

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

December 19, 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 November 28, 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 December 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 November 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 November 2017 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. OLD BUSINESS

a. **Strategic Plan Update**

Erin Francoeur, Kristin Michel & Steve Owley met with Bill Grindle and Jamie Bibb from Communica to do initial data and information sharing and to discuss the strategic planning process and timeframe. Board input will be sought through individual interviews, through workshops, and for the final document. The Board can decide to attend the workshops in full or to assign a temporary workgroup to the project.

No Action required:

10. NEW BUSINESS

a. **Discarded Materials Process**

A recent change to the Friends relationship with Thrift Books compels the library to find a new solution for discarded materials. The library staff would like the recommendation of the Board on how to proceed.

No Action required:

b. **Gifts:**

The Library is in receipt of the following gifts:

Restricted:

\$25.00 from Mary Jane Santee (Margaret's Bookclub), for a book in memory of Ellen Stone.

Unrestricted:

\$25.00 from Maren Beckman.

\$50.00 from Patricia Kirby.

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

c. **Amended Annual Appropriation Resolution for 2017**

The Fiscal Officer will present an amended Annual Appropriation Resolution for 2017.

ACTION NEEDED: Consider a motion to approve the amended Annual Appropriation Measure for 2017 as presented or amended at the meeting, and to authorize the Fiscal Officer to make appropriation adjustments within the fund totals in order to balance the appropriations at year-end.

d. **Temporary Appropriation Resolution for 2018**

The Fiscal Officer will present a Temporary Appropriation Resolution for 2018.

ACTION NEEDED: Consider a motion to approve the Temporary Appropriation Measure for 2018 as

presented or amended at the meeting.

e. Fund-to-Fund Transfer

The Fiscal Officer and Finance and Facilities Committee will present a proposed Fund-to-Fund Transfer at the meeting. (The details and amount will be determined by the Finance and Facilities Committee prior to the Board meeting.)

ACTION NEEDED: Consider a motion to approve the Fund-to-Fund Transfer as presented or amended at the meeting.

f. Request for Advance of Taxes Collected

The Fiscal Officer requests approval of a resolution to authorize the request for advance payment from the County Auditor of property taxes collected during the year 2018, as authorized under Section 321.24 of the Ohio Revised Code.

ACTION NEEDED: Consider a resolution to authorize the fiscal officer to request advance payment from the County Auditor of property taxes collected during the year 2018, as authorized under Section 321.24 of the Ohio Revised Code.

11. **INFORMATION ITEMS**

a. Executive Director's Report

1. Five Star Library Journal Rating

The Westerville Public Library was once again awarded a Five-Star Library Journal ranking by Library Journal. This is the 7th time that our library has been ranked Five-Star.

2. Chamber Disney Training

Library Management will be attending the Westerville Chamber Training event "Secrets to Creating a Disney-like Culture and Empire in any Business" on Tuesday, January 23rd.

3. MLK Breakfast

The library has a table at the Martin Luther King Jr. Breakfast on Monday January 15th from 7:30-9:30am at Villa Milano. If Board members are interested in attending, please let us know within the next week. Any extra tickets will be offered to staff.

4. Fourth Fridays

Starting in 2018, the library will be open for 4th Friday events. We hope that this will give us an opportunity to showcase our library and its services to people who may not be familiar with our services. The extended hours are accounted for within our existing salary budget.

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. Holiday Closings – January 1, 2018.
- b. MLK Breakfast – Monday, January 15, 2018 from 7:30AM-9:30AM at Villa Milano.
- c. Next Board Meeting – Tuesday, January 23, 2017 at 7:00 PM in the Board Room.
- d. Board Portraits – Monday, January 22- Wednesday, January 24 (pictures will be taken before the Board meeting. Please come early).
- e. Ernest Cline – Thursday, March 1st at Villa Milano at 7:00PM.

17. DEPARTMENT REPORT

Erin Huffman, Program and Community Engagement Coordinator will be giving a brief report on her department.

18. 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 _____.

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, Mr. Dan Griscom, Fiscal Officer and Ms. Elena Vleugels, Executive Assistant.

In attendance were the following: Katrina Plourde, Human Resources Director, Steve Owley, Operations Director, and Erin Huffman, Program and Community Engagement Coordinator.

Also present: Julie Mujic, New Board member.

Not Present: Kristin Michel, Assistant Director.

Ms. Lightbody called the meeting to order at 7:01 PM.

Ms. Lightbody welcomed Ms. Julie Mujic, our newest board member starting in January 2018.

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

It was suggested that we add item g. Initial Presentation of the 10 year financial projection and capital budget.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Mr. Smith moved to approve the minutes of November 28, 2017 as amended.

Seconded by Ms. Creed.

The Chair declared the motion passed.

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

- Employment: Reiland Fisher – Customer Services Page Trainee, part-time \$8.25/hr. (r8), effective December 4, 2017.
- Employment: Dierric Rogers – Homework Help Center, part-time \$15.37/hr. (r20), effective December 4, 2017.
- Employment: Ashley Gahm – Customer Services Assistant Manager, full-time \$21.61/hr. (r27), effective December 18, 2017.
- Change Assignments: Steve Owley – from Customer Services Manager, full-time \$35.11/hr. (r29) to Operations Director, full-time \$35.81/hr. (r33), effective December 18, 2017.
- Change Assignments: Belinda Mortensen – from Support Services Manager, full-time \$33.06/hr. (r29) to Collection Development Manager, full-time \$32.07/hr. (r28), effective December 18, 2017.
- Change Assignments: Jen Thomas – from Customer Services Assistant Manager, full-time \$22.74/hr. (r27) to Customer Services Manager, full-time \$26.15/hr. (r29), effective December 18, 2017.
- Change Assignments: Katrina Plourde – from Human Resources Manager (r29) to Human Resources Director (r33), no change in salary, effective December 18th.

Seconded by Ms. Creed.

The Chair declared the motion passed.

Mr. Smith made a motion to approve the November 2017 Statistical Report.

Seconded by Mr. Shinnock.

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 November 2017 Financial Report.

Seconded by Ms. Creed.

The Chair declared the motion passed.

Ms. McDaniel moved that the bills for November 2017 in the amount of \$354,708.85 be paid.

Seconded by Mr. Fultz.

The Chair declared the motion passed.

OLD BUSINESS

a. Strategic Plan

Ms. Francoeur reported to the Board that she, Ms. Michel and Mr. Owley met with Bill Grindle and Jamie Bibb from Communica to do initial data and information sharing. They are working on putting together an Agenda. First quarter of 2018 they will be working on fact finding. They will also be setting dates for the workshops in the near future.

No action was needed.

NEW BUSINESS

a. Discarded Materials Processing

The Board discussed the issue of book donations to the Friends of the Westerville Public Library exceeding the ability of the Friends and the library staff to manage. Policies will be reviewed to clarify how to manage book donations in the future. After discussion, it was decided that an ad hoc committee would be formed that will consist of Ms. Creed, Ms. Hodek, Ms. Lightbody and Ms. Francoeur to look further into the issue.

b. Gifts:

The Library is in receipt of the following gifts:

Restricted:

\$25.00 from Mary Jane Santee (Margaret's Book club), for a book in memory of Ellen Stone.

Unrestricted:

\$25.00 from Maren Beckman.

\$50.00 from Patricia Kirby.

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

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

c. Amended Annual Appropriation Resolution for 2017

2017 AMENDED ANNUAL APPROPRIATION RESOLUTION
December 19, 2017

The Board of Trustees of the Westerville Public Library, Franklin County, Ohio, met in regular session on the 19th day of December, 2017 at the Library with the following members present:

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

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	2017 Amended
	<u>Appropriation</u>
1000 Salaries & Benefits	
1100 Salaries and Leave Benefits	3,202,530.00
1400 Retirement Benefits	436,800.00
1600 Insurance Benefits	616,250.00
1900 Other Employee Benefits	26,000.00
Total Salaries and Benefits	<u>4,281,580.00</u>
2000 Supplies	
2100 General Administrative Supplies	130,100.00
2200 Property Maintenance/Repairs, Supplies & Parts	26,000.00
2300 Motor Vehicle Fuel, Supplies & Parts	400.00
2500 Supplies Purchased for Resale	38,500.00
2900 Other Supplies	-
	<u>195,000.00</u>
3000 Purchased & Contracted Services	
3100 Travel & Meeting Expenses	58,500.00
3200 Communication, Printing and Publicity	52,300.00
3300 Property Maintenance, Repair & Security	640,500.00
3400 Insurance	28,500.00
3500 Rents & Leases	121,500.00
3600 Utilities	188,500.00
3700 Professional Services	312,900.00
3800 Library Material Control	54,000.00
3900 Other Contracts and Professional Services	4,000.00
	<u>1,460,700.00</u>
	2017 Amended
	<u>Appropriation</u>
4000 Library Materials & Information	
4100 Books	429,000.00
4200 Periodicals/Software/Internet Services	312,700.00
4300 Audiovisual Materials	362,500.00
4600 Inter-Library Loan Fees/Charges	10,000.00
4700 Library Material Repair & Restoration	-

4900 Other Library Materials	18,500.00
	<u>1,132,700.00</u>
5000 Capital Outlay	
5400 Building Improvements	93,000.00
5500 Furniture & Equipment	278,600.00
5700 Motor Vehicles	-
5900 Other Capital Outlay / Reserves	-
	<u>371,600.00</u>
6000 Debt Service	
6100 Redemption of Principal	-
6200 Interest Expense	-
	<u>-</u>
7000 Other Expenses	
7100 Dues and Memberships	13,400.00
7200 Taxes and Assessment	5,500.00
7300 County Auditor and Treasurer Fees	62,000.00
7500 Refunds and Reimbursements	3,000.00
7900 Other Miscellaneous Expenses	-
	<u>83,900.00</u>
9000 Interfund Transfers	
9900 Transfers Out	350,000.00
	<u>350,000.00</u>
Grand Total General Fund	7,875,480.00
<u>Special Revenue Funds:</u>	
<u>Imagination Library</u>	
4100 Books	45,499.00
LSTA Grant	
2100 Program Supplies	6,459.00
3700 Professional Services	3,000.00
Total LSTA Grant Fund	<u>9,459.00</u>
Total Special Revenue Funds	54,958.00
<u>Capital Funds:</u>	
<u>Building and Repair Fund</u>	
5900 Other Capital Outlay	2,111,343.00
9900 Transfers Out	-
Grand Total Building Fund	<u>2,111,343.00</u>
<u>Agency Funds:</u>	
<u>Flexible Spending Account</u>	7,500.00
TOTALS BY FUND	
	2017 Amended
	<u>Appropriation</u>
101 GENERAL FUND	7,875,480.00
210 IMAGINATION LIBRARY	45,499.00
211 LSTA GRANT	9,459.00
401 BUILDING AND REPAIR FUND	2,111,343.00
801 FLEXIBLE SPENDING ACCOUNT	7,500.00
	<u>10,049,281.00</u>
GRAND TOTAL - ALL APPROPRIATIONS	10,049,281.00

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

Total Salaries and Benefits	4,400,400.00
2000 Supplies	
2100 General Administrative Supplies	131,400.00
2200 Property Maintenance/Repairs, Supplies & Parts	27,000.00
2300 Motor Vehicle Fuel, Supplies & Parts	400.00
2500 Supplies Purchased for Resale	40,500.00
2900 Other Supplies	-
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	199,300.00
3000 Purchased & Contracted Services	
3100 Travel & Meeting Expenses	53,500.00
3200 Communication, Printing and Publicity	54,000.00
3300 Property Maintenance, Repair & Security	678,500.00
3400 Insurance	31,500.00
3500 Rents & Leases	210,000.00
3600 Utilities	195,000.00
3700 Professional Services	364,600.00
3800 Library Material Control	54,000.00
3900 Other Contracts and Professional Services	3,000.00
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	1,644,100.00
	<u>2018 Temporary Appropriation</u>
4000 Library Materials & Information	
4100 Books	432,000.00
4200 Periodicals/Software/Internet Services	275,000.00
4300 Audiovisual Materials	425,500.00
4600 Inter-Library Loan Fees/Charges	9,500.00
4700 Library Material Repair & Restoration	-
4900 Other Library Materials	19,000.00
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	1,161,000.00
5000 Capital Outlay	
5400 Building Improvements	100,000.00
5500 Furniture & Equipment	211,300.00
5700 Motor Vehicles	-
5900 Other Capital Outlay / Reserves	-
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	311,300.00
6000 Debt Service	
6100 Redemption of Principal	-
6200 Interest Expense	-
	<hr/>
	-
7000 Other Expenses	
7100 Dues and Memberships	13,400.00
7200 Taxes and Assessments	5,600.00
7300 County Auditor and Treasurer Fees	65,000.00
7500 Refunds and Reimbursements	2,500.00
7900 Other Miscellaneous Expenses	-
	<hr/>
	86,500.00
9000 Interfund Transfers	
9900 Transfers Out	-
	<hr/>
	-
Grand Total General Fund	7,802,600.00
<u>Special Revenue Funds:</u>	
Imagination Library	
4100 Books	54,000.00
Total Special Revenue Funds	54,000.00

Capital Funds:

Building and Repair Fund

5900 Other Capital Outlay	2,111,343.00
9900 Transfers Out	-
	-

Grand Total Building Fund

2,111,343.00

Agency Funds:

Flexible Spending Account

7,500.00

TOTALS BY FUND

2018 Temporary

	<u>Appropriation</u>
101 GENERAL FUND	7,802,600.00
210 IMAGINATION LIBRARY	54,000.00
211 LSTA GRANT	-
401 BUILDING AND REPAIR FUND	2,111,343.00
801 FLEXIBLE SPENDING ACCOUNT	7,500.00
	7,500.00

GRAND TOTAL - ALL APPROPRIATIONS

9,975,443.00

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

Ms. Creed	Aye
Mr. Fultz	Aye
Ms. Hodek	Aye
Ms. Lightbody	Aye
Ms. McDaniel	Aye
Mr. Shinnock	Aye
Mr. Smith	Aye

The Chair declared the motion passed.

CERTIFICATE

The State of Ohio, Franklin County, ss.

I, Daniel C. Griscom

Fiscal Officer of the Board of Trustees of the Westerville Public Library, in said County, whose custody the Files, Journals and Records of said Board are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing Temporary Appropriation Resolution is taken and copied from the original Resolution now on file with said Board, that the foregoing Resolution has been compared by me with the said original and that the same is a true and corrected copy thereof. Witness by my signature, the 19th day of December, 2017.

Fiscal Officer of the Board of Trustees of the

Westerville Public Library

Franklin County, Ohio

e. Fund to Fund Transfer

The Fiscal Officer and Finance and Facilities Committee will present a proposed Fund-to-Fund Transfer at the meeting.

Ms. Hodek made a motion to approve a transfer of \$350,000.00 from the General Fund to the Building Fund.

Seconded by Ms. Creed.

The Chair declared the motion passed.

f. Request for Advance of Taxes Collected

The Fiscal Officer requests approval of a resolution to authorize the request for advance payment from the County Auditor of property taxes collected during the year 2018, as authorized under Section 321.24 of the Ohio Revised Code.

Ms. Hodek made a motion to authorize the Fiscal Officer to request advance payment from the County Auditor of property taxes collected during the year 2018, as authorized under Section 321.24 of the Ohio Revised Code.

Seconded by Mr. Shinnock

The Chair declared the motion passed.

g. Initial Presentation of the 10 year financial projection and capital budget.

Mr. Griscom presented an initial draft of the 10-year financial projection and capital budget. The Board discussed the document, and it will be brought back for further discussion at the January 23, 2018 Board meeting.

INFORMATION AND DISCUSSION ITEMS

a. Executive Director's Report

1. Five Star Library Journal Rating

The Westerville Public Library was once again awarded a Five-Star Library Journal ranking by Library Journal. This is the 7th time that our library has been ranked Five-Star.

2. Chamber Disney Training

Library Management will be attending the Westerville Chamber Training event "Secrets to Creating a Disney-like Culture and Empire in any Business" on Tuesday, January 23rd.

3. MLK Breakfast

The library has a table at the Martin Luther King Jr. Breakfast on Monday January 15th from 7:30-9:30am at Villa Milano. If Board members are interested in attending, please let us know within the next week. Any extra tickets will be offered to staff.

4. Fourth Fridays

Starting in 2018, the library will be open for 4th Friday events. The Library will be open until 9pm rather than 6pm. We hope that this will give us an opportunity to showcase our library and its services to people who may not be familiar with our services. The extended hours are accounted for within our existing salary budget.

5. READ Posters

Erin Francoeur showed the Board a preview for the READ posters for the mallway.

6. MOU with CLC – Search Ohio was discussed.
7. Executive Assistant Elena Vleugels submitted her resignation, effective the end of the year.

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 no 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 December 19. The Committee discussed the 2017 amended appropriations, the 2018 temporary appropriations, the fund-to-fund-transfer, and the 10-year financial projection and capital budget. There will be no meeting in January.

2. Human Resources Jack Shinnock

The Human Resources Committee did not meet in December. The Committee will change from a monthly to a quarterly meeting with Erin Francoeur in 2018.

3. Marketing Jack Shinnock

No December meeting took place.

4. Technology Shawn Smith

The Technology committee met December 5, 2017. 2018 Projects were reviewed.

BOARD DISCUSSION ITEMS

Ms. Julie Mujic was welcomed to the meeting, as the newest Board member starting in 2018. Ms. Deanna McDaniel shared a story about Michala Sage (Youth Librarian) who came to her school. One of her students later wanted to know the name of the book she recommended and Deanna and the student were impressed with the quick response from Michala.

LIBRARY FOUNDATION REPORT

No report was presented.

FRIENDS OF THE LIBRARY

It was reported that the Friends of the Library have agreed to support the following:

- *Treehouse Project \$30,000.00*
- *Political Action Committee \$ 3,000.00*
- *Various programs \$ 7,750.00*

IMPORTANT DATES

- a. Holiday Closings – January 1, 2018.
- b. MLK Breakfast – Monday, January 15, 2018 from 7:30AM-9:30AM at Villa Milano.
- c. Next Board Meeting – Tuesday, January 23, 2017 at 7:00 PM in the Board Room.
- d. Board Portraits – Monday, January 22 - Wednesday, January 24 (pictures will be taken before the Board meeting. Please come early).
- e. Ernest Cline – Thursday, March 1st at Villa Milano at 7:00PM

BOARD MEMBER RECOGNITION

The Board presented a plaque to trustee Michael Fultz for his 12 years of service on the Board of Trustees. The Board thanked him for his service to the Board, the Library, and the Community.

DEPARTMENT REVIEW

Erin Huffman, Program and Community Engagement Coordinator gave a brief report on her department.

Executive Session

Ms. Creed made a motion to move into Executive Session at 9:09 PM.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. Creed moved that that Board move back into Regular Session at 9:26PM.

Seconded by Mr. Smith.

The Chair declared the motion passed.

Following the return to Regular Session, the Finance & Facilities Committee moved that the Board provide a 2% salary increase and a \$4000 merit bonus for the Fiscal Officer, Mr. Dan Griscom.

The Chair declared the motion passed.

The Human Resources Committee moved that the Board provide a 2% salary increase and a \$2,875 merit bonus for the Executive Director, Ms. Erin Francoeur.

The Chair declared the motion passed.

ADJOURNMENT

Ms. Creed moved to adjourn the meeting at 9:28PM.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

President

Secretary