

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
April 27, 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 March 23, 2010.

3. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

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

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

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

5. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the payment of bills for March 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 April 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. Investments

There are no investments to come before the Board

b. Gifts

The Library is in receipt of the following gifts:

Restricted:

\$ 500.00 from the Friends of the Westerville Public Library for the Harold Hancock Award to be presented to the Local History Center.

Unrestricted:

\$ 500.00 from the Friends of the Westerville Public Library for the Jane W. Bradford Award.

The Friends of the Westerville Public Library also presented the Virgil Raver Award, a \$500 gift for continuing education, to Badri Jimale. Badri is attending OSU for his Masters Degree in Computer Engineering.

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

9. INFORMATION AND DISCUSSION ITEMS

a. Report by the Fiscal Officer

The Fiscal Officer will present her monthly report assessing the year to date revenues and expenses. (See Item 9-a)

b. Director's Report

1. Minor Facility Repairs

There have been a couple minor maintenance issues this month. The door to the basement of the Anti-Saloon League building needs to be replaced. Secondly, Master Clean will be cleaning the upholstery throughout the public areas. Both items are well within the existing budget.

2. International Librarian's Visit

A group of international librarians will once again visit the Library. This year's librarians are from China, Egypt, Jamaica, Kenya, Pakistan, and Azerbaijan. Two librarians from OCLC will also be joining the group. They will be visiting the library on Thursday, April 28th from 1:00 PM to 5:30 PM.

3. Telephone System and Computer Department Chiller

An update on these two projects:

Training for the new telephone system will be given on April 28th, with an expected go live date of May 4th.

The computer room chiller is scheduled for installation the week prior to the Board meeting. This work should be completed by Friday, April 23rd.

4. Technology Refresh Program

As you know, the board has approved the technology lease and we are proceeding with implementing the project. The lease has been approved and we are awaiting additional details in terms of delivery. Jessi Crim-Weithman will provide an update at the meeting.

5. Executive Assistant Position

As you know, Carrie Waibel accepted a position at the Bexley Public Library. However, I am very pleased to report that Lindsey Batchelder will be returning to fill this open position. Children's librarian Mandie Hoffman will fill the open position in Adult Services, replacing Lindsey as an Adult Librarian.

We are currently advertising the Children's Librarian position and have opted to split the position into two part-time librarian positions to provide better scheduling flexibility for the Children's Department.

These re-assignments are budget neutral.

6. Trustee Dinner

Mike Fultz and I attended the Central Ohio Trustee Dinner on April 7th. The Ohio Library Council gave an update on the state's financial situation and how the next Bi-ennium is perhaps looking better than first anticipated. However, the next biennium will still be difficult and we are unsure how that may affect funding.

7. Vacation

I will be on vacation the week of May 1-5, 2010.

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

13. IMPORTANT DATES

- a. Next Board meeting – Tuesday, May 25, 2010 at 7:00 PM in the Board room.
(Unless otherwise determined at this meeting)

14. ADJOURNMENT

15. DEPARTMENT REVIEW AND TOUR

Ms. Linda Uhler, Youth/Teen Services Manager, will review the responsibilities and activities in her department, and give a brief tour for those who are interested.

Minutes for April 27, 2010

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Mr. Fultz, Ms. Smith-Pariola, Mr. Shinnock, Ms. Scholl, Ms. Hedges, and Mr. Robbins. Also in attendance were the Director, Mr. Barlow, Deputy Director, Ms. Albury, Fiscal Officer, Ms. Ekleberry, and Executive Assistant, Lindsey Batchelder; in addition, were the following department managers: Nieca Nowels, Adult Services, Linda Uhler, Youth Services, Julie Kerns, Outreach Services, and Jessi Crim-Weithman, Associate Director of Support Services.

Mr. Fultz called the meeting to order.

Ms. Hedges moved to approve the minutes of March 23, 2010.

Seconded by Ms. Smith-Pariola.

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

The Chair declared the motion passed.

Mr. Shinnock moved to approve the March 2010 Financial Report.

Seconded by Ms. Hedges.

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

The Chair declared the motion passed.

Ms. Smith-Pariola moved to approve the March 2010 Statistical Report.

Seconded by Mr. Shinnock.

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

The Chair declared the motion passed.

Mr. Robbins moved that the bills for March 2010 in the amount of \$347,150.39 be paid [General Fund].

Seconded by Ms. Hedges.

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

The Chair declared the motion passed.

Ms. Smith-Pariola moved the adoption of the following resolution:

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

- Change Assignment, Lindsey Batchelder, FT Adult Services Librarian to Executive Assistant, effective May 1, 2010
- Change Assignment, Mandie Hoffman, FT Youth Services Librarian to FT Adult Services Librarian, effective May 1, 2010.
- Change Assignment, Annette Eddingfield, FT Customer Service Assistant to PT Customer Service Assistant, effective May 26, 2010.

Seconded by Ms. Hedges.

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

The Chair declared the motion passed.

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Mr. Shinnock moved to accept the gifts.

Seconded by Mr. Robbins.

On roll call Mr. Fultz, aye; Ms. Smith-Pariola, aye; Mr. Shinnock, aye; Ms. Scholl, aye; Ms. Hedges, aye; and Mr. Robbins, 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 9a).

b. Director's Report

1. Minor Facility Repairs

There have been a couple minor maintenance issues this month. The door to the basement of the Anti-Saloon League building needs to be replaced. Secondly, Master Clean will be cleaning the upholstery throughout the public areas. Both items are well within the existing budget.

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7. Coffee Service Update

We have officially switched the Coffee Service over from Starbucks Coffee to Crimson Cup Coffee effective April 16, 2010.

8. Volunteer Recognition Dinner

The Volunteer Recognition Dinner was held on April 22, 2010. Eighty volunteers and forty staff members attended the event.

9. Hennen Ranking

The Hennen American Public Library Ratings have ranked the Westerville Library as 8th out of 556 mid-sized public libraries nationally for the year 2009.

10. Trustee Fines and Fees

Library Board of Trustee members will no longer be exempt from fines and fees for overdue library materials.

7. Vacation

I will be on vacation the week of May 1-5, 2010.

d. Department Reports

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

BOARD COMMITTEE REPORTS

1. Finance & Budget Mike Fultz
Finance committee did not meet last month; they will meet to discuss the 2011 budget before next month's board meeting.
2. Human Resources Kay Hedges
3. Marketing John Robbins
4. Technology Terry Thompson

LIBRARY FOUNDATION REPORT

The Library Foundation's Brick Campaign has begun; new bricks purchased through this campaign will be unveiled on August 1st of this year.

FRIENDS OF THE LIBRARY REPORT

The Friends distributed the three annual awards to this year's recipients during the month of April. The Friends also gave the Library a \$5,000 award to be used towards this year's Summer Reading Program.

IMPORTANT DATES

Next Board Meeting – Tuesday, May 25 at 7:00 PM in the Board Room.

ADJOURNMENT

Mr. Robbins moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Linda Uhler, Manager of Youth Services, reviewed the responsibilities and activities of her department and provided a brief tour for those who were interested.

President

Secretary