

BOARD OF TRUSTEES  
WESTERVILLE PUBLIC LIBRARY  
AGENDA

MARCH 27, 2018

**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 February 27, 2018.

4. PERSONNEL/CONSENT CALENDAR

**ACTION NEEDED:** Consider a motion to approve the March 2018 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 February 2018 Statistical Report.

6. REPORT BY THE FISCAL OFFICER

The Fiscal Officer will present his monthly report assessing the year to date revenues and expenses.

7. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

**ACTION NEEDED:** Consider a motion to approve the February 2018 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

**ACTION NEEDED:** Consider a motion to approve the payment of bills for February 2018.

9. OLD BUSINESS

Strategic Planning

Bill Grindle, from Communica, is working on the questionnaire piece of this project. Kristin met with him to examine a first draft and he has resubmitted a revised draft back to us for consideration. We will give him our feedback and continue the process. Also, Bill is reaching out to community stakeholders for interviews.

NO ACTION NEEDED

10. NEW BUSINESS

a. Ohio Library Council

Doug Evans, from the Ohio Library Council, will talk about Ohio Libraries news and be available for Board questions.

NO ACTION NEEDED

b. Water Damage

Early 3-16-18, library staff discovered that we had a significant leak in the water heater. The most extensive damage is in the Juvenile Fiction section of the library, but there was also damage done in the Picture Book room, the Homework Help Center, the Teen Library, Juvenile Graphic Novels, the basement, and the Administration department. Library staff will update on the status of the clean-up process.

NO ACTION NEEDED

c. Gifts:

The Library is in receipt of the following gifts:

**Restricted:**

\$50.00 from the Westerville Garden Club for a book in memory of Joe Endry

\$8000.00 from the Westerville Library Foundation for Imagination Library Fund

**Unrestricted:**

\$10 cash from Marian Dean

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

d. Increase Change Funds

The Fiscal Officer requests that the library's change funds be increased by \$400 to help expedite the processing of cash receipts for the Library.

**ACTION NEEDED:** Consider a motion to approve the increase in change funds.

e. Annual Appropriation Resolution for 2018

The 2018 Annual Appropriation Resolution (also known as the "permanent" budget) will be presented by Mr. Griscom. The annual appropriations must be approved no later than April 1.

**2018 ANNUAL APPROPRIATION RESOLUTION  
March 27, 2018**

The Board of Trustees of the Westerville Public Library, Franklin County, Ohio, met in Regular Session on the 27th day of March, 2018 at the Library with the following members present:

Heather Creed  
Melissa Hodek  
Mary Lightbody  
Deanna McDaniel  
Julie Mujic  
John B. Shinnock  
Shawn Smith

\_\_\_\_\_ 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, 2018 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**

**2018 Annual  
Appropriation**

1000	Salaries & Benefits	
	1100 Salaries and Leave Benefits	3,256,000.00
	1400 Retirement Benefits	457,800.00

Regular Meeting  
 Library Board of Trustees  
 Westerville Public Library

MARCH 27, 2018

	1600	Insurance Benefits	641,100.00
	1900	Other Employee Benefits	28,000.00
		Total Salaries and Benefits	<u>4,382,900.00</u>
2000		Supplies	
	2100	General Administrative and Program Supplies	148,900.00
	2200	Property Maintenance/Repairs, Supplies & Parts	27,000.00
	2300	Motor Vehicle Fuel, Supplies & Parts	2,300.00
	2500	Supplies Purchased for Resale	40,500.00
	2900	Other Supplies	-
			<u>218,700.00</u>
3000		Purchased & Contracted Services	
	3100	Travel & Meeting Expenses	51,600.00
	3200	Communication, Printing and Publicity	54,000.00
	3300	Property Maintenance, Repair & Security	708,500.00
	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
			<u>1,672,200.00</u>
			2018 Annual
			<u>Appropriation</u>
4000		Library Materials & Information	
	4100	Books	432,000.00
	4200	Periodicals/Software/Internet Services	260,000.00
	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
			<u>1,146,000.00</u>
5000		Capital Outlay	
	5400	Building Improvements	100,000.00
	5500	Furniture & Equipment	196,300.00
	5700	Motor Vehicles	-
	5900	Other Capital Outlay / Reserves	-
			<u>296,300.00</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 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/>
	<b>Grand Total General Fund</b>	<b>7,802,600.00</b>

**Special Revenue Funds:**

**Imagination Library**

4100	Books	54,000.00
------	-------	-----------

**Vernon Literacy Grant**

3700	Professional Services	1,000.00
		<hr/>

	<b>Total Special Revenue Funds</b>	<b>55,000.00</b>
--	------------------------------------	------------------

**Capital Funds:**

**Building and Repair Fund**

5900	Other Capital Outlay	2,111,343.00
9900	Transfers Out	-
		<hr/>

	<b>Grand Total Building Fund</b>	<b>2,111,343.00</b>
--	----------------------------------	---------------------

**Agency Funds:**

**Flexible Spending Account**

1900	FSA Claims	7,500.00
------	------------	----------

**TOTALS BY FUND**

		2018 Annual <u>Appropriation</u>
101	GENERAL FUND	7,802,600.00
210	IMAGINATION LIBRARY	54,000.00
212	VERNON LITERACY GRANT	1,000.00
401	BUILDING AND REPAIR FUND	2,111,343.00
	FLEXIBLE SPENDING	
801	ACCOUNT	7,500.00
		<hr/>

	<b>GRAND TOTAL - ALL APPROPRIATIONS</b>	<b>9,976,443.00</b>
--	---	---------------------

\_\_\_\_\_ seconded the Resolution and the roll called upon its adoption, the vote resulted as follows:

Ms. Creed	_____
Ms. Hodek	_____
Ms. Lightbody	_____
Ms. McDaniel	_____

Ms. Mujic \_\_\_\_\_  
Mr. Shinnock \_\_\_\_\_  
Mr. Smith \_\_\_\_\_

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 27th day of March, 2018.

\_\_\_\_\_  
Fiscal Officer of the Board of Trustees of the  
\_\_\_\_\_ Westerville Public \_\_\_\_\_ Library  
\_\_\_\_\_ Franklin \_\_\_\_\_ County, Ohio

**ACTION NEEDED:** Consider a motion to approve the 2018 Annual Appropriation Measure as presented or amended at the meeting. A roll call is required.

11. INFORMATION ITEMS

a. Director's Report

i. Legislative Day

Erin Francoeur, Kristin Michel, and Steve Owley will be attending the annual Ohio Library Council Legislative Day at the Capital Club and Statehouse. We will spend the day learning about current legislation that affects libraries and speaking with our legislators.

ii. State of the State

The State of the State legislator's reception and address were a success. Many compliments and thanks were received for the role that the library played in planning these events with the community.

iii. State Report

The State Report was compiled and completed for 2017. The manner in which the library is currently collecting statistics for the Board reports is not conducive to directly importing data into the State Report. I would like to propose a new method of statistics gathering that better matches what we are required to report at the April Board meeting.

iv. [Nina West Storytime](#)

The Nina West Storytime was well attended with an estimated 150 people in attendance. All the patrons that I interacted with at the event were grateful of the opportunity to attend and many asked for us to host again. We had many first-time Westerville Library patrons at this event.

v. [Seed Library](#)

The seed lending library is off to a great start with over 40 people attending the kick-off event on March 4<sup>th</sup>. Response to the new collection has been overwhelmingly positive and herbs have been the most popular seeds.

vi. [Ernest Cline](#)

The Ernest Cline author event was well attended with over 800 in attendance. The Library Foundation broke their record for book sales at the event and sold every hardcover copy of *Ready Player One*.

vii. [Road Closure](#)

Library Way will be closed beginning April 9, 2018 for repaving and sewer work. It is expected to remain closed for at least a month. The City will post detour signs directing traffic to the east entrance near the City of Westerville office building (64 E Walnut St).

b. [Department Reports](#)

Attached is a summary of the monthly department reports.

c. [Customer Comments](#)

Attached is a summary of Customer Comments.

12. [BOARD COMMITTEE REPORTS](#)

- |                                 |                |
|---------------------------------|----------------|
| 1. Finance & Facilities         | Shawn Smith    |
| 2. Human Resources              | Jack Shinnock  |
| 3. Library Services & Marketing | Julie Mujic    |
| 4. Technology                   | Mary Lightbody |

13. BOARD DISCUSSION ITEMS

14. LIBRARY FOUNDATION REPORT

15. FRIENDS OF THE LIBRARY REPORT

16. IMPORTANT DATES

- a. Karen White – Author Event Monday April 9, 2018 at Riley Auditorium, Otterbein University 7:00 PM
- b. Volunteer Luncheon – Friday April 13, 2018 12:00 – 1:30 PM Combined Meeting Rooms
- c. Delaware County Library Trustees Joint Meeting – Tuesday, April 17, 2018 at 5:30 PM in the Board Room (5:30 Dinner, 6:00 Meeting)
- d. Next Board Meeting – Tuesday, April 24, 2018 at 7:00 PM in the Board Room

17. ADJOURNMENT



The Board of Trustees of the Westerville Public Library met in regular session Tuesday March 27, 2018. Mr. John Shinnock called the meeting to order at 7:00 PM.

IN ATTENDANCE:

BOARD MEMBERS: Ms. Melissa Hodek, Ms. Mary Lightbody, Ms. Deanna McDaniel, Ms. Julie Mujic, Mr. John Shinnock, and Mr. Shawn Smith.

ALSO PRESENT: Ms. Erin Francoeur, Executive Director; Mr. Dan Griscom, Fiscal Officer; Mr. Steve Owley, Operations Director; Ms. Darlene Lawson, Administrative Assistant; Ms. Jen Thomas, Customer Services Manager; and Ms. Catherine Fastenau, Customer Services Assistant.

GUEST: Mr. Doug Evans, Executive Director Ohio Library Council (OLC).

Not Present: Ms. Heather Creed, Trustee; Ms. Kristin Michel, Assistant Director; Ms. Katrina Plourde, Human Resources Director.

Mr. Evans thanked those present for their support of the OLC. Due to the recent cancellation of the Trustee dinner Mr. Evans attended this meeting to deliver current information about the OLC.

Mr. Shinnock thanked Mr. Smith for chairing the February board meeting.

Resolution 027 – 18

APPROVAL OF THE AGENDA

Ms. Lightbody moved to approve the agenda.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Resolution 028 – 18

DISCUSSION AND APPROVAL OF MINUTES

Ms. McDaniel moved to approve the minutes of February 27, 2018.

Seconded by Mr. Smith.

The Chair declared the motion passed as amended.

Resolution 029 – 18

PERSONNEL/CONSENT CALENDAR

Ms. Mujic moved to approve the March 2018 Personnel/Consent Calendar as presented at the meeting.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Resolution 030 – 18DISCUSSION AND APPROVAL OF STATISTICAL REPORT

Mr. Smith moved to approve the February 2018 Statistical Report.

Seconded by Ms. Hodek.

The Chair declared the motion passed as amended.

REPORT BY THE FISCAL OFFICER

Mr. Griscom, Fiscal Officer, presented the monthly financial report.

Resolution 031 – 18DISCUSSION AND APPROVAL OF FINANCIAL REPORT

Ms. Hodek moved to approve the February 2018 Financial Report.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Resolution 032 – 18DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

Ms. McDaniel moved that the bills for February 2018 in the amount of \$473,345.74 be paid.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

OLD BUSINESS

Ms. Francoeur provided an update on the strategic planning process.

NEW BUSINESS

a. Ohio Library Council

Doug Evans, from OLC, spoke at the beginning of the meeting.

b. Water Damage

Ms. Francoeur explained in greater detail to the Board the breakdown of the water heater resulting in damage to the Library on March 16<sup>th</sup> which primarily affected the Teen, Youth, and Children's areas as well as some damage in the basement. Approximately 5800 books suffered damage and have been removed from the collection. ServPro was brought in to complete the restoration and drying work. Insurance (less the deductible) should cover most of the repairs excluding replacing the water heater. The library is looking into replacing the water heater with a heating on demand system. All sections of the library that were closed due to damage are expected to reopen as of March 28, 2018 except for the Homework Help Center.

Resolution 033 - 18c. Gifts:

The Library is in receipt of the following gifts:

**Restricted:**

\$50.00 from the Westerville Garden Club for a book in memory of Joe Endry

\$8000.00 from the Westerville Library Foundation for Imagination Library Fund

**Unrestricted:**

\$10 cash from Marian Dean

Ms. Lightbody moved to approve the acceptance of gifts with appreciation as presented.

Seconded by Mr. Smith.

The Chair declared the motion passed.

Resolution 034 - 18d. Increase Change Funds

The Fiscal Officer requests that the library's change funds be increased by \$400 to \$1700 to help expedite the processing of cash receipts for the Library.

Ms. Hodek moved to increase the library's change funds by \$400 as presented.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Resolution 035 - 18e. Annual Appropriation Resolution for 2018**2018 ANNUAL APPROPRIATION RESOLUTION**

**March 27, 2018**

The Board of Trustees of the Westerville Public Library, Franklin County, Ohio, met in Regular Session on the 27th day of March, 2018 at the Library with the following members present:

Heather Creed (Absent)

Melissa Hodek

Mary Lightbody

Deanna McDaniel

Julie Mujic

John B. Shinnock

Shawn Smith

Mr. Smith moved to adopt 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, 2018 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

<b>General Fund</b>		<b>2018 Annual <u>Appropriation</u></b>
1000	Salaries & Benefits	
	1100 Salaries and Leave Benefits	3,256,000.00
	1400 Retirement Benefits	457,800.00
	1600 Insurance Benefits	641,100.00
	1900 Other Employee Benefits	<u>28,000.00</u>
	Total Salaries and Benefits	4,382,900.00
2000	Supplies	
	2100 General Administrative and Program Supplies	148,900.00
	2200 Property Maintenance/Repairs, Supplies & Parts	27,000.00
	2300 Motor Vehicle Fuel, Supplies & Parts	2,300.00
	2500 Supplies Purchased for Resale	40,500.00
	2900 Other Supplies	<u>-</u>
		218,700.00
	Purchased & Contracted	
3000	Services	
	3100 Travel & Meeting Expenses	51,600.00
	3200 Communication, Printing and Publicity	54,000.00
	3300 Property Maintenance, Repair & Security	708,500.00
	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	<u>3,000.00</u>
		1,672,200.00
		<b>2018 Annual <u>Appropriation</u></b>
4000	Library Materials & Information	
	4100 Books	432,000.00

	4200	Periodicals/Software/Internet Services	260,000.00
	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
			<hr/> 1,146,000.00
5000		Capital Outlay	
	5400	Building Improvements	100,000.00
	5500	Furniture & Equipment	196,300.00
	5700	Motor Vehicles	-
	5900	Other Capital Outlay / Reserves	-
			<hr/> 296,300.00
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/> -
		<b>Grand Total General Fund</b>	<b>7,802,600.00</b>
		<b><u>Special Revenue Funds:</u></b>	
		<b>Imagination Library</b>	
	4100	Books	54,000.00
		<b>Vernon Literacy Grant</b>	
	3700	Professional Services	1,000.00
			<hr/> 1,000.00
		<b>Total Special Revenue Funds</b>	<b>55,000.00</b>
		<b><u>Capital Funds:</u></b>	
		<b>Building and Repair Fund</b>	

5900 Other Capital Outlay	2,111,343.00
9900 Transfers Out	<u>-</u>

**Grand Total Building Fund** **2,111,343.00**

**Agency Funds:**

**Flexible Spending Account**

1900 FSA Claims	7,500.00
-----------------	----------

**TOTALS BY FUND**

	<u>2018 Annual Appropriation</u>
101 GENERAL FUND	7,802,600.00
210 IMAGINATION LIBRARY	54,000.00
212 VERNON LITERACY GRANT	1,000.00
401 BUILDING AND REPAIR FUND	2,111,343.00
FLEXIBLE SPENDING	
801 ACCOUNT	<u>7,500.00</u>

**GRAND TOTAL - ALL APPROPRIATIONS** **9,976,443.00**

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

Ms. Creed	(Absent)
Ms. Hodek	<u>Aye</u>
Ms. Lightbody	<u>Aye</u>
Ms. McDaniel	<u>Aye</u>
Ms. Mujic	<u>Aye</u>
Mr. Shinnock	<u>Aye</u>
Mr. Smith	<u>Aye</u>

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 27th day of March, 2018.

\_\_\_\_\_  
Fiscal Officer of the Board of Trustees of the

\_\_\_\_\_  
Westerville Public Library

\_\_\_\_\_  
Franklin County, Ohio

### INFORMATION ITEMS

#### f. Director's Report

##### i. Legislative Day

Erin Francoeur, Kristin Michel, and Steve Owley will be attending the annual Ohio Library Council Legislative Day at the Capital Club and Statehouse. They will spend the day learning about current legislation that affects libraries and speaking with our legislators.

*Legislative Day is scheduled for April 11, 2018. Mr. Shinnock is planning on attending as well.*

##### ii. State of the State

The State of the State legislator's reception and address were a success. Many compliments and thanks were received for the role that the library played in planning these events with the community.

*The event went well, many compliments were received. Mr. Smith noted that the reception was "packed." There appeared to be many legislators in attendance.*

##### iii. State Report

The State Report was compiled and completed for 2017. The manner in which the library is currently collecting statistics for the Board reports is not conducive to directly importing data into the State Report. I would like to propose a new method of statistics gathering that better matches what we are required to report at the April Board meeting.

*The State Report was discussed at the Board Meeting.*

##### iv. Nina West Storytime

The Nina West Storytime was well attended with an estimated 150 people in attendance. All the patrons that I interacted with at the event were grateful of the opportunity to attend and many asked for us to host again. We had many first-time Westerville Library patrons at this event.

*While a couple of concerns were expressed about this event (which have been responded to), most of the feedback was positive. The Library has received requests to host this event again, in the future.*

v. Seed Library

The seed lending library is off to a great start with over 40 people attending the kick-off event on March 4<sup>th</sup>. Response to the new collection has been overwhelmingly positive and herbs have been the most popular seeds. *Patrons have expressed their excitement over this new program.*

vi. Ernest Cline

The Ernest Cline author event was well attended with over 800 in attendance. The Library Foundation broke their record for book sales at the event and sold every hardcover copy of *Ready Player One*. *In attendance was a DeLorean club, along with a couple of "ghostbusters" creating something of a comic-con feel to the event. Mr. Cline was a very gracious author, signing books well into the evening.*

vii. Road Closure

Library Way will be closed beginning April 9, 2018 for repaving and sewer work. It is expected to remain closed for at least a month. The City will post detour signs directing traffic to the east entrance near the City of Westerville office building (64 E Walnut St). *Some preliminary tree work closed the road temporarily prior to the start date.*

viii. Flag Memorial

*The library has been approached to display a memorial for the Fallen Westerville Police Officers. The proposal would be a 3' x 5' flag displaying badges of fallen officers. It is hoped this could be launched on Westerville Cops and Kids Day (Sept. 9, 2018). After its initial display, the flag would move to Local History for permanent display.*

g. Department Reports

Attached is a summary of the monthly department reports.

*Ms. Hodek appreciated the new addition of the Maintenance Department report.*

h. Customer Comments

Attached is a summary of Customer Comments.

*Ms. Michel shared the Board's response to the patron who was dissatisfied with the design of the Library drive-up window and book drop. The Board agrees that*



*improvements could be made in this area; however, there are no plans to do so at this time. The next time a capital project is discussed for the Library this topic will be included in the discussion.*

### BOARD COMMITTEE REPORTS

1. Finance & Facilities                      Shawn Smith  
Finance & Facilities committee met March 27, 2018. GAAP conversion is going well and is on track. They plan to meet next Month.
2. Human Resources                         Jack Shinnock  
The Human Resources committee met March 27, 2018 (Katrina Plourde absent). Discussed 2018 goals for the Executive Director; using outside consultant to review employee pay grades; and evaluation of managers. Next meeting is June 26, 2018.
3. Library Services & Marketing         Julie Mujic  
Did not meet; no report provided.
4. Technology                                 Mary Lightbody  
Technology committee met March 8, 2018 and discussed data backup for internal services of the library, new phone systems, and mobile printing.

### BOARD DISCUSSION ITEMS

1. Ms. McDaniel appreciated Mr. Evans attending our meeting and sharing OLC information.
2. Ms. McDaniel also relayed that in judging at a recent competition, she was delighted to have an attendee tell her to be sure to “get to know Beth Weinhardt” upon learning that she was a Board Member at the library.
3. Ms. Mujic attended the OLC New Trustee Workshop. She came away with a list of ideas and questions and felt it was a valuable experience.

### LIBRARY FOUNDATION REPORT

Ms. Hodek reported that Willie Swanson is their newest member, although they still have a couple of vacancies on their board. They have started strategic planning.

### FRIENDS OF THE LIBRARY REPORT

The Friends are still looking for volunteers. They have added some new rolling dumpsters to help with disposal of excess items. They are planning on attending the May Library Board meeting.

### IMPORTANT DATES

Karen White – Author Event Monday April 9, 2018 at Riley Auditorium, Otterbein University 7:00 PM

Volunteer Luncheon – Friday April 13, 2018 12:00 – 1:30 PM Combined Meeting Rooms

Delaware County Library Trustees Joint Meeting – Tuesday, April 17, 2018 at 5:30 PM in the Combined Meeting Rooms (5:30 Dinner, 6:00 Meeting)

Next Board Meeting – Tuesday, April 24, 2018 at 7:00 PM in the Board Room

Resolution 036 - 18

ADJOURNMENT

Ms. Lightbody made a motion to adjourn the meeting at 8:55 PM.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary