

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
FEBRUARY 22, 2011

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 January 25, 2011.

3. 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 February Personnel Consent Calendar as presented or amended at the meeting.

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

ACTION NEEDED: Consider a motion to approve the January 2011 Statistical Report.

5. REPORT BY THE FISCAL OFFICER

The Fiscal Officer will present her monthly report assessing the year to date revenues and expenses. (See Item 5).

6. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

ACTION NEEDED: Consider a motion to approve the January 2011 Financial Report.

7. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the payment of bills for January 2011.

8. OLD BUSINESS

a. **Director’s Evaluation**

The Human Resources Committee of the Board met with the Director on Thursday, February 10th to review his evaluation. The HR Committee will present their report to the full Board. (*The evaluation requires moving to Executive Session*).

ACTION NEEDED: Consider a motion to approve the Director's Evaluation as presented by the HR Committee, or as amended at the meeting.

b. Amended Certificate of Estimated Resources for 2011

The Fiscal Officer will present an amended Certificate of Estimated Resources for Board approval.

ACTION NEEDED: Consider a motion to accept the amended Certificate of Estimated Resources for 2011.

9. **NEW BUSINESS**

a. Fiscal Officer's Annual Financial Report

Fiscal Officer Norma Ekleberry will present the Annual Financial Report (See Item 9-A). Ms. Ekleberry will respond to Board questions regarding the 2010 year-end report.

ACTION NEEDED: Consider a motion to accept the Fiscal Officer's 2010 Annual Financial Report as presented or amended at the meeting.

b. Terms of Engagement

Mr. Barlow will present an agreement with Bricker & Eckler, LLP for services to be rendered for the upcoming Replacement Levy.

ACTION NEEDED: Consider a motion to engage the services of Bricker & Eckler, LLP for legal services for the upcoming Replacement Levy, as presented.

c. Resolution of Appreciation

As you know, this will be Jennie Smith-Pariola's final Board meeting. Jennie is relocating to Charlotte, North Carolina with her family. We would like to express our deep appreciation to Jennie for her outstanding service to the Library.

ACTION NEEDED: A motion is needed to express the deep appreciation and gratitude of the Library and Library Board to Jennie Smith-Pariola for her outstanding service and dedication to the Library.

d. Library Trustee

The Board needs to recommend a replacement for Ms. Smith-Pariola to the Westerville Board of Education for appointment.

ACTION NEEDED: Consider a motion to recommend _____ to the Westerville Board of Education for appointment to the Library Board for the unexpired term of Ms. Smith-Pariola. The position will commence immediately and end December 31, 2015.

e. Gifts

The Library is in receipt of the following gifts:

Unrestricted:

\$60.00 from an anonymous library patron.

ACTION NEEDED: Consider a motion to accept the gifts.

10. INFORMATION ITEMS

a. Director's Report

1. Blue-Ray Collection Coming Soon

We are starting a collection of Blu-Ray format movies beginning February 28th, the day after the Academy Awards. The initial collection will begin with all the nominated movies; and those released since January 1, 2011. We will keep separate statistics on the collection and watch very carefully the impact on the DVD collection circulation.

2. Innovative Interfaces, Director's Symposium

Mr. Barlow attended the Public Library Director's Symposium in San Francisco, February 16th - 19th. The symposium is hosted by Innovative Interfaces, Inc., the library's automation vendor. Mr. Barlow will present a program on Innovative Library Services.

b. Department Reports

Attached is a summary of the monthly department reports [see Item 10-b]. Department Managers will be available to review their reports and respond to comments and questions.

11. BOARD COMMITTEE REPORTS

- | | |
|---------------------|---------------|
| 1. Finance & Budget | Mike Fultz |
| 2. Human Resources | Jack Shinnock |
| 3. Marketing | Karen Scholl |
| 4. Technology | Karen Scholl |

12. BOARD DISCUSSION ITEMS

13. LIBRARY FOUNDATION REPORT

14. FRIENDS OF THE LIBRARY REPORT

15. IMPORTANT DATES

- a. Next Board meeting – Tuesday, March 22, 2011 at 7:00 PM in the Board Room.
- b. New Trustee Workshop – Saturday, April 9, 2011 (location to be determined) --- Karen Petersen attending, plus the new board member.
- c. Central Ohio Trustee Dinner – Wednesday, May 4, 2011 at the Fawcett Center --- Karen Albury, John Robbins and Jack Shinnock attending.
- d. Ohio Legislative Day – Thursday, March 24, 2011 at the State House.

16. ADJOURNMENT

17. DEPARTMENT REVIEW AND TOUR

Mr. Barlow will present a program to the Board regarding our potential Replacement Levy in November.

Minutes for February 22, 2011

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Ms. Smith-Pariola, Ms. Scholl, Ms. Hedges, Mr. Robbins, Mr. Fultz, and Ms. Petersen; the Director, Mr. Barlow; Deputy Director, Ms. Albury, Fiscal Officer, Ms. Ekleberry and Administrative Assistant, Lindsey Batchelder. Also in attendance were the following department managers: Michelle Morrison, Human Resources, Nieca Nowels, Adult Services, Linda Uhler, Youth Services, Kristin Michel, Customer Services, Mandie Hoffman, Customer Services, Julie Kerns, Outreach Services, and Steve Owley, Manager of Support Services. Mr. Joshua Platt, member of the public, was also present at the meeting.

Ms. Smith-Pariola called the meeting to order.

Mr. Robbins moved to approve the minutes of January 25, 2011.

Seconded by Ms. Hedges.

On roll call Ms. Smith-Pariola voted aye; Ms. Scholl, aye, Mr. Robbins, aye, Ms. Hedges, aye; Ms. Petersen, aye; and Mr. Fultz, 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 February 2011:

- Resignation: Chelsie Lakeman, Page, effective February 3, 2011.
- Resignation: Nicole Chrisman, Page, effective February 19, 2011.

Seconded by Ms. Scholl.

On roll call Ms. Smith-Pariola voted aye; Ms. Scholl, aye, Mr. Robbins, aye, Ms. Hedges, aye; Ms. Petersen, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

Mr. Fultz moved to approve the January 2011 Statistical Report.

Seconded by Mr. Robbins.

On roll call Ms. Smith-Pariola voted aye; Ms. Scholl, aye, Mr. Robbins, aye, Ms. Hedges, aye; Ms. Petersen, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

Ms. Ekleberry, Fiscal Officer, presented her monthly report assessing year to date revenues and expenses.

Mr. Robbins moved to approve the January 2011 Financial Report.

Seconded by Ms. Hedges.

On roll call Ms. Smith-Pariola voted aye; Ms. Scholl, aye, Mr. Robbins, aye, Ms. Hedges, aye; Ms. Petersen, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

Ms. Scholl moved that the bills for January 2011 in the amount of \$448,419.68 be paid [General Fund].

Seconded by Mr. Robbins.

On roll call Ms. Smith-Pariola voted aye; Ms. Scholl, aye, Mr. Robbins, aye, Ms. Hedges, aye; Ms. Petersen, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

Mr. Robbins made a motion to move in to Executive Session to discuss the Director's Evaluation by the Human Resource Committee.

Seconded by Mr. Fultz.

On roll call Ms. Smith-Pariola voted aye; Ms. Scholl, aye, Mr. Robbins, aye, Ms. Hedges, aye; Ms. Petersen, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

Ms. Hedges made a motion to move back in to Regular Session.

Seconded by Ms. Scholl.

On roll call Ms. Smith-Pariola voted aye; Ms. Scholl, aye, Mr. Robbins, aye, Ms. Hedges, aye; Ms. Petersen, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

Mr. Fultz made a motion to approve the Director's Evaluation as presented by the HR Committee.

Seconded by Mr. Robbins.

On roll call Ms. Smith-Pariola voted aye; Ms. Scholl, aye, Mr. Robbins, aye, Ms. Hedges, aye; Ms. Petersen, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

Mr. Fultz made a motion to approve a 3% pay increase for the Director for the year of 2011, effective January 1, 2011.

Seconded by Ms. Petersen.

On roll call Ms. Smith-Pariola voted aye; Ms. Scholl, aye, Mr. Robbins, aye, Ms. Hedges, aye; Ms. Petersen, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

Ms. Hedges moved to accept the amended Certificate of Estimated Resources from the Franklin County Budget Commission for 2011.

Seconded by Mr. Robbins.

On roll call Ms. Smith-Pariola voted aye; Ms. Scholl, aye, Mr. Robbins, aye, Ms. Hedges, aye; Ms. Petersen, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

The Fiscal Officer presented her Annual Financial Report for the year of 2010.

Mr. Fultz moved to accept the Fiscal Officer's 2010 Annual Financial Report as presented at the meeting.

Seconded by Mr. Robbins.

On roll call Ms. Smith-Pariola voted aye; Ms. Scholl, aye, Mr. Robbins, aye, Ms. Hedges, aye; Ms. Petersen, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

Mr. Robbins made a motion to engage the services of Bricker and Eckler, LLP for legal services for the upcoming Replacement Levy.

Seconded by Ms. Hedges.

On roll call Ms. Smith-Pariola voted aye; Ms. Scholl, aye, Mr. Robbins, aye, Ms. Hedges, aye; Ms. Petersen, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

Mr. Fultz made a motion to express the deep appreciation and gratitude of the Library and Library Board to Ms. Jennie Smith-Pariola for her outstanding service and dedication to the Library.

Seconded by Mr. Robbins.

On roll call Ms. Smith-Pariola voted aye; Ms. Scholl, aye, Mr. Robbins, aye, Ms. Hedges, aye; Ms. Petersen, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

Mr. Barlow informed the Board that a replacement for Ms. Smith-Pariola needed to be recommended to the Westerville Board of Education.

Ms. Hedges moved to recommend Mr. Joshua Platt to the Westerville Board of Education for appointment to the Library Board for the unexpired term of Ms. Smith-Pariola; term commencing immediately and ending December 31, 2015.

Seconded by Mr. Robbins.

On roll call Ms. Smith-Pariola voted aye; Ms. Scholl, aye, Mr. Robbins, aye, Ms. Hedges, aye; Ms. Petersen, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

The Library is in receipt of the following gifts:

Unrestricted:

\$60.00 from an anonymous library patron

Mr. Robbins moved to accept the gifts.

Seconded by Ms. Scholl.

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

The Chair declared the motion passed.

Information and Discussion Items

a. Director's Report

1. Blue-Ray Collection Coming Soon

We are starting a collection of Blu-Ray format movies beginning February 28th, the day after the Academy Awards. The initial collection will begin with all the nominated movies; and those released since January 1, 2011. We will keep separate statistics on the collection and watch very

carefully the impact on the DVD collection circulation. *Mr. Barlow also reported that Fast Signs will be providing new signage for the Media department in gratis.*

2. Innovative Interfaces, Director's Symposium

Mr. Barlow attended the Public Library Director's Symposium in San Francisco, February 16th - 19th. The symposium is hosted by Innovative Interfaces, Inc., the library's automation vendor. Mr. Barlow will present a program on Innovative Library Services. *The Library will be a beta tester for a new ILL system in November 2011 called Encore Synergy. We are also looking forward to a new service from Overdrive called Overdrive in BIN.*

b. Department Reports

Attached is a summary of the monthly department reports [see Item 10-b]. Department Managers will be available to review their reports and respond to comments and questions.

BOARD COMMITTEE REPORTS

1. Finance & Budget Mike Fultz
Finance Committee will be meeting sometime before the next Board meeting.
2. Human Resources Jack Shinnock
Nothing additional to report
3. Marketing Karen Scholl
No Report
4. Technology Karen Scholl
No Report

BOARD DISCUSSION ITEMS

Mr. Fultz moved to table a motion to name a replacement for Ms. Smith-Pariola as Board President upon her resignation until the next Board meeting, March 22, 2011.

Seconded by Mr. Robbins.

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

The Chair declared the motion passed.

LIBRARY FOUNDATION REPORT

The Foundation decided on the artwork for the Outreach bags, and an order is in place for those bags.

FRIENDS OF THE LIBRARY

The Friends have installed new carpet in the Friends' Shoppe.

IMPORTANT DATES

Next Board Meeting – Tuesday, March 22, 2011 at 7:00 PM in the Board Room.

New Trustee Workshop – Saturday, April 9, 2011 at Worthington Library

Central Ohio Trustee Dinner – Wednesday, May 4, 2011 at the Fawcett Center

Ohio Legislative Day – Thursday, March 24, 2011 at the State House

ADJOURNMENT

Mr. Robbins moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Mr. Barlow presented a program to the Board regarding the potential Replacement Levy in November.

President

Secretary