

BOARD OF TRUSTEES  
WESTERVILLE PUBLIC LIBRARY  
AGENDA

JULY 24, 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. PRESENTATION OF AWARD BY AUDITOR OF STATE

Mr. Timothy Kraft of the Auditor of State's office will present the Auditor's Award with Distinction to the Library and Dan Griscom, Fiscal Officer.

NO ACTION NEEDED

4. POST-AUDIT CONFERENCE

Mr. Ryan Kuehne, CPA, of Julian & Grube, Inc. will hold a post-audit conference with the Board and administration.

NO ACTION NEEDED

5. DISCUSSION AND APPROVAL OF MINUTES

**ACTION NEEDED:** Consider a motion to approve the minutes of June 26, 2018.

6. PERSONNEL/CONSENT CALENDAR

**ACTION NEEDED:** Consider a motion to approve the July 2018 Personnel Consent Calendar as presented or amended at the meeting.

7. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

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

8. REPORT BY THE FISCAL OFFICER

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

9. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

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

10. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

11. OLD BUSINESS

a. ProQuest Contract

The ProQuest Contract has come back from legal counsel with a second round of adjustments. There are still concerns from the staff, counsel, and the Board. A special meeting will take place on July 25th to discuss concerns and further adjustments to the contract.

NO ACTION NEEDED

b. Strategic Planning Update

The first strategic planning meeting took place on June 24, 2018. Follow-up data has been sent out to the committee. The next planning meeting will take place on August 7, 2018, with dinner available at 5:00pm and the planning meeting to start promptly at 5:30pm-9:00pm. Location TBD.

NO ACTION NEEDED

c. Statistic Reporting

Staff will present the revised statistics report and take questions and suggestions.

NO ACTION NEEDED

12. NEW BUSINESS

a. Consent Agenda Proposal

The attached Westerville Public Library Consent Agenda Policy for the addition of a consent agenda will be discussed.

**ACTION NEEDED:** Consider a motion to accept the proposed Consent Agenda Policy as presented or amended at the meeting.

b. [Surplus Property](#)

Tamara Murray, Marketing Manager, has submitted picture frames as surplus property (see attached listing).

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

c. [Gifts:](#)

The Library is in receipt of the following gifts:

**Unrestricted:**

\$50.00 from Gloria and David Mertz, in memory of Maxine Powrie

\$100.00 from Frederick and Trixie Hyser, in memory of Maxine Powrie

\$75.00 from James and Tari Blaney, in memory of Maxine Powrie

\$25.00 from Sallie Knapp, in memory of Maxine Powrie

**Restricted:**

\$9,199.03 from the Westerville Library Foundation, for replacement carpet in Youth Department

\$24,000.00 from the Westerville Library Foundation, for the Imagination Library Fund

\$231.00 from Silver Pantaloons, Inc., for the children's section

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

d. [LED Lighting Upgrade Project](#)

Plug Smart has presented a proposal to the Library for an LED Lighting Upgrade Project (see attached). The project cost is \$37,421. To partially offset the cost, the Library will receive a grant of \$15,000 from the State Of Ohio's Energy Efficiency Program for Non-Manufacturers (EEPNM). The grant will be received following payment for the project. This will result in a net cost to the library of \$22,421. The upgraded lighting will reduce operational costs, generating estimated savings of \$6,337 per year, so the payback period is 3.5 years.

**ACTION NEEDED:** Consider a motion to approve the LED Lighting Upgrade Project with Plug Smart. This project will be paid from the Building and Repair Fund.

e. [Deputy Fiscal Officer Bond](#)

The Fiscal Officer requests approval of a \$100,000 bond from Westfield Insurance Company for Leslie D. Power, Deputy Fiscal Officer.

**ACTION NEEDED:** Consider a motion to approve the bonding of Leslie D. Power, Deputy Fiscal Officer in the amount of \$100,000 by Westfield Insurance Company.

### 13. INFORMATION ITEMS

#### a. Director's Report

##### i. ALA Conference

Erin Francoeur, Meredith Fletcher, Kaya Burgin, Annamarie Carlson, Ashley Gahm, and Ashley Mensah, all attended the American Libraries Association Conference in New Orleans and learned about library trends, services and technology while interacting with other librarians from around the world.

##### ii. Community Engagement

July has been a busy month for Community Engagement with Erin Francoeur attending 100 Women of Westerville and speaking on behalf of the library, assisting with the Chamber of Commerce and Arts Council Music and Arts Festival, attending a check acceptance at Shirley's Popcorn with the Library Foundation, meetings with the Director at Upper Arlington Library and the Director of Bexley Public Library, attending the Minerva Park Coffee with Council, attending the Women in Business Luncheon, and participating in the Ice Cream Social and 4th of July Parade. Francoeur was also nominated to become the Vice President of the Board of Leadership Westerville.

##### iii. Ice Cream Social

The Annual Ice Cream Social took place on July 19th. Ohio Representative Anne Gonzalez took part this year as a celebrity scooper.

##### iv. W.A.R.M. Donation Box

The Outreach Department has placed a donation cart in the foyer for the collection of food and personal items for Westerville Area Resource Ministry. When the cart becomes full of supplies, Outreach will deliver them to W.A.R.M. for distribution to families in need.

##### v. Marketing Libraries Journal Article

Otterbein staff submitted an article to the Marketing Libraries Journal about the partnership between the Westerville Public Library and Courtright Memorial Library for the Book Nook. The article was accepted and will be published in the upcoming August issue.

#### b. Department Reports

Attached is a summary of the monthly department reports.

c. Customer Comments

Attached is a summary of Customer Comments.

14. BOARD COMMITTEE REPORTS

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

15. BOARD DISCUSSION ITEMS

16. LIBRARY FOUNDATION REPORT

17. FRIENDS OF THE LIBRARY REPORT

18. IMPORTANT DATES

- a. Strategic Planning Meeting – August 7, 2018, Dinner 5:00PM, Meeting 5:30-9:00PM  
Location: Westerville Area Chamber of Commerce, 99 Commerce Park Dr, 43082
- b. Next Board Meeting – Tuesday, August 28, 2018 at 7:00 PM in the Board Room
- c. Angie Thomas Author Event – September 13, 2018, 7:00PM Westerville Central HS
- d. Wizards & Wands Festival – October 26, 2018

19. ADJOURNMENT

The Board of Trustees of the Westerville Public Library met in regular session Tuesday July 24, 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:

Timothy Kraft, Ohio Auditor of State Liaison

Ryan Kuehne and Justin Cox, Auditors with Julian & Grube, Inc.

Jimmy Furr, Senior Project Developer with Plug Smart, Intelligent Energy Solutions

Resolution 072 – 18

APPROVAL OF THE AGENDA

Ms. McDaniel moved to approve the agenda.

Seconded by Mr. Smith.

The Chair declared the motion passed.

PRESENTATION OF AWARD BY AUDITOR OF STATE

Mr. Timothy Kraft of the State Auditor's office presented the Auditor's Award with Distinction to the Library and Dan Griscom, Fiscal Officer.

POST-AUDIT CONFERENCE

Mr. Ryan Kuehne and Mr. Justin Cox of Julian & Grube, Inc. held a post-audit conference with the Board and administration, to review the 2017 audit report.

Resolution 073 – 18

DISCUSSION AND APPROVAL OF MINUTES

Ms. Hodek moved to approve the minutes of June 26, 2018.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Resolution 074 – 18

PERSONNEL/CONSENT CALENDAR

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

Seconded by Ms. Creed.

The Chair declared the motion passed.

Resolution 075 – 18

DISCUSSION AND APPROVAL OF STATISTICAL REPORT

Ms. Lightbody moved to approve the June 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 076 – 18

DISCUSSION AND APPROVAL OF FINANCIAL REPORT

Ms. Mujic moved to approve the June 2018 Financial Report.

Seconded by Ms. Creed.

The Chair declared the motion passed.

Resolution 077 – 18

DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

Ms. McDaniel moved to approve that the bills for June 2018 in the amount of \$395,781.18 be paid.

Seconded by Ms. Creed.

The Chair declared the motion passed.

OLD BUSINESS

a. ProQuest Contract

The ProQuest Contract has come back from legal counsel with a second round of adjustments. There are still concerns from the staff, counsel, and the Board. A special meeting will take place on July 25th to discuss concerns and further adjustments to the contract.

b. Strategic Planning Update

The next planning meeting is scheduled for August 7, 2018, with dinner available at 5:00PM and the planning meeting to start promptly at 5:30PM-9:00PM. The meeting will take place in the Westerville Chamber of Commerce.

c. Statistic Reporting

Staff presented the revised statistics report and took questions and suggestions from the Board.

NEW BUSINESS

Resolution 078 - 18

a. Consent Agenda Proposal

Ms. Lightbody moved to approve the Consent Agenda Policy.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

#### Resolution 079 - 18

##### b. Surplus Property

Tamara Murray, Marketing Manager, submitted picture frames as surplus property:

- Twenty-three 11" x 17" frames (excellent condition, \$750 estimated value)
- Thirty-six 11" x 17" frames (fair condition, \$180 estimated value)
- Four 8.5" x 14" frames (fair condition, \$12 estimated value)
- One 20" x 28" frame (fair condition, \$10 estimated value)

Mr. Smith moved to approve the items listed as surplus.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

#### Resolution 080 - 18

##### c. Gifts

The Library is in receipt of the following gifts:

Unrestricted:

\$50.00 from Gloria and David Mertz, in memory of Maxine Powrie

\$100.00 from Frederick and Trixie Hyser, in memory of Maxine Powrie

\$75.00 from James and Tari Blaney, in memory of Maxine Powrie

\$25.00 from Sallie Knapp, in memory of Maxine Powrie

Restricted:

\$9,199.03 from the Westerville Library Foundation, for replacement carpet in Youth Department

\$24,000.00 from the Westerville Library Foundation, for the Imagination Library Fund

\$231.00 from Silver Pantaloons, Inc., for the children's section

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

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

##### d. LED Lighting Upgrade Project

Plug Smart presented a proposal to the Library for an LED Lighting Upgrade Project.

Ms. Mujic moved to approve the LED Lighting Upgrade Project with Plug Smart.

Seconded by Ms. McDaniel.



Following discussion of the project with information provided by Jimmy Furr, Senior Project Developer with Plug Smart, a Roll Call Vote was taken:

Ms. Creed	<u>Nay</u>
Ms. Hodek	<u>Nay</u>
Ms. Lightbody	<u>Nay</u>
Ms. McDaniel	<u>Nay</u>
Ms. Mujic	<u>Aye</u>
Mr. Shinnock	<u>Aye</u>
Mr. Smith	<u>Nay</u>

The Chair declared the motion failed.

#### Resolution 081 - 18

Mr. Smith brought forth a motion to request the Library staff seek quotes from other providers for similar services for the LED lighting project.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

#### Resolution 082 - 18

##### e. Deputy Fiscal Officer Bond

Mr. Smith moved to approve the bonding of Leslie D. Power, Deputy Fiscal Officer in the amount of \$100,000 by Westfield Insurance Company.

Seconded by Ms. Creed.

The Chair declared the motion passed.

#### INFORMATION ITEMS

##### a. Director's Report

###### i. ALA Conference

Erin Francoeur, Meredith Fletcher, Kaya Burgin, Annamarie Carlson, Ashley Gahm, and Ashley Mensah, all attended the American Libraries Association Conference in New Orleans and learned about library trends, services and technology while interacting with other librarians from around the world.

###### ii. Community Engagement

July has been a busy month for Community Engagement with Erin Francoeur attending 100 Women of Westerville and speaking on behalf of the library, assisting with the Chamber of Commerce and Arts Council Music and Arts Festival, attending a check acceptance at Shirley's Popcorn with the Library Foundation, meetings with the Director at Upper Arlington Library and the Director of Bexley Public Library, attending the Minerva Park Coffee with Council, attending the Women in Business Luncheon, and participating in the Ice Cream Social and 4th of July Parade. Francoeur was also nominated to become the Vice President of the Board of Leadership Westerville. *A meeting with the new President of Otterbein University has been scheduled.*

## iii. Ice Cream Social

The Annual Ice Cream Social took place on July 19th. Ohio Representative Anne Gonzalez took part this year as a celebrity scooper.

## iv. W.A.R.M. Donation Box

The Outreach Department has placed a donation cart in the foyer for the collection of food and personal items for Westerville Area Resource Ministry (W.A.R.M.). When the cart becomes full of supplies, Outreach will deliver them to W.A.R.M. for distribution to families in need.

## v. Marketing Libraries Journal Article

Otterbein staff submitted an article to the Marketing Libraries Journal about the partnership between the Westerville Public Library and Otterbein Courtright Memorial Library for the Book Nook. The article was accepted and will be published in the upcoming August issue.

## vi. Uptown Improvements Project 2019

Erin Francoeur and Kristin Michel have an upcoming meeting scheduled with a representative from the City of Westerville to discuss the Uptown Improvements Project (sidewalk replacements) that is scheduled to take place in 2019.

## vii. Outreach Department mentioned in CNN Article

The Westerville Library Outreach Department was noted in the CNN Opinion article entitled *Why a (now-deleted) op-ed about replacing Libraries with Amazon blew up the internet.*

## b. Department Reports

Attached was a summary of the monthly department reports

## c. Customer Comments

Attached was a summary of Customer Comments

### BOARD COMMITTEE REPORTS

## 1. Finance &amp; Facilities Shawn Smith

At the July 18, 2018 meeting, the committee discussed the LED lighting project, Record Retention Policy, and Minimum Fund Balances. The next meeting is scheduled for July 28, 2018 at 6PM.

## 2. Human Resources Jack Shinnock

The HR Committee met July 24, 2018 prior to the Board Meeting and discussed Erin Francoeur's accomplished goals, revisions to the employee handbook, and the recruitment of a new Board member for 2019. Their next meeting is scheduled for September 25, 2018.

3. Library Services & Marketing Julie Mujic  
Committee did not meet; their next meeting will take place after the next Strategic Planning Session.
4. Technology Mary Lightbody  
Committee did not meet; no report provided.

#### BOARD DISCUSSION ITEMS

1. *It was suggested that the upholstered chairs in the new book area should be replaced. (Replacing the chairs has been discussed. Costs have been looked at as well as funding sources).*
2. *Department reports are appreciated. The Impact stories included in those are of particular interest to Board members.*

#### LIBRARY FOUNDATION REPORT

The Foundation received a \$5,000 White Castle Grant as well as a donation of \$2,000 from Shirley's Gourmet Popcorn. The Imagination Library has funding through December 2018. A Foundation Board position will be open January 2019.

#### FRIENDS OF THE LIBRARY REPORT

The ice cream social on July 19, 2018 went very well – it was a nice event.

#### IMPORTANT DATES

- a. Strategic Planning Meeting – August 7, 2018, Dinner 5:00PM, Meeting 5:30-9:00PM  
Location: Westerville Area Chamber of Commerce, 99 Commerce Park Dr, 43082
- b. Next Board Meeting – Tuesday, August 28, 2018 at 7:00 PM in the Board Room
- c. Angie Thomas Author Event – September 13, 2018, 7:00PM Westerville Central HS
- d. Wizards & Wands Festival – October 26, 2018

#### Resolution 083 – 18

#### ADJOURNMENT

Ms. Creed moved to adjourn the meeting at 8:58PM.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

---

President

---

Secretary