

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
March 25, 2008

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 26, 2008.

3. **DISCUSSION AND APPROVAL OF FINANCIAL REPORT**

ACTION NEEDED: Consider a motion to approve the February 2008 Financial Report.

4. **DISCUSSION AND APPROVAL OF STATISTICAL REPORT**

ACTION NEEDED: Consider a motion to approve the February 2008 Statistical Report.

5. **DISCUSSION AND APPROVAL OF PAYMENT OF BILLS**

ACTION NEEDED: Consider a motion to approve the payment of bills for February 2008.

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

7. **OLD BUSINESS**

a. 2008 Annual Appropriations

The Finance Committee of the Board met on Tuesday, March 25th to review and discuss the 2008 Operating Budget. The recommended budget will be presented at the meeting.

ACTION NEEDED: Consider a motion to approve the 2008 annual appropriations as presented or amended at the meeting.

8. **NEW BUSINESS**

a. Investments

The Fiscal Officer presents the following investment for Board ratification:

General Fund:

GFCD #486023741 for \$180,000.00 @ 2.8% to mature 03-31-08

Building Fund:

BFGD #486023742 for \$274,666.22 @ 2.7% to mature 05-29-08 [US Bank]

ACTION NEEDED: Consider a motion to ratify the investments made by the Fiscal Officer/Business Manager.

b. Gifts

The Library is in receipt of the following gifts:

Restricted:

\$ 100.00 from Dorothy Riley for Outreach Department

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

9. INFORMATION AND DISCUSSION ITEMS

a. Director's Report

1. Weather Closing

As with most businesses, the Library was closed Friday afternoon, Saturday, and Sunday, March 7th-9th due to the snowstorm. However, that did not keep people from using the Library. On Monday morning, library staff had 732 reserves to pull off the shelves.

Library staff did a tremendous job of handling the backlog of materials being returned, and meeting the needs of crowds of people using the Library following the closing. They are commended for doing an outstanding job.

2. Re-model Project

The Activity Center is complete except for the rubber baseboard yet to be installed. We would be glad to show any interested board members the room after the meeting. Additionally, the re-model of the Outreach Department is also complete. We will be moving the furniture and equipment back into the room within the next week or so.

As a result, the final re-model of the staff lounge will commence within the next couple of weeks. We anticipate this work to take between four and six weeks to complete.

3. Youth Services Manager

Linda Uhler will begin her duties as Youth Services Manager on April 1st. Previously, Linda worked at the Wayne County Public Library in Wooster. All of us look forward to Linda joining our team.

4. Health Insurance

We have finalized bids for our health insurance benefits renewal, and will remain with our current provider Medical Mutual at a 9.2% increase. You will remember that we budgeted for a 14% increase. The only difference in our policy will be an increase in the deductible from \$250 to \$500 for single coverage; out of pocket maximum has increased from \$500 to \$750.

b. Department Reports

Attached is a summary of 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 | John Robbins |
| 3. Marketing | Sonya Higginbotham |
| 4. Technology | Terry Thompson |

11. LIBRARY FOUNDATION REPORT

12. FRIENDS OF THE LIBRARY REPORT

13. COMMUNICATIONS

14. IMPORTANT DATES

- a. Next Board meeting – Tuesday, April 22, 2008 at 7:00 PM in the Board room.
(Unless otherwise determined at this meeting)

15. ADJOURNMENT

16. DEPARTMENT REVIEW AND TOUR

Ms. Jessica Curtis, our Page Coordinator, will give a brief review of the duties and responsibilities of her Department.

Minutes for March 25, 2008

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Ms. Hedges, Ms. Higginbotham, Mr. Thompson, Mr. Fultz, and Mr. Edmund; the Director, Mr. Barlow; Deputy Director, Karen Albury, and Fiscal Officer, Ms. Ekleberry. Also in attendance were the following department managers: Nieca Nowels, Adult Services, Julie Kerns, Outreach Services, and Jessica Curtis, Page Coordinator.

Ms. Hedges called the meeting to order.

Ms. Higginbotham moved to approve the minutes of February 26, 2008.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Mr. Fultz moved to approve the February 2008 Financial Report.

Seconded by Mr. Edmund.

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

The Chair declared the motion passed.

Mr. Thompson moved to approve the February 2008 Statistical Report.

Seconded by Mr. Fultz.

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

The Chair declared the motion passed.

Mr. Edmund moved that the bills for February 2008 in the amount of \$442,651.76 be paid [General Fund].

Seconded by Ms. Higginbotham.

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

The Chair declared the motion passed.

Mr. Fultz moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent calendar for March 2008:

- Employment, Tom Paglione, PT Customer Service Assistant, \$9.25/hr [Range 12], effective March 3, 2008
- Employment, Linda Uhler, Manager Youth Services, \$42,000.00/yr. [Range 29], effective April 1, 2008
- Employment, Eric Hafner, Page, \$7.16/hr [Range 7], effective March 14, 2008

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Mr. Fultz moved to approve the 2008 annual appropriations as presented at the meeting.

Seconded by Mr. Edmund

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

The Chair declared the motion passed.

Mr. Thompson moved the adoption of the following resolution:

That the Board ratifies the investments made by the Fiscal Officer.

The Fiscal Officer presents the following investment for Board ratification:

General Fund

GFCD #486023741 for \$180,000.00 @ 2.8% to mature 03-31-08 [US Bank]

Building Fund

BFCF #486023742 for \$274,666.22 @ 2.7% to mature 05-29-08 [US Bank]

Seconded by Mr. Fultz.

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

The Chair declared the motion passed.

The Library is in receipt of the following gifts:

Restricted:

\$ 100.00 from Dorothy Riley for the Outreach Department.

Ms. Higginbotham moved to accept the gifts as listed.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Information and Discussion Items

a. Directors Report

1. Weather Closing

As with most businesses, the Library was closed Friday afternoon, Saturday, and Sunday, March 7th-9th due to the snowstorm. However, that did not keep people from using the Library. On Monday morning, library staff had 732 reserves to pull off the shelves.

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b. Department Reports

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

LIBRARY FOUNDATION REPORT

The Library Foundation met on March 20, 2008; the next meeting will be on May 1, 2008.

IMPORTANT DATES

Next Board meeting – Tuesday, April 22, 2008 at 7:00 PM in the Board Room.

ADJOURNMENT

Mr. Thompson moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Ms. Jessica Curtis, our Page Coordinator, gave a brief review of the duties and responsibilities of her Department.

President

Secretary