

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

DECEMBER 20, 2011

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. DISCUSSION AND APPROVAL OF MINUTES

ACTION NEEDED: Consider a motion to approve the minutes of November 22, 2011.

3. PERSONNEL/CONSENT CALENDAR

Action by the Board of Trustees in "A motion to adopt the consent calendar" means that all items appearing herein are adopted by a single motion unless a member of the Board or the Director requests that any item be removed from the Consent Calendar and voted on separately.

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

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

ACTION NEEDED: Consider a motion to approve the November 2011 Statistical Report.

5. REPORT BY THE FISCAL OFFICER

The Fiscal Officer will present her monthly report assessing the year to date revenues and expenses. (See Item 5).

6. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

ACTION NEEDED: Consider a motion to approve the November 2011 Financial Report.

7. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the payment of bills for November 2011.

8. OLD BUSINESS

There is no old business to come before the Board.

9. NEW BUSINESS

a. **Appropriation Modifications**

The Fiscal Officer will present Appropriation Modifications in order to bring all accounts into balance for the year-end financials. You may recall, this is a process instituted by the State Auditor that requires Board approval at the December meeting.

ACTION NEEDED: Consider a motion to approve the Appropriation Modifications as presented, or amended, at the meeting

b. **Fund Transfer**

The Fiscal Officer requests a transfer of funds from the General Fund to the Building and Repair Fund. The amount of the transfer will be presented at the meeting.

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

c. **2012 Tax Collections**

A routine motion is needed to authorize the Fiscal Officer to request advances for the 2012 property tax collections. This will permit the Library to receive revenue from the Operating Levy commencing the first week of January 2012, and allow for the immediate release of collection to the Library.

ACTION NEEDED: Consider a motion to authorize the Fiscal Officer to request advance payment for 2012 tax collections.

d. **2012 Temporary Budget**

Each December the Library Board must approve a Temporary Budget in order to meet expenses for January. The Permanent Budget will be presented to the Board at the March meeting for approval. Additional information may be presented at the meeting. (*The Board may wish to move into Executive Session to discuss staff salaries for 2012*)

ACTION NEEDED: Consider a motion to approve the 2012 Temporary Budget as presented or amended at the meeting.

e. Moving Funds within the Materials Budget accounts

The Fiscal Officer is requesting authorization to move funds within the Materials Budget accounts, (54100's – 54900) throughout the year without the need for additional Appropriation Modifications.

ACTION NEEDED: Consider a motion to authorize the Fiscal Officer to move funds within the Materials Budget accounts as needed in 2012.

f. Resolution for John E. Robbins

As you know, this is John Robbins' last meeting as a Board member. John is completing his second term on the Board. During his tenure, the Library has grown and developed into one of our nation's finest libraries. This was possible in large measure due to his dedication and support over the years. Kay Hedges will read the resolution of gratitude for Mr. Robbins' contribution to the Library and present him with a plaque reflecting the Board and Library Staff's deep appreciation.

ACTION NEEDED: Consider a motion to read the Resolution of Appreciation for Mr. Robbins' years of service into the official record of the Board.

g. Gifts

The Library is in receipt of the following gifts:

Restricted:

\$74.95 from Nancy Smith to adopt 2 books.

Unrestricted:

\$25.00 from Dennis and Colleen Laich.

ACTION NEEDED: Consider a motion to accept the gifts as presented, with appreciation.

10. INFORMATION ITEMS

a. Director's Report

1. Sunday Hours

As a result of our successful levy, our highest priority is to re-open on Sundays. As we fill some of our open positions at the first of the year, and train staff, our goal is to re-open on Sundays beginning March 4th. Our plan is to be open 1:00 to 6:00 PM on Sundays year round. If needed, we can extend those hours as necessary in the future.

2. **Priority List**

Please find in your packet, a list of items to be accomplished. It is my feeling that all of these items can be accomplished over the next two years. Library staff will meet to place these items in the priority to be accomplished. Naturally, the Library Board may have additional items to be included.

At the Board's pleasure with so many activities and possible services being added, the Board may want some additional involvement into the processes. If so, the Director suggests that the Board may wish to establish a Facilities Committee and a Library Services Committee. This can be discussed at the meeting.

b. Department Reports

Attached is a summary of the monthly department reports [see Item 10-B]. Department Managers will be available to review their reports and respond to comments and questions.

11. BOARD COMMITTEE REPORTS

- | | |
|---------------------|---------------|
| 1. Finance & Budget | Mike Fultz |
| 2. Human Resources | Jack Shinnock |
| 3. Marketing | Karen Scholl |
| 4. Technology | Karen Scholl |

12. BOARD DISCUSSION ITEMS

13. LIBRARY FOUNDATION REPORT

14. FRIENDS OF THE LIBRARY REPORT

15. IMPORTANT DATES

- a. Next Board meeting – Tuesday, January 24th, 2012 at 7:00 PM in the Board Room.
- b. Central Ohio Trustee Dinner – Wednesday, May 2, 2012 at the Fawcett Center.
(Karen Albury, Deputy Director will join those members wishing to attend)

16. ADJOURNMENT

17. DEPARTMENT REVIEW

There is no Department Review this month.

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The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Ms. Hedges, Mr. Shinnock, Mr. Fultz, Ms. Petersen and Mr. Robbins; Also attending: the Director, Mr. Barlow, Deputy Director, Ms. Albury, Fiscal Officer, Ms. Ekleberry, and Administrative Assistant, Lindsey Batchelder.

In attendance were the following department managers: Michelle Morrison, Human Resources, Linda Wilkins, Marketing, Kristin Michel, Customer Services, Mandie Hoffman, Customer Services, Nieca Nowels, Adult Services, Julie Kerns, Outreach Services, Linda Uhler, Youth Services, and Steve Owley, Support Services. Also in attendance was Deanna McDaniel, who will fill the open board position in January 2012.

Ms. Hedges called the meeting to order.

Mr. Fultz moved to approve the minutes of November 22, 2011 as presented.

Seconded by Ms. Petersen.

On roll call Ms. Hedges, aye;; Mr. Shinnock, aye; Mr. Fultz, aye; Ms. Petersen, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

Mr. Shinnock moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent calendar for December 2011:

- Employment: Patti Baker, Customer Services Page, \$7.52/hr. [range 7], effective November 28, 2011
- Employment: Martha Burk, Adult Services Page, \$7.52/hr. [range 7], effective November 28, 2011
- Employment: Christina Nichols, Customer Services Page, \$7.52/hr. [range 7], effective December 5, 2011
- Employment: Peggy Lobb, PT Coffee Service Assistant, \$9.19/hr. [range 12], effective December 6, 2011
- Change Assignment: Cindi Arbogast, PT Customer Service Assistant to FT Customer Service Assistant, \$10.74/hr. [range 12], effective October 26, 2011
- Change Assignment: Debbie Kramer, Page to PT Customer Service Assistant, \$9.19/hr. [range 12], effective December 5, 2011
- Change Assignment: Byron Coonrod, PT Tech Center Associate to FT Coffee Service Associate, \$14.72/hr. [range 17], effective November 28, 2011

Seconded by Mr. Robbins.

On roll call Ms. Hedges, aye; Mr. Shinnock, aye; Mr. Fultz, aye; Ms. Petersen, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

Mr. Robbins moved to approve the November 2011 Statistical Report.

Seconded by Ms. Petersen.

On roll call Ms. Hedges, aye; Mr. Shinnock, aye; Mr. Fultz, aye; Ms. Petersen, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

Ms. Ekleberry, Fiscal Officer, presented her monthly report, assessing year to date revenues and expenses.

Mr. Robbins moved to approve the November 2011 Financial Report.

Seconded by Mr. Fultz.

On roll call Ms. Hedges, aye; Mr. Shinnock, aye; Mr. Fultz, aye; Ms. Petersen, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

Mr. Fultz moved that the bills for November 2011 in the amount of \$367,170.61 [General Fund] be paid.

Seconded by Ms. Petersen.

On roll call Ms. Hedges, aye; Mr. Shinnock, aye; Mr. Fultz, aye; Ms. Petersen, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

The Fiscal Officer presented Appropriation Modifications to the Board.

Mr. Shinnock made a motion to approve the Appropriation Modifications as presented.

Seconded by Mr. Robbins.

On roll call Ms. Hedges, aye; Mr. Shinnock, aye; Mr. Fultz, aye; Ms. Petersen, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

The Fiscal Officer requested a transfer of funds from the General Fund to the Building and Repair Fund.

Ms. Petersen made a motion to approve the transfer of funds as presented.

Seconded by Mr. Robbins.

On roll call Ms. Hedges, aye; Mr. Shinnock, aye; Mr. Fultz, aye; Ms. Petersen, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

Mr. Robbins moved to authorize the Fiscal Officer to request advance payment for 2012 tax collections.

Seconded by Mr. Shinnock.

On roll call Ms. Hedges, aye; Mr. Shinnock, aye; Mr. Fultz, aye; Ms. Petersen, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

Ms. Petersen moved to approve the 2012 Temporary Budget as amended at the meeting.

Seconded by Mr. Shinnock.

On roll call Ms. Hedges, aye; Mr. Shinnock, aye; Mr. Fultz, aye; Ms. Petersen, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

Mr. Fultz made a motion to move into executive session.

Mr. Robbins made a motion to move back into regular session.

Seconded by Mr. Shinnock.

On roll call Ms. Hedges, aye; Mr. Shinnock, aye; Mr. Fultz, aye; Ms. Petersen, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

Mr. Fultz made a motion to approve a 3% salary increase for staff for the year 2012, and establish a one-time \$50,000 pool for staff merit bonuses to be distributed at the discretion of the Director.

Seconded by Ms. Petersen.

On roll call Ms. Hedges, aye; Mr. Shinnock, aye; Mr. Fultz, aye; Ms. Petersen, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

The motion to authorize the Fiscal Officer to move funds within the Materials Budget accounts in 2012 was withdrawn.

Ms. Hedges read a resolution of appreciation for Mr. John E. Robbins' contribution to the library and presented him with a plaque reflecting the staff and Board's deep appreciation.

Ms. Petersen made a motion to read the Resolution of Appreciation for Mr. John E. Robbins' years of service into the official record.

Seconded by Mr. Robbins.

On roll call Ms. Hedges, aye; Mr. Shinnock, aye; Mr. Fultz, aye; Ms. Petersen, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

The Library is in receipt of the following gifts:

Restricted:

\$74.95 from Nancy Smith to adopt 2 books.

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\$25.00 from Dennis and Colleen Laich.

Mr. Fultz moved to accept the gifts as presented.

Seconded by Ms. Petersen.

On roll call Ms. Hedges, aye; Mr. Shinnock, aye; Mr. Fultz, aye; Ms. Petersen, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

Information and Discussion Items

a. Director's Report

1. **Sunday Hours**

As a result of our successful levy, our highest priority is to re-open on Sundays. As we fill some of our open positions at the first of the year, and train staff, our goal is to re-open on Sundays beginning March 4th. Our plan is to be open 1:00 to 6:00 PM on Sundays year round. If needed, we can extend those hours as necessary in the future.

2. **Priority List**

Please find in your packet, a list of items to be accomplished. It is my feeling that all of these items can be accomplished over the next two years. Library staff will meet to place these items in the priority to be accomplished. Naturally, the Library Board may have additional items to be included.

At the Board's pleasure with so many activities and possible services being added, the Board may want some additional involvement into the processes. If so, the Director suggests that the Board may wish to establish a Facilities Committee and a Library Services Committee. This can be discussed at the meeting.

The Board determined that they would like to roll the two new committees into already existing committees. These combined committees will be Finance and Budget with Facilities Committee; and Library Services with Marketing Committee.

b. Department Reports

Attached is a summary of the monthly department reports [see Item 10-B]. Department Managers will be available to review their reports and respond to comments and questions.

BOARD COMMITTEE REPORTS

- | | |
|--|---------------|
| 1. Finance & Budget | Mike Fultz |
| <i>No Report</i> | |
| 2. Human Resources | Jack Shinnock |
| <i>No Report</i> | |
| 3. Marketing | Karen Scholl |
| <i>Met and discussed restoring the Newsletter, redesigning the website, and developing an eNewsletter.</i> | |
| 4. Technology | Karen Scholl |
| <i>No report</i> | |

BOARD DISCUSSION ITEMS

The Board would like to look into scheduling a Strategic Planning conference/retreat for Board members sometime in March or April of the coming year.

LIBRARY FOUNDATION REPORT

Meeting on January 16th, 2012

FRIENDS OF THE LIBRARY

No report

IMPORTANT DATES

Next Board Meeting – Tuesday, January 24th, 2011 at 7:00 PM in the Board Room.

Central Ohio Trustee Dinner – Wednesday, May 2, 2012 at the Fawcett Center

ADJOURNMENT

Mr. Robbins moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

No Review this month

President

Secretary