

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
November 24, 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. **OATH OF OFFICE**

a. Trustee

The Board of Trustees congratulates Mr. John (Jack) Shinnock on his appointment to the Board. Ms. Norma Ekleberry, Fiscal Officer will give the oath of office to Mr. Shinnock as required by Ohio Revised Code.

3. **DISCUSSION AND APPROVAL OF MINUTES**

ACTION NEEDED: Consider a motion to approve the minutes of October 27, 2009.

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

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

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

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

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

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

7. **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 October Personnel Consent Calendar as presented or amended at the meeting.

8. **OLD BUSINESS**

There is no old business to present to the Board.

9. NEW BUSINESS

a. Amend 2009 Budget

Amend the 2009 Operating Budget for the additional revenue received from the sale of bonds in the amount of \$1,075,000.00 and for the expenses for retiring the original bonds, including the refinance expenses in the same amount.

ACTION NEEDED: Consider a motion to amend the 2009 Operating Budget as presented by the Fiscal Officer or amended at the meeting.

b. Investments

There are no investments for the month of October.

c. Gifts

There are no gifts to present for Board approval.

10. 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 [see Item 10 - A].

b. Director's Report

1. SearchOhio Update

The SearchOhio consortium continues to grow. We are in the process of adding the Mansfield/Richland County Public Library. We anticipate early December as a startup date.

The next library to join will be the Delaware County District Library. The process of adding them to the system will begin at the first of the year.

In other news, SearchOhio is now the busiest INNREACH consortium in the United States. That's quite an accomplishment in less than three years.

You will recall an earlier discussion of the need to upgrade our SearchOhio server. We are indeed pleased to announce that Innovative Interfaces, Inc. has agreed to provide a new 64-bit server and installation at NO COST. This is a savings of around \$25,000 for SearchOhio.

2. Director's Time Off

During the period of December 18, 2009-January 11, 2010, Don will need to take some time off due to his wife's pending surgery on December 18th. However, Don will still be available at home and by his cell phone.

Additional information will be provided at the meeting.

c. Department Reports

Attached is a summary of the monthly department reports [see Item 10 - C]. Department Managers will be available to review their reports and respond to comments and questions.

11. BOARD COMMITTEE REPORTS

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

12. LIBRARY FOUNDATION REPORT

13. FRIENDS OF THE LIBRARY REPORT

Mr. Barlow attended the meeting and will update the Board.

14. IMPORTANT DATES

- a. Next Board meeting – Tuesday, December 23, 2009 at 7:00 PM in the Board Room.
(Unless otherwise determined at this meeting.)

15. ADJOURNMENT

16. DEPARTMENT REVIEW AND TOUR

Ms. Julie Kerns, Outreach Manager, will speak to the Board and provide a tour of her department for those interested.

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, Mr. Thompson, Mr. Fultz, Mr. Shinnock 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.

Ms. Hedges called the meeting to order.

Ms. Ekleberry gave the oath of office to Mr. John (Jack) Shinnock, Trustee, on his appointment, as required by Ohio Revised Code.

Mr. Fultz moved to approve the minutes of October 27, 2009.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

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

Seconded by Mr. Fultz.

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

The Chair declared the motion passed.

Mr. Fultz moved to approve the October 2009 Statistical Report.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Mr. Thompson moved that the bills for October 2009 in the amount of \$394,317.28 be paid [General Fund].

Seconded by Ms. Smith-Pariola.

On roll call Ms. Hedges voted aye; Mr. Fultz, aye; Mr. Thompson, aye; Mr. Shinnock, 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, Philip Hunsaker, Page, effective November 13, 2009
- Retirement, Barbara Mesaros, Full-Time Technical Services Assistant, effective December 31, 2009

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

OLD BUSINESS

There was no old business to present to the Board.

NEW BUSINESS

a. **Amend 2009 Budget**

Amend the 2009 Operating Budget for the additional revenue received from the sale of bonds in the amount of \$1,075,000.00 and for the expenses for retiring the original bonds, including the refinance expenses in the same amount.

Mr. Fultz moved to accept the amended budget.

Seconded by Ms. Smith-Pariola.

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

b. **Investments**

There were no investments for the month of October.

c. Gifts

There were no gifts for the month of October.

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 10 – A].

b. Director's Report

1. SearchOhio Update

The SearchOhio consortium continues to grow. We are in the process of adding the Mansfield/Richland County Public Library. We anticipate early December as a startup date.

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2. Director's Time Off

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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

Although the Technology Committee did not meet this month, there was a discussion at the board meeting of producing the board packets electronically to save library funds. No official date has been set to start this, but it will be further discussed at upcoming Board meetings.

The HR Committee noted difficulties with navigating the reserve room window, but the discussion was tabled after realizing the logistics and funds involved in changing the current situation.

LIBRARY FOUNDATION REPORT

Mr. Barlow attended the Foundation meeting and reported that they will be sending out fundraising letters to the 1998 brick buyers list, as updated and compiled by Carrie Waibel. Hopefully, these will be mailed out before the end of the year.

FRIENDS OF THE LIBRARY REPORT

Mr. Barlow attended the Friends meeting and reported that they plan to continue to support the Summer Reading Program. They were also updated on the library's current financial status, including recent bond issues.

IMPORTANT DATES

Technology Committee Meeting – Tuesday, December 15, 2009 at 6:30 PM in the Board Room.
Next Board Meeting – Tuesday, December 15, 2009 at 7:00 PM in the Board Room.

ADJOURNMENT

Ms. Smith-Pariola moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Ms. Julie Kerns, Outreach Services Manager, spoke to the Board about the activities of her department.

President

Secretary

