

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
February 27, 2007

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 23, 2007.

3. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

ACTION NEEDED: Consider a motion to approve the January 2007 Financial Report.

4. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

ACTION NEEDED: Consider a motion to approve the January 2007 Statistical Report.

5. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the payment of bills for January 2007.

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

7. OLD BUSINESS

a. Annual Treasurer's Report

Clerk/Treasurer Norma Ekleberry will present the Annual Treasurer's Report (see 7-a) and respond to Board questions and comments. This is the 2006 year-end report.

ACTION NEEDED: Consider a motion to accept the 2006 Annual Treasurer's Report as presented and/or amended at the meeting.

b. Technology Refresh Program

As you know, Kristen Hewitt, the Director, and the Board Technology Committee have been reviewing the replacement of outdated computer equipment as part of the Library's regular Technology Refresh Program. Mr. Barlow will present an itemized list of hardware and software recommendations.

Additionally, Ms. Hewitt has been gathering funding alternatives with Jay Huling, Chair of the Finance & Budget Committee. Library staff will present these recommendations to the Board for approval.

ACTION NEEDED: Consider a motion to accept the technology refresh proposal as presented and/or amended at the meeting.

8. NEW BUSINESS

a. **Investments**

The Clerk/Treasurer presents the following investment for Board ratification:

Building Fund

CD #338061102 for \$438,411.67 @ 5.19% to mature 4-30-07 [US Bank]

ACTION NEEDED: Consider a motion to ratify the investment as presented by the Clerk/Treasurer.

b. **Gifts**

The following gifts are presented to the Board for acceptance:

Restricted:

\$100.00 from Sandra Johnson for a large print book in memory of Roger Tremaine
\$40.00 from Barbara Mesaros for a book in memory of Dan Santoro

Unrestricted:

\$115.00 from Duff Helvoigt

ACTION NEEDED: Consider a motion to accept the gifts with sincere appreciation as presented at the meeting.

c. **Executive Session of the Board**

Consider a motion to move to Executive Session to discuss a personnel related issue pursuant to Ohio Revised Code. Following the meeting of Executive Session, a motion is needed to move back into Regular Session.

This agenda item was tabled at the last meeting by the Human Resources Committee.

9. INFORMATION AND DISCUSSION ITEMS

a. **Director's Report**

1. Associate Director

Mr. Barlow is pleased to announce that Jessica (Jessi) Crim-Weithman has accepted the position as Associate Director of Support Services. Jessi will be joining our team on March 12th replacing Kristen Hewitt.

Jessi has extensive management experience as the former Manager of Web and Application Development for the Columbus Metropolitan Library. Jessi also brings to Westerville extensive knowledge and background in library automation and web applications as they apply to customer service.

The entire staff and Board look forward to the many innovations that Jessi will bring to the position.

2. Technology Refresh Program

As you know from the agenda's items, the Library Board will review staff recommendations for replacing and upgrading current library hardware and software solutions. The solutions have been reviewed by the Technology Committee and the Chair of the Finance Committee.

The implementation of the proposed hardware/software upgrades give our librarians the tools to continue the high level of technological services our customers have come to expect.

3. Library Usage (WOW!)

January 2007 has proven to be the busiest month ever at our library. The Board will notice from the enclosed statistics that

- 1) Customer visits increased by 16.71% (59,389)
- 2) New customers (1,237), an increase of 22.60%
- 3) Circulation increased by 23.68% as staff checked out 165,210 items
- 4) Outreach Services increased by 19.65%

Congratulations to all library staff and thank you for all your hard work and dedication. Without your efforts these milestones would never be accomplished.

4. Replacement Levy

The first working meeting of the Citizens for the Westerville Public Library Levy Committee met on Thursday, February 22nd. Mr. Barlow and Mr. Thompson will bring the Board up-to-date as to the progress of the campaign and their plans for the next several weeks in presenting our important message to the public.

As you know, our modest Replacement Levy represents 30% of our revenue and would have a devastating effect on our ability to maintain services if unsuccessful. However, we remain very optimistic about our prospects and look forward to responding to questions from our community.

5. State Funding for Libraries

As you have probably been reading in the *Columbus Dispatch* and other resources, the economic picture for the State is unclear. At this point, the Governor's proposed budget for the next biennium is not scheduled to be released until March 13th. Following its release, Mr. Barlow will meet as a member of OLC's Government Relations Committee to review the budget and develop recommendations for Ohio's libraries. Naturally, I will forward information to each Board member as soon as I can.

6. Library News

Our Library web site has been selected by a Research Group from Rutgers' University as one of the nation's most innovative web sites, and we have been selected to take part in a study on how to enhance 24/7 electronic services to our communities. The proposed Research Study Group is seeking grant funds from the Institute of Museum and Library Services of Rutgers University and OCLC, Inc. here in Dublin, Ohio.

Mr. Barlow has been appointed to the Research Study Committee. Participation on the Committee is, quite naturally, via electronic communication and web casts.

In addition, Mr. Barlow has been appointed to the Public Library Association's (PLA) Technology Committee. Westerville continues to be recognized as a leader in library and information technology and the use of that technology to enhance customer service.

Finally, the Library received several more visiting librarians interested in viewing our facility and the many innovative programs offered at our Library. Ms. Vickie Johnson, Director of the San Mateo California Public Library and Bruce Newell, retired from the Montana State Library, along with George Needham, Vice-President of OCLC, Inc. visited us February 9th. They toured the facility, talked to staff and spent about four hours with the Library.

We also welcomed visitors from the Toledo-Lucas County Public Library, Public Library of Cincinnati and Hamilton County, as well as our 25 architectural students from Ohio State University's College of Architecture.

b. Department Managers' Reports

Attached are the monthly department reports [see Item 9b]. Department Managers will be available to review their reports and respond to comments and questions.

Due to Karen's absence, the Department Reports are the full report by each Manager.

10. BOARD COMMITTEE REPORTS

- | | |
|---------------------|----------------|
| 1. Finance & Budget | Terry Thompson |
| 2. Human Resources | Jay Huling |
| 3. Marketing | John Robbins |
| 4. Technology | Steve Stump |

11. LIBRARY FOUNDATION REPORT

As needed, ex-officio members of the Foundation Board, Michael Fultz and John Robbins will report to the Library Board of Trustees.

12. FRIENDS OF THE LIBRARY REPORT

13. COMMUNICATIONS

14. IMPORTANT DATES

- a. Next Board meeting date, Tuesday, March 28, 2006 at 7:00 PM.

15. ADJOURNMENT

16. DEPARTMENT REVIEW AND TOUR

Ms. Michelle Morrison, our Human Resources Manager, will give a brief review of the duties and responsibilities of the HR Department and a brief, let me highlight very brief, tour of her office.

Minutes for February 27, 2007

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Mr. Fultz, Ms. Hedges, Mr. Huling, Mr. Robbins, Mr. Stump; the Director, Mr. Barlow; Deputy Director, Ms. Albury and Business Manager, Ms. Ekleberry. Ms. Higginbotham and Mr. Thompson were absent. Also in attendance were the following department managers: Julie Kerns, Outreach; Michelle Morrison, Human Resources; Nieca Nowels, Adult Services; and Patti Barb, Youth Services.

Vice-President John Robbins called the meeting to order.

Ms. Hedges moved to approve the minutes of January 23, 2007.

Seconded by Mr. Huling.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Mr. Huling, aye; Mr. Robbins, aye, Mr. Stump, aye.

The Chair declared the motion passed.

Mr. Huling moved to approve the January 2007 Financial Report.

Seconded by Ms. Hedges.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Mr. Huling, aye; Mr. Robbins, aye, Mr. Stump, aye.

The Chair declared the motion passed.

Mr. Stump moved to approve the January 2007 Statistical Report.

Seconded by Mr. Huling.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Mr. Huling, aye; Mr. Robbins, aye, Mr. Stump, aye.

The Chair declared the motion passed.

Mr. Stump moved that the bills for January 2007 in the amount of \$474,558.58 be paid [General Fund].

Seconded by Mr. Huling.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Mr. Huling, aye; Mr. Robbins, aye, Mr. Stump, 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 2007:

- Employment Jan Weldon, Page, \$6.95/hr [Range 7] effective January 27, 2007
- Employment Maggie Sukalich, PT Customer Services Asst., \$8.66/hr [Range 12] effective February 12, 2007
- Employment Philip Hunsaker, Page, \$6.95/hr [Range 7] effective February 17, 2007
- Employment Jessi Crim-Weithman, Associate Director of Support Services, \$55,000/yr. effective March 12, 2007
- End Probation Jennifer Powers, Page, effective February 2, 2007
- End Probation Sheldon Thomas, Page, effective February 12, 2007
- Change Assignment Rebecca O'Neil, FT Youth Associate to FT Youth Librarian, \$16.58/hr [Range 26] effective January 22, 2007
- Change Assignment Marisa Glaviano, FT Youth Associate to FT Youth Librarian, \$16.58/hr [Range 26] effective January 22, 2007

Seconded by Mr. Fultz.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Mr. Huling, aye; Mr. Robbins, aye, Mr. Stump, aye.

The Chair declared the motion passed.

Mr. Huling moved to accept the 2006 Annual Treasurer's Report as presented by Ms. Ekleberry.

Seconded by Ms. Hedges.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Mr. Huling, aye; Mr. Robbins, aye, Mr. Stump, aye.

The Chair declared the motion passed.

Mr. Stump moved to accept the technology refresh proposal of a municipal lease with CIT as presented at the meeting.

Seconded by Ms. Hedges.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Mr. Huling, aye; Mr. Robbins, aye, Mr. Stump, aye.

The Chair declared the motion passed.

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Mr. Stump moved to ratify the investment as presented by the Clerk/Treasurer.

Seconded by Mr. Huling.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Mr. Huling, aye; Mr. Robbins, aye, Mr. Stump, aye.

The Chair declared the motion passed.

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Mr. Stump moved to accept the gifts as listed.

Seconded by Ms. Hedges.

On roll call Mr. Fultz voted aye; Ms. Hedges, aye; Mr. Huling, aye; Mr. Robbins, aye, Mr. Stump, aye.

The Chair declared the motion passed.

The Executive Session of the Board was moved to the end of the meeting.

Information and Discussion Items

a. Director's Report

1. Associate Director

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We also welcomed visitors from the Toledo-Lucas County Public Library, Public Library of Cincinnati and Hamilton County, as well as our 25 architectural students from Ohio State University's College of Architecture.

b. Department Managers' Reports

Michelle Morrison's Human Resources Department tour and report has been rescheduled for March, 2007.

c. Department Reports

Attached are the monthly department reports in full. Department Managers will be available to review their reports and respond to comments and questions.

Important Dates

- a. Next Board meeting date, Tuesday, March 27, 2007 at 7:00 PM.

Mr. Stump moved to go into Executive Session.

Seconded by Mr. Huling.

Mr. Huling made a motion to move into Regular Session from Executive Session. The motion was seconded by Mr. Stump.

Mr. Stump made a motion to approve the Director's evaluation as presented by John Robbins, Chair, Human Resources Committee and to set the Director's salary at a 3% increase from 2006, and to include the PERS pick-up increase of .5%. Additionally, in recognition of the Director's solid work performance, a merit increase of 7% of the 2006 base salary is granted. The motion was seconded by Kay Hedges. Motion carried.

President

Secretary

