

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

October 26, 2010

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 28, 2010.

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 October 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 September 2010 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 September 2010 Financial Report.

7. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the payment of bills for September 2010.

8. OLD BUSINESS

a. **2011 Operating Budget**

The Finance Committee will present their recommendations for the 2011 Operating Budget. While we do not yet know what our 2011 revenue will be, the budget represents a very modest increase. The budget will be presented to the Franklin County Budget Commission following approval by the Board.

ACTION NEEDED: Consider a motion to approve the 2011 Operating Budget as presented or amended at the meeting.

b. OPERS

The Finance Committee met on October 18th to review the 2011 budget. Resulting from the meeting will be the committee's recommendation to shift the OPERS pick-up from the employer to the employee's responsibility. The plan is cost neutral to the employee and will reduce cost for the library in the long term. The Fiscal Officer will present the official resolution at the meeting.

ACTION NEEDED: Consider a motion to approve the OPERS Resolution as presented at the meeting.

c. Board Appointments

The Human Resources Committee has interviewed several candidates for the vacant position resulting from Terry Thompson's resignation, which will be effective January 1, 2011. The term will expire December 31, 2013.

Mr. Michael Fultz's term also expires December 31, 2010. Mr. Fultz is eligible for re-appointment to a full seven-year term.

The Committee will present their recommendation to the full Board for consideration.

ACTION NEEDED: Consider a motion to approve the recommendations of the Human Resources Committee as presented or amended at the meeting.

9. NEW BUSINESS

a. December Board Meeting

The December Board meeting is scheduled for December 28th. Since the meeting falls between Christmas and New Year, it has been suggested that the meeting be moved to Tuesday, December 21st.

ACTION NEEDED: Consider a motion to move the December meeting to Tuesday, December 21st, 2010 at 7 PM.

b. Investments

There are no investments to be ratified by the Board.

c. Gifts

The Library is in receipt of the following gifts:

Unrestricted:

\$25.00 from Winnifred Altomare

\$100.00 from Dorothy and James Burchfield

Restricted:

\$25.00 from Bruce Heslop for Local History

\$50.00 from New Century Club for a travel book in memory of Virginia Weaston

The following gifts were given for the Outreach Department in memory of Muriel Paisley:

- \$20.00 from Margaret Baker
- \$25.00 from Scott and Deborah Baumgartner
- \$25.00 from James and Margaret Beehler
- \$25.00 from David and Linda Bollech
- \$50.00 from Brainstorm Media
- \$10.00 from George and Janice Eddey
- \$100.00 from Daniel and Patricia Epley
- \$25.00 from Genoa Senior Citizens
- \$35.00 from Alice Houtz-Mann
- \$200.00 from Chalmer and Gertrude Kraft
- \$50.00 from Richard and Ann Landis
- \$10.00 from Charles Shelton
- \$25.00 from Alan and Shannon McGuire, and Juretta Smith
- \$40.00 from Clinton and Joanne Starke
- \$50.00 from Donald and Dolores Sweigart

ACTION NEEDED: Consider a motion to accept the gifts.

10. INFORMATION ITEMS

a. **Director's Report**

1. Library Among the Nation's Best

Once again, the Westerville Public Library has been recognized among the nation's best public libraries. The Library Journal has given our library a "Five Star" rating. Out of the nation's 7,401 public libraries, only 85 "Five Star" ratings were given, placing our library in the top 1% of libraries across the nation.

This recognition comes after the earlier ranking of America's libraries, which ranked Westerville as the 8th best library in our population size of 50,000 to 99,999.

Congratulations to the Library Board and Library Staff for their dedication and hard work that made this recognition possible. And, thank you to the Westerville community for their undying support for one of our community's greatest treasures.

2. Lions Club Gift

The Westerville Lions Club has generously given the library a gift of \$280 to upgrade our computer software on the computer station for the visually impaired. We deeply appreciate the Lions' strong commitment to the library and the needs of our community.

3. Playaway Contest

The library has entered a promotional contest with Playaway, the company we use for MP3 audiobooks. We have been notified that out of the 150 entries, our library has been selected in the top ten.

Of these ten libraries, our customers will vote on the best promotional display. First prize is an award of \$10,000. Second, third and fourth prizes of \$1,000 worth of Playaway books will also be awarded.

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 | Kay Hedges |
| 3. Marketing | John Robbins |
| 4. Technology | Terry Thompson |

12. BOARD DISCUSSION ITEMS

13. LIBRARY FOUNDATION REPORT

14. FRIENDS OF THE LIBRARY REPORT

15. IMPORTANT DATES

- a. Next Board meeting – Tuesday, November 23, 2010 at 7:00 PM in the Board Room.

16. ADJOURNMENT

17. DEPARTMENT REVIEW AND TOUR

Mr. Steve Owley, Manager of Support Services, will guide the Library Board through the library's website and its capabilities.

Minutes for October 26, 2010

The Board of Trustees of the Westerville Public Library met in regular session with the following members present: Mr. Fultz, Mr. Shinnock, Ms. Scholl, Ms. Hedges, and Mr. Robbins. Also in attendance were the Director, Mr. Barlow, Deputy Director, Ms. Albury, Fiscal Officer, Ms. Ekleberry, and Executive Assistant, Lindsey Batchelder; in addition, were the following department managers: Julie Kerns, Outreach Services; Nieca Nowels, Adult Services; Linda Uhler, Youth Services; Kristin Michel, Customer Services; Mandie Hoffman, Customer Services; Steve Owley, Support Services; and Linda Wilkins, Marketing.

Mr. Fultz called the meeting to order.

Ms. Hedges moved to approve the minutes of September 28, 2010

Seconded by Mr. Robbins.

On roll call Mr. Fultz, aye; Mr. Shinnock, aye; Ms. Scholl, aye; Ms. Hedges, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

Mr. Robbins moved the adoption of the following resolution:

That the Board ratifies the following Personnel/Consent calendar for October 2010:

- Resignation, Byron Coonrod, FT Coffee Service, effective October 22, 2010
- Resignation, Keith Rupp, FT Outreach Services, effective October 11, 2010
- Employment, Morgan Reeves, PT Customer Service Assistant, \$8.29/hr. [range 12], effective October 4, 2010
- Employment, Kim McCaw, FT Coffee Service Associate, \$11.00/hr. [range 17], effective October 20, 2010
- Employment, Marie Corbitt, FT Outreach Associate, \$11.00/hr. [range 17], effective November 1, 2010
- Change Assignment, Heather Fisher, PT Customer Services Assistant to PT Outreach Associate, \$11.00/hr. [range 17], effective October 4, 2010.
- Change Assignment, Allison DeVito, PT Customer Services Assistant to PT Tech Center Associate, \$11.00/hr. [Range 17], effective October 11, 2010.

Seconded by Mr. Shinnock.

On roll call Mr. Fultz, aye; Mr. Shinnock, aye; Ms. Scholl, aye; Ms. Hedges, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

Mr. Shinnock moved to approve the September 2010 Statistical Report.

Seconded by Ms. Hedges.

On roll call Mr. Fultz, aye; Mr. Shinnock, aye; Ms. Scholl, aye; Ms. Hedges, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

REPORT OF THE FISCAL OFFICER

The Fiscal Officer presented her monthly report, assessing year to date revenues and expenses for the library (see Item 5).

Mr. Robbins moved to approve the September 2010 Financial Report.

Seconded by Mr. Shinnock.

On roll call Mr. Fultz, aye; Mr. Shinnock, aye; Ms. Scholl, aye; Ms. Hedges, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

Ms. Hedges moved that the bills for September 2010 in the amount of \$330,387.22 [General Fund] be paid.

Seconded by Mr. Shinnock.

On roll call Mr. Fultz, aye; Mr. Shinnock, aye; Ms. Scholl, aye; Ms. Hedges, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

Mr. Shinnock moved to table the motion to approve the 2011 Operating Budget as presented at the meeting until the December 2010 Board meeting.

Seconded by Mr. Robbins.

On roll call Mr. Fultz, aye; Mr. Shinnock, aye; Ms. Scholl, aye; Ms. Hedges, aye; and Mr. Robbins, aye.

The Chair declared the motion tabled.

Mr. Shinnock moved to approve the resolution to eliminate the library's OPERS Pick-up for all full-time employees and adjust salaries equivalently for the employee to assume the cost of the pick-up effective November 1, 2010.

Seconded by Mr. Robbins.

On roll call Mr. Fultz, aye; Mr. Shinnock, aye; Ms. Scholl, aye; Ms. Hedges, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

Mr. Shinnock moved to approve the following recommendations of the Human Resources Committee: to appoint Ms. Karen Petersen to the Library Board to fill Mr. Thompson's vacant position beginning January of 2011, with a term to continue until December 31, 2013; and to re-appoint Mr. Michael Fultz to the Library Board for a full seven-year term beginning January of 2011, with a term to continue until December 31, 2017.

Seconded by Ms. Hedges.

On roll call Mr. Fultz, aye; Mr. Shinnock, aye; Ms. Scholl, aye; Ms. Hedges, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

Mr. Shinnock moved to hold the December Board meeting on Tuesday, December 21, 2010 at 7 PM instead of Tuesday, December 28, 2010.

Seconded by Ms. Hedges.

On roll call Mr. Fultz, aye; Mr. Shinnock, aye; Ms. Scholl, aye; Ms. Hedges, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

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Mr. Robbins moved to accept the gifts.

Seconded by Mr. Shinnock.

On roll call Mr. Fultz, aye; Mr. Shinnock, aye; Ms. Scholl, aye; Ms. Hedges, aye; and Mr. Robbins, aye.

The Chair declared the motion passed.

DIRECTOR'S REPORT

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4. OCLC International Librarians

On Friday, October 29th OCLC will bring several librarians from China to the library for a visit and tour.

DEPARTMENT REPORTS

Department Managers were available to review their reports and respond to questions.

BOARD COMMITTEE REPORTS

1. Finance & Budget Mike Fultz
The Finance and Budget Committee met before tonight's meeting.
2. Human Resources Kay Hedges
The committee met to hold interviews for the trustee candidates; information regarding those interviews has already been presented at tonight's meeting. The committee needs to meet again in January, date and time is yet to be decided.
3. Marketing John Robbins
No report.
4. Technology Terry Thompson
No report.

BOARD DISCUSSION ITEMS

LIBRARY FOUNDATION REPORT

The Foundation's next meeting will be November 15, 2010.

FRIENDS OF THE LIBRARY REPORT

No report.

IMPORTANT DATES

Next Board Meeting – Tuesday, November 23 at 7:00 PM in the Board Room.

ADJOURNMENT

Mr. Shinnock moved to adjourn the meeting.

DEPARTMENT REVIEW AND TOUR

Mr. Steve Owley, Manger of Support Services, gave a presentation on the library's website and social networking presence.

President

Secretary