SLR Camera AE-1 Program 4205646	3	0
Cisco Aironet Aironet FTX1645E3RS	3	0
Epson Printer (Receipt) tm-488v MXEP012673	3	0
Epson Scanner Perfection ESUW129660	3	0
Gemini Camera Lens Macron Zoom m850252126	2	0
HP Desktop PC Compaq dc700 ultra-slim 2UA8510LF7	4	0
HP Laptop Compaq 6530b CNU01306R2	3	0
HP Laptop Compaq 6530b CNU0151JW7	3	0
HP Laptop Compaq 6530b CNU0151JT4	3	0
HP Laptop Probook 6550b CNU1150YFN	3	0
HP Monitor 1702CNN532077M	4	0
HP Printer DeskJet3820 CN2BA1C0KY18	4	0
HP Scanner ScanJet AC sg97m170nvpe	3	0
Kinetic Camera Auto fix focus 757620	3	0
Kodak Ektagraphic universal slide tray AV780 CAT1443266	4	0

Declaration of Surplus Property

Westerville Public Library				
Lenovo Desktop PC	M722 All-in-One (ThinkCentre)	mj17Inv	4	0
LRS pager	T7400A	ID-5	4	0
Microsoft Surface	Surface	25536735053	4	0
Minute Man UPS	EnSpiire600	A167101200551	4	0
Sigma Lens	28-70mm	85126620042	4	0
Sony Camera	Cyber-shot	3748374	4	0
Sony Camera	Cyber-shot	1379675	4	0
Stanley Pencil Sharpener	BOSTITCH		4	0
Symbol Desk Scanner		m1m25u27v	4	0
Tripp-Lite UPS	BC350	2102BY0BC817000847	4	0

*When describing condition, please assign number code. For example, 3 indicates "fair" condition.

Condition 1 = Excellent
Condition 2 = Good
Condition 3 = Fair
Condition 4 = Poor

Return completed form to Accounting Office

Seconded by Mr. Smith

The Chair declared the motion passed.

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

(Item C)

Declaration of Surplus Property

Westerville Public Library

Department: MAINTENANCE Date: 6/21/17

Contact Name: Bill Williams Email: _____ Phone: 614-402-3127

Surplus Location: BASEMENT + GARAGE

Description of Item Make, Model, Serial #, Date Purchased	Condition* See Below	Your Estimate of Current Value
• AQUAMATIC SELECTRIC Floor Buffer LIBRARY # 000410 DATE: UNKNOWN	• 4	\$0.00
• STEEL STORAGE CABINET LIBRARY # 10166 DATE: UNKNOWN	• 4	\$5.00
•	•	•
•	•	•
•	•	•
•	•	•
•	•	•

*When describing condition, please assign number code. For example, 3 indicates "fair" condition.

Condition 1 = Excellent
Condition 2 = Good
Condition 3 = Fair
Condition 4 = Poor

Return completed form to Accounting Office

Seconded by Mr. Fultz

The Chair declared the motion passed.

INFORMATION AND DISCUSSION ITEMS

a. Director's Report

1. State Budget

Earlier this week, the Senate officially introduced its version of the state budget bill (HB 49) for Fiscal Year (FY) 18-19. The Senate's plan minimizes the reduction of the Public Library Fund (PLF) by temporarily setting the PLF at 1.68% of the state's General Revenue Fund (GRF). This is an improvement over the 1.66% set by the House Bill, but is still short of the 1.7% that the Ohio Library Council continues to pursue.

2. Initial Strategy

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3. Interim Positions

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4. Summer Reading

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5. Board Documents

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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 the 21st and discussed the Emergency Management Plan, Fines and Fees, Fiscal Policy Manual. Will review the Fiscal Policy Manual more in depth at the September meeting. Reviewed Mr. Griscom's goals for 2017. Next meeting will be in September.

2. Human Resources Jack Shinnock

Meeting will be July 12th.

3. Marketing Jack Shinnock

The Committee met on June 27th, discussed the possibility of engaging an intern to help Marketing. Reviewed calendar for selecting next Board trustee – Marketing Manger was asked to draft notice on vacancy. Discussed how to broaden search for candidates for the Board vacancy. Reviewed status of Marketing plan. Next meeting is September 26th.

4. Technology Shawn Smith

The Committee met on the 27th of June to discuss Demco.

BOARD DISCUSSION ITEMS

Ms. McDaniel complimented Ms. Erin K. Mr. Shinnock reported that he worked with Outreach Services Manager, Julie Kerns, to propose to Westerville Parks & Recreation to place more Little Free Libraries in other parks in city. Westerville currently has 5 Little Free Libraries; four at the following schools: Annehurst Elementary, Hawthorne Elementary Huber Ridge Elementary, Pointview Elementary; and one at Millstone park. The Library paid for the four units at the schools and Parks & Recreation paid for the one at Millstone. The Library maintains all 5 of them as far as keeping them filled. We also notify Parks & Recreation if there is anything physically wrong with the Millstone unit. It is planned that one will be added to Huber Village. Also, one is being added to St. Ann's Hospital.

LIBRARY FOUNDATION REPORT

New member has joined the Foundation. Getting ready for Mary Alice Monroe. Staffing for 4th Friday events. We were not awarded the White Castle Grant. Next meeting July 17th. Also 1,804 kids are signed up for the Imagination Library.

FRIENDS OF THE LIBRARY

Ms. Francoeur attended the meeting and reported that they discussed how to update their membership status. Talked about Annual renewal letter. Would like to add another bookshelf.

IMPORTANT DATES

- a. Fourth of July Parade – Tuesday July 4, 2017 at 1:00PM Meet at Westerville Public Library.
- b. Mary Alice Monroe – Thursday, July 13, 2017 at 7:00PM at Westerville Central High School.
- c. Next Board Meeting - Tuesday, July 25, 2017 at 7:00 PM in the Board Room.
- d. Ice Cream Social – Thursday July 27, 2017 at 7:00PM at Westerville Public Library.
- e. Joint Foundation/Board Meeting – September 18, 2017 at 7:00PM.

ADJOURNMENT

Ms. Creed made a motion to adjourn the meeting at 8:25 P.M.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

DEPARTMENT REVIEW AND TOUR

Belinda Mortensen, Manager of Collection Development, gave a brief presentation of her department.

President

Secretary