

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

AUGUST 28, 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 July 24, 2018.

4. PERSONNEL/CONSENT CALENDAR

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

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

9. OLD BUSINESS

- a. LED Lighting Upgrade Project

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

b. ProQuest Contract

Discussion continues around the proposed contract with ProQuest for the digitization of local history materials and licensing agreement.

NO ACTION NEEDED

c. Strategic Planning Update

The second strategic planning meeting took place on August 7, 2018. The next meeting will be held on September 24th, immediately following the Board meeting, which will begin at 5:00pm at the Westerville Area Chamber of Commerce meeting room, 99 Commerce Park Dr, Suite A. Homework will be sent out prior to the next meeting for committee members to complete. Dinner will be provided.

NO ACTION NEEDED

10. NEW BUSINESS

a. Gifts:

The Library is in receipt of the following gifts:

Unrestricted:

\$10.00 cash donation from an anonymous donor stating, "This place is a treasure."

\$25.00 from the General Commission on Archives and History, in appreciation for a presentation and driving tour of Anti-Saloon and Temperance Row

\$50.00 from Ken and Karen Twinem

\$25.00 from Patricia Kirby, in memory of Maxine Powrie

\$65.00 from Beth and Alan Parker, in memory of Maxine Powrie

\$100.00 from the Powrie family, in memory of Maxine Powrie

\$100.00 from Margaret and Jeffrey Comstock, in memory of Maxine Powrie

Restricted:

\$3,750.00 (estimated value) Youth and Teen audiobooks on CD donated by Mary Burkey

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

b. Approval of Disposal of Records

The Fiscal Officer has reviewed records according to the Library's Policy on Retention and Disposal of Records (adopted August 28, 2012). The following records are recommended for disposal in accordance with the Library's policy and Ohio Revised Code Sections 149.411 and 149.381. This action needs to be taken by the Westerville Public Library records commission, which is composed of the members of the Board of Trustees and the Fiscal Officer.

DESCRIPTION	RETENTION PERIOD	RECORDS TO DISPOSE
Vouchers with Invoices	5 years, provided audited	2012
Petty Cash Receipts	5 years, provided audited	2012
Purchase Orders/Requisitions	5 years, provided audited	2012
Quotations for Goods/Services	5 years, provided audited	2012
Bank Deposit Receipts	5 years, provided audited	2012
Receipt Book	5 years, provided audited	2012
Bank Statements	5 years, provided audited	2012

ACTION NEEDED: Consider a motion to approve disposal of the above records.

c. Appropriation Transfers

The following appropriation transfers are needed:

From:	1400 Retirement Benefits	\$6,200
To:	2100 General Supplies	\$4,700
To:	3800 Lib. Material Control Services	\$1,500

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

11. INFORMATION ITEMS

a. Director's Report

i. Traffic Study

Westerville Library staff is working with the City of Westerville to gather information on traffic flow and look at options for reversing the flow of traffic in the parking garage. Further research is being conducted, but it looks like it may be possible to reverse the flow of traffic

in the garage, thus making the book drops accessible from vehicles and hopefully minimizing some of the traffic problems that we have seen in the garage. At this point it looks like changes would be minimal including the repainting of several parking spaces, the placement of a new stop sign and additional signage and notification of the change.

ii. [Wizards and Wands Festival](#)

The Library will be transformed into a magical castle experience for Midnight Madness this year, with wizarding experiences throughout the library. There will be performers throughout the library, including a Tonks & the Aurors musical performance on the lawn. People will have opportunities to identify magical creatures, learn charms, browse the magical pet shop, or have their fortune told all while enjoying the immersive atmosphere and photo opportunities throughout 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](#)

- Angie Thomas Author Event – September 13, 2018, 7:00PM Westerville Central HS
- Next Board Meeting – **MONDAY**, September 24, 2018 at 5:00 PM at the Westerville Area Chamber of Commerce building, 99 Commerce Park Dr, Suite A.
- Strategic Planning Session #3 – Monday September 24, 2018, 5:30PM-9:00PM immediately follows the Board Meeting, Westerville Area Chamber of Commerce building.

- d. Wizards & Wands Festival – October 26, 2018

17. ADJOURNMENT

DEPARTMENT PRESENTATION

Jen Thomas will present on behalf of the Customer Service Department.

The Board of Trustees of the Westerville Public Library met in regular session Tuesday August 28, 2018.
Mr. Shawn Smith 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, 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:

Jen Thomas, Customer Services Manager
Christina Price

Not Present: Mr. John Shinnock

Resolution 084 - 18

APPROVAL OF THE AGENDA

Ms. Hodek moved to approve the agenda as presented.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Resolution 085 - 18

DISCUSSION AND APPROVAL OF MINUTES

Ms. Lightbody moved to approve the minutes of July 24, 2018.

Seconded by Ms. Hodek.

The Chair declared the motion passed as amended.

Resolution 086 - 18

PERSONNEL/CONSENT CALENDAR

Ms. Lightbody moved to approve the August 2018 Personnel Consent Calendar as presented at the meeting.

Seconded by Ms. Creed.

The Chair declared the motion passed.

Resolution 087 - 18

DISCUSSION AND APPROVAL OF STATISTICAL REPORT

Ms. Lightbody moved to approve the July 2018 statistical Report.

Seconded by Ms. Creed.

The Chair declared the motion passed.

REPORT BY THE FISCAL OFFICER

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

Resolution 088 - 18

DISCUSSION AND APPROVAL OF FINANCIAL REPORT

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

Seconded by Ms. Mujic.

The Chair declared the motion passed.

Resolution 089 - 18

DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

Ms. McDaniel moved to approve that the bills for July 2018 in the amount of \$359,623.10 be paid.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

OLD BUSINESS

a. LED Lighting Upgrade Project

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

Resolution 090 - 18

Ms. Lightbody moved to approve the LED Lighting Upgrade Project with Plug Smart. This project will be paid from the Building and Repair Fund.

Seconded by Ms. Creed.

The Chair declared the motion passed.

b. ProQuest Contract

Discussion continues around the proposed contract with ProQuest for the digitization of local history materials and licensing agreement. *A new version of the document will be coming soon for review by the Board.*

No Action Needed.

c. Strategic Planning Update

The second strategic planning meeting took place on August 7, 2018. The next meeting will be held on September 24th, immediately following the Board meeting, which will begin at 5:00pm at the Westerville Area Chamber of Commerce meeting room, 99 Commerce Park Dr, Suite A. Homework will be sent out prior to the next meeting for committee members to complete. Dinner will be provided. *Appreciation was expressed for the exemplary manner in which Communica has been handling the meetings.*

No Action Needed.

NEW BUSINESS

Resolution 091 - 18

a. Gifts

The Library is in receipt of the following gifts:

Unrestricted:

\$10.00 cash donation from an anonymous donor stating, "This place is a treasure."

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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.

Resolution 092 - 18

b. Approval of Disposal of Records

The Fiscal Officer has reviewed records according to the Library's Policy on Retention and Disposal of Records (adopted August 28, 2012). The following records are recommended for disposal in accordance with the Library's policy and Ohio Revised Code Sections 149.411 and 149.381. This action needs to be taken by the Westerville Public Library records commission, which is composed of the members of the Board of Trustees and the Fiscal Officer.

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Receipt Book	5 years, provided audited	2012
Bank Statements	5 years, provided audited	2012

Ms. McDaniel moved to approve the disposal of above records.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

Resolution 093 - 18

c. Appropriation Transfers

The following appropriation transfers are needed:

From: 1400 Retirement Benefits \$6,200

To: 2100 General Supplies \$4,700

To: 3800 Lib. Material Control Services \$1,500

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

Seconded by Ms. Hodek.

The Chair declared the motion passed.

INFORMATION ITEMS

a. Director's Report

i. Traffic Study

Westerville Library staff is working with the City of Westerville to gather information on traffic flow and look at options for reversing the flow of traffic in the parking garage. Further research is being conducted, but it looks like it may be possible to reverse the flow of traffic in the garage, thus making the book drops accessible from vehicles and hopefully minimizing some of the traffic problems that we have seen in the garage. At this point it looks like changes would be minimal including the repainting of several parking spaces, the placement of a new stop sign and additional signage and notification of the change.

ii. Wizards and Wands Festival

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magical pet shop, or have their fortune told all while enjoying the immersive atmosphere and photo opportunities throughout the library. *This event coincides with the Uptown Westerville Midnight Madness.*

iii. Furniture Update

A quote for replacing the furniture in the new book area and Adult has been received for \$44,000. The Library will pay \$10,000 and the Friends of the Westerville Public Library will pay the remaining \$34,000.

iv. Seed Library

The Library has received another Seed Library Grant. We will receive 100 packets of seeds in 2019.

v. Library Tour

Erin Francoeur gave a tour of the Library to a State Library representative and a representative from the Institute of Museum and Library Services from Washington D.C.

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 & Facilities Shawn Smith

At the meeting August 28, 2018 the following items were discussed: Record Retention, Emergency Management Plan, and the policy regarding fund balances. The next meeting is scheduled for September 25, 2018.

2. Human Resources Deanna McDaniel

The committee has been reviewing the employee handbook and will meet September 19, 2018 to review applications for the 2019 Board position.

3. Library Services & Marketing Julie Mujic

Did not meet; no report provided

4. Technology Mary Lightbody

Committee met August 21, 2018 and discussed the following: Proposed plan for moving the Tech Center and repurposing its current space, the new phone system is in place, back-up services are performing well, and the Library will look into acquiring more HotSpots in 2019 as the 20 we currently have are a high demand item.

BOARD DISCUSSION ITEMS

1. *The consent Agenda (Consent Agenda Policy approved at the July 24, 2018 meeting) will be in effect for the September Board meeting.*
2. *Ms. Creed shared a solicitation received from her child's school (WCS District) for Epic – a subscription based Digital Library for kids. The solicitation generated questions and concerns from the Board.*

LIBRARY FOUNDATION REPORT

- Imagination Library enrollment is currently at 2152 children.
- The Foundation has access to G Suite as a non-profit.
- [Hello@westervillelibraryfoundation.org](mailto>Hello@westervillelibraryfoundation.org) now exists.
- September 6, 2018 Rashida Jones will hold a discussion at Otterbein Library about *The Hate U Give*. They will raffle tickets to the Angie Thomas Author Event.
- The Foundation can be selected as a recipient of the Kroger Rewards Program.

FRIENDS OF THE LIBRARY REPORT

- Will be donating funds to help with the cost of the furniture replacement in the new book area and Adult in 2019.
- New shelves for the Friends Mallway book sales have been received.
- The Friday \$2 Bag of Books sales are helping to reduce the large inventory of donated books. Books not sold are now being recycled. Other options are still being considered that will help reduce the inventory.

IMPORTANT DATES

- a. Angie Thomas Author Event – September 13, 2018, 7:00PM Westerville Central HS
- b. Next Board Meeting – MONDAY, September 24, 2018 at 5:00 PM at the Westerville Area Chamber of Commerce building, 99 Commerce Park Dr, Suite A
- c. Strategic Planning Session #3 – Monday September 24, 2018, 5:30PM-9:00PM immediately follows the Board Meeting, Westerville Area Chamber of Commerce building
- d. Wizards & Wands Festival – October 26, 2018

Resolution 094 - 18ADJOURNMENT

Ms. Lightbody moved to adjourn the meeting at 7:53PM.

Seconded by Ms. Creed.

The Chair declared the motion passed.

President

Secretary