

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

JANUARY 22, 2019

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. OATHS OF OFFICE

a. Trustees

The Trustees congratulate and welcome Jon Walden and Nathan Ericson to the Board. Ms. Kristin Michel, Assistant Director/Notary Public, will administer the oath of office to Mr. Walden and Mr. Ericson as required by the Ohio Revised Code.

b. Fiscal Officer

Ms. Kristin Michel will administer the oath of office to Mr. Dan Griscom as Fiscal Officer as required by the Ohio Revised Code.

c. Deputy Fiscal Officers

Ms. Kristin Michel will administer the oath of office to Ms. Sherry Peterson and Ms. Leslie Power as Deputy Fiscal Officers as required by the Ohio Revised Code.

3. APPROVAL OF THE AGENDA

ACTION NEEDED: Consider a motion to approve the agenda as presented or amended at the meeting.

CONSENT AGENDA

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

4. ELECTION OF OFFICERS

Per established Library Board Policy, Mr. Shawn Smith will assume the duties as Library Board President, Ms. Heather Creed will assume the duties as Vice-President and Ms. Julie Mujic will assume the duties as Secretary of the Board in accordance with the Library Board's rotation policy.

ACTION NEEDED: Consider a motion to ratify the appointments as presented or amended at the meeting.

5. COMMITTEE ASSIGNMENTS

The 2019 Committee Assignments need to be made.

2018 Committee Assignments

Human Resources Committee

Jack Shinnock, Chair
Deanna McDaniel
Julie Mujic

Finance & Facilities Committee

Shawn Smith, Chair
Melissa Hodek
Mary Lightbody

Library Services & Marketing Committee

Julie Mujic, Chair
Heather Creed
Jack Shinnock

Technology Committee

Mary Lightbody, Chair
Heather Creed
Shawn Smith

Library Foundation Liaison

Deanna McDaniel
Melissa Hodek

2019 Committee Assignments

Human Resources Committee

_____ Chair
Member
Member

Finance & Facilities Committee

_____ Chair
Member
Member

Library Services & Marketing Committee

_____ Chair
Member
Member

Technology Committee

_____ Chair
Member
Member

_____ Member
_____ Member

NO OFFICIAL ACTION IS NEEDED

6. REGULAR MEETING DATE & TIME

Currently, the Board of Trustees meets on the fourth Tuesday of each month at 7:00 PM (except December, due to Christmas). A motion is needed to establish the same schedule for 2019.

January 22	July 23
February 26	August 27
March 26	September 24
April 23	October 22
May 28	November 26
June 25	December 17

ACTION NEEDED: Consider a motion to accept the Board Meeting schedule as presented or amended at the meeting.

7. FACSIMILE RESOLUTION

A Facsimile Resolution is needed each year to permit electronic signatures for Library checks to be honored by our depository bank.

ACTION NEEDED: Consider a motion to approve or amend the following Facsimile Resolution:

Be it resolved by the Board of Trustees of the Westerville Public Library that US Bank be designated as the depository for the general funds of the Library. Furthermore, US Bank is authorized and directed to honor checks, drafts or other orders for payment of money drawn for their respective funds in the name of this Library including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing, or purporting to bear, the facsimile signature(s) of any of two of the following: Dan Griscom, Fiscal Officer and Mr. Shawn S. Smith, President of the Board of Trustees of the Westerville Public Library.

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 December 2018 Financial Report.

10. NEW BUSINESS

a. Fiscal Officer and Deputy Fiscal Officer Bonds

The Fiscal Officer is requesting approval of bonds from Westfield Insurance Company at \$100,000.00 each for the Fiscal Officer and Deputy Fiscal Officers, as follows:

Dan Griscom	\$100,000
Sheryl Peterson	\$100,000
Leslie Power	\$100,000

ACTION NEEDED: Consider a motion to approve the bonding of the Fiscal Officer and Deputy Fiscal Officers as presented or amended at the meeting.

b. Credit Card Policy

The Library's credit card policy is being revised due to the requirements of House Bill 312. According to HB 312, which was effective November 2, 2018, public libraries have until February 2, 2019 to make changes to their policies to meet the requirements outlined in the bill. The revised policy (attached) requires the Board to appoint a Compliance Officer, whose duties are outlined in the policy. The Executive Director and Fiscal Officer recommend that the Executive Director be appointed as Compliance Officer.

ACTION NEEDED: Consider a motion to approve the revised Credit Card Policy as presented or amended at the meeting and to appoint the Executive Director as Compliance Officer.

11. INFORMATION ITEMS

a. Director's Report

i. Beth Weinhardt Retirement

It is with great appreciation that we celebrate Beth Weinhardt's retirement from the Local History Department. She was honored with a proclamation at City Council on January 15, 2019 that included the designation of January 21, 2019 as Beth Weinhardt Day. We celebrated her work with an Open House on January 21st, and her last day at the Library will be January 25, 2019.

ii. Management Position Updates

Nina Thomas has accepted the position of Local History Manager for the Westerville Library. We are in the process of filling the position that she will vacate as Museum Specialist. The Adult Services Manager position closed on January 16th, and interviews will begin shortly. The Fiscal Officer position is posted broadly and we hope to get a broad selection of candidates.

iii. Building Projects

The LED upgrade in Adult Services began January 14th and is expected to be complete by the end of January. The media flooring replacement will begin on January 28th and may take up to two weeks to complete. During that time, access to media will be greatly restricted with items only available via hold request. Shelving is being removed in Adult Services to begin the process of moving the computers out of the Tech Center and onto the Library floor.

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

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|---------------------------------|----------------|
| 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. Thursday, February 21, 2019 – Jason Reynolds Author visit 7:00 PM Westerville Central High School
- b. Tuesday, February 26, 2019 – Board Group Photo, New Board Member photo headshots
(Individual photos 6:00 - 6:30PM; group photo 6:30 – 7:00PM)
- c. Tuesday, February 26, 2019 – Next Board Meeting at 7:00 PM in the Board Room
- d. Saturday, March 9, 2019 – Library Trustee Workshop 9:00AM – 3:45PM Ohio Library Council
(Please contact Katrina Plourde if interested in attending)
- e. Thursday, March 21, 2019 – State of the Community at The Point 6:30PM

17. ADJOURNMENT

DEPARTMENT REPORT

Bill Williams will present on Facilities Maintenance.

The Board of Trustees of the Westerville Public Library met in regular session Tuesday January 22, 2019. Mr. John Shinnock called the meeting to order at 7:01 PM.

IN ATTENDANCE:

BOARD MEMBERS: Ms. Heather Creed, Mr. Nathan Ericson, Ms. Melissa Hodek, Ms. Julie Mujic, Mr. John Shinnock, Mr. Shawn Smith, and Mr. Jon Walden.

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: Mr. Bill Williams, Building Manager; Ms. Sheryl Peterson, Deputy Fiscal Officer; Ms. Leslie Power, Deputy Fiscal Officer; Family of new Trustee, Nathan Ericson, and Mr. Ryan Ballenger.

OATHS OF OFFICE

Ms. Kristin Michel, Assistant Director/Notary Public, administered the following oaths of office as required by the Ohio Revised Code:

- a. Mr. Nathan Ericson and Mr. Jon Walden, as Board Trustees.
- b. Mr. Dan Griscom as Fiscal Officer.
- c. Ms. Sheryl Peterson and Ms. Leslie Power, as Deputy Fiscal Officers.

Resolution 001 – 19

APPROVAL OF THE AGENDA

Mr. Smith moved to approve the agenda as presented.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

CONSENT AGENDA

- a. Minutes – December 2018
The minutes for December 2018 were approved as presented.
- b. Personnel – January 2019
The January 2019 Personnel Calendar was approved as presented.
- c. Statistical Report – December 2018
The December 2018 Statistical Usage Report was approved as presented.
- d. Payment of Bills – December 2018
December 2018 bills in the amount of \$319,927.26 were approved for payment.
- e. Gifts – December/January 2019
The following gifts were approved for acceptance with appreciation as presented:

Unrestricted:

\$25.00 from Carol Vanderwal, in memory of Jean Frances Robinson

\$50.00 from John & Debby Petrozzi in memory of Debbie Collins

\$100.00 from David Ortman in honor of Trudy Ortman

\$25.00 from Carol Greenburg in memory of Jean Frances Robinson

\$100.00 from Ronald McCrea

\$100.00 from Robert & Le Thu Lawler

\$25.00 from Mike Burns

\$25.00 from Mindy J. McKenzie in memory of Mary Myser

Restricted:

\$8126.00 from Westerville Public Library Foundation for Imagination Library

Resolution 002 – 19

ELECTION OF OFFICERS

Ms. Creed moved to ratify the appointments of Mr. Shawn Smith as Library Board President, Ms. Heather Creed as Vice-President, and Ms. Julie Mujic as Secretary of the Board in accordance with the Board rotation policy.

Seconded by Ms. Hodek.

The Chair declared the motion passed.

Mr. Smith continued the meeting as President of the Board.

Resolution 003 – 19

COMMITTEE ASSIGNMENTS

Ms. Creed moved to discuss and approve the 2019 Committee structures and assignments.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

The 2019 Board Committees and assignments are as follows:

2019 Committee Assignments

Human Resources Committee

<u>Jack Shinnock</u>	Chair
<u>Julie Mujic</u>	Member
<u>Jon Walden</u>	Member

Finance & Facilities Committee

<u>Melissa Hodek</u>	Chair
<u>Shawn Smith</u>	Member
<u>Jon Walden</u>	Member

Strategic Initiatives Committee

<u>Heather Creed</u>	Chair
<u>Nathan Ericson</u>	Member
<u>Julie Mujic</u>	Member

Library Foundation Liaison (Quarterly)

<u>Melissa Hodek</u>	Member
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Resolution 004 –19REGULAR MEETING DATE & TIME

Mr. Shinnock moved to establish regularly scheduled meetings of the Board of Trustees for the fourth Tuesday of each month at 7:00 PM, with the exception of the December 2019 meeting which shall be held on December 17, 2019 (due to the holidays the following week).

January 22	July 23
February 26	August 27
March 26	September 24
April 23	October 22
May 28	November 26
June 25	December 17

Seconded by Ms. Creed.

The Chair declared the motion passed.

Resolution 005 – 19FACSIMILE RESOLUTION

Ms. Hodek moved the following: Be it resolved by the Board of Trustees of the Westerville Public Library that US Bank be designated as the depository for the general funds of the Library. Furthermore, US Bank is authorized and directed to honor checks, drafts or other orders for payment of money drawn for their respective funds in the name of this Library including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing, or purporting to bear, the facsimile signature(s) of any of two of the following: Dan Griscom, Fiscal Officer and Mr. Shawn S. Smith, President of the Board of Trustees of the Westerville Public Library.

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 006 – 19DISCUSSION AND APPROVAL OF FINANCIAL REPORT

Mr. Shinnock moved to approve the December 2018 Financial Report.

Seconded by Ms. Creed.

The Chair declared the motion passed.

NEW BUSINESSResolution 007 - 19

- a. Fiscal Officer and Deputy Fiscal Officer Bonds

The Fiscal Officer is requesting approval of bonds from Westfield Insurance Company at \$100,000.00 each for the Fiscal Officer and Deputy Fiscal Officers, as follows:

Dan Griscom	\$100,000
Sheryl Peterson	\$100,000
Leslie Power	\$100,000

Ms. Hodek moved to approve bonding of the Fiscal Officer and Deputy Fiscal Officers as presented at the meeting.

Seconded by Mr. Walden.

The Chair declared the motion passed.

Resolution 008 - 19

b. Credit Card Policy

The Library's credit card policy is being revised due to the requirements of House Bill 312. According to HB 312, which was effective November 2, 2018, public libraries have until February 2, 2019 to make changes to their policies to meet the requirements outlined in the bill. The revised policy requires the Board to appoint a Compliance Officer, whose duties are outlined in the policy. The Executive Director and Fiscal Officer recommend that the Executive Director be appointed as Compliance Officer.

Mr. Shinnock moved to approve the revised Credit Card Policy as presented at the meeting and to appoint the Executive Director as Compliance Officer.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

INFORMATION ITEMS

a. Director's Report

i. Beth Weinhardt Retirement

It is with great appreciation that we celebrate Beth Weinhardt's retirement from the Local History Department. She was honored with a proclamation at Westerville City Council on January 15, 2019 that included the designation of January 21, 2019 as Beth Weinhardt Day. We celebrated her work with an Open House on January 21st, and her last day at the Library will be January 25, 2019. *Beth's Open House was well attended and appreciation expressed for those Board Members who attended.*

ii. Management Position Updates

Nina Thomas has accepted the position of Local History Manager for the Westerville Library. We are in the process of filling the position that she will vacate as Museum Specialist. The Adult Services Manager position closed on January 16th, and interviews will begin shortly. The Fiscal Officer position is posted broadly and we hope to get a broad selection of candidates.

iii. Building Projects

The LED upgrade in Adult Services began January 14th and is expected to be complete by the end of January. The media flooring replacement will begin on January 28th and may take up to two weeks to complete. During that time, access to media will be greatly restricted with items only available via hold request. Shelving is being removed in Adult Services to begin the process of moving the computers out of the Tech Center and onto the Library floor.

b. Department Reports

Attached was a summary of the monthly department reports

c. Customer Comments

Attached was a summary of Customer Comments

Some further explanation was provided regarding harassment our patrons have complained about from a particular individual associated with a religious organization distributing materials on the Library exterior premises.

BOARD COMMITTEE REPORTS

No Committee reports were provided as none of the Board Committees met during December 2018.

BOARD DISCUSSION ITEMS

1. *Those Board Members who attended the Westerville MLK Breakfast commented that it was a very good event.*
2. *Ms. Francoeur reassured the Board that photo releases were obtained for photos that were included in the Strategic Plan.*
3. *Ms. Francoeur explained that the Library promotes reading themes rather than specifically identifying new releases to avoid excessive hold requests that exceed inventory of new releases.*

LIBRARY FOUNDATION REPORT

- The Foundation has at least one vacancy on their Board at this time.
- They currently have one new Board member.
- Future fundraising events are still being discussed and pursued.

FRIENDS OF THE LIBRARY REPORT

No report; did not meet.

IMPORTANT DATES

- a. Thursday, February 21, 2019 – Jason Reynolds Author visit 7:00 PM Westerville Central High School

- b. Tuesday February 26, 2019 – New Board Member photo headshots (6:00 – 6:30 PM)
- c. Tuesday February 26, 2016 – Next Board Meeting at 7:00 PM in the Board Room
- d. Saturday March 9, 2019 – Library Trustee Workshop 9:00 AM – 3:45 PM Ohio Library Council
- e. Thursday, March 21, 2019 – Westerville State of the Community at The Point 6:30 PM

Resolution 009 – 19

ADJOURNMENT

Mr. Shinnock moved to adjourn the meeting at 8:10 PM.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

DEPARTMENT REPORT

Mr. Bill Williams, Building Manager, updated the Board with the status of current and upcoming Building projects.

President

Secretary