

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

MAY 22, 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 April 24, 2018.

4. PERSONNEL/CONSENT CALENDAR

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

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. OLD BUSINESS

a. Strategic Planning

The staff focus group was held on May 4th from 9am-1pm. Unfortunately, the first planning session had to be cancelled due to a death in our consultant's family. We will reschedule as soon as participant schedules allow.

NO ACTION NEEDED

b. Statistics Reporting

The Board and staff will discuss possible changes to statistics presentation for Board meetings, in order to better align information with what is needed for State Reporting.

NO ACTION NEEDED

10. NEW BUSINESS

a. Friends of the Library

The Friends of the Westerville Public Library will discuss their historic relationship to the Library and be available for answering questions.

NO ACTION NEEDED

b. Pay Grade Adjustments

The Human Resources Committee will discuss and recommend pay grade adjustments.

ACTION NEEDED: Consider a motion to approve pay grade adjustments as recommended.

c. 2019 Tax Budget

The Fiscal Officer has prepared the 2019 Tax Budget. Following Board approval the budget request will be submitted to the Westerville City School District, the Franklin County Budget Commission, and the Delaware County Budget Commission. Please keep in mind this is a preliminary budget developed prior to revenue certification for 2019.

ACTION NEEDED: Consider a motion to adopt the 2019 Tax Budget as presented or amended at the meeting.

d. Gifts:

The Library is in receipt of the following gifts:

Unrestricted:

\$49.00 from Fresh Thyme Farmers Market – Giving Bag and Giving Tag Program (this may become an ongoing donation)

\$50.00 from Maren Beckman

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

e. Surplus Property

Jen Thomas, Customer Services Manager, has submitted the following items to be declared surplus:

- Five (5) white flatbed carts (poor condition, \$0 estimated value)

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

f. Audit Report

NO ACTION NEEDED

g. Digitization of Local History Collection by ProQuest

NO ACTION NEEDED

11. INFORMATION ITEMS

a. Director's Report

i. Book Bike

The book bike has finally been put into action. It made its first official appearance for the library on May 5th at the Bike Rodeo. Library staff looks forward to having the book bike represent the library at Farmers Markets and Festivals throughout the summer.

ii. Picture Book Room Restoration/Improvements

The installation of the Treehouse (partially funded through the generosity of the Friends of Westerville Public Library) and the replacement of the water damaged carpet (partially funded through the generosity of 100 Women of Westerville and a GoFundMe account created by the Westerville Library Foundation) were completed during the week of May 21, 2018. We are excited to have these projects complete prior to the end of the school year and the kick-off of Summer Reading.

iii. [Leadership Westerville Graduation](#)

Erin Francoeur officially graduated from the Leadership Westerville program on May 2, 2018.

iv. [Westerville Area Ministerial Association \(W.A.M.A.\)](#)

The Library hosted the Westerville Area Ministerial Association on Wednesday May 16th. Beth Weinhardt and Erin Francoeur presented on the Library and the history of W.A.M.A.

v. [Library Director Vacation/Professional Development](#)

Erin Francoeur will be on vacation from June 11-19th and will be at the American Library Association Annual Conference from June 22-25, but will return for the Board Meeting on June 26th. If you need anything during these times, please reach out to Assistant Director Kristin Michel.

vi. [4th Fridays](#)

The Library remained open for the first time during a 4th Friday event on April 20th. Traffic in the Library was slow, but 91 children and families attended the program on the front lawn. We expect increased attendance as the public learns that the Library is open during this time and as the weather improves.

vii. [Library Way Improvements](#)

The improvements to the sewers and streets on Library Way are projected to be complete by the end of May.

viii. [Columbus Parent Award](#)

The Westerville Public Library was once again voted the "Favorite Library Children's Area" by Columbus Parent's Family Faves.

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. Summer Reading Begins – Thursday, June 7, 2018
- b. Next Board Meeting – Tuesday, June 26, 2018 at 7:00 PM in the Board Room

17. EXECUTIVE SESSION

ACTION NEEDED: Consider a motion to move into Executive Session to discuss the employment of a public employee.

(Requires a roll call vote)

Ms. Creed	_____
Ms. Hodek	_____
Ms. Lightbody	_____
Ms. McDaniel	_____
Ms. Mujic	_____
Mr. Shinnock	_____
Mr. Smith	_____

18. ADJOURNMENT

The Board of Trustees of the Westerville Public Library met in regular session Tuesday May 22, 2018. Mr. John Shinnock called the meeting to order at 7:00 PM.

IN ATTENDANCE:

BOARD MEMBERS: Ms. Heather Creed, 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; Ms. Kristin Michel, Assistant Director; Ms. Katrina Plourde, Human Resources Director; Mr. Steve Owley, Operations Director; and Ms. Darlene Lawson, Administrative Assistant.

Guests: (Members of the Friends of the Westerville Public Library Board of Trustees) Ms. Arlene Roeder, President; Ms. Janet Rector, Vice President; and Ms. Mary Ann Able, Trustee.

Resolution 048 – 18

APPROVAL OF THE AGENDA

Ms. Lightbody moved to approve the agenda as presented.

Seconded by Ms. Mujic.

The Chair declared the motion passed as amended (under New Business (10) add f. Audit Report and g. Digitization of Local History Collection by ProQuest)

GUEST SPEAKERS

Members of the Friends' Trustees of the Westerville Public Library spoke and shared some of the history of the Friends, their mission and purpose, and some of the challenges as well as rewards of their service for this organization. The Board expressed their appreciation both for attending the meeting, as well as the tremendous service and benefit they provide the Library.

Resolution 049 – 18

DISCUSSION AND APPROVAL OF MINUTES

Mr. Smith moved to approve the minutes of April 24, 2018.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Resolution 050 – 18

PERSONNEL/CONSENT CALENDAR

Ms. Hodek moved to approve the April 2018 Personnel Consent Calendar as presented at the meeting.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Resolution 051 – 18

DISCUSSION AND APPROVAL OF STATISTICAL REPORT

Ms. Lightbody moved to approve the April 2018 Statistical Report.

Seconded by Mr. Smith.

The Chair declared the motion passed.

REPORT BY THE FISCAL OFFICER

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

Resolution 052 – 18

DISCUSSION AND APPROVAL OF FINANCIAL REPORT

Ms. Creed moved to approve the April 2018 Financial Report.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

Resolution 053 – 18

DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

Ms. McDaniel moved to approve that the bills for April 2018 in the amount of \$451,137.65 be paid.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

OLD BUSINESS

a. Strategic Planning

June 26, 2018 will be the first planning meeting, following the Board meeting at 5:00 PM. The meeting will include dinner.

b. Statistics Reporting

Board members made several suggestions of additions to the proposed monthly statistics presentation. A revised statistics report for May 2018 incorporating these suggestions will be presented at the June Board meeting, in addition to the current statistics report. It was also suggested that working towards more a unified format for department reports could transfer some information from the stats report to individual departments.

NEW BUSINESS

a. Friends of the Library

The Friends of the Library spoke early in the meeting.

(No Action was required).

Resolution 054 – 18

b. Pay Grade Adjustments

The Human Resources Committee brought forth a motion to approve pay grade adjustments.

Mr. Smith moved to amend the pay grade adjustments.

Seconded by Ms. Creed.

The Chair declared the motion passed, as amended (remove Fiscal Officer from Compensation Pay Structure).

Resolution 055 – 18

c. 2019 Tax Budget

Ms. Hodek moved to approve the 2019 Tax Budget as presented.

Seconded by Ms. Creed.

The Chair declared the motion passed.

Resolution 056 – 18

d. Gifts

The Library is in receipt of the following gifts:

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\$50.00 from Maren Beckman

Ms. Creed moved to approve the acceptance of gifts with appreciation as presented at the meeting.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Resolution 057 – 18

e. Surplus Property

Jen Thomas, Customer Services Manager, submitted the following items to be declared surplus:

Five (5) white flatbed carts (poor condition, \$0 estimated value)

Ms. McDaniel moved to approve the items listed as surplus.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

f. Audit Report

The auditors from Julian & Grube will join the July Board meeting for an exit conference. The auditors will discuss the annual audit report with the Board.

(No Action was required).

g. Digitization of Local History Collection by ProQuest

The Library is in the process of contracting with ProQuest to have the Temperance Microfilm collection in Local History digitized at no cost to the Library. The Library would receive royalties for a set period of time, and will still retain ownership of the microfilm collection.

(No Action was required)

1. INFORMATION ITEMS

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The book bike has finally been put into action. It made its first official appearance for the library on May 5th at the Bike Rodeo. Library staff looks forward to having the book bike represent the library at Farmers Markets and Festivals throughout the summer.

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The treehouse installation was completed Monday, May 21st. Currently, the shelving is being lifted so the carpet can be replaced.

iii. Leadership Westerville Graduation

Erin Francoeur officially graduated from the Leadership Westerville program on May 2, 2018.

iv. Westerville Area Ministerial Association (W.A.M.A.)

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v. Library Director Vacation/Professional Development

Erin Francoeur will be on vacation from June 11-19th and will be at the American Library Association Annual Conference from June 22-25, but will return for the Board Meeting on June 26th. If you need anything during these times, please reach out to Assistant Director Kristin Michel.

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program on the front lawn. We expect increased attendance as the public learns that the Library is open during this time and as the weather improves.

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The improvements to the sewers and street on Library Way are projected to be complete by the end of May.

viii. Columbus Parent Award

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b. Department Reports

Attached was a summary of the monthly department reports.

Information in the monthly reports is always appreciated by the Board. The increase in "Impact Stories" was noted and appreciated.

c. Customer Comments

Attached was a summary of Customer Comments.

Further clarification explained that when the Library contacted the publisher regarding one of the juvenile Marvel Books, that we asked the publisher to review the reading level assigned to that particular book.

BOARD COMMITTEE REPORTS

1. Finance & Facilities Shawn Smith

All items discussed at the committee meeting were discussed earlier in the Board meeting. The next meeting will be June 19, 2018.

2. Human Resources Jack Shinnock

The committee discussed the Pay Grade adjustments presented earlier in the meeting. Status of goals for the Executive Director was reviewed. The Board will be seeking comments for the Executive Director and Fiscal Officer evaluations for fall. The suggestion was made to ask Department Managers to attend Board Meetings again, twice a year. *The decision was made to ask all the managers to attend at least one meeting this year (Schedules and guest speakers already set may make two difficult for 2018).* The employee survey results are still being evaluated.

3. Library Services & Marketing Julie Mujic

Did not meet; no report provided.

4. Technology Mary Lightbody

Did not meet; no report provided.

BOARD DISCUSSION ITEMS

1. Ms. McDaniel attended the Hillary Jordan author event and thought it was wonderful.
2. It was noted that Ms. Francoeur's photo is now included in the Trustee photo gallery in the mallway.
3. Mr. Shinnock shared with the Board one of his personal goals is to reach out to former Board Members to keep them abreast of the state of affairs and/or solicit their support for future actions.

LIBRARY FOUNDATION REPORT

The Foundation is donating \$10,000.00 to the Library to help with the restoration of the children's area due to water damage, as a result of funds donated through 100 Women of Westerville and their GoFundMe page.

Enrollment in the Imagination Library is at 2085 children.

Their last meeting took place at Otterbein, who is very pleased to be partnering with the Library in housing fiction in their "nook."

FRIENDS OF THE LIBRARY REPORT

Three members of the Friends' Board spoke at the beginning of the meeting about their organization.

IMPORTANT DATES

- a. Summer Reading Begins – Thursday, June 7, 2018
- b. Next Board Meeting (including dinner) – Tuesday, June 26, 2018 at 5:00 PM – **NOTE TIME CHANGE** – Location TBD
- c. Strategic Planning Session – Tuesday June 26, 2018 6:00PM – 10:00PM – Location TBD

Resolution 058 – 18EXECUTIVE SESSION

Ms. Lightbody brought forth a motion to move into Executive Session to discuss the appointment of a public employee.

Ms. Creed	<u>Aye</u>
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.

Resolution 059 – 18

Ms. Creed made a motion that the Board move back into Regular Session at 9:23PM.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

Resolution 060 – 18

ADJOURNMENT

Ms. Lightbody moved to adjourn the meeting at 9:23PM.

Seconded by Mr. Smith.

The Chair declared the motion passed.

President

Secretary