

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
August 28, 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 July 24, 2007.

3. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

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

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

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

5. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the payment of bills for July 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 August 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. Delaware County Funding Agreement

As you know, the agreement for the distribution of state funds in Delaware County has been in effect since 1998. It is now time to re-negotiate or continue the agreement currently in place. (See 8-a).

The directors of the four libraries in Delaware County feel it is in the best interest to renew the agreement through 2017. Additional information will be provided at the meeting.

ACTION NEEDED: Consider a motion to accept the Delaware County Library Funding Agreement as presented or amended at the meeting.

b. Investments

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

Building Fund

CD #362060755 for \$506,580.56 @ 5.17% to mature 10-31-07 [US Bank]

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

c. Gifts

The Clerk/Treasurer presents the following gifts for Board acceptance:

Restricted:

\$1,000.00 from Lions Club of Westerville for audio books

\$200.00 from P.M. Smith for large print books

\$20,177.98 from the Friends of WPL for Wharton Lectern, Projector and Summer Reading programs

Unrestricted:

\$24.50 from Del Shaffer

ACTION NEEDED: Consider a motion to accept the gifts as presented with our sincere appreciation and gratitude.

d. 2007 Revised Certificate of Estimated Allocations

We are in receipt of the Franklin County Budget Commission's revised Certificate of Estimated Allocations for 2007. As required by law, the Board is asked to accept the Certificate. (See 8-d).

ACTION NEEDED: Consider a motion to accept the Revised Certificate of Estimated Allocations for Calendar year 2007.

e. 2008 Certificate of Estimated Allocations

We are also in receipt of the Franklin County Budget Commission's Certificate of Estimated Allocations for 2008. This Certificate also requires Board acceptance. (See 8-e).

ACTION NEEDED: Consider a motion to accept the 2008 Certificate of Estimated Allocations as presented.

9. INFORMATION AND DISCUSSION ITEMS

a. Director's Report

1. Replacement Levy

OUTSTANDING! Obviously, we are all thrilled by the results of the August 7th election. Our community's continued support allows the library to avoid drastic reductions and continue to provide the outstanding services they deserve. Thank you to all Board members, library staff and volunteers who worked tirelessly over the past eight months. Your support, encouragement and dedication to the library and our community is deeply appreciated.

2. Courtyard Accident

A brief report will be given of an accident in the library courtyard. The sculpture, on loan to the library, fell and hit a little girl as she skipped through the courtyard. Very unfortunately, the sculpture fell striking the girl, breaking her ankle. Our insurance company has been contacted and is following up with the girl and her family. Additional information will be provided as received.

3. Library Projects

With the success of the levy, Mr. Barlow wishes to present to the Board for consideration to move forward with a few of the projects we have had on hold.

- 1) Security cameras for Media Department
- 2) Vocera – staff communication devices as discussed by the Technology committee
- 3) Staff lounge – the re-finishing of the staff lounge – consisting of new ceiling, carpet and painting
- 4) Outreach door – a secondary exit door for the Outreach Department for safety and minor expansion for additional space

Mr. Barlow will respond to Board questions regarding these items, however, no official board action is required.

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, September 25, 2007 at 7:00 PM

15. ADJOURNMENT

16. DEPARTMENT REVIEW AND TOUR

Ms. Beth Weinhardt, Local History Coordinator, will review her duties and responsibilities and provide a brief tour of her department.

Minutes for August 28, 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, Mr. Robbins, and Mr. Thompson; the Director, Mr. Barlow; Deputy Director, Ms. Albury, and Business Manager, Ms. Ekleberry. Mr. Stump was absent. Also in attendance were the following department managers: Annabelle Burton, Customer Services; Jessi Crim-Weithman, Associate Director of Support Services; Michelle Morrison, Human Resources; Nieca Nowels, Adult Services; and Patti Barb, Youth Services. Also in attendance was Beth Weinhardt, Local History Coordinator.

Mr. Robbins moved to approve the minutes of July 24, 2007.

Seconded by Ms. Hedges.

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

The Chair declared the motion passed.

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

Seconded by Mr. Huling.

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

The Chair declared the motion passed.

Mr. Robbins moved that the bills for July 2007 in the amount of \$315,412.50 be paid [General Fund].

Seconded by Mr. Fultz.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Ms. Higginbotham, aye; Mr. Huling, aye; Mr. Robbins, aye; and Mr. Thompson, 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 July 2007:

- Resignation Johanna Harris, Coffee Service, effective July 31, 2007
- Resignation Jodie Cochran, Customer Services Assistant, effective August 23, 2007
- Resignation Paige Taylor, Page, effective August 18, 2007
- Employment Katie Reidinger, PT Youth Associate, \$10.68/hr [Range 17], effective August 6, 2007
- Employment Cynthia Arbogast, Page, \$7.59/hr [Range 7], effective August 5, 2007
- Change Assignment Nina McCaw, Page to PT Tech Center Associate, \$10.68/hr [Range 17], effective July 23, 2007
- Change Assignment Jeff Masters, PT Customer Services to FT Customer Services, effective August 27, 2007
- Change Assignment Annie Lobb, Page to PT Coffee Service, \$8.66/hr [Range 12], effective July 30, 2007

Seconded by Ms. Higginbotham.

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

The Chair declared the motion passed.

The agreement for the distribution of state funds in Delaware County has been in effect since 1998. It is now time to re-negotiate or continue the agreement currently in place. The directors of the four libraries in Delaware County feel it is in the best interest to renew the agreement through 2017.

After much discussion, Mr. Robbins made a motion to accept the Delaware County Library Funding Agreement as a one-year agreement as amended at the meeting.

Seconded by Sonja Higginbotham.

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

Mr. Fultz voted nay.

The Chair declared the motion passed.

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

Building Fund

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Ms. Higginbotham moved to ratify the investment as presented by the Clerk/Treasurer.

Seconded by Mr. Huling.

The Chair declared the motion passed.

The following gifts were presented for Board acceptance:

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\$1,000.00 from Lions Club of Westerville for audio books

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Unrestricted:

\$24.50 from Del Shaffer

Ms. Hedges moved to accept the gifts with sincere appreciation.

Seconded by Ms. Higginbotham.

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

The Chair declared the motion passed.

Information and Discussion Items

a. Director's Report

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b. Department Reports

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Important Dates

- a. Next Board meeting date, Tuesday, September 25, 2007 at 7:00 PM.

Ms. Beth Weinhardt, Local History Coordinator, reviewed her duties and responsibilities and provided a brief tour of her department.

President

Secretary

