

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
June 26, 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 May 22, 2007.

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

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

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

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

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

ACTION NEEDED: Consider a motion to approve the payment of bills for May 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. Resolution to certify the current Assessed Valuation

As you know, steps need to be taken to prepare for a November election as a precautionary measure. As a result, it is necessary to begin the process for placing our Replacement Levy on the ballot for the November 6, 2007 election. Obviously, we hope this to be a precautionary measure only, however with 30% of our revenue at stake, it is necessary to proceed.

ACTION NEEDED: Consider a motion to request the Franklin County Auditor to certify the 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.

b. Investments

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

General Fund

CD #338064090 for \$130,000.00 @ 5.14% to mature 6-25-07 [US Bank]

CD #338064089 for \$130,000.00 @ 5.17% to mature 8-31-07 [US Bank]

ACTION NEEDED: Consider a motion to ratify the investments made by the Clerk/Treasurer.

c. Gifts

The following gifts are presented for Board acceptance:

Restricted:

\$167.00 from the Friends of WPL for Adult winter reading program

Unrestricted:

\$50.00 from Alice Nodes in memory of Dolores Haines

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

9. INFORMATION AND DISCUSSION ITEMS

a. Director's Report

1. Replacement Levy

The Levy Committee continues to work diligently to achieve a positive outcome for the August 7th election. We understand how critical the passage of the replacement levy is to the continuing operations of the library. We are very upbeat and doing a great job in getting our important message out to the community.

The newsletter is at the designers and should be ready for distribution in early July. Levy brochures have been completed and are at the printers. They will be mailed the week prior to the election. We have received the 1,500 yard signs and will distribute them on July 21st. Additional information will be presented at the meeting.

2. Technology Refresh Program

All new equipment has been installed and for the most part is up and running. As with any major equipment/software upgrade, some additional work is needed to get the system at full capacity. Jessi Weithman will bring the Board up-to-date as to where we stand with the project at the Board meeting.

3. State Budget

It appears the Senate version of the budget will go to conference committee soon and be presented to the Governor for signature shortly. We do not anticipate any additional changes. The budget will establish public library funding at 2.2% of the State's General Revenue Fund. This means in 2007 library funding is once again frozen at the 2001 levels. NO ADDITIONAL DOLLARS in 2007.

Additionally, we can expect less than 1% increase in 2008-09 fiscal year according to the OMB (Official Management & Budget). Naturally, this makes the Replacement Levy even more critical in terms of addressing increasing costs.

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, July 24, 2007 at 7:00 PM.
- b. TUESDAY, AUGUST 7TH – ELECTION DAY

15. ADJOURNMENT

16. DEPARTMENT REVIEW AND TOUR

Ms. Annabelle Burton, Customer Services Manager, will give a brief review of her duties and responsibilities.

Minutes for June 26, 2007

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Mr. Fultz, Ms. Higginbotham, Mr. Huling, Mr. Robbins, Mr. Stump, and Mr. Thompson; the Director, Mr. Barlow; and Deputy Director, Ms. Albury. Ms. Hedges 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; Nieca Nowels, Adult Services, and Patti Barb, Youth Services. Also in attendance was Jessica Curtis, Page Coordinator.

Mr. Stump moved to approve the minutes of May 22, 2007.

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

Mr. Robbins moved to approve the May 2007 Financial Report.

Seconded by Mr. Huling.

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

The Chair declared the motion passed.

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

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

Ms. Higginbotham moved that the bills for May 2007 in the amount of \$403,087.64 be paid [General Fund].

Seconded by Mr. Huling.

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

- Retirement Carolyn Diersing, PT Adult Services Associate, effective June 30, 2007
- Employment Patricia Robeson, PT Customer Services Assistant, \$8.66/hr. [Range 12], effective June 4, 2007

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

Steps need to be taken to prepare for a November election as a precautionary measure. As a result, it is necessary to begin the process for placing our Replacement Levy on the ballot for the November 6, 2007 election. Obviously, we hope this to be a precautionary measure only, however with 30% of our revenue at stake, it is necessary to proceed.

Mr. Robbins moved to request the Franklin County Auditor to certify the 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. Huling.

On roll call Mr. Fultz voted aye; Ms. Higginbotham, aye; Mr. Huling, 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. Huling moved to ratify the investments as presented by the Clerk/Treasurer.

Seconded by Mr. Fultz.

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 were presented for Board acceptance:

Restricted:

\$167.00 from the Friends of WPL for Adult winter reading program

Unrestricted:

\$50.00 from Alice Nodes in memory of Dolores Haines

Mr. Stump moved to accept the gifts with sincere appreciation.

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.

Information and Discussion Items

a. Director's Report

1. Replacement Levy

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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.

Important Dates

- a. Next Board meeting date, Tuesday, July 24, 2007 at 7:00 PM.
- b. Tuesday, August 7th, ELECTION DAY

Ms. Higginbotham moved to adjourn the meeting.

Ms. Annabelle Burton, Customer Services Manager, conducted a tour of her department and gave a brief review of her duties and responsibilities.

President

Secretary