

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
November 25, 2008

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 October 28, 2008.

3. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

ACTION NEEDED: Consider a motion to approve the October 2008 Financial Reports.

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

ACTION NEEDED: Consider a motion to approve the October 2008 Statistical Reports.

5. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the payment of bills for October 2008.

6. 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 November Personnel Consent Calendar as presented or amended at the meeting.

7. OLD BUSINESS

There is no old business to come before the Board.

8. NEW BUSINESS

a. Investments

The Fiscal Officer presents the following investments for Board ratification:

General Fund:

GFCD #486031895 for \$300,000.00 @ 1.25% to mature 11-28-08 (US Bank).

ACTION NEEDED: Consider a motion to ratify the investments made by the Fiscal Officer.

b. Gifts

Restricted

\$150.00 from the Westerville High School Class of 1946 for the purchase of a mallway sign holder.

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

9. **INFORMATION AND DISCUSSION ITEMS**

a. Director's Report

1. One More Time

The city has given final approval for the staff lounge; our occupancy permit is expected to be delivered next week. We will be happy to provide a tour for the board after the Board meeting.

2. New Board Member

The Human Resources Committee of the Board has concluded the interview phase of the recruitment process. Committee chairperson, John Robbins will present the committee's recommendation to the full Board for consideration.

3. 2009 Budget

The Temporary 2009 Budget must be approved at the December 23rd meeting of the Board. As a result, the Finance Committee will need to schedule a meeting prior to the December meeting.

b. Department Reports

Attached is a summary of the monthly department reports [see Item 9-b]. Department Managers will be available to review their reports and respond to comments and questions.

10. **BOARD COMMITTEE REPORTS**

- | | |
|---------------------|--------------------|
| 1. Finance & Budget | Jay Huling |
| 2. Human Resources | John Robbins |
| 3. Marketing | Sonya Higginbotham |
| 4. Technology | Terry Thompson |

11. **LIBRARY FOUNDATION REPORT**

12. **FRIENDS OF THE LIBRARY REPORT**

13. **COMMUNICATIONS**

14. IMPORTANT DATES

a. Next Board meeting – Tuesday, December 23, 2008 at 7:00 PM in the Board Room.
(Unless otherwise determined at this meeting)

15. ADJOURNMENT

16. DEPARTMENT REVIEW AND TOUR

Ms. Linda Wilkins will give a brief review of her duties and responsibilities as Marketing Coordinator.

Minutes for November 25, 2008

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Ms. Hedges, Mr. Fultz, Mr. Thompson, Ms. Higginbotham, Mr. Huling and Mr. Edmund; the Director, Mr. Barlow; Deputy Director, Karen Albury, and Fiscal Officer, Ms. Ekleberry. Also in attendance were the following department managers: Nieca Nowels, Adult Services, Jessi Crim-Weithman, Support Services, Linda Uhler, Youth Services, Annabelle Burton, Customer Services, Julie Kerns, Outreach Services.

Ms. Hedges called the meeting to order.

Mr. Thompson moved to approve the minutes of October 28, 2008.

Seconded by Mr. Huling.

On roll call Ms. Hedges, aye; Mr. Fultz, aye; Mr. Thompson, aye; Ms. Higginbotham, aye; Mr. Huling, aye; and Mr. Edmund, aye.

The Chair declared the motion passed.

Mr. Fultz moved to approve the October 2008 Financial Reports.

Seconded by Mr. Edmund.

On roll call Ms. Hedges, aye; Mr. Fultz, aye; Mr. Thompson, aye; Ms. Higginbotham, aye; Mr. Huling, aye; and Mr. Edmund, aye.

The Chair declared the motion passed.

Mr. Edmund moved to approve the October 2008 Statistical Reports.

Seconded by Mr. Huling.

On roll call Ms. Hedges, aye; Mr. Fultz, aye; Mr. Thompson, aye; Ms. Higginbotham, aye; Mr. Huling, aye; and Mr. Edmund, aye.

The Chair declared the motion passed.

Ms. Higginbotham moved that the bills for October 2008 in the amount of \$397,154.98 be paid [General Fund].

Seconded by Mr. Thompson.

On roll call Ms. Hedges, aye; Mr. Fultz, aye; Mr. Thompson, aye; Ms. Higginbotham, aye; Mr. Huling, aye; and Mr. Edmund, aye.

The Chair declared the motion passed.

Mr. Edmund moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent calendar for November 2008:

- Employment, Tanner Fink, Adult Service Page, \$7.16/hr. [Range 7], effective November 19, 2008
- End Probation, Charlene White, Adult Service Page, effective November 14, 2008
- End Probation, Samantha Smith, Customer Services Page, effective November 17, 2008

Seconded by Mr. Huling.

On roll call Ms. Hedges, aye; Mr. Fultz, aye; Mr. Thompson, aye; Ms. Higginbotham, aye; Mr. Huling, aye; and Mr. Edmund, aye.

The Chair declared the motion passed.

Mr. Edmund moved the adoption of the following resolution:

That the Board ratifies the investments made by the Fiscal Officer.

The Fiscal Officer presents the following investment for Board ratification:

General Fund

GFCD #486031895 for \$300,000.00 @ 1.25% to mature 11-28-08 (US Bank).

Seconded by Mr. Huling.

On roll call Ms. Hedges, aye; Mr. Fultz, aye; Mr. Thompson, aye; Ms. Higginbotham, aye; Mr. Huling, aye; and Mr. Edmund, aye.

The Chair declared the motion passed.

The Library is in receipt of the following gifts:

Restricted

\$150.00 from the Westerville High School Class of 1946 for the purchase of a mallway sign holder.

Mr. Thompson moved to accept the gifts as listed.

Seconded by Mr. Huling.

On roll call Ms. Hedges, aye; Mr. Fultz, aye; Mr. Thompson, aye; Ms. Higginbotham, aye; Mr. Huling, aye; and Mr. Edmund, aye.

The Chair declared the motion passed.

Information and Discussion Items

a. Directors Report

1. One More Time

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2. New Board Member

The Human Resources Committee of the Board has concluded the interview phase of the recruitment process. Committee chairperson, John Robbins will present the committee's recommendation to the full Board for consideration.

3. 2009 Budget

The Temporary 2009 Budget must be approved at the December 23rd meeting of the Board. As a result, the Finance Committee will need to schedule a meeting prior to the December meeting.

b. Department Reports

Attached is a summary of the monthly department reports [see Item 9b]. Department Managers will be available to review their reports and respond to comments and questions.

BOARD COMMITTEE REPORTS

The Human Resources Committee of the Board conducted 7 interviews for the vacant trustee position opening in January 2009. The committee recommended two names to be submitted to the Westerville City School Board for consideration.

LIBRARY FOUNDATION REPORT

The Library Foundation will meet on Wednesday, December 3, 2008 at 7:00 PM.

IMPORTANT DATES

Next Board Meeting – Tuesday, December 23, 2008 at 7:00 PM in the Board Room.

ADJOURNMENT

Mr. Huling moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Ms. Linda Wilkins, Marketing Coordinator, gave a brief review of her duties and responsibilities.

President

Secretary