

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

May 23, 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 April 25, 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 May 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 April 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 April 2017 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. OLD BUSINESS

a. **Emergency Management Plan**

The Finance and Facilities Committee met on May 17th and completed the final edits to the Emergency Management Plan. The Committee recommends the plans approval.

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

10. NEW BUSINESS

a. **2018 Budget**

The Fiscal Officer has prepared the 2018 budget (also known as the Tax Budget). Following Board approval the budget requests will be submitted to the Westerville City School District and the Franklin County Budget Commission. Please keep in mind this is a preliminary budget developed prior to revenue certification for 2018.

ACTION NEEDED: Consider a motion to adopt the 2018 Budget as presented or amended at the meeting.

b. **Appropriation Transfer**

The following appropriation transfer is needed:

From: 5500 Furniture & Equipment	\$3,500.00
To: 2100 Admin. & Program Supplies	\$3,500.00

ACTION NEEDED: Consider a motion to approve the appropriation transfer as recommended.

c. **LSTA Grant Fund**

The Library has received a grant from the Library Services and Technology Act (LSTA) through the State Library. The Library will receive \$4,959 in federal grant funds for the period May 1, 2017 – September 30, 2017. The Library plans to meet the need for technology programs through the Innovation Lab, a mobile technology lab that will be used for on-site and off-site programming for students in grades K-12 (ages 5-18). All components of the Innovation Lab will focus on teaching new skills, inspiring creativity, or supporting other technology tools while creating new avenues for learning. Special Revenue fund 211 will be used to track receipts and expenditures associated with this grant.

d. **Gifts:**

The Library is in receipt of the following gifts:

Restricted:

\$4,900.00 from the Friends of the Westerville Public Library, for the Summer Reading Program.
\$200.00 from Susan Barth, for the Youth Services Department.

Unrestricted:

\$50.00 from Gabriel Jaskolka.

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. **State Budget**

The House has approved a version of the State Budget (HB49). The bill allows the Public Library Fund to revert back to 1.66% of the State General Revenue Fund. The Ohio Library Council continues to pursue to place the 1.7% of the GRF into permanent law, providing testimony to the Senate Finance Committee and by contacting our State Senators.

2. **Erin Francoeur**

As you know, Erin Francoeur was at the library May 16-17. She met with all department managers and supervisors as a meet and greet. This has given her excellent background information and a basic understanding of the operations of the library. Erin also met with Michelle Francis, OLC's Government Relations Director and our attorneys at Bricker and Eckler. I thought it was a great visit and I am very confident she can build on the great foundation we have and move the library to even greater heights.

3. **Thank You**

Thank you for a great 29 years with the Westerville Public Library. I am deeply indebted to the Library Board of Trustees and the Library Staff who have done so much to ensure the success of our library. Your dedication and support for the Library and me personally is something I will always cherish. We have accomplished a lot over the years. While my energy may have diminished my passion for our library and our community is stronger than ever. I believe the best days lie ahead for the Westerville Public Library. The energy and enthusiasm of our staff will continue to keep our library among the very best in the nation. It has been my honor to serve you over the past 29 years. I am humbled by your support and shall always think of you as my second family. I offer my very best to all of you along with my deepest gratitude.

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, June 27, 2017 at 7:00 PM in the Board Room.
- b. Erin Francoeur's Start Date – Monday, June 12, 2017.

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, 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; and Belinda Mortensen, Support Services Manager.

Members not present: Erin Kelsey, Adult Services Manager

This Board session was recorded.

It was also announced at the beginning of the meeting that this will be Mr. Barlow's last Board meeting.

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

Mr. Shinnock moved to approve the agenda as amended at the meeting.

Under Old Business item 9b. Discussion of Fines and Feed. (presentation was given by Ms. Kristin Michel).

Under New Business item 10c. LSTA Grant, a roll call will be needed.

Under item 11c. Response from the Board.

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

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Mr. Fultz moved to approve the minutes of April 25, 2017 as corrected.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

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

- Employment: Erin Francoeur – Executive Director, part-time \$2,000/mo. effective May 16, 2017.
- Change Assignments: Glen Gainer - from part-time Coffee Services Assistant, \$11.72/hr. (r12) to part-time Adult Services Page, \$11.42/hr. (r8), effective May 8, 2017.
- Change Assignments: Sara Castro – from part-time Customer Services Assistant (r12) to part-time Coffee Services Assistant (r12), effective May 17, 2017. No change in pay.
- Change Assignments: Michael Newsome – from full-time Customer Services Assistant (r12) to part-time Customer Services Assistant (r12), effective May 21, 2017. No change in pay.
- Change Assignments: Melissa Gordon – from part-time Customer Services Assistant (r12) to full-time Customer Services Assistant (r12), effective May 21, 2017. No change in pay.
- Termination: Brian Kirby – part-time Customer Services Assistant, effective May 9, 2017.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

Mr. Fultz voted no.

Ms. Creed made a motion to approve the April 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. Hodek moved to approve the April 2017 Financial Report.

Seconded by Ms. Creed.

The Chair declared the motion passed.

Ms. Creed moved that the bills for April 2017 in the amount of \$368,555.24 be paid.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

OLD BUSINESS

Emergency Management Plan

The Finance and Facilities Committee brought a motion on the floor to adopt the Emergency Management Plan as amended.

After a brief discussion Mr. Smith moved to table the motion until further changes have been made.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Mr. Fultz suggested that we have the Fire Department and the Chief of Policy both take a look at the policy and make any necessary changes.

Fine Free Policy

Ms. Kristin Michel gave a Power Point presentation on Fine Free Policy. After a brief discussion the Board has decided to further research the policy and bring the policy back at the next meeting.

NEW BUSINESS

2018 Budget

Mr. Fultz moved that we adopt the 2018 Budget as presented at the meeting.

Seconded by Mr. Smith.

	2015 Actual	2016 Actual	2017 Actual & Estimated	2018 Budget
General Fund				
Jan. 1st Cash Fund Balance	\$1,403,332	\$1,538,186	\$1,757,276	\$1,974,467
Jan. 1st Encumbrances	\$322,621	\$278,408	\$254,270	\$260,000
Jan. 1st Unencumbered Cash Fund Balance	\$1,080,711	\$1,259,778	\$1,503,006	\$1,714,467
REVENUES:				
Taxes				
State Taxes (PLF)- Franklin County	\$2,562,333	\$2,548,292	\$2,548,292	\$2,548,292
State Taxes (PLF)- Delaware County	\$219,086	\$234,460	\$234,460	\$234,460
General Property Taxes (Operating Levy)	\$4,028,007	\$4,080,696	\$4,080,696	\$4,080,696
Homestead and Rollback (State Reimbursements)	\$542,275	\$541,791	\$541,790	\$541,790
Patron Fines and Fees	\$233,567	\$218,484	\$216,015	\$194,414

Earnings on Investments	\$27,881	\$39,859	\$36,900	\$36,900
Services Provided Other Entities	\$69,562	\$52,825	\$52,648	\$52,648
Contributions, Gifts and Donations	\$22,968	\$10,045	\$9,980	\$9,980
Sale of Bond or Notes	\$0	\$0	\$0	\$0
Miscellaneous Revenues	\$112,321	\$73,358	\$71,890	\$71,890
Transfers/Advances In from Other Funds	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$7,818,000	\$7,799,810	\$7,792,671	\$7,771,070
EXPENDITURES:				
Salaries and Benefits	\$4,092,500	\$4,227,920	\$4,328,580	\$4,467,095
Supplies	\$153,467	\$147,735	\$182,500	\$187,975
Purchased and Contracted Services	\$1,067,911	\$1,181,977	\$1,404,700	\$1,446,841
Library Materials and Information	\$914,330	\$942,901	\$1,147,200	\$1,181,616
Capital Outlay	\$373,997	\$595,199	\$422,100	\$392,100
Debt Service – Principal	\$0	\$0	\$0	\$0
Debt Service - Interest	\$0	\$0	\$0	\$0
Other Expenses	\$80,941	\$84,988	\$90,400	\$93,112
Contingency	\$0	\$0	\$0	\$0
Transfers/Advances Out to Other Funds	\$1,000,000	\$400,000	\$0	\$0
TOTAL EXPENDITURES	\$7,683,146	\$7,580,720	\$7,575,480	\$7,768,739
Dec. 31st Cash Fund Balance	\$1,538,186	\$1,757,276	\$1,974,467	\$1,976,798
Dec. 31st Encumbrances	\$278,408	\$254,270	\$260,000	\$260,000
Dec. 31st Unencumbered Cash Fund Balance	\$1,259,778	\$1,503,006	\$1,714,467	\$1,716,798
Balance				
SPECIAL REVENUE FUNDS:				
MUSLIM JOURNEYS GRANT				
Jan. 1st Cash Fund Balance	\$594.75	\$594.75	\$0.00	\$0.00
Jan. 1st Encumbrances	\$0.00	\$594.75	\$0.00	\$0.00
Jan. 1st Unencumbered Cash Fund Balance	\$594.75	\$0.00	\$0.00	\$0.00
REVENUES:				
Grant Proceeds	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$0.00	\$0.00	\$0.00	\$0.00
EXPENDITURES:				
Programs and materials	\$0.00	\$594.75	\$0.00	\$0.00
TOTAL EXPENDITURES	\$0.00	\$594.75	\$0.00	\$0.00
Dec. 31st Cash Fund Balance	\$594.75	\$0.00	\$0.00	\$0.00
Dec. 31st Encumbrances	\$594.75	\$0.00	\$0.00	\$0.00
Dec. 31st Unencumbered Cash Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00

COLUMBIA GAS GRANT

Jan. 1st Cash Fund Balance	\$6,228.72	\$0.00	\$0.00	\$0.00
Jan. 1st Encumbrances	\$6,228.72	\$0.00	\$0.00	\$0.00
Jan. 1st Unencumbered Cash Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00

REVENUES:

Grant Proceeds	\$0.00	\$0.00	\$0.00	\$0.00
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TOTAL REVENUES	\$0.00	\$0.00	\$0.00	\$0.00
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EXPENDITURES:

Building Improvements	\$6,228.72	\$0.00	\$0.00	\$0.00
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TOTAL EXPENDITURES	\$6,228.72	\$0.00	\$0.00	\$0.00
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Dec. 31st Cash Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00
Dec. 31st Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00
Dec. 31st Unencumbered Cash Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00

TARGET GRANT

Jan. 1st Cash Fund Balance	\$1,140.96	\$0.00	\$0.00	\$0.00
Jan. 1st Encumbrances	\$1,140.96	\$0.00	\$0.00	\$0.00
Jan. 1st Unencumbered Cash Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00

REVENUES:

Grant Proceeds	\$0.00	\$0.00	\$0.00	\$0.00
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TOTAL REVENUES	\$0.00	\$0.00	\$0.00	\$0.00
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EXPENDITURES:

Program supplies	\$1,140.96	\$0.00	\$0.00	\$0.00
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TOTAL EXPENDITURES	\$1,140.96	\$0.00	\$0.00	\$0.00
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Dec. 31st Cash Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00
Dec. 31st Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00
Dec. 31st Unencumbered Cash Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00

IMAGINATION LIBRARY FUND

Jan. 1st Cash Fund Balance	\$0.00	\$30,000.00	\$7,651.00	\$2,651.00
Jan. 1st Encumbrances	\$0.00	\$0.00	\$300.00	\$0.00
Jan. 1st Unencumbered Cash Fund Balance	\$0.00	\$30,000.00	\$7,351.00	\$2,651.00

REVENUES:

Gifts and Donations	\$30,000.00	\$6,351.00	\$25,000.00	\$25,000.00
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TOTAL REVENUES	\$30,000.00	\$6,351.00	\$25,000.00	\$25,000.00
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EXPENDITURES:

Books	\$0.00	\$28,700.00	\$30,000.00	\$25,000.00
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TOTAL EXPENDITURES	\$0.00	\$28,700.00	\$30,000.00	\$25,000.00
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Dec. 31st Cash Fund Balance	\$30,000.00	\$7,651.00	\$2,651.00	\$2,651.00
Dec. 31st Encumbrances	\$0.00	\$300.00	\$0.00	\$0.00
Dec. 31st Unencumbered Cash Fund Balance	\$30,000.00	\$7,351.00	\$2,651.00	\$2,651.00

LSTA GRANT (Library Services and Technology Act)

Jan. 1st Cash Fund Balance	\$0.00	\$3,600.00	\$0.00	\$0.00
Jan. 1st Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00
Jan. 1st Unencumbered Cash Fund Balance	\$0.00	\$3,600.00	\$0.00	\$0.00

REVENUES:

Grant Proceeds	\$4,800.00	\$0.00	\$9,459.00	\$0.00
TOTAL REVENUES	\$4,800.00	\$0.00	\$9,459.00	\$0.00

EXPENDITURES:

Programs	\$1,200.00	\$3,600.00	\$9,459.00	\$0.00
TOTAL EXPENDITURES	\$1,200.00	\$3,600.00	\$9,459.00	\$0.00

Dec. 31st Cash Fund Balance	\$3,600.00	\$0.00	\$0.00	\$0.00
Dec. 31st Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00
Dec. 31st Unencumbered Cash Fund Balance	\$3,600.00	\$0.00	\$0.00	\$0.00

CAPITAL PROJECTS FUNDS:**BUILDING AND REPAIR FUND**

Jan. 1st Cash Fund Balance	\$1,800,174.35	\$1,902,352.65	\$2,111,343.09	\$2,111,343.09
Jan. 1st Encumbrances	\$0.00	\$150,000.00	\$0.00	\$0.00
Jan. 1st Unencumbered Cash Fund Balance	\$1,800,174.35	\$1,752,352.65	\$2,111,343.09	\$2,111,343.09

REVENUES:

Miscellaneous Revenues	\$0.00	\$8,465.44	\$0.00	\$0.00
Transfers In From Other Funds	\$1,000,000.00	\$400,000.00	\$0.00	\$0.00
TOTAL REVENUES	\$1,000,000.00	\$408,465.44	\$0.00	\$0.00

EXPENDITURES:

Capital Outlay	\$897,821.70	\$199,475.00	\$0.00	\$0.00
Transfers Out to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$897,821.70	\$199,475.00	\$0.00	\$0.00

Dec. 31st Cash Fund Balance	\$1,902,352.65	\$2,111,343.09	\$2,111,343.09	\$2,111,343.09
Dec. 31st Encumbrances	\$150,000.00	\$0.00	\$0.00	\$0.00
Dec. 31st Unencumbered Cash Fund Balance	\$1,752,352.65	\$2,111,343.09	\$2,111,343.09	\$2,111,343.09

AGENCY FUNDS:**FLEXIBLE SPENDING ACCOUNT**

Jan. 1st Cash Fund Balance	\$0.00	\$0.00	\$1,661.92	\$1,661.92
Jan. 1st Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00
Jan. 1st Unencumbered Cash Fund Balance	\$0.00	\$0.00	\$1,661.92	\$1,661.92

REVENUES:

Employee Contributions	\$0.00	\$5,340.00	\$7,500.00	\$7,500.00
TOTAL REVENUES	\$0.00	\$5,340.00	\$7,500.00	\$7,500.00

EXPENDITURES:

Claims Expense	\$0.00	\$3,678.08	\$7,500.00	\$7,500.00
TOTAL EXPENDITURES	\$0.00	\$3,678.08	\$7,500.00	\$7,500.00
Dec. 31st Cash Fund Balance	\$0.00	\$1,661.92	\$1,661.92	\$1,661.92
Dec. 31st Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00
Dec. 31st Unencumbered Cash Fund Balance	\$0.00	\$1,661.92	\$1,661.92	\$1,661.92

ENDING BALANCES (ALL FUNDS)

Dec. 31st Cash Fund Balance	3,474,733	3,877,932	4,090,123	4,092,454
Dec. 31st Encumbrances	429,003	254,570	260,000	260,000
Dec. 31st Unencumbered Cash Fund Balance	3,045,731	3,623,362	3,830,123	3,832,454

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.

Appropriation Transfer

Mr. Fultz made a motion to approve the Appropriation Transfer as recommended.

From: 5500 Furniture & Equipment \$3,500.00
To: 2100 Admin. & Program Supplies \$3,500.00

Seconded by Ms. Hodek.

The Chair declared the motion passed.

LSTA GRANT

Mr. Smith made a motion that we receive this grant.

Seconded by Ms. Creed.

With the money from this grant, the Library plans to meet the needs for technology programs through the Innovation Lab. The Innovation Lab is a mobile technology lab that will be used for on-site and off-site programming for students in grades K-12.

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.

Gifts:

The Library is in receipt of the following gifts:

Restricted:

\$4,900.00 from the Friends of the Westerville Public Library, for the Summer Reading Program.

\$200.00 from Susan Barth, in memory of Daphne Harrah for the Youth Department.

Unrestricted:

\$50.00 from Gabriel Jaskolka.

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

Seconded by Mr. Fultz.

The Chair declared the motion passed.

INFORMATION AND DISCUSSION ITEMS

a. Director's Report

1. State Budget

The House has approved a version of the State Budget (HB49). The bill allows the Public Library Fund to revert back to 1.66% of the State General Revenue Fund. The Ohio Library Council continues to pursue to place the 1.7% of the GRF into permanent law, providing testimony to the Senate Finance Committee and by contacting our State Senators.

2. Erin Francoeur

As you know, Erin Francoeur was at the library May 16-17. She met with all department managers and supervisors as a meet and greet. This has given her excellent background information and a basic understanding of the operations of the library. Erin also met with Michelle Francis, OLC's Government Relations Director and our attorneys at Bricker and Eckler. I thought it was a great visit and I am very confident she can build on the great foundation we have and move the library to even greater heights.

3. Thank You

Thank you for a great 29 years with the Westerville Public Library. I am deeply indebted to the Library Board of Trustees and the Library Staff who have done so much to ensure the success of our library. Your dedication and support for the Library and me personally is something I will always cherish. We have accomplished a lot over the years. While my energy may have diminished my passion for our library and our community is stronger than ever. I believe the best days lie ahead for the Westerville Public Library. The energy and enthusiasm of our staff will continue to keep our library among the very best in the nation. It has been my honor to serve you over the past 29 years. I am humbled by your support and shall always think of you as my second family. I offer my very best to all of you along with my deepest gratitude.

Response from the Board

After a few Brief comments from the Board, Ms. Mary Lightbody presented Mr. Barlow with a thank you plaque that will be installed in the library in recognition of the 29 years Don served as our Executive Director.

2. 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.

3. Customer Comments

The Board reviewed comments at the meeting.

BOARD COMMITTEE REPORTS

1. Finance & Committee Melissa Hodek

Ms. Hodek reported that the Committee met on May 17th. Reviewed the preliminary budget and they are working on the Fiscal Policy Manual update. Next meeting will be June 21st.

2. Human Resources Jack Shinnock

Mr. Shinnock reported that the Committee met with Ms. Erin Francoeur and Mr. Don Barlow when she came the previous week. The Committee also reviewed Mr. Barlow's performance. Talked about the Maker Space but the decision will be postponed. The transition with the new director continues to be going really well. Made a discussion about the interim policy and talked about 2017 goals for the new director. Next meeting will be July 12th.

3. Marketing Jack Shinnock

Next meeting will be June 27th.

4. Technology Shawn Smith

The Committee did not meet.

BOARD DISCUSSION ITEMS

Ms. Mary Lightbody reported that she attended both of Mr. Barlow's retirement parties. Ms. Deanna McDaniel shared a personal success story.

LIBRARY FOUNDATION REPORT

Ms. Hodek reported that the Foundation would like to have a joint meeting with the Library Board on September 18th. Two new potential members will be joining the Library Foundation team. Two grant possibilities.

FRIENDS OF THE LIBRARY

No report to come before the Board. Mr. Barlow thanked the Friends of the Westerville Public Library for their donation of \$4,900 toward the Summer Reading Program.

IMPORTANT DATES

- a. Next Board Meeting - Tuesday, June 27, 2017 at 7:00 PM in the Board Room.
- b. Erin Francoeur's start date – June 12, 2017.
- c. Meet the new Director – June 15, 2017. 6-8PM.

DEPARTMENT REVIEW AND TOUR

No Report to come before the Board.

EXECUTIVE SESSION

Mr. Shinnock made a motion to move into Executive Session at 9:09PM.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

After discussion, Ms. Hodek moved that the board move back into Regular Session at 9:51 PM.

Seconded by Mr. Smith.

The Chair declared the motion passed.

ADJOURNMENT

Mr. Fultz made a motion to adjourn the meeting at 9:52 P.M.

Seconded by Ms. Creed.

The Chair declared the motion passed.

President

Secretary