

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
October 28, 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 September 23, 2008.

3. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

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

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

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

5. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the payment of bills for September 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 October 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 #486030896 for \$410,000.00 @ 3.13% to mature 11-24-08 (US Bank).

Building and Repair Fund:

BFGD #486030895 for \$426797.66 @ 3.25% to mature 12-30-08 (US Bank).

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

b. Gifts

The Library was not in receipt of any gifts for the month of September.

9. **INFORMATION AND DISCUSSION ITEMS**

a. Director's Report

1. International Librarians Visit

33 librarians from around the world visited the library on October 14th (See 9A-1). The librarians' visit was sponsored by OCLC, Inc. and the Mortenson Center from the University of Illinois.

Once again, the visit was a huge success. Board President John Robbins gave a warm welcome to the group, for which the librarians were deeply appreciative. The Library staff was outstanding in responding to questions and showing the librarians around their departments. Congratulations to everyone!

2. Staff In-Service Day

In-Service Day was held Monday, October 13th at the Library. The event was also a great success. Of particular note Mr. Abukar Arman of the Council on American-Islamic Relations – Ohio spoke to library staff about the Somali population in Westerville, their culture, expectations, etc. The information he provided will be extremely helpful in meeting the needs of our Somali population.

3. Staff Lounge Renovation

At long last, we have received final approval from the city to complete the staff lounge. This week the insulation will be installed, and the ceiling tiles will be dropped completing the project. Hooray!

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**

Web Site: <http://www.westervillelibrary.org>

12. FRIENDS OF THE LIBRARY REPORT

13. COMMUNICATIONS

14. IMPORTANT DATES

a. Next Board meeting – Tuesday, November 25, 2008 at 7:00 PM in the Board Room.
(Unless otherwise determined at this meeting)

15. ADJOURNMENT

16. DEPARTMENT REVIEW AND TOUR

Ms. Linda Uhler will give a brief review of her duties and responsibilities as Manager of Youth Services.

Minutes for October 28, 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, 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, Julie Kerns, Outreach Services, Michelle Morrison, Human Resources.

Mr. Robbins called the meeting to order.

Ms. Hedges moved to approve the minutes of September 23, 2008.

Seconded by Ms. Higginbotham.

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

The Chair declared the motion passed.

Mr. Huling moved to approve the September 2008 Financial Reports.

Seconded by Mr. Edmund.

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

The Chair declared the motion passed.

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

Seconded by Ms. Higginbotham.

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

The Chair declared the motion passed.

Ms. Higginbotham moved that the bills for September 2008 in the amount of \$340,923.74 be paid [General Fund].

Seconded by Mr. Huling.

On roll call Mr. Robbins, aye; Ms. Hedges, aye; Mr. Fultz, 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 following Personnel/Consent calendar for October 2008:

- Resignation, Sheldon Thomas, Customer Services Page, effective August 6, 2008
- End Probation, Linda Uhler, Manager Youth Services, effective October 3, 2008
- Change Assignment, Amanda All, FT Adult Services to FT Librarian, \$17.08/hr. [Range 26], effective October 1, 2008
- Change Assignment, Mindy VanHouten, FT Customer Service to FT Librarian, \$17.08/hr. [Range 26], effective October 1, 2008
- Change Assignment, Tom Paglione, PT Customer Service to FT Customer Service, effective October 6, 2008

Seconded by Ms. Hedges.

On roll call Mr. Robbins, aye; Ms. Hedges, aye; Mr. Fultz, 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 investments made by the Fiscal Officer.

The Fiscal Officer presents the following investment for Board ratification:

General Fund

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Seconded by Mr. Huling.

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

The Chair declared the motion passed.

The Library was not in receipt of any gifts for the month of September.

Mr. Huling moved to approve the resolution for the OPERS pick-up plan, as amended by the Fiscal Officer.

Seconded by Ms. Hedges.

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

Information and Discussion Items

a. Directors Report

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3. Staff Lounge Renovation

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b. Department Reports

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LIBRARY FOUNDATION REPORT

Next Foundation Meeting – Wednesday, December 3, 2008 at 7:00 PM.

The Library Foundation is hosting a continuing education program for local attorneys in cooperation with the Westerville Bar Association on Wednesday, December 10, 2008.

IMPORTANT DATES

Next Board Meeting – Tuesday, November 25, 2008 at 7:00 PM in the Board Room.

ADJOURNMENT

Ms. Hedges moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Ms. Linda Uhler, Manager of Youth Services, gave a brief review of her duties and responsibilities.

President

Secretary