

**BOARD OF TRUSTEES**  
**WESTERVILLE PUBLIC LIBRARY**  
**AGENDA**  
*May 26, 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 April 21, 2009.

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

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

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

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

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

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

7. **OLD BUSINESS**

**a. Board Member**

As you know, Ming has accepted a position at North Carolina State University and will be relocating. The Human Resources Committee met on Saturday, May 16, 2009 to discuss Ming’s replacement and will present their recommendation to the full board at the meeting.

8. **NEW BUSINESS**

**a. 2010 Operating Budget**

The Finance Committee will present their recommendations for the proposed 2010 Operating Budget. While we do not yet know what our 2010 state revenue will be, the budget represents a very

modest increase for inflation.

**ACTION NEEDED:** Consider a motion to approve the proposed 2010 Operating Budget as presented or amended at the meeting.

**b. Appropriation Modification**

Fiscal Officer, Norma Ekleberry will present a couple appropriation modifications to the board for approval.

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

**c. Investments**

There are no investments for the month of May.

**d. Gifts**

The Library is in receipt of the following gifts and they are presented for Board approval:

Restricted Gifts:

From the Friends of the Westerville Public Library for the following:

\$ 169.50 for the Fall and Winter Newsletter  
\$ 293.00 for the Adult Winter Reading Program  
\$ 500.00 for the Bradford Award  
\$ 500.00 for the Hancock Award  
\$ 21,339.23 for the self-check project and game paging system  
\$ 7.61 from library patrons for energy efficient light bulbs

Unrestricted Gifts:

\$ 200.00 from Nationwide Foundation in recognition of the volunteer hours of Arlene Roeder.

**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**

The new self-check out machines have been installed and are working very well. Considerably faster than the older models, customers have expressed their satisfaction with the new units. Next month we will have a full month of statistics to review the success of the new units.

Youth and Teen lab computers have been installed and are working very well. Jessi Crim-Weithman will provide additional information and respond to board questions regarding additional items.

**2. Search Ohio**

Yet another library has joined Search Ohio and is now live with the system. The Akron-Summit County Public Library went live on May 3<sup>rd</sup>. Implementation went very smooth and we welcome them to Search Ohio.

There are two additional library systems that will be joining shortly. The Munsfield-Richland County Public Library and the Delaware County District Library will be the next two libraries to join Search Ohio.

**3. Annual Central Ohio Trustee Dinner**

Kay Hedges and Don Barlow attended the dinner at the Fawcett Center on May 7<sup>th</sup>. Doug Evans, Executive Director of the Ohio Library Council provided information on the current condition of the state budget and its impact on Ohio libraries. Obviously, the news is disheartening and it appears 2010 and 2011 will also be difficult years for Ohio Library funding.

**4. OPLIN**

The state library of Ohio Board will meet May 28<sup>th</sup> at its regular meeting. On the agenda is the appointment of two members to the OPLIN (Ohio Public Library Information Network) Board of Directors. Mr. Barlow is one of the two candidates being recommended to the State Library Board.

**4. Library Visitors**

The library once again welcomed librarians from the International Federation Library Association (IFLA) and the Mortensen Center. Nine librarians visited; countries represented were Serbia, Ukraine, Mexico, South Africa, Ghana, Indonesia, and Pakistan.

Once again, our thanks to the Mortensen Center and OCLC, Inc. for sponsoring the trip of these dedicated librarians.

**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, June 23, 2009 at 7:00 PM in the Board Room.  
(Unless otherwise determined at this meeting)

14. ADJOURNMENT

15. DEPARTMENT REVIEW AND TOUR

Linda Wilkins, Marketing Coordinator will speak to the Board and review the results of our customer surveys conducted during National Library Week.

**Minutes for May 26, 2009**

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Ms. Hedges, Mr. Thompson, Mr. Fultz, Mr. Robbins, 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 April 21, 2009.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Mr. Fultz moved to approve the April 2009 Financial Report.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Mr. Thompson moved to approve the April 2009 Statistical Report.

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

Mr. Robbins moved that the bills for April 2009 in the amount of \$405,687.00 be paid [General Fund].

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Mr. Thompson moved the adoption of the following resolution:

*Westerville Public Library/May 26, 2009*

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

- Employment, Carrie Waibel, Administrative Assistant, \$11.00/hr. [Range 17], effective April 27, 2009

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

#### OLD BUSINESS

##### **a. Board Member**

The board plans to recommend Jenni Smith-Pariola to the school board to fill the position vacated by Ms. Trammel.

Mr. Robbins moved the approval of the recommendation.

Seconded by Ms. Trammel.

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

The Chair declared the motion passed.

#### NEW BUSINESS

##### **a. 2010 Operating Budget**

The Finance Committee presented their recommendations for the proposed 2010 Operating Budget. While we do not yet know what our 2010 state revenue will be, the budget represents a very modest increase for inflation.

Mr. Fultz moved to approve the 2010 Operating Budget.

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

**b. Appropriation Modification**

Fiscal Officer, Norma Ekleberry presented a couple appropriation modifications to the board for approval, namely the transfer of funds from the marketing department to cover new lights in the atrium.

Mr. Robbins moved to accept the appropriation modifications.

Seconded by Mr. Fultz.

On roll call Ms. Hedges voted aye; Mr. Fultz, aye; Mr. Robbins, aye; Mr. Thompson, 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:

Restricted

From the Friends of the Westerville Public Library for the following:

- \$ 169.50 for the Fall and Winter Newsletter
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- \$ 7.61 from library patrons for energy efficient light bulbs

Unrestricted

\$ 200.00 from Nationwide Foundation in recognition of the volunteer hours of Arlene Roeder.

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

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

**Information and Discussion Items**

**a. Report by the Fiscal Officer**

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

**b. Director's Report**

**1. Technology Refresh**

The new self-check out machines have been installed and are working very well. Considerably faster than the older models, customers have expressed their satisfaction with the new units. Next month we will have a full month of statistics to review the success of the new units.

Youth and Teen lab computers have been installed and are working very well. Jessi Crim-Weithman will provide additional information and respond to board questions regarding additional items.

**2. Search Ohio**

Yet another library has joined Search Ohio and is now live with the system. The Akron-Summit County Public Library went live on May 3<sup>rd</sup>. Implementation went very smooth and we welcome them to Search Ohio.

There are two additional library systems that will be joining shortly. The Mansfield-Richland County Public Library and the Delaware County District Library will be the next two libraries to join Search Ohio.

**3. Annual Central Ohio Trustee Dinner**

Kay Hedges and Don Barlow attended the dinner at the Fawcett Center on May 7<sup>th</sup>. Doug Evans, Executive Director of the Ohio Library Council provided information on the current condition of the state budget and its impact on Ohio libraries. Obviously, the news is disheartening and it appears 2010 and 2011 will also be difficult years for Ohio Library funding.

**4. OPLIN**

The state library of Ohio Board will meet May 28<sup>th</sup> at its regular meeting. On the agenda is the appointment of two members to the OPLIN (Ohio Public Library Information Network) Board of Directors. Mr. Barlow is one of the two candidates being recommended to the State Library Board.

## **5. Library Visitors**

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Once again, our thanks to the Mortensen Center and OCLC, Inc. for sponsoring the trip of these dedicated librarians.

### **c. Department Reports**

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

## **BOARD COMMITTEE REPORTS**

The Finance & Budget committee met this month to discuss options to ease financial strain. It was recommended that payments on current bonds be extended through 2020, providing an additional ten years to complete payments. The board recommended authorizing the fiscal officer to proceed with refinancing the bonds.

Mr. Fultz moved to approve the authorization.

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

## **LIBRARY FOUNDATION REPORT**

The next meeting will be held Thursday, July 30<sup>th</sup>.

## **FRIENDS OF THE LIBRARY REPORT**

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

## **IMPORTANT DATES**

Next Board Meeting – Tuesday, June 23<sup>rd</sup>, 2009 at 7:00 PM in the Board Room.

ADJOURNMENT

Mr. Robbins moved to adjourn the meeting.

*Westerville Public Library/May 26, 2009*

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DEPARTMENT REVIEW AND TOUR

Ms. Linda Wilkins, Marketing Coordinator, spoke to the Board and reviewed the results of our customer surveys conducted during National Library Week.

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President

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Secretary



**Minutes for June 23, 2009**

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Ms. Hedges, Mr. Thompson, Mr. Fultz, Mr. Robbins, Ms. Higginbotham, 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. Edmund moved to approve the minutes of May 26, 2009.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

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

Seconded by Ms. Higginbotham.

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

The Chair declared the motion passed.

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

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

Mr. Robbins moved that the bills for May 2009 in the amount of \$399,999.95 be paid [General Fund].

Seconded by Mr. Thompson.

On roll call Ms. Hedges voted aye; Mr. Fultz, aye; Mr. Robbins, aye; Mr. Thompson, aye; Ms. Trammel, aye; Ms. Higginbotham, aye; 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 May 2009:

- Change Assignment, Jessi Crim-Weithman, Associate Director of Support Services, to remain part-time (16 hours/week) until June 30, 2009

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

#### OLD BUSINESS

##### **a. Amended Budget**

The Fiscal Officer presented an amended budget for 2009. The amended budget was necessary due to receipts received from the Friends of the Library.

Mr. Thompson moved the approval of amending the budget.

Seconded by Ms. Higginbotham.

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

The Chair declared the motion passed.

##### **b. Library Debt Service Payment**

The Fiscal Officer presented information regarding the library's debt service payments.

Mr. Robbins moved the approval of certification for refinancing.

Seconded by Mr. Thompson.

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

NEW BUSINESS

a. **Investments**

There were no investments for the month of June.

b. **Gifts**

There were no gifts for the month of June.

Information and Discussion Items

a. **Report by the Fiscal Officer**

The Fiscal Officer presented her monthly report assessing year-to-date revenue and expenses for the Library [see Item 9 – A].

b. **Director's Report**

**1. Summer Reading Program**

Linda Uhler, Manager of Youth Services provided some statistics for the Board concerning the Summer Reading Program kickoff. By all appearances, this may very well be a record year. Even by simple observation, the library has never been busier, at least in terms of visitors. Nearly 9,000 items were checked out the first day. I extend my appreciation and admiration to the library staff for stepping it up, even more than usual to merit the high demand. They are to be congratulated. Well done!

**2. Board Appointment**

I was able to confirm the appointment of the newest board member, to assume office July 1, 2009. While it is always exciting to welcome new members to the board, we are sad to see Ming leave us. We wish her all the best as she assumes her new duties at North Carolina State University. You take our very best wishes and appreciation with you.

**3. OPLIN Appointment**

The Director was appointed to the OPLIN (Ohio Public Library Information Network) Board by the State Library of Ohio. Don's term begins July 1, 2009 and ends June 30, 2012.

Don will also be presenting a workshop at the Kentucky Library Association on October 7-8, 2009. The Library Management workshop is entitled "*Leading From Any Position.*"

**c. Department Reports**

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

BOARD COMMITTEE REPORTS

LIBRARY FOUNDATION REPORT

The next meeting will be held Thursday, July 30<sup>th</sup>.

IMPORTANT DATES

Finance Committee Meeting – Tuesday, July 14<sup>th</sup>, 2009 at 7:00 PM in the Board Room.

Next Board Meeting – Tuesday, July 27<sup>th</sup>, 2009 at 7:00 PM in the Board Room.

ADJOURNMENT

Mr. Robbins moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Ms. Linda Uhler, Manager of Youth Services, spoke to the Board about the progress of the 2009 Summer Reading Program.

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President

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Secretary



