

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

OCTOBER 23, 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. CONSENT AGENDA

- a. Minutes
- b. Personnel
- c. Statistical Report
- d. Payment of Bills
- e. Surplus Property
- f. Gifts

4. REPORT BY THE FISCAL OFFICER

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

5. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

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

6. OLD BUSINESS

a. ProQuest Contract

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

NO ACTION NEEDED

b. Strategic Planning Update

An initial draft of the Strategic Plan document will be discussed at the meeting.

NO ACTION NEEDED

7. DEPARTMENT REPORT

Heather Fisher, from the Outreach Department, will present on the library's new partnership with the Ohio Library for the Blind.

8. NEW BUSINESS

a. LSTA Grant Approval and Appropriation

The Library has received an LSTA (Library Services and Technology Act) Grant through the State Library of Ohio for \$4,848 for Technology Innovation. These funds will help enable the purchase of the Whisper Room. The project begins October 1, 2018 and ends June 30, 2019. The grant will be appropriated to Fund 211 in the following categories:

Supplies and Materials	\$1,747
Equipment	<u>\$3,101</u>
Total	\$4,848

ACTION NEEDED: Consider a motion to approve the LSTA Grant and to appropriate the funds as designated.

b. META Natural Gas Service

The Library is a member of META (Metropolitan Educational Technology Association) and participates in META's competitively bid natural gas service which offers economies of scale for the purchase of natural gas. This resolution authorizes the continuation of that service.

ACTION NEEDED: Adopt the resolution "Authorizing the Purchase of Competitive Retail Natural Gas Service from the Lowest Responsible Bid Submitted to META Solutions for the Period Commencing July 2020 and Terminating no later than June 2025" (See attached.)

c. Ten-Year Financial Projection and Capital Budget

Dan Griscom, Fiscal Officer, will present the 10-Year Financial Projection and Capital Budget (see attached).

NO ACTION NEEDED

9. INFORMATION ITEMS

a. Director's Report

i. OLC Conference

Kristin Michel, Jen Thomas, Ashley Gahm, Elizabeth Tait, Steve Owley and Katie Ross all attended the OLC Conference in Sandusky, OH the first week of October. Ms. Michel and Ms. Gahm represent the library on the Conference Planning Committee. Conference attendance promotes professional growth and networking with other librarians across the state.

ii. [Leadership Westerville](#)

The library hosted the new class of Leadership Westerville on October 10th. Participants were introduced to the concept of the Partnership Group and met a representative from each participating organization. Erin Francoeur gave the group a tour of the library facility and then Nina Thomas gave a presentation on the history of Westerville along with the walking tour of Uptown.

iii. [Filling Position Openings](#)

The management team spent time assessing open positions and interviewing potential candidates. David Reyes was hired to fill the Adult Services Librarian position.

b. [Department Reports](#)

Attached is a summary of the monthly department reports.

c. [Customer Comments](#)

Attached is a summary of Customer Comments.

10. [BOARD COMMITTEE REPORTS](#)

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

11. [BOARD DISCUSSION ITEMS](#)

12. [LIBRARY FOUNDATION REPORT](#)

13. [FRIENDS OF THE LIBRARY REPORT](#)

14. [IMPORTANT DATES](#)

- a. Wizards & Wands Festival – Friday, October 26, 2018

- b. Staff In-Service Day – Wednesday, November 7, 2018 – Library Closed
- c. Alexander McCall Smith Tea – Saturday, November 10, 2018 at 11:30AM, The Lakes Golf & Country Club
- d. Alexander McCall Smith Author Talk: Saturday, November 10, 2018 at 2:00PM, Westerville Central High School
- e. Next Board Meeting – Tuesday, November 27, 2018 at 7:00 PM in the Board Room

15. EXECUTIVE SESSION

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

(Requires a roll call vote)

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

16. ADJOURNMENT

The Board of Trustees of the Westerville Public Library met in regular session Tuesday October 23, 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: Ms. Heather Fisher, Outreach Associate, Department Presenter

Resolution 102 - 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.

CONSENT AGENDA

a. Minutes – September 2018

The minutes for September 2018 were approved as amended.

b. Personnel – October 2018

The October 2018 Personnel Calendar was approved as presented.

c. Statistical Report – September 2018

The September 2018 Statistical Usage Report was approved as amended.

d. Payment of Bills – September 2018

September 2018 in the amount of \$360,639.10 were approved for payment.

e. Surplus Property – October 2018

The items listed below were approved as surplus property:

Linda Uhler, Youth Department Manager, submitted the following item as surplus property.

It has an estimated value of zero.

- Laminator GBC HeatSeal H700 Pro, Searl #XH00642G (purchased in 2011, no longer works)

f. Gifts – September/October 2018

The following gifts were approved for acceptance with appreciation as presented:

Unrestricted:

N/A

Restricted:

\$1,500.00 grant from The Columbus Foundation, for the Imagination Library Fund

\$25.00 from Barbara Fulton, for the Outreach Department

\$100.00 from Joe and Molly Townsley, for books to honor Mike Townsley

REPORT BY THE FISCAL OFFICER

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

Resolution 103 - 18

DISCUSSION AND APPROVAL OF FINANCIAL REPORT

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

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

OLD BUSINESS

a. ProQuest Contract

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

NO ACTION NEEDED

b. Strategic Planning Update

An initial draft of the Strategic Plan document will be discussed at the meeting.

The Board agreed on draft Mission and Vision Statements for the Strategic Plan.

NO ACTION NEEDED

DEPARTMENT REPORT

Heather Fisher, from the Outreach Department, gave a presentation on the Library's new partnership with the Ohio Library for the Blind.

NEW BUSINESS

Resolution 104 - 18

a. LSTA Grant Approval and Appropriation

The Library has received an LSTA (Library Services and Technology Act) Grant through the State Library of Ohio for \$4,848 for Technology Innovation. These funds will help enable the purchase of the Whisper Room. The project begins October 1, 2018 and ends June 30, 2019. The grant will be appropriated to Fund 211 in the following categories:

Supplies and Materials	\$1,747
Equipment	<u>\$3,101</u>
Total	\$4,848

Mr. Smith moved to approve the LSTA Grant and to appropriate the funds as designated.

Seconded by Ms. Creed.

The Chair declared the motion passed.

Resolution 105 - 18

b. META Natural Gas Service

The Board of Trustees (the “Board”) of the Westerville Public Library, Franklin County, Ohio, (the “Library”) met in general session on October 23, 2018, at 7:00 p.m., at the offices of the Board, 126 S. State Street, Westerville, Ohio 43081 with the following members present:

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

Ms. McDaniel introduced the following resolution and moved its passage:

RESOLUTION

AUTHORIZING THE PURCHASE OF COMPETITIVE RETAIL NATURAL GAS SERVICE FROM THE LOWEST RESPONSIBLE BID SUBMITTED TO META SOLUTIONS FOR THE PERIOD COMMENCING JULY 2020 AND TERMINATING NO LATER THAN JUNE 2025.

WHEREAS, the Library is a member of META Solutions (f/k/a Metropolitan Educational Council) (the “Council”), a body authorized by state statute to aggregate purchasing needs of schools and of related nonprofit educational entities so as to take advantage of economies of scale when purchasing essential products and services; and

WHEREAS, the Council joined with other major school districts and educational purchasing councils to conduct a Request for Proposal for competitive natural gas service commencing with the July 2020 billing cycle and terminating no later than the close of the June 2025 billing cycle, with bids to be submitted for one, two and three year periods (the “RFP”); and

WHEREAS, the Council has sent notices to bid on the Library’s natural gas supply along with other entities’ natural gas supply to all competitive retail natural gas service providers licensed to sell natural gas in the state of Ohio; and

WHEREAS, the Council will select or has selected the lowest responsible bid submitted in response to the attached RFP; and

WHEREAS, this Library may review the lowest responsible bid and corresponding term and elect to accept the lowest responsible bid with no obligation prior to that time or thereafter if the Library does not sign a Master Supply Agreement with the selected bidder; and

WHEREAS, the Executive Director or the Executive Director's designee will review the lowest responsible bid and corresponding term when the RFP is concluded and determine whether the lowest responsible bid provides for competitive retail natural gas service for all of the Library's natural gas supply that is the result of a public and competitive RFP;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE WESTERVILLE PUBLIC LIBRARY, COUNTY OF FRANKLIN, STATE OF OHIO, as follows:

Section 1. The Board of Trustees of this Library does hereby consent, as a member of the Council, to the conducting of an RFP process by the Council for competitive retail natural gas service commencing with the July 2020 billing cycle and terminating no later than the end of the June 2025 billing cycle, with bids to be submitted for one, two and three year periods on such terms and conditions as the Council deems appropriate.

Section 2. The Board of Trustees of this Library does hereby authorize the Executive Director or the Executive Director's designee to execute a Master Supply Agreement between the Library and the lowest responsible bidder in the RFP so long as the Executive Director or his/her appointee finds that the price reflects the results of a public and competitive request for proposal.

Section 3. The Board of Trustees hereby directs the Fiscal Officer to review the lowest responsible bid once received and the Master Supply Agreement and determine if the Library has sufficient funds to certify this resolution and, if the Fiscal Officer so finds, to certify this resolution.

Ms. Creed seconded the motion and, after discussion, a roll call vote was taken and the results were:

Ayes: Ms. Creed, Ms. Hodek, Ms. Lightbody, Ms. McDaniel, Ms. Mujic, Mr. Shinnock, Mr. Smith

Nays:

The resolution passed.

Passed: October 23, 2018

BOARD OF TRUSTEES, WESTERVILLE
PUBLIC LIBRARY, COUNTY of
FRANKLIN, OHIO

Board President

Attest: _____
Fiscal Officer

c. Ten-Year Financial Projection and Capital Budget

Dan Griscom, Fiscal Officer, presented the 10-Year Financial Projection and Capital Budget (see attached).

NO ACTION NEEDED

INFORMATION ITEMS

a. Director's Report

a. OLC Conference

Kristin Michel, Jen Thomas, Ashley Gahm, Elizabeth Tait, Steve Owley and Katie Ross all attended the OLC Conference in Sandusky, OH the first week of October. Ms. Michel and Ms. Gahm represent the Library on the Conference Planning Committee. Conference attendance promotes professional growth and networking with other librarians across the state.

b. Leadership Westerville

The Library hosted the new class of Leadership Westerville on October 10th. Participants were introduced to the concept of the Partnership Group and met a representative from each participating organization. Erin Francoeur gave the group a tour of the Library facility and then Nina Thomas gave a presentation on the history of Westerville along with the walking tour of Uptown.

c. Filling Position Openings

The management team spent time assessing open positions and interviewing potential candidates. David Reyes was hired to fill the Adult Services Librarian position.

d. *OLC Meeting*

Erin Francoeur attended a meeting at OLC Tuesday October 23, 2018. The purpose of the meeting was to begin planning for advocacy for the upcoming State Budget.

e. *The Public service announcement for Lynda.com has been reviewed.*

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

The Finance Committee met October 16, 2018. All discussion items were included in this evening's Board Meeting. Their next meeting will be Nov. 20, 2018.

2. Human Resources Jack Shinnock

The Human Resources Committee met October 23, 2018 and discussed the following:

Resolution 106 - 18

- Recommendation for Trustee for the Board vacancy effective January 1, 2019. The Human Resource Committee reviewed ten applications and interviewed eight candidates for the upcoming Board vacancy.

The Human Resource Committee brought forth a motion to recommend Jon C. Walden as the new Board member to become effective January 1, 2019.

The Chair declared the motion passed.

- Reviewed Erin Francoeur's 2018 goals and proposed goals for 2019.
- Presentation on the employee compensation plan for 2019.

3. Library Services & Marketing Julie Mujic

The Library Services & Marketing Committee met October 17, 2018 and discussed the following:

- Public Service Policies
- Local History
- Four Library Service Areas:
 - SearchOhio, Author Series, Local History, and Outreach

4. Technology Mary Lightbody

Did not meet; no report provided.

BOARD DISCUSSION ITEMS

1. Ms. McDaniel shared that an administrator reached out to her about facilitating a day with the Public Library on Waiver Day.
2. Mr. Shinnock shared that Todd Bol, the founder of the Little Free Library, passed away.
3. Ms. Creed made note of one of the quotations from the Clippings from the Angie Thomas Author event.

LIBRARY FOUNDATION REPORT

- There are currently two openings on the Foundation Board (one immediate, one effective January 1, 2019)
- Ticket sales for Alexander McCall Smith author event are currently slow.
- Imagination Library enrollment is at 2,144.
- Foundation funds to help with water damage costs are being held for the Library, pending final invoices.

FRIENDS OF THE LIBRARY REPORT

- They have a new treasurer; financial data was discussed.
- Reviewed the presentation board for the new furniture for the Adult area .
- Pleased with the new Mallway matching bookshelves.
- Friday \$2 sales per bag are generating revenue for the Friends (they do not appear to be impacting regular weekly sales negatively).

IMPORTANT DATES

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- b. Staff In-Service Day – Wednesday, November 7, 2018 – Library Closed
- c. Alexander McCall Smith Tea – Saturday, November 10, 2018 at 11:30AM, The Lakes Golf & Country Club
- d. Alexander McCall Smith Author Talk: Saturday, November 10, 2018 at 2:00PM, Westerville Central High School
- e. Next Board Meeting – Tuesday, November 27, 2018 at 7:00 PM in the Board Room

Resolution 107 - 18

EXECUTIVE SESSION

Ms. Creed brought forth a motion to move into Executive Session at 8:23PM to discuss the compensation of a public employee.

Seconded by Ms. Hodek.

Upon roll call the vote was:

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 108 - 18

Ms. Creed made a motion that the Board move back into Regular Session at 8:55PM.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

Resolution 109 - 18

ADJOURNMENT

Ms. Lightbody moved to adjourn the meeting at 8:55PM.

Seconded by Ms. Creed.

The Chair declared the motion passed.

President

Secretary