

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
April 21, 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 March 17, 2009.

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

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

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

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

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

ACTION NEEDED: Consider a motion to approve the payment of bills for March 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 April 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

There are no investments for the month of April.

b. Gifts

The Library is in receipt of the following gifts:

Unrestricted:

\$ 100.00 from Nationwide Foundation in recognition of the volunteer hours of Scott Simms.

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.

The Fiscal Officer is on vacation and will not attend the meeting. Mr. Barlow will respond to Board questions and comments.

b. **Director's Report**

1. Technology Refresh

All equipment has arrived and is currently being installed. The Youth Lab is complete and work is beginning in swapping out the Teen Center computers. Jessi Crim-Weithman will respond to Board questions regarding the installation.

The old computers have been packaged and returned in accordance with the lease agreement.

2. New Self-Check Machines

All equipment has arrived. Unfortunately, we have run into a software snag that is delaying our installation. Correcting the problem is a *no cost* item. We anticipate the problem to be corrected any day now. Hopefully, we can install the machines as early as next week.

3. Early Literacy Station

All preliminary steps have been completed. However, we continue to wait for the new version 6.0 to be released prior to purchase. We were promised that this would happen the first week of April. However, we continue to wait. Again, we anticipate the resolution to be any time now.

4. Annual Trustee Dinner

A fond reminder for the annual Central Ohio Trustee Dinner to be held at the Fawcett Center on Thursday, May 7th. Please let Mr. Barlow know if you would like to attend so that arrangements 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

Mr. Barlow attended the Friends Annual Meeting and will update the Board.

13. IMPORTANT DATES

- a. Next Board meeting – Tuesday, May 26, 2009 at 7:00 PM in the Board room.
(Unless otherwise determined at this meeting)

14. ADJOURNMENT

15. DEPARTMENT REVIEW AND TOUR

There will be no department review and tour this month.

Minutes for April 21, 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, Mr. Edmund, and Ms. Trammel; 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, Michelle Morrison, Human Resources, and Jessi Crim-Weithman, Associate Director of Support Services.

Ms. Hedges called the meeting to order.

Mr. Robbins moved to approve the minutes of March 17, 2009.

Seconded by Ms. Higginbotham.

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

The Chair declared the motion passed.

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

Seconded by Mr. Edmund.

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

The Chair declared the motion passed.

Mr. Robbins moved to approve the March 2009 Statistical Report.

Seconded by Ms. Higginbotham.

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

The Chair declared the motion passed.

Ms. Higginbotham moved that the bills for March 2009 in the amount of \$447,954.36 be paid [General Fund].

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Mr. Fultz moved the adoption of the following resolution:

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

- Resignation, Stephanie Bowen, Adult Services Librarian, effective April 30, 2009
- Change Assignment, Lindsey Batchelder, Administrative Assistant to Adult Services Librarian, effective May 1, 2009
- Change Assignment, Jessi Crim-Weithman, Associate Director of Support Services, remain part-time from April 1, 2009 to May 31, 2009

Seconded by Mr. Edmund.

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

The Chair declared the motion passed.

No investments were made this month.

The Library is in receipt of the following gifts:

Unrestricted

\$ 100.00 from Nationwide Foundation in recognition of the volunteer hours of Scott Simms.

Ms. Higginbotham 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; Mr. Edmund, aye; Ms. Trammel, aye.

The Chair declared the motion passed.

Information and Discussion Items

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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, May 14th.

FRIENDS OF THE LIBRARY REPORT

Mr. Barlow attended the Friends Annual Meeting and will update the Board.

IMPORTANT DATES

Next Board Meeting – Tuesday, May 26, 2009 at 7:00 PM in the Board Room.

ADJOURNMENT

Mr. Robbins moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

There will be no department review and tour this month.

President

Secretary

