

**BOARD OF TRUSTEES**  
**WESTERVILLE PUBLIC LIBRARY**  
**AGENDA**  
*June 22, 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 May 25, 2010.

3. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

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

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

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

5. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

**ACTION NEEDED:** Consider a motion to approve the payment of bills for May 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 June 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:

\$60.00 from Mr. Ron Folian for the purchase of an audiobook.

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

9. INFORMATION 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**

We are in the final step of implementing the Technology Refresh Program. Computers are being installed and the process should be completed within the next couple of weeks.

Additionally, the 1981 elevator is in need of repair. The door mechanism needs to be replaced. We are waiting for the parts from the Otis Elevator Company.

We also need to replace a heat pump in the Adult Services Department. This is a minor repair and the work should be completed by the time of the board meeting.

**2. Summer Reading Program**

Another great kick-off for the annual Summer Reading Program was held on Thursday, June 10<sup>th</sup>. Congratulations, and a big "Thank You!" to the entire staff for weathering the storm. Youth Services staff did a phenomenal job of keeping pace with the traffic, while at the same time delivering exceptional customer service. They were simply outstanding! I will provide the current statistics at the meeting for both the Adult Services and the Youth Services programs.

**3. Circulation**

Attached (see 9-b3) is a list of Ohio mid-size libraries and their year-to-date circulation percentage increases and decreases. It appears that the revenue declines which forced Ohio libraries to decrease hours of operation, staffing, and material purchasing are having a negative impact on library usage.

However, I anticipate that this trend is temporary. Hopefully, when we restore Sunday hours and expand our materials budget, we will again see growth in Library usage. However, it is important to note that 2010 is the first time in our history that we have seen a decrease in usage.

**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. BOARD DISCUSSION ITEMS

12. LIBRARY FOUNDATION REPORT

13. FRIENDS OF THE LIBRARY REPORT

14. IMPORTANT DATES

- a. Next Board meeting – Tuesday, July 27, 2010 at 7:00 PM in the Board room.  
(Unless otherwise determined at this meeting)
- b. 80<sup>th</sup> Anniversary Celebration – Saturday, August 21, 2010

15. ADJOURNMENT

16. DEPARTMENT REVIEW AND TOUR

Ms. Norma Ekleberry, Fiscal Officer, will review the responsibilities and activities in her department, and give a brief tour for those who are interested.

**Minutes for June 22, 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, Linda Wilkins, Marketing, 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 May 25, 2010 as amended as follows:

Report of the Fiscal Officer to include the following information:

*The Fiscal Officer addressed a question raised by the Board regarding the sum of \$1.2 million being held in the Library checking account and earning no interest. The Fiscal Officer explained to the Board the legal restrictions on investing public funds and reported that no banks are offering incentives that would justify long-term investments.*

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 May 2010 Financial 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 to approve the May 2010 Statistical Report as corrected.

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.

Ms. Hedges moved that the bills for May 2010 in the amount of \$362,980.45 be paid [General Fund].

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. Shinnock moved the adoption of the following resolution:

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

- Employment, Robin Gibson, PT Youth Services Librarian, \$17.08/hr [Range 26], effective June 1, 2010
- Resignation, Annette Eddingfield, PT Customer Service Assistant, effective May 28, 2010.

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.

The Chair declared the motion passed.

The Library is in receipt of the following gift:

Restricted

\$60.00 from Mr. Ron Folian for the purchase of an audiobook.

Ms. Smith-Pariola moved to accept the gift.

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.

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. Library Projects**

We are in the final step of implementing the Technology Refresh Program. Computers are being installed and the process should be completed within the next couple of weeks.

Additionally, the 1981 elevator is in need of repair. The door mechanism needs to be replaced. We are waiting for the parts from the Otis Elevator Company.

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**d. Department Reports**

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BOARD DISCUSSION ITEMS

Mr. Shinnock attended the Library Trustee Workshop presented by OLC and provided a brief report of the conference lectures.

It was determined at the meeting that all members of the Board are to receive their Board packets via email.

LIBRARY FOUNDATION REPORT

The Library Foundation's Brick Campaign has been very successful, with 56 bricks and 12 pavers being purchased to date.

The Library Foundation is planning to bring in an author for a program at the Library; date and author to be announced at a later date.

FRIENDS OF THE LIBRARY REPORT

IMPORTANT DATES

**Next Board Meeting** – Tuesday, July 27 at 7:00 PM in the Board Room.

**80<sup>th</sup> Anniversary Celebration** – Saturday, August 21, 2010 at 1:00 PM

ADJOURNMENT

Ms. Hedges moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Ms. Norma Ekleberry, Fiscal Officer, reviewed the responsibilities and activities in her department.

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President

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Secretary