

**BOARD OF TRUSTEES**  
**WESTERVILLE PUBLIC LIBRARY**  
**AGENDA**  
*July 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 June 26, 2007.

3. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

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

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

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

5. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

**ACTION NEEDED:** Consider a motion to approve the payment of bills for June 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 July Personnel Consent Calendar as presented or amended at the meeting.

7. OLD BUSINESS

a. Replacement Levy

As a precautionary measure, it is necessary to pass a resolution requesting the Westerville City School District to submit to the electors the .8 mill replacement levy for the November 5<sup>th</sup> ballot. Hopefully, this is only precautionary subject to the results on August 7<sup>th</sup>.

**ACTION NEEDED:** Consider a motion to request the Westerville City School District to submit to the electors of the School District a .08 mill Replacement Levy for the current expenses of the Westerville Public Library.

8. NEW BUSINESS

**a. Investments**

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

General Fund

CD #486012988 for \$100,000.00 @ 5.16% to mature 7-31-07 [US Bank]

CD #486012987 for \$150,000.00 @ 5.18% to mature 9-28-07 [US Bank]

Building & Repair Fund

CD #486012986 for \$458,853.25 @ 5.18% to mature 9-28-07 [US Bank]

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

**b. Gifts**

The following gifts are presented for Board acceptance:

Restricted:

\$100.00 from Kimberly Jo Shinew for children's books in memory of Brock Bohan

\$450.00 from Friends of WPL for music in the Atrium April 1, 15, 22, and 29

\$25.00 from Robert Griffith, Fred Ford, Jacque LaValley, Mr. & Mrs. Chuck Bentz,  
and Mr. & Mrs. Rick Ford for a book in memory of Ruth M. Ford

Unrestricted:

\$50.00 from Lillian R. Finnell

**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 is working furiously over the next 3 weeks to get our message out as to how critical the upcoming levy is to the continuing operations of the library. We are cautiously very optimistic that our community will continue to support one of our community's greatest assets.

Please join us the evening of August 7<sup>th</sup> as we collect the results and hopefully celebrate the passage of our Replacement Levy.

**2. Technology Refresh Program**

Jessi Crim-Weithman will give a brief update as we conclude our installation of the new equipment and software. The Technology Committee also met on July 16<sup>th</sup> to examine some future initiatives for enhancing customer service through technology and our virtual library.

**3. Theft of Media Materials**

We are once again experiencing some theft of media items in the library. The police are investigating the situation and hopefully an arrest will be forthcoming in the near future. The library continues to investigate ways to reduce theft, such as aggressive security camera coverage; reverting back to two circulation points and other security enhancements.

**4. State Budget**

The Governor has signed the budget bill for the next biennium budget. Public libraries have been switched from 5.7% of the state income tax revenue to 2.22% of the General Revenue Fund (same dollar amount). The fund will continue to be called the "Local Library Government Support Fund."

However, libraries remain frozen through 2007 (no additional revenue) and only expect a .8% increase in 2008. This marks the 8<sup>th</sup> straight year that library funding has either been reduced or frozen. Westerville, for example, receives \$402,000 less than we received in 1999. Another highlight as to why the local funding is so critical.

**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. AUGUST 7<sup>TH</sup>, ELECTION DAY

b. Next Board meeting date, Tuesday, August 28, 2007 at 7:00 PM

15. ADJOURNMENT

16. DEPARTMENT REVIEW AND TOUR

Ms. Jessica Curtis, our Page Coordinator, will review her duties and responsibilities and provide a brief tour of her area.

**Minutes for July 24, 2007**

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

Mr. Robbins moved to approve the minutes of June 26, 2007.

Seconded by Mr. Huling.

On roll call Ms. Hedges 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. Hedges moved to approve the June 2007 Financial Report.

Seconded by Mr. Huling.

On roll call Ms. Hedges 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 to approve the June 2007 Statistical Report.

Seconded by Mr. Robbins.

On roll call Ms. Hedges 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 that the bills for June 2007 in the amount of \$425,079.75 be paid [General Fund].

Seconded by Ms. Hedges.

On roll call Ms. Hedges 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 the adoption of the following resolution:

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

- Retirement Maurie Kirwin, PT Technology Center Associate, effective August 1, 2007
- Resignation Julia Schumacher, Page, effective June 25, 2007
- End probation Diana Taracena, Page, effective June 18, 2007

Seconded by Ms. Hedges.

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

The Chair declared the motion passed.

As a precautionary measure, it is necessary to pass a resolution requesting the Westerville City School District to submit to the electors the .8 mill replacement levy for the November 5<sup>th</sup> ballot. Hopefully, this is only precautionary subject to the results on August 7<sup>th</sup>.

Mr. Robbins moved to request the Westerville City School District to submit to the electors of the School District a .08 mill Replacement Levy for the current expenses of the Westerville Public Library.

Seconded by Mr. Huling.

On roll call Ms. Hedges 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. Stump moved to ratify the investments as presented by the Clerk/Treasurer.

Seconded by Ms. Hedges.

On roll call Ms. Hedges 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 following gifts were presented for Board acceptance:

Restricted:

\$100.00 from Kimberly Jo Shinew for children's books in memory of Brock Bohan  
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and Mr. & Mrs. Rick Ford for a book in memory of Ruth M. Ford

Unrestricted:

\$50.00 from Lillian R. Finnell

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

Seconded by Ms. Hedges.

On roll call Ms. Hedges 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.

The Technology Committee met in July and discussed RFID, establishing a call center to take all phone calls, data storage on our computers, wireless communication for staff, and the age gap in the children’s lab (4 years to teens).

John Robbins reported that the Library Foundation welcomed Fritz Milligan as a new member. Mr. Robbins also announced that Max & Erma’s Restaurant will host a fund-raiser for the foundation on October 10<sup>th</sup> at their site. The foundation has a new informational brochure.

Don Barlow reported that the Friends’ Ice Cream Social was a huge success. Harry Potter Night on July 20<sup>th</sup> went extremely well and all 100 copies of the book were sold.

Important Dates

- a. Next Board meeting date, Tuesday, August 28, 2007 at 7:00 PM.

Ms. Higginbotham moved to adjourn the meeting.

Ms. Jessica Curtis, Page Coordinator, gave a brief review of her duties and responsibilities.

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President

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Secretary