

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA
August 26, 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 July 22, 2008.

3. **DISCUSSION AND APPROVAL OF FINANCIAL REPORT**

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

4. **DISCUSSION AND APPROVAL OF STATISTICAL REPORT**

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

5. **DISCUSSION AND APPROVAL OF PAYMENT OF BILLS**

ACTION NEEDED: Consider a motion to approve the payment of bills for July 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 August Personnel Consent Calendar as presented or amended at the meeting.

7. **OLD BUSINESS**

a. Appropriation Modifications

As you know, state and other miscellaneous revenue continues to be slightly below projections. The Finance Committee met on August 19th, to review the budget and will provide their recommendations for budget adjustments for the remainder of 2008.

ACTION NEEDED:

Consider a motion to approve the Appropriation Modifications as recommended by the Board Finance Committee, or as amended at the meeting.

8. NEW BUSINESS

a. **Investments**

The Fiscal Officer presents the following investments for Board ratification:

General Fund:

GFCD #362069050 for \$200,000.00 @ 2.15% to mature 08-29-08 (US Bank).

GFCD #362069049 for \$300,000.00 @ 2.34% to mature 9-30-08 (US Bank).

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

b. **Gifts**

The Library is in receipt of the following gifts:

Unrestricted:

\$100.00 from Blendon Grange 708.

ACTION NEEDED: Consider a motion accept the gifts as presented.

9. INFORMATION AND DISCUSSION ITEMS

a. **Director's Report**

1. 2008 Budget Modifications

As you know, state revenue and interest on investments are coming in slightly below initial estimates. As a result, the Finance Committee met on August 19th to review the 2008 budget and determine what modifications could be made for the remainder of the year.

2. Staff Lounge Renovation

City inspectors have approved the sprinkler hood relocations and we are currently awaiting the framing inspection. Once the inspection is completed, the only remaining tasks are completing drywall, ceiling, painting, and carpeting. We currently hope, and expect, that the lounge will be complete by the September Board Meeting.

I also want to express our deep appreciation to the Friends of the Library for purchasing all the furniture and equipment for the lounge. The staff is deeply appreciative of its Friend's continued support of them, our library, and our customers.

3. Brightboards Are Here!

Again, we want to extend our appreciation to the Friends of the Library for their purchase of the three new Brightboards, located in the mallway, at the circulation desk, and in adult services. The Brightboards are T.V. screens adapted to be used as a marketing tool. They are currently used to market our meeting room bookings, library programs, and other services.

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

Update on the Foundation "Chamber After Hours" open house on August 21st.

12. FRIENDS OF THE LIBRARY REPORT

13. COMMUNICATIONS

14. IMPORTANT DATES

a. Next Board meeting – Tuesday, September 22, 2008 at 7:00 PM in the Board Room.
(Unless otherwise determined at this meeting)

b. Staff In-Service Day – Monday, October 13, 2008

15. ADJOURNMENT

16. DEPARTMENT REVIEW AND TOUR

Ms. Beth Weinhardt will give a brief review of her duties and responsibilities as Local History Coordinator.

Minutes for August 26, 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, Mr. Thompson, Ms. Higginbotham, 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, Julie Kerns, Outreach Services, Linda Uhler, Youth Services, Annabelle Burton, Customer Services, Michelle Morrison, Human Resources.

Mr. Robbins called the meeting to order.

Ms. Hedges moved to approve the minutes of July 22, 2008.

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Mr. Thompson moved to approve the July 2008 Financial Reports.

Seconded by Ms. Hedges.

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

The Chair declared the motion passed.

Mr. Edmund moved to approve the July 2008 Statistical Reports.

Seconded by Mr. Fultz.

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

The Chair declared the motion passed.

Ms. Hedges moved that the bills for July 2008 in the amount of \$424,884.33 be paid [General Fund].

Seconded by Mr. Edmund.

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

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 August 2008:

- Employment, Felicia Hunkler, Customer Services Page, \$7.16/hr [Range 7], effective August 7, 2008
- Employment, Evan Beachler, Customer Services Page, \$7.16/hr [Range 7], effective August 8, 2008
- Resignation, Julie Moran, Outreach Services, effective August 1, 2008
- Resignation, Diana Chamberlain, SearchOhio Page, effective August 29, 2008
- Resignation, Linda Campbell, Technical Services, effective August 25, 2008
- Change Assignment, Keith Rupp, PT Tech Center Associate to FT Library Link Associate, effective August 18, 2008
- Change Assignment, Jessi Crim-Weithman, FT Associate Director to PT Associate Director, effective August 18, 2008

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

Mr. Fultz moved to approve the Appropriation Modifications as recommended by the Board Finance Committee.

Seconded by Ms. Hedges.

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

The Chair declared the motion passed.

Mr. Fultz 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

- GFGD #362069050 for \$200,000.00 @ 2.15% to mature 08-29-08 (US Bank).
- GFGD #362069049 for \$300,000.00 @ 2.34% to mature 9-30-08 (US Bank).

Seconded by Mr. Thompson.

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

The Chair declared the motion passed.

The Library is in receipt of the following gifts:

Unrestricted

\$100.00 from Blendon Grange 708

Ms. Higginbotham moved to accept the gifts as listed.

Seconded by Ms. Hedges.

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

The Chair declared the motion passed.

Information and Discussion Items

a. Directors Report

1. 2008 Budget Modifications

As you know, state revenue and interest on investments are coming in slightly below initial estimates. As a result, the Finance Committee met on August 19th to review the 2008 budget and determine what modifications could be made for the remainder of the year.

2. Staff Lounge Renovation

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4. More Visitors

On September 19th, the Innovative User Group will be visiting Westerville. Librarians from across the mid-west will meet OCLC, Inc. and then visit our library from 4:30 – 6:30 PM. We are serving as the host library.

International librarians from the Mortenson Center in Chicago will again visit our library on October 14th. There will be 21 librarians from 13 different countries in to visit the library, discuss trends in librarianship, and future services for libraries.

b. Department Reports

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

LIBRARY FOUNDATION REPORT

“Chamber After Hours” was a great success.

Next Foundation Board Meeting will be held on October 7, 2008.

IMPORTANT DATES

Next Board meeting – Tuesday, September 23, 2008 at 7:00 PM in the Board Room.

Staff In-Service Day – Monday, October 13, 2008

ADJOURNMENT

Mr. Edmund moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Ms. Beth Weinhardt, Local History Coordinator, gave a brief review of her duties and responsibilities.

President

Secretary