

**BOARD OF TRUSTEES**  
**WESTERVILLE PUBLIC LIBRARY**  
**AGENDA**  
*March 27, 2007*

**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 27, 2007.

3. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

**ACTION NEEDED:** Consider a motion to approve the February 2007 Financial Report.

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

**ACTION NEEDED:** Consider a motion to approve the February 2007 Statistical Report.

5. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

**ACTION NEEDED:** Consider a motion to approve the payment of bills for February 2007.

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. 2007 Annual Appropriations

The Finance Committee of the Board met on Tuesday, March 13<sup>th</sup> to review and discuss the 2007 Operating Budget. A few minor adjustments were made, however, the major categories and overall appropriations remain the same as was passed in December 2006. (see 7-a)

**ACTION NEEDED:** Consider a motion to approve the 2007 annual appropriations as presented or amended at the meeting.

b. Resolution to certify the current Assessed Valuation

As you know, our "Replacement Levy" will not appear on the May 8, 2007 ballot. As a result, it is necessary to start the process for placing the levy on the ballot at the Special Election on August 7, 2007.

To proceed, it is necessary to pass a resolution to request the Franklin County Auditor to certify the current assessed valuation of the Westerville City School District and the amount a .8 mill levy will produce.

**ACTION NEEDED:** Consider a motion to request the Franklin County Auditor to certify assessed valuation of the Westerville City School District, Franklin and Delaware Counties, Ohio and the amount to be generated by .8 mills during the first year of collection for a tax levy for current expenses of the Westerville Public Library.

8. NEW BUSINESS

a. **Gifts**

The following gifts are presented to the Board for acceptance:

Restricted:

\$25.00 from Preston Yeater for a book in memory of Jim Cabo  
\$500.00 from Friends of WPL for Bradford Award  
\$500.00 from Friends of WPL for Hancock Award  
\$25.00 from Carole Damschroder for a book in memory of Helen Lavon (Cady) Swartz

Unrestricted:

\$100.00 from Dorothy Riley  
\$25.00 from Northwest Women's Club in memory of Frances Raney  
\$25.00 from Catherine Bertke in memory of Frances Raney

**ACTION NEEDED:** Consider a motion to accept the gifts with sincere appreciation as presented or amended at the meeting.

b. **Investments**

The Clerk/Treasurer presents the following investments for Board ratification:

General Fund

CD #486006827 for \$180,000.00 @ 5.1% to mature 2-28-07 [US Bank]  
CD #486006826 for \$200,000.00 @ 5.12% to mature 3-20-07 [US Bank]  
CD #486006825 for \$250,000.00 @ 5.14% to mature 4-30-07 [US Bank]  
CD #362057039 for \$140,000.00 @ 5.14% to mature 4-30-07 [US Bank]

Building & Repair Fund

CD #362057038 for \$506,500.00 @ 5.14% to mature 4-30-07 [US Bank]

**ACTION NEEDED:** Consider a motion to ratify the investments as presented by the Clerk/Treasurer.

9. INFORMATION AND DISCUSSION ITEMS

a. **Director's Report**

1. **Replacement Levy**

The Board is well aware that the replacement levy will not appear on the May 8, 2007 ballot. As a result, the process must begin anew in order to have this critically important levy at an August 7, 2007 special election. We will begin that process this evening. Mr. Barlow will explain the process and the important deadlines to follow for this election.

The Citizens for the Westerville Public Library Committee have all agreed to stay on board and continue our campaign efforts to educate and inform the public. Mr. Barlow will respond to any Board comments and suggestions at the meeting.

2. **Technology Refresh Program**

As approved at the February 27<sup>th</sup> meeting of the Board, the Technology Refresh program is moving forward. The final legal and financial documents were signed last week and forwarded to CIT Financial. Equipment delivery and installation should begin within the next three-four weeks.

3. **Governor's Budget**

- a. The Governor has accepted the proposal of the joint committee of legislators to re-define the way public libraries are funding in order to provide permanent and stable funding. In his budget, the Library and Local Government Support Fund will be replaced with the "Local Libraries Fund". Instead of 5.7% of the personal income tax being dedicated to libraries, the NEW fund will be comprised of 2.2% of the total General Revenue Fund.
- b. For the rest of 2007, there will be no increase of changes in the current funding (NO INCREASE FROM LAST YEAR); the 2.2% will become effective January 1, 2008.
- c. The Office of Management and Budget provided the following estimates of what this means for public library funding growth.

2007	2008	2009	
458*	462*	464.9*	*In millions

- d. As you can see, OMB estimates only a 1% increase in funding in 2008 and a little over 1% in 2009, not exactly keeping pace with inflation, health care costs, etc. It is important to note that if the General Revenue Fund increases by more than libraries will benefit, if the economy is slower and does not have growth, then our funding will not grow.

The Governor's Budget will now go to the House Finance Committee and from there the full House. It is anticipated that the House version of the budget will go to the Senate Finance and Budget Committee by May 1<sup>st</sup>, giving them a full month to review. Once a Senate Budget bill is approved, the budget will go to a joint Senate/House Committee to work out any differences in the two versions and will be submitted to the Governor to sign, no later than June 30<sup>th</sup>.

**4. Trustee Dinner**

The annual Central Ohio Trustees' Dinner will be held Thursday, April 26<sup>th</sup> at the Fawcett Center from 6:45-8:00 PM. I have attached the proposed program for those who wish to attend. (see 9-a-4)

**b. Department Managers' Reports**

Attached are the monthly department reports [see Item 9-b]. Department Managers will be available to review their reports and respond to comments and questions.

10. BOARD COMMITTEE REPORTS

- |                     |                |
|---------------------|----------------|
| 1. Finance & Budget | Terry Thompson |
| 2. Human Resources  | Jay Huling     |
| 3. Marketing        | John Robbins   |
| 4. Technology       | Steve Stump    |

11. LIBRARY FOUNDATION REPORT

*As needed, ex-officio members of the Foundation Board, Michael Fultz and John Robbins will report to the Library Board of Trustees.*

12. FRIENDS OF THE LIBRARY REPORT

13. COMMUNICATIONS

14. IMPORTANT DATES

- a. Next Board meeting date, Tuesday, April 24, 2007 at 7:00 PM.
- b. Central Ohio Trustees' Dinner, Thursday, April 26, 2007 at 6:45 PM at the Fawcett Center

15. ADJOURNMENT

16. DEPARTMENT REVIEW AND TOUR

Ms. Michelle Morrison, our Human Resources Manager, will give a brief review of the duties and responsibilities of the HR Department and a brief, let me highlight very brief, tour of her office.

**Minutes for March 27, 2007**

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Mr. Fultz, Ms. Hedges, Ms. Higginbotham, Mr. Robbins, Mr. Stump, Mr. Thompson; the Director, Mr. Barlow; and Deputy Director, Ms. Albury. Mr. Huling and Ms. Ekleberry were absent. Also in attendance were the following department managers: Jessi Crim-Weithman, Associate Director of Support Services; Julie Kerns, Outreach; Michelle Morrison, Human Resources; Nieca Nowels, Adult Services; and Patti Barb, Youth Services.

President Terry Thompson called the meeting to order.

Mr. Robbins moved to approve the minutes of February 27, 2007.

Seconded by Ms. Hedges.

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

The Chair declared the motion passed.

Ms. Hedges moved to approve the February 2007 Financial Report.

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

Mr. Stump moved to approve the February 2007 Statistical Report.

Seconded by Ms. Higginbotham.

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

The Chair declared the motion passed.

Mr. Robbins moved that the bills for February 2007 in the amount of \$380,681.30 be paid [General Fund].

Seconded by Ms. Higginbotham.

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

The Chair declared the motion passed.

Mr. Stump moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent calendar for March 2007:

- Employment Jessi Crim-Weithman, Associate Director of Support Services, \$55,000/yr. effective March 12, 2007
- End Probation Julia Schumaker, Page, effective March 14, 2007

Seconded by Ms. Hedges.

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

The Chair declared the motion passed.

Mr. Stump moved to approve the 2007 annual appropriations as presented at the meeting.

Seconded by Mr. Robbins

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

The Chair declared the motion passed.

Because our "Replacement Levy" will not appear on the May 8, 2007 ballot, it is necessary to start the process for placing the levy on the ballot at the Special Election to be held on August 7, 2007.

Mr. Fultz made a motion to request the Franklin County Auditor to certify assessed valuation of the Westerville City School District, Franklin and Delaware Counties, Ohio and the amount to be generated by .8 mills during the first year of collection for a tax levy for current expenses of the Westerville Public Library.

Seconded by Mr. Hedges.

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

The Chair declared the motion passed.

The following gifts are presented to the Board for acceptance:

Restricted:

- \$25.00 from Preston Yeater for a book in memory of Jim Cabo
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Unrestricted:

\$100.00 from Dorothy Riley  
\$25.00 from Northwest Women's Club in memory of Frances Raney  
\$25.00 from Catherine Bertke in memory of Frances Raney

Mr. Stump moved to accept the gifts as listed.

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

The Clerk/Treasurer presents the following investment for Board ratification:

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Mr. Robbins moved to ratify the investment as presented by the Clerk/Treasurer.

Seconded by Ms. Higginbotham.

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

The Chair declared the motion passed.

**Information and Discussion Items**

**a. Director's Report**

**1. Replacement Levy**

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**b. Department Managers’ Reports**

Michelle Morrison’s Human Resources Department tour and report has been rescheduled for March, 2007.

**c. Department Reports**

Attached are the monthly department reports in full. Department Managers will be available to review their reports and respond to comments and questions.

Important Dates

- a. Next Board meeting date, Tuesday, April 24, 2007 at 7:00 PM.
- b. Central Ohio Trustees’ Dinner, Thursday, April 26, 2007 at 6:45 PM at the Fawcett Center.

Ms. Michelle Morrison, Human Resources Manager, gave a brief review of the duties and responsibilities of the HR Department and a very brief tour of her office.

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President

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Secretary