BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY

AGENDA

September 25, 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 August 28, 2007.

3. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

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

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

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

5. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

7. OLD BUSINESS

a. Delaware County Funding Agreement

As you know, the Library Board approved extending the current agreement for another year at the August Board meeting. It has been proposed that the agreement be extended for an additional four years, as an interim measure to determine the growth of the new state funding mechanism. Additional information may be presented at the meeting.

ACTION RECOMMENDED: Consider a motion to extend the current Library Funding Agreement in Delaware County through 2011, an additional four years.

8. NEW BUSINESS

a. 2008 Certificate of Estimated Resources

The Library has received the official certificate of Estimated Resources and the amounts and rates authorizing the necessary tax levies as approved on August 7th. (See 8-a)

ACTION NEEDED: Consider a motion to approve the Certificate of Estimated Resources and the rates authorizing the necessary tax levies as presented by the Franklin County Budget Commission.

b. Appropriation Modifications

The Clerk/Treasurer will present Appropriation Modifications for the Board's consideration.

ACTION NEEDED: Consider a motion to approve the Appropriation Modifications as presented by the Clerk/Treasurer or amended at the meeting.

c. Gifts

The Clerk/Treasurer presents the following gift(s) for Board acceptance:

Restricted:
$25.00 from John & Sue Wyatt for book in memory of Louise Debolt

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

d. Investments

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

General Fund
CD #486015694 for $130,000.00 @ 5.14% to mature 8-31-07 [US Bank]
CD #486015695 for $100,000.00 @ 5.2% to mature 9-24-07 [US Bank]
CD #48601596 for $200,000.00 @ 5.21% to mature 10-31-07 [US Bank]
CD #338066415 for $170,000.00 @ 5.28% to mature 10-31-07 [US Bank]

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

9. INFORMATION AND DISCUSSION ITEMS

a. Director's Report

1. As you noticed from the ACTION item under New Business, Mr. Barlow has been discussing alternatives to the funding agreement presented to the Board last month. While the four-year extension of the agreement is longer than action the Board took in August, I believe it is an excellent compromise.

This is particularly true with the new state funding formula that will be implemented in January 2008. As the state freeze is finally lifted, the four-year extension will provide the time necessary for the Delaware County agreement to achieve its original goal of equitable funding among the four library districts, while preserving the programs and services of each library. Additional information will be presented at the meeting.

2. Library Projects

a. Security cameras are being installed on September 19th. The installations will include 13 camera locations, a 750 gig server with a 19" monitor and networking capabilities. Depending on need, the system can be upgraded with three additional cameras.

b. Staff Lounge – we are finalizing quotes for the re-furnishing of the staff lounge, carpeting in the Activity Center and the secondary exit way to Outreach. We anticipate moving forward and completing the project in October.

c. Vocera – Jessi-Crim Weithman is finalizing the quotes for the new staff communication system, as illustrated to the Board at previous meetings. We are currently completing a Cisco Wireless Assessment Survey in the Library to ensure complete coverage and compatibility with the new system. Once completed and upon Board approval, we will proceed with the installation of the new system.

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. Ohio Library Council Convention – October 10 – 12, 2007, Columbus, Ohio
(Board members wishing to attend, please let Michelle Morrison or Don know and we will make the reservations)

b. Next Board meeting date, Tuesday, October 23, 2007 at 7:00 PM

15. ADJOURNMENT

16. DEPARTMENT REVIEW AND TOUR

Ms. Norma Ekleberry, Business Manager, will review her duties and responsibilities and provide a brief tour of her department.

Minutes for September 25, 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, and Mr. Thompson; the Director, Mr. Barlow; Deputy Director, Ms. Albury, and Business Manager, Ms. Ekleberry. Mr. Stump and Mr. Huling were absent. Also in attendance were the following department managers: Annabelle Burton, Customer Services; Jessi Crim-Weithman, Associate Director of Support Services; Julie Kerns, Outreach Coordinator; Michelle Morrison, Human Resources; and Patti Barb, Youth Services.

Mr. Robbins moved to approve the minutes of August 28, 2007.

Seconded by Ms. Hedges.

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

The Chair declared the motion passed.

Ms. Hedges moved to approve the August 2007 Financial Report.

Seconded by Mr. Fultz.

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

The Chair declared the motion passed.

Mr. Fultz moved to approve the August 2007 Statistical Report.

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

Ms. Hedges moved that the bills for August 2007 in the amount of $371,870.28 be paid [General Fund].

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

Mr. Robbins moved the adoption of the following resolution:

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

- Employment Brandi Aleshire, Page, $6.95/hr [Range 7], effective September 12, 2007
- Employment Mary Walsh, Page, $6.95/hr [Range 7], effective September 13, 2007
- End probation Jan Weldon, Page, effective August 21, 2007
- End probation Maggie Sukalich, PT Customer Service Ass't, effective September 10, 2007
- End probation Jeff Masters, PT Customer Service Ass't, effective September 10, 2007
- End probation Philip Hunsaker, Page, effective September 13, 2007
- Change Assignment Jennifer Powers, Page to PT Coffee Assistant, $8.66/hr [Range 12], effective August 22, 2007
- Change Assignment Cindi Arbogast, Page to PT Customer Service, $8.66/hr [Range 12], effective September 17, 2007
- Change Assignment Peggy Lobb, PT Customer Service to PT Adult Services, $10.68/hr [Range 17], effective September 10, 2007

Seconded by Ms. Higginbotham.

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

The Chair declared the motion passed.

The Library Board approved extending the current agreement for another year at the August, 2007 Board meeting. It has been proposed that the agreement be extended for an additional four years, as an interim measure to determine the growth of the new state funding mechanism.

Mr. Robbins moved to extend the current Library Funding Agreement in Delaware County an additional four years through 2011.

Seconded by Ms. Hedges.

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

Mr. Thompson voted nay.

The Chair declared the motion passed.

Ms. Higginbotham moved to approve the Certificate of Estimated Resources and the rates authorizing the necessary tax levies as presented by the Franklin County Budget Commission.

Seconded by Mr. Robbins.

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

The Appropriation Modifications to be presented by the Clerk/Treasurer was tabled until next month.

The following gift(s) were presented for Board acceptance:

Restricted:
$25.00 from John & Sue Wyatt for a book in memory of Louise Debolt.

Ms. Hedges moved to accept the gift(s) with sincere appreciation.

Seconded by Mr. Robbins.

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

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

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

Seconded by Ms. Hedges.

The Chair declared the motion passed.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Ms. Higginbotham, 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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   This is particularly true with the new state funding formula that will be implemented in January 2008. As the state freeze is finally lifted, the four-year extension will provide the time necessary for the Delaware County agreement to achieve its original goal of equitable funding among the four library districts, while preserving the programs and services of each library. Additional information will be presented at the meeting.

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c. Vocera – Jessi-Crim Weithman is finalizing the quotes for the new staff communication system, as illustrated to the Board at previous meetings. We are currently completing a Cisco Wireless Assessment Survey in the Library to ensure complete coverage and compatibility with the new system. Once completed and upon Board approval, we will proceed with the installation of the new system.

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. Ohio Library Council Convention – October 10-12, 2007, Columbus, Ohio
b. Next Board meeting date, Tuesday, October 23, 2007 at 7:00 PM.

The Finance Committee of the Board will meet on Thursday, October 18, 2007 at 7:00 PM in the Board Room.

Mr. Robbins moved to adjourn the meeting.

Ms. Norma Ekleberry, Business Manager, reviewed her duties and responsibilities and provided a brief tour of her department.

_____
President

_____
Secretary