

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
September 23, 2008

CALL TO ORDER

1. PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

- a. While not an agenda item, a representative from the City's Levy Campaign will give a brief presentation.
- b. Len Hibbard, President of the Library Foundation will also address the Board briefly regarding additional Board members for the Foundation.

2. DISCUSSION AND APPROVAL OF MINUTES

ACTION NEEDED: Consider a motion to approve the minutes of August 26, 2008.

3. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

ACTION NEEDED: Consider a motion to approve the August 2008 Financial Reports.

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

ACTION NEEDED: Consider a motion to approve the August 2008 Statistical Reports.

5. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the payment of bills for August 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 September 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**

The Fiscal Officer presents the following investments for Board ratification:

General Fund:

GFCD #362069853 for \$100,000.00 @ 2.18% to mature 09-30-08 (US Bank).
GFCD #362069854 for \$290,000.00 @ 2.35% to mature 10-31-08 (US Bank).

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

b. Gifts

The Library is in receipt of the following gifts:

Restricted:

\$23,117.76 from the Friends of the Westerville Public Library for staff lounge renovation, and marketing and meeting room kiosks (Brightboards).

Unrestricted:

\$30.00 from Sharon Davis
\$50.00 from Westerville High School Class of '58 Reunion

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

9. **INFORMATION AND DISCUSSION ITEMS**

a. Director's Report

1. Hurricane Winds

The Library fared much better than most during the recent storm. We did not have to close the Library due to the excellent response by the City's Electrical Division. We were a little short of staff following the storm due to home cleanup by some; however, no reduction of services was needed.

The loss of some roof shingles and damage done to the beautiful weeping cherry tree were the only facility problems noted following the storm.

2. Staff Lounge Renovation

While the renovation is not 100% complete, those wishing to view the area are welcome to do so following the meeting.

3. Innovative User Group

IUG is holding its annual meeting in Columbus on Friday, September 19th. Don and Jessi will provide a brief update to this meeting and their tour of the Library

4. Vacation

Don will be on vacation (Charleston, S.C.) October 3rd – 12th.

5. Staff In-Service Day

Michelle Morrison will provide a brief update of the Staff In-Service Day planed for Monday, October 13th at the Library.

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, October 28, 2008 at 7:00 PM in the Board Room.
(Unless otherwise determined at this meeting)

b. Staff In-Service Day – Monday, October 13, 2008

15. ADJOURNMENT

16. DEPARTMENT REVIEW AND TOUR

Ms. Annabelle Burton will give a brief review of her duties and responsibilities as Manager of Customer Services.

Minutes for September 23, 2008

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Mr. Robbins, Ms. Hedges, Mr. Fultz, Mr. Thompson, Ms. Higginbotham, Mr. Huling 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, Jessi Crim-Weithman, Support Services, Linda Uhler, Youth Services, Annabelle Burton, Customer Services, Michelle Morrison, Human Resources.

Diane Fosselman and Julie Colley from the City's Levy Campaign gave a brief presentation regarding the upcoming levy.

Mr. Robbins called the meeting to order.

Mr. Thompson moved to approve the minutes of August 28, 2008 as corrected.

Seconded by Ms. Hedges.

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

The Chair declared the motion passed.

Ms. Hedges moved to approve the August 2008 Financial Reports.

Seconded by Mr. Edmund.

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

The Chair declared the motion passed.

Ms. Hedges moved to approve the August 2008 Statistical Reports.

Seconded by Ms. Higginbotham.

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

The Chair declared the motion passed.

Mr. Huling moved that the bills for August 2008 in the amount of \$375,349.73 be paid [General Fund].

Seconded by Ms. Hedges.

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

The Chair declared the motion passed.

Mr. Edmund moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent calendar for September 2008 as amended as follows (amendment in bold type):

- Employment, Peggy Lobb, PT Coffee Services, \$9.00/hr [Range 12], effective August 27, 2008
- Employment, Alexa Steelman-Hunyady, Customer Services Page, \$7.16/hr [Range 7], effective September 4, 2008
- Employment, Deborah Kramer, Customer Services Page, \$7.16/hr. [Range 7], effective September 26, 2008
- Resignation, Allison DeVito, Adult Services Page, effective September 10, 2008
- Resignation, Eric Hafner, Customer Services Page, effective September 17, 2008
- **Change Assignment, Jesse Henning, PT Customer Service to PT Tech Center Associate, \$11.00/hr. [Range 17], effective September 2, 2008**

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Mr. Huling 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 #362069853 for \$100,000.00 @ 2.18% to mature 09-30-08 (US Bank).

GFCD #362069854 for \$290,000.00 @ 2.35% to mature 10-31-08 (US Bank).

Seconded by Ms. Hedges.

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

The Chair declared the motion passed.

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Unrestricted

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Mr. Thompson moved to accept the gifts as listed.

Seconded by Mr. Huling.

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

The Chair declared the motion passed.

Mr. Edmund 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 Ms. Higginbotham.

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

The Chair declared the motion passed.

Information and Discussion Items

a. Directors Report

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b. Department Reports

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LIBRARY FOUNDATION REPORT

IMPORTANT DATES

Next Board meeting – Tuesday, October 28, 2008 at 7:00 PM in the Board Room.

Staff In-Service Day – Monday, October 13, 2008

ADJOURNMENT

Ms. Higginbotham moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Ms. Annabelle Burton, Manager of Customer Services, gave a brief review of her duties and responsibilities.

President

Secretary

