

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
March 23, 2010

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 23, 2010.

3. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

ACTION NEEDED: Consider a motion to approve the February 2010 Financial Report.

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

ACTION NEEDED: Consider a motion to approve the February 2010 Statistical Report.

5. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the payment of bills for February 2010.

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 February Personnel Consent Calendar as presented or amended at the meeting.

7. OLD BUSINESS

a. 2010 Annual Appropriation

The Finance Committee of the Board met on Tuesday, March 9th to review and discuss the 2010 Operating Budget (see 7-A). The committee is recommending the attached budget for approval.

ACTION NEEDED: Consider a motion to approve the 2010 Operating Budget as presented or amended at the meeting.

8. NEW BUSINESS

a. Investments

There are no investments for the month of February.

b. Gifts

The library is in receipt of the following gifts and they are presented for Board approval.

Unrestricted

\$ 500.00 from the estate of Nadine Roessler

ACTION NEEDED: Consider a motion to accept the gifts as presented at the meeting.

9. INFORMATION AND DISCUSSION ITEMS

a. Report of the Fiscal Officer

The Fiscal Officer will present her monthly report assessing year to date revenues and expenses for the library (see Item 9-A).

b. Director's Report

1. 2010 Operating Budget

Thanks to the efforts of the Board and staff during a difficult period in 2009, the library will not have to dip into the library's reserves in 2010. We are hopeful the library will not experience additional reductions in state revenue in 2010. If our funding remains at 2009 levels, we will have a balanced budget for 2010 without utilizing funds from the library's reserves.

2. Library Projects

a. Print Management System

The new print management system has been installed successfully and is working quite well. We are in the process of ordering scanners for the patron barcode to eliminate typing in the barcode number.

b. Telephone System

The purchase order for the new telephone system has been processed. We do not yet have an installation date. Additional information may be available at the meeting.

c. Chiller for the Computer Room

Again, the purchase order has been processed for the new chiller. We are able to proceed with the rack systems unit. We do not have a date set for the installation. Again, additional information may be available at the meeting.

3. Annual Trustee Dinner

The annual trustee dinner for Central Ohio Library Trustees will be held Wednesday, April 7th at the Ramada Hotel & Conference Center on Sinclair Rd. It is recommended that at least one trustee attend with Don. Please let me know if you have an interest in attending. Don will make the arrangements.

c. Department Reports

Attached is a summary of the monthly department reports [see Item 9 - C]. Department Managers will be available to review their reports and respond to comments and questions.

10. BOARD COMMITTEE REPORTS

- | | |
|---------------------|----------------|
| 1. Finance & Budget | Mike Fultz |
| 2. Human Resources | Kay Hedges |
| 3. Marketing | John Robbins |
| 4. Technology | Terry Thompson |

11. LIBRARY FOUNDATION REPORT

12. FRIENDS OF THE LIBRARY REPORT

Mr. Barlow attended the Friends Annual Meeting and will update the Board.

13. IMPORTANT DATES

- a. Trustee Dinner – Wednesday, April 7th at 6:30 PM at the Ramada Hotel & Conference Center.
- b. Next Board meeting – Tuesday, April 27th at 7:00 PM in the Board Room.
(Unless otherwise determined at this meeting.)

14. ADJOURNMENT

15. DEPARTMENT REVIEW AND TOUR

Nieca Nowels, Adult Services Manager, will review the responsibilities and activities in her department and present a brief tour for those interested.

Minutes for March 23, 2010

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Mr. Fultz, Mr. Thompson, Mr. Robbins, Mr. Shinnock, Ms. Scholl, Ms. Hedges, and Ms. Smith-Pariola; the Director, Mr. Barlow; Deputy Director, Ms. Albury, Fiscal Officer, Ms. Ekleberry, and Administrative Assistant, Carrie Waibel. Also in attendance were the following department managers: Nieca Nowels, Adult Services, Kristin Michel and Maggie Sukalich, Customer Services, Linda Uhler, Youth Services, Julie Kerns, Outreach Services, Michelle Morrison, Human Resources, Linda Wilkins, Marketing, and Jessi Crim-Weithman, Associate Director of Support Services.

Mr. Fultz called the meeting to order.

Mr. Thompson moved to approve the minutes of February 23, 2010.

Seconded by Mr. Robbins.

On roll call Mr. Robbins voted aye; Mr. Thompson, aye; Mr. Fultz, aye; Mr. Shinnock, aye; Ms. Hedges, aye; Ms. Scholl, aye; and Ms. Smith-Pariola, aye.

The Chair declared the motion passed.

Ms. Hedges moved to approve the February 2010 Financial Report.

Seconded by Mr. Thompson.

On roll call Mr. Robbins voted aye; Mr. Thompson, aye; Mr. Fultz, aye; Mr. Shinnock, aye; Ms. Hedges, aye; Ms. Scholl, aye; and Ms. Smith-Pariola, aye.

The Chair declared the motion passed.

Mr. Robbins moved to approve the February 2010 Statistical Report.

Seconded by Ms. Hedges.

On roll call Mr. Robbins voted aye; Mr. Thompson, aye; Mr. Fultz, aye; Mr. Shinnock, aye; Ms. Hedges, aye; Ms. Scholl, aye; and Ms. Smith-Pariola, aye.

The Chair declared the motion passed.

Ms. Hedges moved that the bills for February 2010 in the amount of \$404,454.95 be paid [General Fund].

Seconded by Ms. Smith-Pariola.

On roll call Mr. Robbins voted aye; Mr. Thompson, aye; Mr. Fultz, aye; Mr. Shinnock, aye; Ms. Hedges, aye; Ms. Scholl, aye; and Ms. Smith-Pariola, aye.

The Chair declared the motion passed.

Mr. Thompson moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent calendar for February 2010:

- Resignation, Carrie Waibel, Administrative Assistant, effective April 2, 2010
- Change Assignment, Caleb Hughes, Part-Time Custodian to Full-Time Custodian, effective March 9, 2010

Seconded by Mr. Robbins.

On roll call Mr. Robbins voted aye; Mr. Thompson, aye; Mr. Fultz, aye; Mr. Shinnock, aye; Ms. Hedges, aye; Ms. Scholl, aye; and Ms. Smith-Pariola, aye.

The Chair declared the motion passed.

Ms. Smith-Pariola moved to approve the 2010 Annual Appropriations Operating Budget as presented by the Fiscal Officer.

Seconded by Mr. Thompson.

On roll call Mr. Robbins voted aye; Mr. Thompson, aye; Mr. Fultz, aye; Mr. Shinnock, aye; Ms. Hedges, aye; Ms. Scholl, aye; and Ms. Smith-Pariola, aye.

The Library is in receipt of the following gifts:

Unrestricted

\$500.00 from the estate of Nadine Roessler

Mr. Robbins moved to accept the gifts.

Seconded by Mr. Shinnock.

On roll call Mr. Robbins voted aye; Mr. Thompson, aye; Mr. Fultz, aye; Mr. Shinnock, aye; Ms. Hedges, aye; Ms. Scholl, aye; and Ms. Smith-Pariola, aye.

Information and Discussion Items

a. Report of the Fiscal Officer

The Fiscal Officer presented her monthly report assessing year to date revenues and expenses for the library (see Item 9-A).

b. Director's Report

1. 2010 Operating Budget

Thanks to the efforts of the Board and staff during a difficult period in 2009, the library will not have to dip into the library's reserves in 2010. We are hopeful the library will not experience additional reductions in state revenue in 2010. If our funding remains at 2009 levels, we will have a balanced budget for 2010 without utilizing funds from the library's reserves.

2. Library Projects

a. Print Management System

The new print management system has been installed successfully and is working quite well. We are in the process of ordering scanners for the patron barcode to eliminate typing in the barcode number.

b. Telephone System

The purchase order for the new telephone system has been processed. We expect the installation date to be in late April or early May.

c. Chiller for the Computer Room

Again, the purchase order has been processed for the new chiller. We are able to proceed with the rack systems unit. The current delivery date for this unit is April 8th.

3. Annual Trustee Dinner

The annual trustee dinner for Central Ohio Library Trustees will be held Wednesday, April 7th at the Ramada Hotel & Conference Center on Sinclair Rd. It is recommended that at least one trustee attend with Don. Please let me know if you have an interest in attending. Don will make the arrangements.

c. Coffee Vendors

Michelle Morrison presented the board with three alternatives to the current coffee provider, Starbucks. It was decided to end our agreement with Starbucks and begin ordering from Crimson Cup. On a side note, Michael Fultz did not participate in this discussion due to other professional affiliations.

d. Department Reports

Attached is a summary of the monthly department reports [see Item 9-C]. Department Managers will be available to review their reports and respond to comments and questions.

BOARD COMMITTEE REPORTS

The marketing committee met this month in order to discuss upcoming plans for the library's 80th anniversary this August. They plan on organizing a fundraising brick engraving project to coincide with the anniversary celebration. The committee also expressed interest in developing programs targeted towards ESL classes that would encourage the community to celebrate diversity.

LIBRARY FOUNDATION REPORT

Don attended the Friends Monthly Meeting and mentioned that they plan on replacing the carpet in the gift shop, per their expense. They will be holding their annual meeting in April where they will give out several awards to library staff members.

IMPORTANT DATES

- Next Board Meeting – Tuesday, April 27 at 7:00 PM in the Board Room.
- OCLC Trustee Dinner – Wednesday, April 7 at 6:30 PM at the Downtown Ramada Inn.
- Friends Annual Meeting – Wednesday, April 14 in the Conference Room.
- Volunteer Recognition Dinner – Thursday, April 22 in Meeting Room A.
- Library Foundation Meeting – Monday, May 17 at 7:00 PM in the Board Room.

ADJOURNMENT

Mr. Robbins moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Nieca Nowels, Manager of Adult Services, reviewed the responsibilities and activities of her department and provided a brief tour for those interested.

President

Secretary