

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

JUNE 26, 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 May 22, 2018.

4. PERSONNEL/CONSENT CALENDAR

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

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. OLD BUSINESS

- a. Statistics Reporting

A revised statistics format that has been populated with current data (May 2018) is provided for the Board to review. Discussion of the format will occur at the July Board meeting.

NO ACTION NEEDED

10. NEW BUSINESS

a. Surplus Property

Linda Uhler, Youth Services Manager, has submitted the following items to be declared surplus:

- Four wooden springy chairs (poor condition, \$0 estimated value)
- One old wooden rocking chair (poor condition, \$0 estimated value)

Belinda Mortensen, Collection Development Manager, has submitted the following item to be declared surplus:

- One black desk chair (poor condition, \$0 estimated value)

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

b. Gifts

The Library is in receipt of the following gifts:

Restricted:

\$1500.00 from Northwoods Foundation, paid to King Business Interiors (partial payment) for replacement carpet in Youth Department

\$179 (estimated value) Little Free Library given by Robert Gale

Unrestricted:

\$24.99 from Megan Bresnahan

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

c. Appropriation Increases

The following appropriation increases are necessary because of expenditures related to the water damage in March 2018. (The majority of these should be reimbursed by our insurance company.)

101-000-3300 Property Maintenance & Repairs \$60,000

101-000-4100 Books \$35,000

\$95,000

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

d. Appropriation Transfers

The following appropriation transfers are needed:

FROM: 101-000-3700 Professional Services	\$31,500
TO: 101-000-4200 Periodicals/Software	\$10,000
101-000-3200 Communications	\$ 1,500
101-000-2100 Admin. & Program Supplies	\$18,000
101-000-3300 Property Maint. & Repairs	<u>\$ 2,000</u>
	\$31,500

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

11. INFORMATION ITEMS

a. Director's Report

i. Water Damage Recovery

The water damage recovery is coming along smoothly with the carpet in the picture book room and homework help center replaced. Damaged drywall and paint have been refinished and the ceiling tiles are back up. Books are starting to come in, are being processed, and put on the shelves as quickly as possible.

ii. Children's Treehouse

We were able to coordinate the installation of the treehouse (Generously funded in part by the Friends of the Westerville Public Library) in the picture book room with the installation of the new carpet. There are a few finishing touches that need to be made on the treehouse, but public response has been overwhelmingly supportive.

iii. Recent Staff Accomplishments

1. Kaya Burgin has been selected to participate in Library Leadership Ohio. She will attend a conference this summer.
2. Marie Corbitt contributed information about the work she does through the Outreach Department to a soon-to-be-released book titled *Public Library Services and Programs for Midlife and Beyond: Expanding Opportunities for a Growing Population*. A copy will be added to the library's collection.
3. Jessica Curtis is writing and publishing a book. A publisher approached her after her article appeared in *Public Libraries Magazine*. The book is titled *Teaching Adult*

Learners: A Guide for Public Librarians and will come out Spring of 2019. It is being published by ABC-CLIO.

4. Katrina Plourde was recently named the Rising Star of the Year (2017-2018) by the Rotary Club of Westerville.

Congratulations to Kaya, Marie, Jessica, and Katrina for these awesome accomplishments, and thanks to the entire staff for the work that they do every day on behalf of the library!

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. Ice Cream Social – July 19, 2018 Front Lawn of Library
- b. Next Board Meeting – Tuesday, July 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 June 26, 2018.
Mr. John Shinnock called the meeting to order at 5:00 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; Ms. Kristin Michel, Assistant Director; Ms. Katrina Plourde, Human Resources Director; Mr. Steve Owley, Operations Director; and Ms. Darlene Lawson, Administrative Assistant.

Guests: Erin Kelsey, Adult Services Manager; Julie Kerns, Outreach Services Manager; Belinda Mortensen, Collections Development Manager; Tamara Murray, Marketing Manager; Linda Uhler, Youth Services Manager.

Not Present: Ms. Heather Creed

Resolution 061 - 18

APPROVAL OF THE AGENDA

Ms. Lightbody moved to approve the agenda as presented.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

Resolution 062 – 18

DISCUSSION AND APPROVAL OF MINUTES

Ms. McDaniel moved to approve the minutes of May 22, 2018.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Resolution 063 – 18

PERSONNEL/CONSENT CALENDAR

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

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Resolution 064 – 18

DISCUSSION AND APPROVAL OF STATISTICAL REPORT

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

Seconded by Ms. Mujic.

The Chair declared the motion passed.

REPORT BY THE FISCAL OFFICER

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

Resolution 065 – 18DISCUSSION AND APPROVAL OF FINANCIAL REPORT

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

Seconded by Ms. Mujic.

The Chair declared the motion passed.

Resolution 066 – 18DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

Ms. McDaniel moved to approve that the bills for May 2018 in the amount of \$423,028.42 be paid.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

OLD BUSINESS

a. Statistics Reporting

A revised statistics format that has been populated with current data (May 2018) was provided for the Board to review. Discussion of the format will occur at the July Board meeting.

b. Strategic Planning

The first strategic planning meeting took place immediately following the Board Meeting. The second meeting is scheduled for August 7, 2018, location to be determined.

c. Executive Director – one year anniversary.

Congratulations to Erin Francoeur for having been with the Library for one year as Executive Director.

NEW BUSINESSResolution 067 – 18

a. Surplus Property

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Belinda Mortensen, Collection Development Manager, has submitted the following item to be declared surplus:

- One black desk chair (poor condition, \$0 estimated value)

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

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Resolution 068 – 18

b. Gifts

The Library is in receipt of the following gifts:

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Unrestricted:

\$24.99 from Megan Bresnahan

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

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Resolution 069 - 18

c. Appropriation Increases

The following appropriation increases are necessary because of expenditures related to the water damage in March 2018. (The majority of these should be reimbursed by our insurance company.)

101-000-3300 Property Maintenance & Repairs	\$60,000
101-000-4100 Books	<u>\$35,000</u>
	\$95,000

Ms. Hodek moved to approve the appropriation increases as recommended.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

Resolution 070 - 18

d. Appropriation Transfers

The following appropriation transfers are needed:

FROM: 101-000-3700 Professional Services	\$31,500
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101-000-3300 Property Maint. & Repairs	<u>\$ 2,000</u>
	\$31,500

Ms. Hodek moved to approve the appropriation transfers as recommended.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

INFORMATION ITEMS

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The water damage recovery is coming along smoothly with the carpet in the picture book room and homework help center replaced. Damaged drywall and paint have been refinished and the ceiling tiles are back up. Books are starting to come in, are being processed, and put on the shelves as quickly as possible.

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Congratulations to Kaya, Marie, Jessica, and Katrina for these awesome accomplishments, and thanks to the entire staff for the work that they do every day on behalf of the library!

Resolution 071 - 18

ADJOURNMENT

Ms. Lightbody moved to adjourn the meeting at 5:30pm.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

President

Secretary