

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
October 23, 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 September 25, 2007.

3. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

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

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

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

5. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the payment of bills for September 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 October 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. **Gifts**

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

Restricted:

\$50.00 from Doug & Diane Fosselman for a book in memory of Signe Larson Ruprecht
\$40.00 from New Century Club of Westerville for a book in memory of Nancy B. Peters

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

b. Investments

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

General Fund

CD #486017288 for \$100,000.00 @ 4.75% to mature 11-30-07 [US Bank]

Building & Repair Fund

CD #486017447 for \$464,861.42 @ 4.77% to mature 12-28-07 [US Bank]

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

c. Board Finance Committee Report on revised budget.

9. INFORMATION AND DISCUSSION ITEMS

a. Director's Report

1. Library Projects

a. Security Cameras

Security cameras have been installed in many locations throughout the Library, with a couple additional cameras being planned for the Teen Center. We are currently working to provide network capabilities to the system so the cameras can be viewed from any staff work station in the building.

The system stores up to three weeks of activity from each camera. We hope this will greatly reduce the theft of media items; if not, the system will help us prosecute those stealing library property.

b. Staff Lounge

The remodeling of the staff lounge should commence within the next couple of weeks. The remodeling consists of raising the drop ceiling, replacing lights with more energy efficient models left over from the last construction. The area will also get a fresh coat of paint and new carpeting.

c. Outreach Office

Work will also commence shortly for installing a secondary exit for the Outreach office and extending the drywall to provide some additional space for their growing collections and staffing needs. The office was originally designed for two employees and now houses three full-time and two-part-time staff.

d. Smaller Projects

We are currently in the process of selecting new carpeting for the Children's Activity Center. The new carpet replaces carpeting from the 1986 addition of the room. We will also give this area a fresh coat of paint and add shutters on the windows to the gaming room.

We are also in the process of replacing the deteriorating light fixtures at the main entry. The lights in the pavers have become a safety issue and have been an annual problem. We will pave over the openings and secure other lighting source for the walkway.

Finally, all windows have been cleaned in the facility and we have them on a twice per year schedule.

2. Staff In-Service Day

Our annual staff in-service day will be held Monday, November 12th. Michelle Morrison will provide an update as to the location and agenda at the meeting.

The Library will be closed so that all staff can attend. Please let us know if you will be able to join us for the day.

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

- a. Human Resources Committee – Board candidate interviews in November.
Director's evaluation is also upcoming.

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, November 27, 2007 at 7:00 PM

15. ADJOURNMENT

16. DEPARTMENT REVIEW AND TOUR

Ms. Nieca Nowels, Manager of Adult Services, will review her duties and responsibilities and provide a brief tour of her department.

Minutes for October 23, 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; Julie Kerns, Outreach Coordinator; Michelle Morrison, Human Resources; Nieca Nowels, Adult Services, and Patti Barb, Youth Services.

Ms. Higginbotham moved to approve the minutes of September 25, 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.

Mr. Robbins moved to approve the September 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 September 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.

Ms. Hedges moved that the bills for September 2007 in the amount of \$410,451.57 be paid [General Fund].

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. Huling moved the adoption of the following resolution:

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

- Employment Heather Fisher, PT Customer Services Asst., \$8.66/hr [Range 12], effective October 1, 2007
- Employment Paige Taylor, OhioLINK Processor, \$7.16/hr [Range 7] effective October 1, 2007
- Employment Jodi Bumgarner, PT Customer Services Asst. \$8.66/hr [Range 12], effective October 15, 2007
- Resignation Evan Struble, Adult Services Librarian, effective October 12, 2007
- Resignation Brandon Boyd, IT Specialist, effective October 18, 2007
- Change Assignment Stephanie Bowen, FT Customer Services to Librarian, \$16.58/hr [Range 26], transfer to Adult Services, effective October 8, 2007
- Mandie Hoffman, Librarian, \$16.58/hr [Range 26], effective October 1, 2007
- Thomas Sharpe, PT customer Services to FT Customer Services Asst., effective October 8, 2007
- Kristin Michel, FT Adult Associate to FT Adult Services Librarian, \$16.58/hr, [Range 26], effective October 1, 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.

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

Restricted:

\$50.00 from Doug & Diane Fosselman for a book in memory of Signe Larson Ruprecht

\$40.00 from New Century Club of Westerville for a book in memory of Nancy B. Peters

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

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 Clerk/Treasurer presents the following investments for Board ratification:

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Mr. Robbins 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. Huling, aye; Mr. Robbins, aye; and Mr. Thompson, aye.

The Chair declared the motion passed.

Mr. Huling reported on the Finance Committee meeting of October 18, 2007 regarding the revised budget.

Mr. Huling moved to transfer the following from the Building and Repair Fund to the General Fund for the following items:

To cover the decrease in LLGSF revenues for 2007	\$ 183,352
Adjustments to appropriations as per summary of revised budget for 2007	<u>\$ 31,549</u>
Total requested for transfer of funds	\$ 214,901

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

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, November 27, 2007 at 7:00 PM.

Mr. Robbins moved to adjourn the meeting.

Ms. Niece Nowels, Manager of Adult Services, reviewed her duties and responsibilities and provided a brief tour of her department.

President

Secretary

