

Minutes for October 27, 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 Ms. Smith-Pariola; 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, Kristin Michel and Maggie Sukalich, Customer Services, Julie Kerns, Outreach Services, Michelle Morrison, Human Resources, Jessi Crim-Weithman, Associate Director of Support Services, and Belinda Mortensen, Collection Development Manager. Also in attendance were two practicum students, Kris Hickey and Vanessa Pepple.

Ms. Hedges called the meeting to order.

Mr. Robbins moved to approve the minutes of September 22, 2009.

Seconded by Mr. Thompson.

On roll call Ms. Hedges voted aye; Ms. Higginbotham, aye; Mr. Fultz, aye; Mr. Thompson, aye; Mr. Robbins, aye; Ms. Smith-Pariola, aye.

The Chair declared the motion passed.

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

Seconded by Mr. Robbins.

On roll call Ms. Hedges voted aye; Ms. Higginbotham, aye; Mr. Fultz, aye; Mr. Thompson, aye; Mr. Robbins, aye; Ms. Smith-Pariola, aye.

The Chair declared the motion passed.

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

Seconded by Mr. Fultz.

On roll call Ms. Hedges voted aye; Ms. Higginbotham, aye; Mr. Fultz, aye; Mr. Thompson, aye; Mr. Robbins, aye; Ms. Smith-Pariola, aye.

The Chair declared the motion passed.

Ms. Higginbotham moved that the bills for September 2009 in the amount of \$25,415.48 be paid [General Fund].

Seconded by Mr. Robbins.

On roll call Ms. Hedges voted aye; Ms. Higginbotham, aye; Mr. Fultz, aye; Mr. Thompson, aye; Mr. Robbins, aye; Ms. Smith-Pariola, aye.

The Chair declared the motion passed.

Ms. Smith-Pariola moved the adoption of the following resolution:

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

- Resignation, Jeff Masters, Full-Time Customer Service Assistant, effective September 23, 2009
- Retirement, Barbara Mesaros, Full-Time Technical Services Assistant, effective January 1, 2010
- Change Assignment, Jessica Curtis, Adult Services Associate to Adult Services Librarian, effective October 1, 2009
- Change Assignment, Susan Smith, Part-Time Customer Service Assistant to Full-Time Customer Service Assistant, effective September 15, 2009

Seconded by Mr. Robbins.

On roll call Ms. Hedges voted aye; Ms. Higginbotham, aye; Mr. Fultz, aye; Mr. Thompson, aye; Mr. Robbins, aye; Ms. Smith-Pariola, aye.

The Chair declared the motion passed.

OLD BUSINESS

a. **Appropriation Modification**

The budget needed to be modified for the purchase of 2,000 Search Ohio canvas bags. Since other libraries are paying their share, we need to amend revenue and expenses in the amount of \$19,846.00.

Mr. Robbins moved to accept the appropriation modifications.

Seconded by Ms. Higginbotham.

On roll call Ms. Hedges voted aye; Ms. Higginbotham, aye; Mr. Fultz, aye; Mr. Thompson, aye; Mr. Robbins, aye; Ms. Smith-Pariola, aye.

The Chair declares the motion passed.

NEW BUSINESS

a. **Investments**

There were no investments for the month of September.

b. **Gifts**

There were no gifts for the month of September.

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

Seconded by Mr. Fultz.

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

The Chair declared the motion passed.

c. **Board Vacancy**

The HR Committee of the Board reviewed the applicants with the board and revealed their two recommendations to fulfill Robert Edmund's partial term and a new term that will arise when Ms. Higginbotham's term expires. The nomination for the former term went to John Shinnock and the latter to Karen Scholl.

Mr. Robbins moved to approve the recommendation of the HR Committee.

Seconded by Ms. Smith-Pariola.

On roll call Ms. Hedges voted aye; Mr. Fultz, aye; Mr. Thompson, aye; Mr. Robbins, aye; Ms. Smith-Pariola, 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 [see Item 9 – A].

b. Director’s Report

1. Health Insurance

Our goal was to save \$40,000 from our original budget of \$426,816 for 2010. As a result, the budget approval on August 28, 2009 was \$386,816 for 2010, reflecting the \$40,000 decrease. I am very glad to report that after negotiations and switching insurance providers, we reduced our insurance costs to \$313,062 for 2010.

Here is the breakdown:

	<u>2009</u>	<u>2010</u>
Medical	\$287,879	\$229,582
Dental	\$18,000	\$18,000
Vision	\$3,000	\$3,000
Life	\$2,000	\$2,000
EAP	\$1,700	\$1,700
Workman’s Compensation	\$17,000	\$17,000
Medicare	\$33,500	\$33,500
Library’s Portion of Buy-Up	\$0	<u>\$8,280</u>
Total	\$363,079	\$313,062

Differences of	\$50,017
<u>2009-2010 Planned Increases</u>	<u>\$63,737</u>
Total Budget Reduction	\$113,754

The HR Committee proposed picking up 25% of the per month buy-up costs for full-time employees.

Ms. Higginbotham moved to accept the proposal.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

2. Board Re-Financing

As you know, the Fiscal Officer, Norma Ekleberry has been working to re-finance the library bonds. Unfortunately, IRS regulations will only permit the re-financing for 5 additional years instead of one planned 10-year plan. Here is the re-financing including principled interests.

2010	\$249,063
2011	\$252,615
2012	\$251,648
2013	\$255,145
<u>2014</u>	<u>\$252,840</u>
Total	\$1,261,311

This represents a debt service payment of about \$130,000 per year more than the 10-year issue would have cost per year. Mr. Barlow will distribute a revised 2010 budget, reflecting the savings in health care cost and the higher debt service payments.

Please keep in mind these figures are for the 2010 budget, which will be approved at the December 1, 2009 Board meeting.

3. Board Vacancy

The HR Committee will present their recommendations to the full Board for filling the open position that will be available January 1, 2010. You will recall the Board’s recommendation will be presented to the Westerville City School Board for approval at their next meeting.

4. Musical Chairs

Library staff continues to play musical chairs by filling in where needed. As you can imagine with 11 open positions, everyone is needed and willing to do their part. Administration is contributing 60 hours per week in Customer Service due to the resignation of Jeff Masters and the transfer of Susan Smith.

A huge thank you to all staff that has eagerly offered their time to efforts to help where needed. A true team effort has been needed and we cannot overstate our gratitude of appreciation to all those that have contributed.

5. Carpet Cleaning

This month we had the carpet cleaned in all major traffic areas. What a difference! As you know, we cancelled the custodial contract with Master Clean due to the major budget cuts we had to make. The decision to maintain the carpet cleaning part of the contract was a very wise one.

6. Director's Activities

Don presented a half-day workshop at the Eastern Kentucky Library Director's meeting at Carter Caves State Park in Kentucky. The program concentrated on Leadership in Libraries and the changing service models for today's public libraries. The meeting was held October 8th.

Mr. Barlow was also re-elected to a third three-year term as a member of the Ohionet Board of Directors.

Mr. Barlow also attended the Innovative User Group's meeting at the Akron-Summit County Public Library on September 25th.

Mr. Barlow also attended the OPLIN Board meeting on October 9th. You will recall Don is a Board member for the Ohio Public Library Information Network.

Finally, Don Attended the Board meeting for Leadership Westerville, of which he is also a Board member on October 19th.

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 Monday, November 9, 2009 at 7:00 PM in the Board Room.

IMPORTANT DATES

Next Board Meeting – Tuesday, November 23, 2009 at 7:00 PM in the Board Room.

ADJOURNMENT

Mr. Robbins moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Ms. Mortensen, Collection Development Manager, spoke to the Board about the activities of her department.

President

Secretary

