

**BOARD OF TRUSTEES**  
**WESTERVILLE PUBLIC LIBRARY**  
**AGENDA**  
*May 25, 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 April 27, 2010.

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

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

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

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

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

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

7. **OLD BUSINESS**

**a. 2011 Operating Budget**

The Finance Committee will present their recommendations for the proposed 2011 Operating Budget. While we do not yet know what our 2011 revenue will be, the budget represents a very modest increase for inflation.

**ACTION NEEDED:** Consider a motion to approve the 2011 Operating Budget as presented or amended.

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:

\$177.97 from the Friends of the Westerville Public Library to sponsor the adult winter reading program.

\$4,875.00 from the Friends of the Westerville Public Library to sponsor the 2010 summer reading program.

Additional gifts from the Friends Shoppe totaling \$125.00

\$100.00 from John Robbins to purchase a book in memory of Lorrie Robbins.

\$30.00 from Thomas Tompos to purchase a book in memory of Ruth Conley and Barbara Starr.

\$200.00 from the Rotary Club of Westerville

Adopt a Book donations:

\$25.00 from John Cochran

\$25.00 from Karen Johnson

\$75.00 from Susan Westrope

\$25.00 from Kelly Adams

\$30.00 from Louise Badger

\$20.00 from Leslie Ryan

\$20.00 from Sheryl Drewyor

\$50.00 from Barbara Billhardt

\$100.00 from Terrence Thompson

\$175.00 from Linda Barr

\$500.00 from Chris Woodruff

Unrestricted:

\$50.00 from Friendship Village of Columbus

\$7.00 from Pay Pal testing

**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. Library Projects**

The new telephone system has been installed (a list of the new telephone extensions are included in your packets). The installation went very smoothly with only minor adjustments needed.

The new chiller and the new racks for the computer room have also been completed. For those interested, Jessi will give a brief tour following her presentation at the end of the meeting.

Finally, the new computer lease has been successfully implemented. Computers have arrived and the Computer Department is installing the new hardware and software.

**2. Library Election Results**

For your information I have included a list of library ballot issues in Ohio for the May 4, 2010 election (See 9-B2). Eighty percent of the libraries on the ballot were successful; all Central Ohio libraries were successful. We congratulate all the libraries, their trustees, staff and volunteers for their hard work and success.

**3. Library's 80<sup>th</sup> Anniversary**

As you know, 2010 is the 80<sup>th</sup> anniversary of the Westerville Public Library. We are planning a celebration in cooperation with the Friends of the Library and the Library Foundation to be held on Saturday, August 21<sup>st</sup>. Additional details will be presented as they become available.

**4. Library Trustee Workshop**

The Ohio Library Council is presenting a library trustee workshop titled "*The Library Board of Trustees: Secrets for Success.*" This workshop will be held on Saturday, June 5, 2010 from 9:30 AM – 3:00 PM at the OLC office located at 1105 Schrock Road, Suite 440. Jack Shinnock has already expressed an interest in attending; please let Don know if you would like to attend so that arrangements can be made on your behalf. (See 9-B4)

**5. Ejected Customer**

A patron has been ejected from the Library for a period of one year. Due to confidentiality issues, I will present information to the Board at the meeting and respond to trustee questions regarding this action.

## **6. Library Statistics**

As you can see from the Library Statistical Report, usage of the library has dropped slightly from last year. While we will continue to monitor library usage, we assume the decrease is due to the elimination of Sunday hours. However, we did not anticipate that the Sunday closings would result in usage reductions and as such, we will continue to monitor this and report to the Board at our next meeting.

### **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, June 22, 2010 at 7:00 PM in the Board room.  
(Unless otherwise determined at this meeting)
- b. Library Trustee Workshop – Saturday, June 5, 2010 from 9:30 AM – 3:00 PM at OLC offices at 1105 Schrock Road, Suite 440.
- c. 80<sup>th</sup> Anniversary Celebration – Saturday, August 21, 2010; time to be determined

## 14. ADJOURNMENT

## 15. DEPARTMENT REVIEW AND TOUR

Ms. Jessi Crim-Weithman, Support Services Manger, will review the responsibilities and activities in her department, and give a brief tour for those who are interested.

**Minutes for May 25, 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. Hedges, Mr. Thompson, 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, Michelle Morrison, Human Resources, Kristin Michel, Customer Services, Maggie Sukalich, Customer Services, and Jessi Crim-Weithman, Associate Director of Support Services.

Mr. Fultz called the meeting to order.

Mr. Robbins moved to approve the minutes of April 27, 2010.

Seconded by Ms. Hedges.

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

The Chair declared the motion passed.

Ms. Hedges moved to approve the April 2010 Financial Report.

Seconded by Mr. Shinnock.

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

The Chair declared the motion passed.

Mr. Thompson moved to approve the April 2010 Statistical Report.

Seconded by Ms. Smith-Pariola.

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

The Chair declared the motion passed.

Mr. Robbins moved that the bills for April 2010 in the amount of \$432,591.42 be paid [General Fund].

Seconded by Ms. Smith-Pariola.

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

The Chair declared the motion passed.

Ms. Hedges moved the adoption of the following resolution:

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

- Employment, Michelle Stiers, PT Youth Services Librarian, \$17.08/hr [Range 26], effective May 17, 2010
- Change Assignment, Linda Watts, PT Customer Service Assistant to FT Customer Service Assistant, effective May 26, 2010.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Mr. Robbins moved to approve the 2011 Operating Budget as presented at the meeting.

Seconded by Ms. Hedges.

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

The Chair declared the motion passed.

The Library is in receipt of the following gifts:

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Unrestricted

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\$7.00 from Pay Pal testing

Ms. Smith-Pariola moved to accept the gifts.

Seconded by Mr. Robbins.

On roll call Mr. Fultz, aye; Ms. Smith-Pariola, aye; Mr. Shinnock, aye; Ms. Hedges, aye; Mr. Thompson, 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).

The Fiscal Officer conducted an investment study (see below). Based on the results of the study, \$700,000 will be invested this month at a rate of 0.21%.

The results of the investment study follow:

<u>BANK</u>	<u>30</u> <u>DAYS</u>	<u>60</u> <u>DAYS</u>	<u>90</u> <u>DAYS</u>	<u>180</u> <u>DAYS</u>		
<b>3/8/10</b>						
CHASE					NOT BIDDING	
FIFTH THIRD					NOT BIDDING	
HEARTLAND					NOT BIDDING	
HUNTINGTON					NOT BIDDING	
KEY					NOT BIDDING	
PNC	0.10%	0.10%	0.10%	0.15%		
U.S. BANK	NO	NO	NO	NO	ONLY 270 DAYS	0.05%
STAR OHIO		0.06%				
<b>4/30/10</b>						
PNC	0.01%	0.10%	0.10%	0.10%		
U.S. BANK	NO	NO	NO	NO	ONLY 270 DAYS	0.05%
STAR OHIO		0.11%				
<b>5/25/10</b>						
CHASE	0.10%	0.10%	0.10%	0.16%		
FIFTH THIRD					NOT BIDDING	
HEARTLAND					NOT BIDDING	
HUNTINGTON	0.14%	0.16%	0.21%	0.29%		
KEY					NOT BIDDING	
PNC	0.10%	0.10%	0.15%	0.25%		
U.S. BANK	0	0	0.14%	0.24%		
STAR OHIO		0.12%				
\$700,000.00@0.10%	FOR	120 DAYS				\$233.33
INTEREST EARNED ON CHECKING		120 DAYS				\$169.92

**b. Director's Report**

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LIBRARY FOUNDATION REPORT

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

FRIENDS OF THE LIBRARY REPORT

IMPORTANT DATES

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**80<sup>th</sup> Anniversary Celebration** – Saturday, August 21, 2010; time to be determined

ADJOURNMENT

Mr. Robbins moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Jessi Crim-Weithman, Support Services Manager, reviewed the responsibilities and activities of her department and provided a brief tour for those who were interested.

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President

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Secretary