

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

November 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 October 24, 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 November 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 October 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 October 2017 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. OLD BUSINESS

There is no Old Business to come before the Board.

10. NEW BUSINESS

a. **Potential Community Center Collaboration**

Ms. Erin Francoeur will update the Board about on-going discussions for collaboration with the Parks Department for a collaborative project with the community center expansion.

No Action required:

b. **Gifts:**

The Library is in receipt of the following gifts:

Restricted:

\$6,000.00 from the Westerville Library Foundation, for the Imagination Library Fund

Unrestricted:

\$25.00 from Gerald P. Wallace, in memory of Allen Rumer

\$25.00 from Mark B. Stevens, in memory of Allen Rumer

\$15.00 from Audrey E. White, in memory of Allen Rumer

\$100.00 from Brenda Rippy, Dot Pasden, Gail Paulus, Gloria Allison, Jane Weisheimer, Lea Ledford, Michele Toney, Peggy Beery, Rachel Day and Susan Starkey, in memory of Allen Rumer

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

c. **Surplus Property**

Kristin Michel, Assistant Director, has submitted the following items to be declared surplus.

- Ten (10) Braille writer machines (estimated value \$50 each, for a total of \$500)

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

d. **Appropriation Transfers**

The following appropriation transfers are needed:

From:	1100 Salaries	\$50,000
To:	1600 Insurance Benefits	15,000
To:	2100 General Admin. Supplies	10,000
To:	3300 Property Maintenance	25,000

ACTION NEEDED: Consider a motion to approve the Appropriation Transfers as recommended.

11. INFORMATION ITEMS

a. **Executive Director's Report**

1. **Customer Services Assistant Manager Position**

We have filled the Customer Services Assistant Manager position. The new recruit will start on December 18th. With this position filled, we will have finalized all the interim positions that were opened by the retirements of the former Executive Director and Assistant Director.

2. **Treehouse Project**

The management team has been working with Boss Group, a museum design company out of Columbus, to design a new interactive treehouse structure for the children's library. The Friends of the Library are helping to fund the project, which we expect to be complete in June 2018.

3. **Strategic Plan**

We have a meeting with Bill Grindle of Communica scheduled, to give him the preliminary information about the library and to schedule out the focus groups and planning meetings.

4. **Otterbein Collection**

Things are moving along well with the Otterbein collection. Shelving has been placed and our marketing team is working on the signage for the collection. The project is still on schedule for a January launch.

5. **Circulating Non-Traditional Items**

The guitars began circulating on 11/19 and were all checked out within the day. We are exploring other non-traditional items to be added to our collection and are moving forward with a seed library in the spring.

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, December 19, 2017 at 7:00 PM in the Board Room.
- b. Board Portraits – Monday, January 22- Wednesday, January 24.
- c. Ernest Cline – Thursday, March 1st at Villa Milano at 7:00PM.
- d. Holiday Closings – December 24-25, 2017 and January 1, 2018.

17. DEPARTMENT REPORT

David Shaner, Support Services Manager will be giving a brief report on his department.

18. Executive Session

Action Needed: Consider a motion to move into Executive Session.

Motion Made _____, Seconded by _____

At _____.

Executive Session, pursuant to ORC 121.22 (G)(1): To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

Action Need: Consider a motion to move back to Regular Session.

Motion Made _____, Seconded by _____

At _____.

Regular Meeting
Library Board of Trustees
Westerville Public Library

November 28, 2017

Action Needed: Consider a motion to adjourn the meeting.

Motion Made _____, Seconded by _____

The Meeting was Adjourned at _____.

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

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

Also attending: Executive Director, Ms. Erin Francoeur, Ms. Kristin Michel, Assistant Director and Ms. Elena Vleugels, Executive Assistant.

In attendance were the following: Katrina Plourde, Human Resources Manager, Steve Owley, Customer Services Manager, David Shaner, Support Services Manager and Amanda Bruce, Help Desk Support II.

Not Present: Dan Griscom, Fiscal Officer.

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 Mr. Smith.

The Chair declared the motion passed.

Mr. Shinnock moved to approve the minutes of October 24, 2017 as amended.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

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

- Resignation: Marco Castro – Help Desk I, part-time, effective November 3, 2017.
- Resignation: Jenny Davis – Homework Help Center Associate, part-time, effective November 16, 2017.
- Employment: Jonathan Cvelbar – Customer Services Page Trainee, part-time \$8.25/hr. [r8], effective November 6, 2017.
- Change Assignments: Vanessa Abrams – Customer Services Page Trainee, part-time \$8.25/hr. [r8], to Customer Services Assistant, part-time \$11.04/hr. [r12] effective November 6, 2017.
- Change Assignments: Sarah Simpson – Youth Librarian, part-time to Youth Librarian, full-time effective October 26, 2017. No change in compensation.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Mr. Fultz made a motion to approve the October 2017 Statistical Report.

Seconded by Mr. Smith.

The Chair declared the motion passed.

Ms. Francoeur presented the Fiscal Officer's report in his absence, and answered questions for the Board in regards to the monthly report, assessing year-to-date revenues and expenses.

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

Seconded by Mr. Fultz.

The Chair declared the motion passed.

Ms. McDaniel moved that the bills for September 2017 in the amount of \$404,081.43 be paid.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

OLD BUSINESS

There is no Old Business to come before the Board.

NEW BUSINESS**a. Potential Community Center Collaboration**

Ms. Francoeur updated the Board about a possible on-going collaboration with the Westerville Parks and Recreation Department on a project with the community center expansion.

No action was required.

b. Gifts:

The Library is in receipt of the following gifts:

Restricted:

\$6,000.00 from the Westerville Library Foundation, for the Imagination Library Fund.

Unrestricted:

\$25.00 from Gerald P. Wallace, in memory of Allen Rumer.

\$25.00 from Mark B. Stevens, in memory of Allen Rumer.

\$15.00 from Audrey E. White, in memory of Allen Rumer.

\$100.00 from Brenda Rippy, Dot Pasden, Gail Paulus, Gloria Allison, Jane Weisheimer, Lea Ledford, Michele Toney, Peggy Beery, Rachel Day and Susan Starkey, in memory of Allen Rumer.

Mr. Shinnock made a motion to accept with appreciation the gifts present.

Seconded by Mr. Smith.

The Chair declared the motion passed.

c. Surplus Property

Ms. McDaniel made a motion to approve the item listed below as surplus.

- Ten (10) Braille writer machines (estimated value \$50 each, for a total of \$500).

Seconded by Ms. Creed.

Ms. Kristin Michel updated the Board on the item.

The Chair declared the motion passed.

d. Appropriation Transfers

Ms. Creed made a motion to approve the Appropriation Transfers as recommended.

The following appropriation transfers are needed:

From: 1100 Salaries	\$50,000
To: 1600 Insurance Benefits	15,000
To: 2100 General Admin. Supplies	10,000
To: 3300 Property Maintenance	25,000

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

INFORMATION AND DISCUSSION ITEMS

a. Executive Director's Report

1. **Customer Services Assistant Manager Position**

We have filled the Customer Services Assistant Manager position. The new recruit will start on December 18th. With this position filled, we will have finalized all the interim positions that were opened by the retirements of the former Executive Director and Deputy Director.

2. **Treehouse Project**

The management team has been working with Boss Group, a museum design company out of Columbus, to design a new interactive treehouse structure for the children's library. The Friends of the Library are helping to fund the project, which we expect to be complete in June 2018.

Ms. Francoeur distributed the drawings of the plan to the Board. She also mentioned that the expected cost of \$49,000 for the project will be partially, or perhaps completely, donated by the Friends of the Westerville Public Library. The Marketing department will be notified to provide signage.

3. **Strategic Plan**

We have a meeting with Bill Grindle of Communica scheduled to give him the preliminary information about the library and to schedule out the focus groups and planning meetings.

Ms. Francoeur reported that she will be meeting with Bill Grindle on December 7th.

4. **Otterbein Collection**

Things are moving along well with the Otterbein collection. Shelving has been placed and our marketing team is working on the signage for the collection. The project is still on schedule for a January launch.

Looking at January 8th in the anticipated launch date. .

5. **Circulating Non-Traditional Items**

The guitars began circulating on 11/19 and were all checked out within the day. We are exploring other non-traditional items to be added to our collection and are moving forward with a seed library in the spring.

There was general discussion about what a seed library is, including logistics and possible funding sources.

b. Department Reports

Attached is a summary of the monthly department reports [see Item 11-B]. The monthly department reports were given to the board for their review. There were not questions that needed any response.

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 on the 14th of November. The Committee is finishing up the draft for the Capitol budget, reviewed Mr. Griscom's 2017 accomplishments and 2018 goals. The next meeting will be held on December 19th.

2. Human Resources Jack Shinnock

Mr. Shinnock reported that the school board has approved Ms. Julie Mujic as the new library Board member. She will be attending the next Board meeting. Will be sending out thank you letters to those who had applied for the Board vacancy position. Mr. Shinnock reported that they would like to have one of the candidates that applied for the Board vacancy position to apply for Library Foundation Board. Mr. Shinnock also updated the Board on other discussions by the Committee at its meeting on November 28th.

3. Marketing Jack Shinnock

Mr. Shinnock reported that the next meeting will be December 5th at 6:00 PM.

4. Technology Shawn Smith

Next meeting will be held December 5th at 5:00 PM.

BOARD DISCUSSION ITEMS

Mr. Fultz commented on the Erik Larson author event. Ms. Heather Creed reported to the board about an excellent comment she had heard from a friend regarding the Library. Mr. Shinnock recommended the new edition of the Trustee Handbook and other publications that are provided for our benefit on the OLC web site. Ms. Francoeur assured the board that the department managers who no longer attend Board meetings are given the minutes and updates from the meeting so they get information about Board actions.

LIBRARY FOUNDATION REPORT

Ms. Hodek communicated that the Foundation can now be selected as the recipient of Kroger's "Community Rewards" program so anyone with a card should make sure they have a charity selected. Also she provided the Foundation's financial results of the 2017 author series which met the Foundation's fundraising goal and she provided the results of the "Big Give" which the Foundation was a part of for the first time. Lastly, there was some discussion about the Imagination Library including the current enrollment and funding status.

FRIENDS OF THE LIBRARY

The generous support of the Friends for the Treehouse Project was discussed earlier in the meeting.

IMPORTANT DATES

- a. Next Board Meeting – Tuesday, December 19, 2017 at 7:00 PM in the Board Room.
- b. Holiday Closings – December 24-25, 2017 and January 1, 2018.
- c. Board Portraits – Monday, January 22- Wednesday, January 24.
- d. Ernest Cline – Thursday, March 1st at Villa Milano at 7:00PM.

DEPARTMENT REVIEW AND TOUR

David Shaner, Computer Services Manager, gave a brief presentation on his department.

Executive Session

Ms. Creed made a motion to move into Executive Session at 8:23PM.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. Creed moved that that board move back into Regular Session at 8:52PM.

Seconded by Mr. Smith.

The Chair declared the motion passed.

Following the return to Regular Session, the Human Resources Committee moved that the Library Board of Trustees provide a 2% salary increase for all staff except the Fiscal Officer and the Executive Director, with a pool at the level of \$40,250.00 for merit bonus increases.

The Chair declared the motion passed.

ADJOURNMENT

Ms. Creed moved to adjourn the meeting at 8:54PM.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

President

Secretary