

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

JANUARY 24, 2012

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. OATHS OF OFFICE

a. Trustee

The Trustees congratulate and welcome Deanna McDaniel to the Board. Ms. Norma Ekleberry, Fiscal Officer will give the oath of office to Ms. McDaniel as required by Ohio Revised Code.

b. Deputy Fiscal Officers

The oath of office will be given to Ms. Barbara Moseley and Mr. Troy Cockrell as required by Ohio Revised Code.

c. Fiscal Officer

Ms. Barbara Moseley will give the oath of office to Ms. Norma Ekleberry as required by Ohio Revised Code.

3. ELECTION OF OFFICERS

Per established Library Board policy, Mr. John Shinnock will assume the duties as Library Board President; Ms. Karen Scholl will assume the duties as Vice-President; and Ms. Karen Petersen will assume the duties as Secretary of the Board in accordance with the Board rotation policy.

ACTION NEEDED: Consider a motion to ratify the appointments as presented or amended at the meeting.

4. COMMITTEE ASSIGNMENTS

Please refer to Item 4 in your packet for committee descriptions and current assignments. Typically, trustees serve on two committees depending on interests and experience.

a. Human Resources Committee _____, Chair

- b. Finance & Facilities Committee _____, Chair

- c. Library Services & Marketing Committee _____, Chair

- d. Technology Committee _____, Chair

- f. Public Records Commission
John Shinnock, Board President
Don W. Barlow, Director
Norma J. Ekleberry, Fiscal Officer

NO OFFICIAL ACTION IS NEEDED

5. REGULAR MEETING DATE & TIME

Currently, the Board of Trustees meets on the fourth Tuesday of each month at 7:00 PM. A motion is needed to continue the same date and time or to establish a new schedule.

ACTION NEEDED: Consider a motion to establish the regularly scheduled meeting of the Board of Trustees for the fourth Tuesday of each month at 7:00 PM, or amend at the meeting.

6. FASCIMILE RESOLUTION

A facsimile resolution is needed each year to permit electronic signatures for library checks to be honored by our depository bank.

ACTION NEEDED: Be it resolved by the Board of Trustees of the Westerville Public Library that US BANK be designated as the depository for the general funds of the Library. Furthermore, US BANK is authorized and directed to honor checks, drafts or other orders for payment of money drawn for their respective funds in the name of this Library including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing, or purporting to bear, the facsimile signature(s) of any of two of the following: Norma J. Ekleberry, Fiscal Officer and Business Manager, and Mr. Jack Shinnock, President of the Board of Trustees of the Westerville Public Library.

7. DISCUSSION AND APPROVAL OF MINUTES

ACTION NEEDED: Consider a motion to approve the minutes of December 20, 2011.

8. 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 January Personnel Consent Calendar as presented or amended at the meeting.

9. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

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

10. REPORT BY THE FISCAL OFFICER

The Fiscal Officer will present her monthly report assessing the year to date revenues and expenses. (See Item 10).

11. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

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

12. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

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

13. OLD BUSINESS

a. **Estimated Resources for 2012**

We have received the Certificate of Estimated Resources from Franklin County for our tax levy passed in November of 2011, and the Certificate of Estimated Resources for the Public Library Funds for the calendar year 2012. Mr. Barlow will provide more information at the meeting. Please see the attached 2012 Revised Budget (Item 13-A).

ACTION NEEDED: Consider a motion to approve the Certification of Estimated Resources and the amounts and rates authorizing the necessary tax levies, as well as the Public Library Funds for 2012 as presented.

b. Board Committee Revisions

You will recall at the last board meeting a discussion to adjust two of the Board's standing committees. Please see Item 13-B for the new committee names and new charge for the committees. As this will amend the Board By-Laws, a two-thirds vote is required.

ACTION NEEDED: Consider a motion to amend the Board By-Laws as presented or amended at the meeting.

14. **NEW BUSINESS**

a. Library Improvements

As you know, we are looking forward to many improvements and facility enhancements. Mr. Barlow is presenting an agreement with Design Group, Inc. for developing the plans for several areas, per attached. (See Item 14-A)

ACTION NEEDED: Consider a motion to approve the agreement with Design Group, Inc. at the proposed billing rate at a cost not to exceed \$24,000.

b. Director's Evaluation

The Human Resources Committee met with Mr. Barlow to review the Board's annual evaluation on January 17, 2012. The Board will need to meet in Executive Session to review the evaluation with the committee and Mr. Barlow.

ACTION NEEDED: Consider a motion to move to Executive Session pursuant to the Ohio Revised Code.

(A motion is needed to move back in to Regular Session.)

c. Gifts

The Library is in receipt of the following gifts:

Restricted:

From the Friends of the Library the following:

\$ 4,875.00 fro Summer Reading Program

\$ 550.00 for Music in the Atrium

\$ 5,625.25 for new stools and baskets for the Library

Unrestricted:

\$ 20.00 from Hope Free Methodist Church

\$ 250.00 from Michael and Ellen Farrow

ACTION NEEDED: Consider a motion to accept the gifts as presented, with appreciation.

15. INFORMATION ITEMS

a. Director's Report

1. Board Retreat

The Director and Jack Shinnock met and discussed the possibility of holding a Board Retreat to begin a strategic planning process. The Board may wish to discuss this process and what they would like to accomplish with it; does the Board wish to engage a facilitator for the process; and would the Board like to use this process to identify key target audiences, etc. Additional discussion may be held at the meeting.

2. Trustee Handbook

The Director and Jack Shinnock met and discussed the idea of developing a Trustee Handbook for Library Trustees. Don has separated trustee items from the Library Policy Manual as a place to start. (See Item 15-A2) At the Board's pleasure we can develop a table of contents for additional items. The Handbook can be developed in a loose-leaf format, or online so items can be added or amended at any time. Additional discussion can be held at the meeting.

3. Sunday Hours

We are on track with re-opening on Sundays on March 4th. Plans are being developed to have a kick-off on that Sunday including music, magicians and cake. The new Sunday hours will be 1:00 – 6:00 PM, year round.

4. Ohio E-Book Project

There are 152 public libraries in Ohio that are part of the Ohio E-Book Project. Westerville is the third heaviest user of the E-Book Project. Naturally, this is an area that will continue to grow rapidly. We have adjusted our e-book budget accordingly for 2012.

b. Department Reports

Attached is a summary of the monthly department reports [see Item 15-B]. Department Managers will be available to review their reports and respond to comments and questions.

11. BOARD COMMITTEE REPORTS

- | | |
|---------------------------------|---------------|
| 1. Finance & Facilities | Mike Fultz |
| 2. Human Resources | Jack Shinnock |
| 3. Library Services & 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, February 28th, 2012 at 7:00 PM in the Board Room.
- b. PLA (Public Library Association) Conference – March 13-17th in Philadelphia, PA
(9 staff members attending)
- c. Central Ohio Trustee Dinner – Wednesday, May 2, 2012 at the Fawcett Center.
(Attending, Karen Petersen; Deanna McDaniel; and Karen Albury)

16. ADJOURNMENT

17. DEPARTMENT REVIEW

There is no Department Review this month.

Minutes for January 24, 2012⁸³⁸

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The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Mr. Shinnock, Ms. Scholl, Ms. Petersen, Mr. Platt, Ms. McDaniel, Ms. Hedges, and Mr. Fultz; Also attending: the Director, Mr. Barlow, Deputy Director, Ms. Albury, Fiscal Officer, Ms. Ekleberry, Deputy Fiscal Officers, Barbara Moseley and Troy Cockrell, and Administrative Assistant, Lindsey Batchelder.

In attendance were the following department managers: Kristin Michel, Customer Services, NiecaNowels, Adult Services, Julie Kerns, Outreach Services, Linda Uhler, Youth Services, and Steve Owley, Support Services.

Members of the Public present: Jennifer Russell, Youth Volunteer; Marvin and Julia McDaniel.

Mr. Shinnock called the meeting to order.

Ms. Ekleberry gave the oath of office to Ms. Deanna McDaniel, Trustee, on her appointment, as required by Ohio Revised Code.

Ms. Ekleberry gave the oath of office to Ms. Barbara Moseley and Mr. Troy Cockrell, Deputy Fiscal Officers, as required by Ohio Revised Code.

Ms. Barbara Moseley gave the oath of office to Ms. Norma Ekleberry, Fiscal Officer, as required by Ohio Revised Code.

Ms. Hedges moved to ratify the appointments of Mr. John B. (Jack) Shinnock as Library Board President, Ms. Karen Scholl as Vice-President, and Ms. Karen Petersen as Secretary of the Board in accordance with the Board rotation policy.

Seconded by Mr. Platt.

On roll call Mr. Shinnock aye; Ms. Scholl, aye; Ms. Petersen, aye; Mr. Platt, aye, Ms. McDaniel, aye, Ms. Hedges, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

The new Board Committees are as follows:

Human Resources Committee: Jack Shinnock, Chair; Karen Petersen; Joshua Platt

Finance & Facilities Committee: Mike Fultz, Chair; Karen Petersen; Kay Hedges

Marketing & Library Services Committee: Karen Scholl, Chair; Kay Hedges; Deanna McDaniel

Technology Committee: Karen Scholl, Chair; Mike Fultz; Deanna McDaniel

Records Retention Committee: John B. (Jack) Shinnock, Don Barlow, Norma Ekleberry

Library Foundation Representatives: Joshua Platt and Karen Petersen

Ms. Hedges moved to establish the regularly scheduled meeting of the Board of Trustees for the fourth Tuesday of each month at 7:00 PM, with the exception of the December 2012 meeting, which shall be held on December 18, 2012.

Seconded by Ms. Petersen.

On roll call Mr. Shinnock aye; Ms. Scholl, aye; Ms. Petersen, aye; Mr. Platt, aye, Ms. McDaniel, aye, Ms. Hedges, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

A facsimile resolution must be adopted each year by the Board of Trustees to permit electronic signatures for library checks to be honored by our depository bank.

Mr. Platt moved the following:

Be it resolved by the Board of Trustees of the Westerville Public Library that US BANK be designated as the depository for the general funds of the Library. Furthermore, US BANK is authorized and directed to honor checks, drafts or other orders for payment of money drawn for their respective funds in the name of this Library including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing, or purporting to bear, the facsimile signature(s) of any of two of the following: Norma J. Ekleberry, Fiscal Officer and Business Manager, and Mr. John B. (Jack) Shinnock, President of the Board of Trustees of the Westerville Public Library.

Seconded by Mr. Fultz.

On roll call Mr. Shinnock aye; Ms. Scholl, aye; Ms. Petersen, aye; Mr. Platt, aye, Ms. McDaniel, aye, Ms. Hedges, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

Ms. Petersen moved to approve the minutes of December 20, 2011 as amended.

Seconded by Ms. Hedges.

On roll call Mr. Shinnock aye; Ms. Scholl, aye; Ms. Petersen, aye; Ms. McDaniel, aye, Ms. Hedges, aye; and Mr. Fultz, aye; Mr. Platt, no vote.

The Chair declared the motion passed.

Mr. Fultz moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent calendar for January 2012:

- Resignation: Martha Burke, Page, effective December 29, 2011
- Resignation: John Jennings, Page, effective January 3, 2012
- Resignation: Byron Coonrod, FT Coffee Service, effective December 3, 2011
- Resignation: Erin Robinson, Page, effective January 7, 2012
- Employment: Kelly Taylor, Page, \$7.75/hr. [range 7], effective January 10, 2012
- Employment: Arianne Thomas, Page, \$7.75/hr. [range 7], effective January 13, 2012
- Employment: Lea Wood, Page, \$7.75/hr. [range 7], effective January 16, 2012

Seconded by Ms. Hedges.

On roll call Mr. Shinnock aye; Ms. Scholl, aye; Ms. Petersen, aye; Mr. Platt, aye, Ms. McDaniel, aye, Ms. Hedges, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

Ms. Hedges moved to approve the December 2011 Statistical Report.

Seconded by Ms. Petersen.

On roll call Mr. Shinnock aye; Ms. Scholl, aye; Ms. Petersen, aye; Mr. Platt, aye, Ms. McDaniel, aye, Ms. Hedges, 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. Fultz moved to approve the December 2011 Financial Report.

Seconded by Ms. Hedges.

On roll call Mr. Shinnock aye; Ms. Scholl, aye; Ms. Petersen, aye; Mr. Platt, aye, Ms. McDaniel, aye, Ms. Hedges, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

Ms. Hedges moved that the bills for December 2011 in the amount of \$363,456.70 [General Fund] be paid.

Seconded by Ms. Petersen.

On roll call Mr. Shinnock aye; Ms. Scholl, aye; Ms. Petersen, aye; Mr. Platt, aye, Ms. McDaniel, aye, Ms. Hedges, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

Mr. Barlow presented information regarding the receipt of the Certificate of Estimated Resources from Franklin County for the tax levy, as well as the Certificate of Estimated Resources for the Public Library Funds for 2012.

Ms. Petersen made a motion to approve the Certificate of Estimated Resources and the amounts and rates authorizing the necessary tax levies, as well as the Public Library Funds for 2012 as presented.

Seconded by Ms. Hedges.

On roll call Mr. Shinnock aye; Ms. Scholl, aye; Ms. Petersen, aye; Mr. Platt, aye, Ms. McDaniel, aye, Ms. Hedges, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

Ms. Petersen made a motion to amend the Board By-laws to reflect the changes in title of the Marketing Committee (changed to Marketing & Library Services) and the Finance Committee (changed to Finance & Facilities).

Seconded by Mr. Platt.

On roll call Mr. Shinnock aye; Ms. Scholl, aye; Ms. Petersen, aye; Mr. Platt, aye, Ms. McDaniel, aye, Ms. Hedges, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

Ms. Scholl made a motion to approve the agreement with Design Group, Inc at the proposed billing rate at a cost not to exceed \$24,000.

Seconded by Mr. Platt.

On roll call Mr. Shinnock aye; Ms. Scholl, aye; Ms. Petersen, aye; Mr. Platt, aye, Ms. McDaniel, aye, Ms. Hedges, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

Ms. Petersen made a motion to enter into Executive Session to discuss the Director's annual evaluation.

Seconded by Ms. Scholl

On roll call Mr. Shinnock aye; Ms. Scholl, aye; Ms. Petersen, aye; Mr. Platt, aye, Ms. McDaniel, aye, Ms. Hedges, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

Mr. Fultz made a motion to move back into Regular Session.

Seconded by Mr. Platt.

On roll call Mr. Shinnock aye; Ms. Scholl, aye; Ms. Petersen, aye; Mr. Platt, aye, Ms. McDaniel, aye, Ms. Hedges, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

Ms. Petersen made a motion to approve a salary increase of 3% for the year 2012 for the Library Director, as well as award him a merit bonus of \$7,500.

Seconded by Mr. Platt

On roll call Mr. Shinnock aye; Ms. Scholl, aye; Ms. Petersen, aye; Mr. Platt, aye, Ms. McDaniel, aye, Ms. Hedges, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

The Library is in receipt of the following gifts:

Restricted:

From the Friends of the Library the following:

\$ 4,875.00 fro Summer Reading Program

\$ 550.00 for Music in the Atrium

\$ 5,625.25 for new stools and baskets for the Library

Unrestricted:

\$ 20.00 from Hope Free Methodist Church

\$ 250.00 from Michael and Ellen Forrow

Mr. Fultz moved to accept the gifts as presented.

Seconded by Ms. Petersen.

On roll call Mr. Shinnock aye; Ms. Scholl, aye; Ms. Petersen, aye; Mr. Platt, aye, Ms. McDaniel, aye, Ms. Hedges, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

Information and Discussion Items

a. Director's Report

1. **Board Retreat**

The Director and JohnShinnock met and discussed the possibility of holding a Board Retreat to begin a strategic planning process. The Board may wish to discuss this process and what they would like to accomplish with it; does the Board wish to engage a facilitator for the process; and would the Board like to use this process to identify key target audiences, etc. Additional discussion may be held at the meeting.

2. **Trustee Handbook**

The Director and JohnShinnock met and discussed the idea of developing a Trustee Handbook for Library Trustees. Don has separated trustee items from the Library Policy Manual as a place to start. (See Item 15-A2) At the Board's pleasure we can develop a table of contents for additional items. The Handbook can be developed in a loose-leaf format, or online so items can be added or amended at any time. Additional discussion can be held at the meeting.

3. **Sunday Hours**

We are on track with re-opening on Sundays on March 4th. Plans are being developed to have a kick-off on that Sunday including music, magicians and cake. The new Sunday hours will be 1:00 – 6:00 PM, year round. The *Local History museum will be open on Saturdays beginning March 3rd.*

4. **Ohio eBook Project**

There are 152 public libraries in Ohio that are part of the Ohio E-Book Project. Westerville is the third heaviest user of the E-Book Project. Naturally, this is an area that will continue to grow rapidly. We have adjusted our e-book budget accordingly for 2012. *3M iCloud will be added to the Library options for eBooks for our patrons in March of this year.*

b. Department Reports

Attached is a summary of the monthly department reports [see Item 15-B]. Department Managers will be available to review their reports and respond to comments and questions.

BOARD COMMITTEE REPORTS

1. Finance & Facilities Mike Fultz
No Report

2. Human Resources JohnShinnock
Committee met to discuss the Director's evaluation; a salary study will be done this coming year; looking into doing an employee survey this year.

3. Marketing & Library Services Karen Scholl
Met and discussed a website redesign, including priorities for the homepage, also including a patron survey to evaluate the current website.

4. Technology Karen Scholl
Discussed implementing a new statistics program called Reporter to run alongside the current stats report for the next few months

BOARD DISCUSSION ITEMS

Nametags have been given to the Board members; a sign was requested to be placed at the Coffee Service advertising the frequent buyer coffee cards.

LIBRARY FOUNDATION REPORT

New members: Melissa Hodek, John Robbins, Becky Rhubottom, and Ned Thomas; Foundation is looking for prospective donors to be included in the major gifts/donors list; annual appeal thus far has raised \$4,000 for the Foundation.

FRIENDS OF THE LIBRARY

No report

IMPORTANT DATES

Next Board Meeting – Tuesday, February 28th, 2012 at 7:00 PM in the Board Room. (Representative Anne Gonzales will be present)

PLA (Public Library Association) Conference – March 13-17th in Philadelphia, PA
(9 staff members attending)

Central Ohio Trustee Dinner – Wednesday, May 2, 2012 at the Fawcett Center.
(Attending, Karen Petersen; Deanna McDaniel; and Karen Albury)

April 21st – OLC New Trustee Workshop (Deanna McDaniel attending)

Mr. Platt made a motion to approve the following:

A Resolution pledging support for the Westerville City School District Levy

Whereas, the Westerville City School District has placed a 6.71 Mill operating levy on the ballot for March 6, 2012; and

Whereas, Westerville City Schools are committed to providing quality education to the students of the Westerville community; and

Whereas, Westerville City Schools have been ranked Excellent with Distinction by the State of Ohio; and

Whereas, that record distinguishes Westerville among the best of all schools in the State of Ohio; and

Whereas; the Westerville City School District cost per student is below the state average; and

Whereas; it is necessary to place said levy on the March 6, 2012 ballot to offset significant reductions in state funding and decreasing local revenue, and to avoid drastic reductions in educational programs;

Now Therefore, Be It Resolved that the Library Board of Trustees of the Westerville Public Library hereby pledges its support to the Westerville City Schools 5 year 6.71 mill operating levy to be voted on March 6, 2012 and encourages the entire community to do the same.

Seconded by Ms. Scholl.

On roll call Mr. Shinnock aye; Ms. Scholl, aye; Ms. Petersen, aye; Mr. Platt, aye, Ms. McDaniel, aye, Ms. Hedges, aye; and Mr. Fultz, aye.

The Chair declared the motion passed.

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ADJOURNMENT

Ms. Petersen moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

No Review this month

President

Secretary