

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
May 22, 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 April 19, 2007 and April 24, 2007.

3. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

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

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

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

5. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the payment of bills for April 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 May 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. The Finance Committee will present their recommendation for the proposed 2008 Operating Budget. While we do not yet know what our state or local revenue will be, the committee is recommending a proposed 3% inflationary increase.

ACTION NEEDED: Consider a motion to approve the proposed 2008 Operating budget as presented or amended at the meeting.

b. Investments

The Business Manager presents the following investments for Board ratification:

General Fund

CD #486009572 for \$100,000.00 @ 5.08% to mature 5-31-07 [US Bank]
CD #486009866 for \$130,000.00 @ 5.14% to mature 5-31-07 [US Bank]
CD #486009865 for \$135,000.00 @ 5.15% to mature 6-29-07 [US Bank]

Building Fund

CD #486009864 for \$454,958.19 @ 5.15% to mature 6-29-07 [US Bank]
CD #486009863 for \$500,000.00 @ 5.15% to mature 7-31-07 [US Bank]

ACTION NEEDED: Consider a motion to ratify the investments made by the Business Manager.

c. Gifts

We present the following gifts for Board acceptance:

Restricted:

\$50.00 from Arlene Inlay for a book in memory of Frances Randy

Unrestricted:

\$100.00 from Richard and Nancy Hobe

ACTION NEEDED: Consider a motion to accept with gratitude the gifts as presented.

9. INFORMATION AND DISCUSSION ITEMS

a. Director's Report

1. Replacement Levy

All the appropriate paper work has been filed with the Franklin County Board of Elections for the Library's crucial Replacement Levy for the August 7, 2007 ballot. We deeply appreciate the cooperation of the School Board and staff for their diligence and support for the election.

As you might imagine, the Levy Committee is in full swing and are preparing the appropriate flyers and brochures to inform the public of the critical need for our replacement levy. Additional information will be presented at the meeting.

2. Technology Refresh Program

Nearly all the hardware/software has been delivered and IT staff is gradually replacing staff and public PC's. Ms. Jessi Weithman will give us an update as to the replacement schedule for the servers, software and full implementation.

3. State Budget

The House and Senate have approved their versions of the 2007-08 biennium budget. Both versions have adopted the Governor's proposal to eliminate the Local Library Government Support Fund and establish the Local Libraries Fund which will constitute 2.22% of the State's General Revenue Fund.

In real dollars, it is projected that libraries will for the 8th year be frozen, no increases with a projected .8% increase in 2008 and .6% in 2009.

4. Library Visitors

As you know, from time to time librarians from across the country visit our library to tour our facility and look at the programs, services and technology Westerville has to offer.

This past month, 25 librarians from 17 states visited Westerville at the invitation of OCLC, Inc. The librarians toured and visited for about 5 hours, taking photos and talking with staff and customers.

We also hosted librarians from Monroe County, Michigan and Newark, New Jersey on separate occasions.

Additionally, 14 international librarians from 11 countries visited as international fellows through OCLC, Inc. and The Ohio State University on Friday, May 18th.

5. Library Conferences

Don Barlow and Jessica Weithman presented programs at the Texas Library Association's Annual Conference in San Antonio. The separate programs emphasized the future direction of libraries in the U.S. and the future in electronic services utilizing WEB 2.0 interactive web services. The meetings were attended by over 300 attendees and were very well received.

Mr. Barlow also presented a 4-hour pre-conference program on Leadership for the Kentucky Library Association in Florence, Kentucky. Over 50 attendees took part in the program.

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 | Jay Huling |
| 2. Human Resources | Steve Stump |
| 3. Marketing | Sonya Higginbotham |
| 4. Technology | Terry Thompson |

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, June 26, 2007 at 7:00 PM.

15. ADJOURNMENT

16. DEPARTMENT REVIEW AND TOUR

Ms. Julie Kerns, Outreach Manager, will give a brief review of her duties and responsibilities and highlight the outstanding work of her staff.

Minutes for May 22, 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, and Mr. Thompson; the Director, Mr. Barlow; and Deputy Director, Ms. Albury. Mr. Huling was 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; Nieca Nowels, Adult Services, and Patti Barb, Youth Services.

Mr. Stump moved to approve the minutes of April 19 and April 24, 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. Robbins moved to approve the April 2007 Financial 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.

Ms. Hedges moved to approve the April 2007 Statistical Report.

Seconded by Mr. Stump.

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 that the bills for April 2007 in the amount of \$319,592.98 be paid [General Fund].

Seconded by Mr. Stump.

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 May 2007:

- Employment Sherree Baire, PT Customer Services, \$8.66/hr. [Range 12] effective May 14, 2007
- End Probation Marisa Glaviano, FT Youth Librarian, effective May 3, 2007
- Change assignment Lisa Martens-Flood, PT Customer Services to FT Customer Services, effective April 23, 2007

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 Finance Committee met before the meeting and presented their recommendations for the proposed 2008 Operating Budget. While we do not yet know what our state or local revenue will be, the committee is recommending a proposed 3% inflationary increase.

Mr. Fultz moved to approve the proposed 2008 Operating Budget 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.

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

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Mr. Robbins moved to ratify the investments 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

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Mr. Barlow also presented a 4-hour pre-conference program on Leadership for the Kentucky Library Association in Florence, Kentucky. Over 50 attendees took part in the program.

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 Library Foundation met on May 17th and Mr. Fultz reported that a flyer is in progress and funding ideas were discussed.

The Friends of Westerville Public Library have donated \$5,000 for the Summer Reading Program, as well as \$5,000 for the new chairs in the Tech Center, \$3,000 to the PAC, and \$10,000 for the new tables and chairs in the meeting rooms.

Important Dates

- a. Next Board meeting date, Tuesday, June 26, 2007 at 7:00 PM.

Ms. Higginbotham moved to adjourn the meeting.

Ms. Julie Kerns, Outreach Manager, gave a brief review of the duties and responsibilities of her Department and highlighted the outstanding work of her staff.

President

Secretary