

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
March 17, 2009

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 February 24, 2009.

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

ACTION NEEDED: Consider a motion to approve the February 2009 Financial Report.

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

ACTION NEEDED: Consider a motion to approve the February 2009 Statistical Report.

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

ACTION NEEDED: Consider a motion to approve the payment of bills for February 2009.

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 March Personnel Consent Calendar as presented or amended at the meeting.

7. **OLD BUSINESS**

a. **2009 Annual Appropriations**

The Finance Committee of the Board met on Thursday, March 5th to review and discuss the 2009 Operating Budget. The recommended budget will be presented and discussed at the meeting.

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

8. NEW BUSINESS

a. **Investments**

General Fund:

GFCD #266056868 for \$150,000.00 @ .34% to mature on 4-30-09 (US Bank).

Building and Repair Fund:

BFCD #486034547 for \$710,571.31 @ .40% to mature on 4-30-09 (US Bank).

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

b. **Gifts**

The Library is in receipt of the following gifts:

Unrestricted:

\$ 30.00 from Joanne Grenfell

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

9. INFORMATION AND DISCUSSION ITEMS

a. **Report by the Fiscal Officer**

The Fiscal Officer will present her monthly report assessing year-to-date revenue and expenses for the Library.

b. **Director's Report**

1. Technology Refresh (2)

The smaller technology lease has been completed and about 95% of all equipment has arrived. Computer Services staff will begin rolling out the new equipment this week (March 16th). You will recall, the computers to be replaced are those in the Teen Room and Youth Services Lab, along with a few miscellaneous items. Jessi Crim-Weithman will respond to Board questions regarding the installation.

It is good to report that the new lease is less than the original lease, so some funds will be saved over the next three years.

2. New Self-Check Machines

We have received the four new self-check machines (Express Lane) and will soon be ready to make them available to the public. There remain a couple of minor software hitches that must be addressed prior to implementation. We certainly anticipate public availability by the first of April.

3. Early Literacy Station

The three early literacy stations will also be implemented by early April. The electric and the countertop have been installed. We are awaiting the delivery of the machines with the latest software (version 6.0). The new version is scheduled for release this week.

4. Legislative Day

Ohio Library Legislative Day was held on Wednesday, March 11th. Mr. Barlow met with our State Representatives and State Senators along with other Ohio Libraries to urge the legislature's continual support during these tough economic times. Mr. Barlow will respond to Board questions regarding the visit.

5. Annual Trustee Dinner

Please accept this reminder for the annual Central Ohio Trustee Dinner to be held at the Fawcett Center on Thursday, May 7th. If you have an interest in attending, please let Mr. Barlow know so that reservations can be made.

c. Department Reports

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

10. BOARD COMMITTEE REPORTS

- | | |
|---------------------|----------------|
| 1. Finance & Budget | Mike Fultz |
| 2. Human Resources | Rob Edmund |
| 3. Marketing | John Robbins |
| 4. Technology | Terry Thompson |

11. LIBRARY FOUNDATION REPORT

12. FRIENDS OF THE LIBRARY REPORT

13. IMPORTANT DATES

- a. Next Board meeting – Tuesday, April 21, 2009 at 7:00 PM in the Board room.
(Unless otherwise determined at this meeting)

14. ADJOURNMENT

Regular Meeting
Library Board of Trustees
Westerville Public Library

March 17, 2009

15. DEPARTMENT REVIEW AND TOUR

Ms. Nieca Nowels will give a brief review of her duties as Manager of Adult Services.

Minutes for March 17, 2009

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

Ms. Hedges called the meeting to order.

Mr. Robbins moved to approve the minutes of February 24, 2009.

Seconded by Ms. Higginbotham.

On roll call Ms. Hedges voted aye; Ms. Higginbotham, aye; Mr. Thompson, aye; Mr. Fultz, abstained; Mr. Robbins, aye; and Mr. Edmund, aye.

The Chair declared the motion passed.

Mr. Thompson moved to approve the February 2009 Financial Report.

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

Mr. Edmund moved to approve the February 2009 Statistical Report.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Mr. Robbins moved that the bills for February 2009 in the amount of \$386,747.29 be paid [General Fund].

Seconded by Mr. Edmund.

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

The Chair declared the motion passed.

Mr. Fultz moved to omit the Current Year Budget and Monthly Revenue Reports from future Library Board packets.

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

Ms. Higginbotham moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent calendar for March 2009:

- Resignation, Missy Butcher, PT Coffee Service Assistant, effective March 1, 2009
- Employment, Aaron Fisher, Customer Service Page, \$7.16/hr. [Range 7], effective March 4, 2009

Seconded by Mr. Fultz.

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

The Chair declared the motion passed.

Mr. Fultz made a motion to approve the 2009 Annual Appropriations as amended at the meeting.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Mr. Robbins moved the adoption of the following resolution:

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

The Fiscal Officer presents the following investments for Board ratification:

General Fund

GFCD #266056868 for \$150,000.00 @ .34% to mature on 4-30-09 (US BANK).

Westerville Public Library/March 17, 2009

Building Fund

BFGD #486034547 for \$710,571.31 @ .40% to mature on 4-30-09 (US BANK).

Seconded by Ms. Higginbotham.

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

The Chair declared the motion passed.

The Library is in receipt of the following gifts:

Unrestricted

\$ 30.00 from Joanne Grenfell

Mr. Thompson made a motion to accept the gifts as presented.

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

Information and Discussion Items

a. Report by the Fiscal Officer

The Fiscal Officer will present her monthly report assessing year-to-date revenue and expenses for the Library.

b. Director's Report

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c. Department Reports

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

BOARD COMMITTEE REPORTS

LIBRARY FOUNDATION REPORT

The next meeting will be held Thursday, March 19th.

IMPORTANT DATES

Next Board Meeting – Tuesday, April 21, 2009 at 7:00 PM in the Board Room.

ADJOURNMENT

Mr. Edmund moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Ms. Nieca Nowels will give a brief review of her duties and responsibilities as Manager of Adult Services.

President

Secretary

