

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
April 24, 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 March 27, 2007.

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

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

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

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

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

ACTION NEEDED: Consider a motion to approve the payment of bills for March 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 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. **Gifts**

There were no gifts this month.

b. Investments

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

General Fund

CD #486008006 for \$100,000.00 @ 5.09% to mature 4-25-07 [US Bank]

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

9. INFORMATION AND DISCUSSION ITEMS

a. Director's Report

1. Replacement Levy

The Board approved the resolution to place our .8 mill Replacement Levy on the August 7, 2007 ballot last Thursday. The papers were forwarded to the School District Treasurer Friday morning. The item is placed on the School Board's Agenda for Monday, April 23rd. Mr. Barlow will report to the Board the process for the upcoming election.

2. Technology Refresh Program

Computer hardware and software solutions for our Technology Refresh Program are being delivered and processed. Over the next two-three weeks, the replacement process will be implemented. I anticipate all equipment should be up and running by mid/May.

3. Governor's Budget

The Governor's proposed budget which changes the funding mechanism for public libraries from 5.7% of the income tax to 2.2% of the General Revenue fund is being discussed by the House Finance & Appropriations Committee. I anticipate the funding bill to be passed and submitted to the Senate Finance Committee by early to mid/May.

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, May 22, 2007 at 7:00 PM.

15. ADJOURNMENT

16. DEPARTMENT REVIEW AND TOUR

Ms. Tricia Ross, our Collection Development Coordinator, will give a brief review of her duties and responsibilities along with a brief tour of her work area.

Minutes for April 24, 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. Huling the Director, Mr. Barlow; and Deputy Director, Ms. Albury. Mr. Thompson, Mr. Robbins, and Mr. Stump were absent. Also in attendance were the following department managers: Annabelle Burton, Customer Services, Jessi Crim-Weithman, Associate Director of Support Services; Julie Kerns, Outreach; Michelle Morrison, Human Resources; and Patti Barb, Youth Services.

Ms. Kay Hedges, Board Secretary, called the meeting to order due to the absence of Board President Terry Thompson and Vice-President John Robbins.

Mr. Huling moved to approve the minutes of March 27, 2007.

Seconded by Ms. Higginbotham.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Ms. Higginbotham, aye; and Mr. Huling, aye.

The Chair declared the motion passed.

Ms. Higginbotham moved to approve the March 2007 Financial Report.

Seconded by Mr. Huling.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Ms. Higginbotham, aye; and Mr. Huling, aye.

The Chair declared the motion passed.

Mr. Fultz moved to approve the March 2007 Statistical Report.

Seconded by Mr. Huling.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Ms. Higginbotham, aye; and Mr. Huling, aye.

The Chair declared the motion passed.

Mr. Huling moved that the bills for March 2007 in the amount of \$518,174.99 be paid [General Fund].

Seconded by Ms. Higginbotham.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Ms. Higginbotham, aye; and Mr. Huling, aye.

The Chair declared the motion passed.

Mr. Huling moved the adoption of the following resolution:

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

- Employment Brandon Hoste, PT Customer Services Asst., \$8.66/hr [Range 12] effective April 23, 2007
- End Probation Nina McCaw, Page, effective March 30, 2007
- End Probation Nieca Nowels, Manager Adult Services, effective April 5, 2007
- Change assignment Kristin Michel, FT Customer Services Assistant to FT Adult Services Associate, \$11.32/hr [Range 17] effective April 23, 2007
- Resignation Kari May, Adult Services Librarian, effective April 6, 2007
- Resignation Valerie Schrader, PT Customer Services, effective April 9, 2007

Seconded by Ms. Higginbotham.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Ms. Higginbotham, aye; and Mr. Huling, aye.

The Chair declared the motion passed.

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

General Fund

CD #486008006 for \$100,000.00 @ 5.09% to mature 4-25-07 [US Bank]

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

Seconded by Mr. Fultz.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Ms. Higginbotham, aye; and Mr. Huling, aye.

The Chair declared the motion passed.

Information and Discussion Items

a. Director's Report

1. Replacement Levy

The Board approved the resolution to place our .8 mill Replacement Levy on the August 7, 2007 ballot last Thursday. The papers were forwarded to the School District Treasurer Friday morning. The item is placed on the School Board's Agenda for Monday, April 23rd. Mr. Barlow will report to the Board the process for the upcoming election.

2. Technology Refresh Program

Computer hardware and software solutions for our Technology Refresh Program are being delivered and processed. Over the next two-three weeks, the replacement process will be implemented. I anticipate all equipment should be up and running by mid/May.

3. Governor's Budget

The Governor's proposed budget which changes the funding mechanism for public libraries from 5.7% of the income tax to 2.2% of the General Revenue fund is being discussed by the House Finance & Appropriations Committee. I anticipate the funding bill to be passed and submitted to the Senate Finance Committee by early to mid/May.

b. 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.

The Board Finance committee will meet at 6:30 PM before the May 22nd Board meeting.

The Friends of Westerville Public Library will buy new chairs needed for the Technology Center.

Important Dates

- a. Next Board meeting date, Tuesday, May 22, 2007 at 7:00 PM.

Ms. Higginbotham moved to adjourn the meeting.

Ms. Tricia Ross, Collection Development Coordinator, gave a brief review of the duties and responsibilities of her Department.

President

Secretary

