

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
December 23, 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 November 25, 2008.

3. **DISCUSSION AND APPROVAL OF FINANCIAL REPORT**

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

4. **DISCUSSION AND APPROVAL OF STATISTICAL REPORT**

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

5. **DISCUSSION AND APPROVAL OF PAYMENT OF BILLS**

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

7. **OLD BUSINESS**

a. **Technology Plan (2009-2011)**

In order to qualify for federal E-Rate discounts it is necessary to update our technology plan for submission to the State Library of Ohio (See 7-A). As you can imagine with the economic situation, there is not a lot of new initiative included in the plan. Staff will respond to any questions/concerns of the Board at the meeting.

ACTION NEEDED: Consider a motion to approve the 2009-2011 Technology Plan as presented or amended at the meeting for submission to the State Library of Ohio.

8. **NEW BUSINESS**

a. 2009 Temporary Budget

Each December the Board must approve a Temporary Budget in order to meet expenses for January of 2009. The permanent budget is approved at the March 2009 board meeting. Additional information will be presented at the meeting (See 8-A). *The Board may wish to move to Executive Session to discuss staff pay increases for 2009.*

ACTION NEEDED: Consider a motion to approve the 2009 Temporary Budget as presented or amended at the meeting.

b. Appropriation Modification

Typically, the Board authorizes the Fiscal Officer to make minor adjustments to appropriations in December for year-end closeout. However, state auditors have determined that these actions must now be taken prior to the closeout. As a result, some minor adjustments may be presented at this meeting.

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

c. 2009 Tax Collections

A routine motion is needed to authorize the Fiscal Officer to request advances for the 2009 property tax collections. This will allow us to receive revenue from the operating Levy commencing the first week of January 2009, 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 2009 tax collections.

d. Investments

The Fiscal Officer presents the following investments for Board ratification:

General Fund:

GFCD #338076737 for \$100,000.00 @ .65% to mature 12-30-08 (US Bank).

Building & Repair Fund

BFGD #338076736 for \$280,090.56 @ .65% to mature 12-30-08 (US Bank).

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

e. Gifts

The Library is in receipt of the following gifts:

Restricted

\$790.96 from the Friends of the Westerville Public Library for support of the “Salute to Westerville” program series.

\$20.00 from Jon and Kay Swanson to purchase a book for Samantha Standos’ birthday. (A bookplate will be placed in the book)

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

f. Resolution of Appreciation

A resolution will be presented to Mr. Jay Huling for his years of dedicated service to the Library as a board member and President of the Board.

ACTION NEEDED: Consider a motion to express our deep appreciation and gratitude to Jay Huling for his outstanding service to the Library.

9. **INFORMATION AND DISCUSSION ITEMS**

a. Director’s Report

1. New Trustee

Ms. Ming Shi Trammel has been appointed to the Library Board of Trustees for a term to commence January 1, 2009 and end December 31, 2015. Congratulations to Ms. Trammel on her appointment and welcome to the Westerville Public Library family.

2. Thanks to our Friends

I am very pleased to announce the Friends of the Library has approved the purchase of four new self-check machines with E-Commerce capabilities. Their generous gift of \$20,000 will help us to increase customer self-checkouts and greatly assist in relieving the workload on Customer Service staff.

We are also very grateful to the Westerville Library Foundation Board for their generous gift of purchasing three Early Literacy Stations for the Youth Services department. One of the units will also be bi-lingual for our Spanish-speaking customers. The stations will assist children and enable them to enter school ready and prepared.

3. 2009 Budget

As you will see, we presented a very conservative budget for 2009. The austere budget certainly reflects the current economic situation in the state. The state revenue reflects a 4% decrease and may drop by another 4% – 6%. We are prepared to address both scenarios without the need to cut services or reduce staff.

Mr. Barlow will present some revenue enhancement recommendations, as well as budget reductions to meet our financial challenges for the next budget cycle.

4. At Last!

Yes, the staff lounge is complete and we have received our final occupancy permit. No need to say anything more.

5. Staff/Board Annual Party

The annual Library gathering will be Friday, January 9th at the Spaghetti Warehouse on Broad Street from 6:30 PM to 10:00 PM. Dinner will be served at 7:00 PM. Obviously, we hope all Board members can join us for an evening celebrating the continued success of the Library. We are deeply appreciative of the dedication and hard work of Ohio's greatest library staff. They are responsible for our continued success. And, it is our dedicated staff that makes Westerville one of the nation's finest libraries. Help us celebrate on January 9th.

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, January 27, 2008 at 7:00 PM in the Board Room.
(Unless otherwise determined at this meeting)

b. Staff Holiday Party – Friday, January 9, 2009 from 6:30 – 10:00 PM at the Spaghetti Warehouse on West Broad Street.

15. ADJOURNMENT

16. DEPARTMENT REVIEW AND TOUR

It's December – No Reviews – No tours, it's the holidays.

Minutes for December 23, 2008

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Mr. Robbins, Mr. Fultz, 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, Julie Kerns, Outreach Services, and Michelle Morrison, Human Resources.

Mr. Robbins called the meeting to order.

Ms. Higginbotham moved to approve the minutes of November 25, 2008.

Seconded by Mr. Huling.

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

The Chair declared the motion passed.

Mr. Huling moved to approve the November 2008 Financial Reports.

Seconded by Mr. Fultz.

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

The Chair declared the motion passed.

Mr. Fultz moved to approve the November 2008 Statistical Reports.

Seconded by Ms. Higginbotham.

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

The Chair declared the motion passed.

Mr. Fultz moved that the bills for November 2008 in the amount of \$920,927.98 be paid [General Fund].

Seconded by Mr. Huling.

On roll call Mr. Robbins, aye; Mr. Fultz, 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 December 2008:

- End Probation, Doreen Drennen, PT Customer Services Assistant, effective December 4, 2008
- Change Assignment, Jessi Crim-Weithman, Associate Director of Support Services, will remain part-time until March 31, 2009

Seconded by Mr. Fultz.

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

The Chair declared the motion passed.

Mr. Fultz moved to approve the 2009-2011 Technology Plan as presented at the meeting for submission to the State Library of Ohio.

Seconded by Ms. Higginbotham.

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

The Chair declared the motion passed.

Mr. Fultz made a motion to move into Executive Session to discuss staff pay increases.

Seconded by Mr. Huling.

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

The Chair declared the motion passed.

Mr. Fultz made a motion to move back in to Regular Session.

Seconded by Mr. Huling.

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

The Chair declared the motion passed.

Mr. Huling moved to approve the 2009 Temporary Budget as amended as follows:

2009 Budget Recommendations

Revenue

The revenue portion of our budget is based on a 7% estimated decline in state revenue. However, we believe this decline could reach as high as 8%. We have based the estimate on state projections as of December 19, 2008. Definitely something we need to watch.

We are projecting conservative increases in our miscellaneous revenues depending on the Board's acceptance of our recommendations for revenue enhancement. They are:

1. *Increase daily overdue fines from \$0.10 per day to \$0.20 per day for most materials; DVD's daily overdue rate from \$1.00 to \$1.25. We believe this could generate \$20,000 in additional revenue.*
2. *Decrease our maximum fine amount from \$5.00 to \$1.00. While this is fairly aggressive in seeking monies owed to the Library, we estimate an additional \$20,000 in revenue. Our fine structure will now be the same as Columbus Metropolitan Library; Worthington Libraries; and Southwest Libraries.*

Similar steps were taken in 2002, prior to our first Operating Levy and generated similar amounts in revenue. While this may produce some negative PR, under the current conditions, I believe most customers will support these measures.

Expenses

We have worked very hard to reduce expenses as much as possible without reducing programs and services to the public. While this is an austere budget, it will allow us to maintain all current services at the same levels.

1. *We will maintain the current hiring freeze for all non-critical positions and have eliminated one position through attrition.*
 - a. *One part-time Technical Services position has been eliminated (savings of \$9,528)*
 - b. *Two part-time Customer Services positions are frozen (new self-checks will help relieve the burden of being short staffed.); (savings of \$19,056)*
 - c. *Page positions are frozen (savings of \$9,288)*
2. *Replacing retiring Collection Development Coordinator (savings of \$10,000)*
3. *The Board approved a 2% pay increase for staff.*
4. *While the board recognized the outstanding work of library staff throughout the year, due to the unprecedented revenue reductions are unable to provide merit increases for 2008.*
5. *We are budgeting a modest 6.55% increase in medical insurance. Unfortunately, we will not know our rates until January. However, we are recommending that we look at all options to keep these costs down. (Raising deductibles; employee contributions; etc.) We are confident that we will go no higher than 10%. Because we will now be asking employees to contribute to health insurance, I feel it is necessary to maintain the minimum salary increase.*
6. *We reduce tuition reimbursement by 36% to \$12,000. Currently, we have one employee taking courses. However, I am recommending we change our policy to state that we will pay for a maximum of 2 courses per year/ per employee.*
7. *We reduce travel expenses by nearly 26%. There is no PLA Conference in 2009 and we will limit ALA Conference attendance, so we should be able to maintain continuing education at current levels with less expense.*

8. *Property maintenance has also been reduced by \$12.93%; there will be no capital projects, etc. in 2009.*
9. *Our materials budget was reduced to January 2008 levels for an additional savings of around \$50,000.*
10. *Capital Budget have been reduced to bare minimums reducing expenses by an additional \$101,570.*
11. *Some additional funds will also be saved throughout the year due to open positions, etc.*
12. *The Fiscal Officer is to give a verbal/written report to the Board at each meeting on revenue/expense progress. This will ensure that we know exactly where revenue/expenses are each month so adjustments can be made promptly.*

Seconded by Ms. Higginbotham.

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

The Chair declared the motion passed.

Mr. Huling moved to approve the Appropriation Modifications as presented by the Fiscal Officer.

Seconded by Mr. Fultz.

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

The Chair declared the motion passed.

Ms. Higginbotham made a motion to authorize the Fiscal Officer to request advance payment for 2009 tax collections.

Seconded by Mr. Huling.

On roll call Mr. Robbins, aye; Mr. Fultz, 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

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Seconded by Mr. Huling.

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

The Chair declared the motion passed.

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\$20.00 from Jon and Kay Swanson to purchase a book for Samantha Standos’ birthday.

Mr. Huling moved to accept the gifts as listed.

Seconded by Mr. Fultz.

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

The Chair declared the motion passed.

Mr. Fultz made a motion to express the deep appreciation and gratitude of the Library and Library Board to Jay Huling for his outstanding service to the Library.

Seconded by Ms. Higginbotham.

On roll call Mr. Robbins, aye; Mr. Fultz, 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. New Trustee

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5. Staff/Board Annual Party

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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

LIBRARY FOUNDATION REPORT

The Library Foundation will meet on Thursday, January 22, 2009 at 7:00 PM.

IMPORTANT DATES

Next Board Meeting – Tuesday, January 27, 2009 at 7:00 PM in the Board Room.

Staff Holiday Party – Friday, January 9, 2009 from 6:30 – 10:00 PM at the Spaghetti Warehouse on West Broad Street.

ADJOURNMENT

Ms. Higginbotham moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

No Review or Tour this month.

President

Secretary