

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

August 23, 2016

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 appropriate point on the agenda.

2. APPROVAL OF THE AGENDA

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

3. DISCUSSION AND APPROVAL OF MINUTES

ACTION NEEDED: Consider a motion to approve the minutes of June 28, 2016.

4. PERSONNEL/CONSENT CALENDAR

Action by the Board of Trustees in "A motion to adopt the consent calendar" means that a single motion adopts all items appearing herein 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 July and August 2016 Personnel Consent Calendars as presented or amended at the meeting.

5. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

ACTION NEEDED: Consider a motion to approve the June and July 2016 Statistical Reports.

6. REPORT BY THE FISCAL OFFICER

The Fiscal Officer will present his monthly report assessing the year-to-date revenues and expenses. (See Item 6).

7. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

ACTION NEEDED: Consider a motion to approve the June and July 2016 Financial Reports.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the ratifying of bills for June and July 2016.

9. OLD BUSINESS

a. Depository Agreements

The Fiscal Officer recommends approval of depository agreements with the following financial institutions for the five-year period August 23, 2016 through August 22, 2021, with US Bank to be designated as the Library's depository for active funds (checking account). These are renewals of the current depository agreements.

- US Bank
- Huntington National Bank
- PNC Bank

ACTION NEEDED: Consider a motion to approve the depository agreements with US Bank, Huntington National Bank and PNC Bank, with US Bank designated as the Library's depository for active funds (checking account).

10. NEW BUSINESS

a. Gifts

The Library in in receipt of the following gifts:

Unrestricted:

\$30.00 from the Meadowood Condominium Association, in memory of Jean Trimble

\$250.00 from the Ohio Humanities Council, in appreciation of services provided by Beth Weinhardt and Linda Wilkins (Westerville Ohio Arts Council/Creative Economy Project)

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

b. Surplus Property

Steve Owley, Support Services Manager, requests that old and obsolete computer equipment be declared surplus (see attachment). All items are considered in poor condition and will be recycled. The estimated value is zero.

ACTION NEEDED: Consider a motion to approve the items on the list as surplus.

c. Appropriation Transfers

The following appropriation transfers are needed in order to address changing needs during this budget year:

From: 1100 Salaries and Benefits	\$15,200
To: 3200 Communications	1,200
To: 3700 Professional Services	14,000

ACTION NEEDED: Consider a motion to approve the Appropriation Transfers as recommended.

11. INFORMATION ITEMS

a. **Director's Report**

1. Project Updates

Parking – There has been a delay in completing the additional parking lot. The completion date was July 29th. While we do not have a new target completion date, it should not be too much longer.

RFID Project – All equipment has been installed. There is a minor communication issue being worked on as I write the agenda. It is my hope that we can provide a demonstration of the system following the board meeting.

Maker Space – We have received the cost estimates for the new maker space. The cost is significantly higher than the open bid amount of \$50,000. The estimated cost including millwork is \$183,203. A discussion and decision on how to proceed needs to take place, either at this meeting or another scheduled meeting. There are three options:

- Proceed with the project through normal bidding procedures.
- Reduce the project significantly to move below the bidding requirements.
- Postpone the project to a later date.

2. Deputy Directors Retirement

Karen Albury, Deputy Director has moved up her retirement date from April 2017 to October 25, 2016. Don is developing a transition plan for the months of November-May 2017. It will be presented to the board at the September Board meeting.

3. PLF 2017

We have received estimates from the 2016-17 Public Library Fund. Estimates provided show a 4.32% increase in the fund. Keep in mind this is based on 1.7% of the state's general fund, which is in Temporary Law. OLC and Libraries across the state are working to get the 1.7% in Permanent Law.

4. IFLA Librarians

The International Federation of Library Associations and Institutions held their annual conference in Columbus last week. Over 4,000 librarians from 195 countries attended. Several libraries visited throughout the week. Many librarians who visited us through the OCLC Fellows Program brought their colleagues on a visit to Westerville along with our sister library in Sweden.

5. Library Foundation Report

Mr. Ron Barrett has assumed the office of President of the Westerville Library Foundation upon the resignation of Paul Longenecker. The Foundation is in very good hands under Ron's leadership and we extend our gratitude to Paul Longenecker for his past leadership.

b. Department Reports

Attached is a summary of the monthly department reports [See Item 11-B]. Department Managers will be available to review their reports and respond to comments and questions.

c. Customer Comments

Attached is a summary of Customer Comments since the May Board meeting. [See Item 11-C].

12. BOARD COMMITTEE REPORTS

- | | |
|---------------------------------|---------------|
| 1. Finance & Facilities | Melissa Hodek |
| 2. Human Resources | Jack Shinnock |
| 3. Library Services & Marketing | Karen Scholl |
| 4. Technology | Shawn Smith |

13. BOARD DISCUSSION ITEMS

14. LIBRARY FOUNDATION REPORT

15. FRIENDS OF THE LIBRARY REPORT

16. IMPORTANT DATES

- a. Next Board meeting – Tuesday, September 27, 2016 at 7:00 PM in the Board Room.
- b. OLC Annual Conference – September 28-30, 2016 at the Kalahari Resort in Sandusky, Ohio.

17. ADJOURNMENT

18. DEPARTMENT REPORT

Katrina Plourde, Human Resources Manager will present a brief report. Following the report, a demonstration of the new material handling system will be provided to the board.

The Board of Trustees of the Westerville Public Library met in regular session with the following members present:

Mr. Shinnock, Mr. Smith, Mr. Fultz, Ms. McDaniel, Ms. Hodek and Ms. Lightbody.

Also attending: Director, Mr. Barlow; Ms. Albury, Deputy Director, Mr. Griscom, Fiscal Officer and Elena Vleugels, Administrative Assistant.

In attendance were the following department managers: Katrina Plourde, Human Resources; Linda Uhler, Youth Service; Kristin Michel, Customer Services; Jen Thomas, Customer Service; Julie Kerns, Outreach Services; Steve Owley, Support Services; Erin Huffman, Community Engagement Coordinator; Erin Kelsey, Adult Services; and Belinda Mortensen, Collection Development.

Not Present: Ms. Scholl; Board Member, and Linda Wilkins; Marketing Manager.

Erin Kelsey, Adult Services Manager was introduced to the Library Board.

Ms. Hodek called the meeting to order at 7:00 PM.

Ms. Lightbody made a motion to approve the agenda as amended at the meeting.

Under New Business Item line D. GAAP and CARF Cost and Considerations Proposal was added.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. McDaniel moved to approve the minutes of June 28, 2016, as corrected.

There was no July Board meeting. No minutes will be posted for the meeting.

Seconded by Mr. Smith.

The Chair declared the motion passed.

Mr. Fultz abstained.

Mr. Shinnock moved the Board ratifies the following Personnel/Consent Calendar for July and August 2016 as presented.

- Resignation: Clayton Wise – Customer Services Page, part-time, effective August 10, 2016.
- Resignation: Nimo Suleyman – Adult Services Page Trainee, part-time, effective August, 23, 2016.
- Resignation: Cristina Frick – Customer Services Page, part-time, effective August 7, 2016.
- Resignation: Naishil Patel – Custodian, part-time, effective August 19, 2016.
- Resignation: Marcus Powell – Maintenance Technician, full-time, effective, August 18, 2016.
- Employment: Andrew Romo - Customer Service Page Trainee, part-time, \$8.25/hr. [R8], effective August 1, 2016.
- Employment: Amelia DeBerry – Customer Services Page Trainee, part-time, \$8.25/hr. [R8], effective August 8, 2016.
- Employment: Alexandra Conrad – Adult Services Page Trainee, part-time, \$8.25/hr. [R8], effective August 16, 2016.
- Employment: Erin Winter – Customer Services Assistant, part-time, \$11.04/hr. [R12], effective August 16, 2016.
- Change Assignments: Glen Gainer – Coffee Service Assistant, temporary, to Coffee Service Assistant, part-time, no change in pay rate, effective August 1, 2016.

Seconded by Mr. Smith.

The Chair declared the motion passed.

Ms. McDaniel made a motion to approve the June and July 2016 Statistical Reports.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Mr. Barlow distributed a Public Library report regarding library trends.

Mr. Griscom, Fiscal Officer, presented the monthly report, assessing year-to-date revenues and expenses.

Mr. Smith moved to approve the June and July 2016 Financial Reports.

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Ms. Lightbody moved that the bills for June and July 2016 in the amount of \$326,485.79 and 396,755.17 be paid.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

OLD BUSINESS

Depository Agreements

Ms. Lightbody made a motion to approve the depository agreements with US Bank, Huntington National Bank and PNC Bank, with US Bank designated as the Library's depository for active funds (checking account).

Seconded by Mr. Shinnock.

After discussion the motion was amended by Ms. Lightbody to read Consider a motion to ratify the depository agreements with US Bank, Huntington National Bank and PNC Bank, with US Bank designated as the Library's depository for active funds (checking account).

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

Mr. Smith also recommended that the Depository Agreements be put for bid before the next cycle.

NEW BUSINESS

Gifts:

The Library is in receipt of the following gifts:

Unrestricted:

\$30.00 from the Meadowood Condominium Association, in memory of Jean Trimble.

\$250.00 from the Ohio Humanities Council, in appreciation of services provided by Beth Weinhardt and Linda Wilkins (Westerville Ohio Arts Council/Creative Economy Project).

Mr. Fultz made a motion to accept with appreciation the gifts presented.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Mr. Smith made a motion to approve the items on the list as surplus.

Surplus Property

Department: Computer Services Date: 8-8-2016

Contact: Name: Steven Owley Email: _____ Phone: _____

Surplus Location: Storage

Description of Item		Condition*	Your
Make, Model, Serial #, Date Purchased		See Below	Estimate of Current Value
Brand /Model	Product Number	Condition	Value
ASUS	AWE Station	4	0
ELO	TYCO	4	0
ELO	TYCO	4	0
ELO	TYCO	4	0
ELO	TYCO	4	0
ELO	TYCO	4	0
ELO	TYCO	4	0
ELO	TYCO	4	0
ELO	TYCO	4	0
ELO	TYCO	4	0
ELO	TYCO	4	0
ELO	TYCO	4	0
ELO	TYCO	4	0
ELO	TYCO	4	0
MM4	3313062	P	P
cisco	001AE2E9D4A0	P	P
DLINK	switch	P	P
Compaq 8100 Elite	vs811ut#aba	4	0
M71z All-in-One	1S1761E4UMJMRAAH	4	0
M71z All-in-One	1S1761E4UMJMPZYE	4	0
M71z All-in-One	1S1761E4UMJMPZZC	4	0
M71z All-in-One	1S1761E4UMJMRAAN	4	0
M71z All-in-One	1S1761E4UMJMPZXB	4	0
M72z All-in-One	1S354844UMJ23PEP	4	0
M72z All-in-One	1S354844UMJ05MY	4	0
M81 Desktop	1s7518d7umjlngpp	4	0
M81 Desktop	1s7518d7umjlngra	4	0
M81 Desktop	1s7518d7umjma4ca	4	0
M81 Desktop	1s7518d7umjma44l	4	0
M81 Desktop	1S7518D7UMJMA4CB	4	0
Acer	99802790776	4	0
Acer	99802790776	4	0
HP	workstation	4	0
HP	workstation	4	0
hp	VNC3C23757	4	0
NEC	projector	4	0
epson	perfection 2450	4	0
hp	scanjet g3010	4	0

NETGEAR POE switch 4 0

*When describing condition, please assign number code. for example, 3 indicates “Fair” condition.

Condition 1 = Excellent
Condition 2 = Good
Condition 3 = Fair
Condition 4 = Poor

Seconded by Ms. McDaniel

The Chair declared the motion passed.

Surplus Property

Mr. Fultz made a motion to approve the Appropriation Transfers as recommended.

From: 1100 Salaries and Benefits	\$15,200
To: 3200 Communications	\$ 1,200
To: 3700 Professional Services	\$ 14,000

Seconded by Mr. Shinnock.

The Chair declared the motion passed.

GAAP Proposals

The Finance Committee brought forward a motion to approve a three-year agreement with Julian & Grube, Inc. to assist the Library in preparing its Comprehensive Annual Financial Report (CAFR) in compliance with generally accepted accounting principles (GAAP) for the years ending December 31, 2017, 2018 and 2019 and an agreement with Industrial Appraisal Co. to provide an appraisal of the Library’s assets as of December 31, 2016, including tagging of equipment.

The vote was unanimous.

The Chair declared the motion passed.

INFORMATION AND DISCUSSION ITEMS

a. Director’s Report

1. Project Updates

Parking – There has been a delay in completing the additional parking lot. The completion date was July 29th. While we do not have a new target completion date, it should not be too much longer.

Parking Lot will be opened on Thursday.

RFID Project – All equipment has been installed. There is a minor communication issue being worked on as I write the agenda. It is my hope that we can provide a demonstration of the system following the board meeting.

A demo was provided to the Board.

Maker Space – We have received the cost estimates for the new maker space. The cost is significantly higher than the open bid amount of \$50,000. The estimated cost including millwork is \$183,203. A discussion and decision on how to proceed needs to take place, either at this meeting or another scheduled meeting. There are three options:

- Proceed with the project through normal bidding procedures.
- Reduce the project significantly to move below the bidding requirements.

- Postpone the project to a later date.

Looking to partner with Otterbein.

Will be holding a task force meeting to further discuss the process.

2. Deputy Directors Retirement

Karen Albury, Deputy Director has moved up her retirement date from April 2017 to October 25, 2016. Don is developing a transition plan for the months of November-May 2017. It will be presented to the board at the September Board meeting.

This is Karen's last board meeting. Mr. Barlow will have a proposal for her position at the next meeting.

3. PLF 2017

We have received estimates from the 2016-17 Public Library Fund. Estimates provided show a 4.32% increase in the fund. Keep in mind this is based on 1.7% of the state's general fund, which is in Temporary Law. OLC and Libraries across the state are working to get the 1.7% in Permanent Law.

4. IFLA Librarians

The International Federation of Library Associations and Institutions held their annual conference in Columbus last week. Over 4,000 librarians from 195 countries attended. Several libraries visited throughout the week. Many librarians who visited us through the OCLC Fellows Program brought their colleagues on a visit to Westerville along with our sister library in Sweden.

5. Library Foundation Report

Mr. Ron Barrett has assumed the office of President of the Westerville Library Foundation upon the resignation of Paul Longenecker. The Foundation is in very good hands under Ron's leadership and we extend our gratitude to Paul Longenecker for his past leadership.

Ms. McDaniel made comments regarding the meeting.

b. Department Reports

Attached is a summary of the monthly department reports [see Item 11-B]. Department Managers will be available to review their reports and respond to comments and questions.

c. Customer Comments

Comments were reviewed at the meeting. The Board requested that members be sent the responses to the comments.

BOARD COMMITTEE REPORTS

1. Finance & Committee Melissa Hodek

The Committee met on the 23rd. Working on the Emergency Response Plan. Checked on Dan's goals. Discussed the motion for GAAP and CAFR's that was brought to the Board.

2. Human Resources Jack Shinnock

The Committee met on July 13th. They reviewed the Executive Director's goals, and are in good shape with them. The Strategic Plan discussion was tabled until a new Executive Director is in place. Also made a discussion about the Board Retreat in August and the process for filing the Board vacancy, the timing and when they would hold interviews. Mr. Shinnock also mentioned future activities such as salary action for staff and job performance reviews

for the Executive Director and Fiscal Officer; all of which are to take place later this fall.

3. Marketing Karen Scholl
 No Report

4. Technology Shawn Smith

The Committee met on the 30th to discuss security and text for online privacy policy.

BOARD DISCUSSION ITEMS

Mr. Shinnock reviewed the progress in selecting a new Executive Director. Stephanie Henderson sent revised documents from the Retreat. Mr. Barlow sent revised Position Description. The Library Selection Committee held its first meeting August 18. Mr. Barlow identified two firms to be sent a Request for Proposal (RFP). The RFP was finalized, with a new response date of September 9, 2016. The Committee intends to meet with the search firms before the next Board meeting on September 27 and report its selection to the Board at that meeting. An initial budget of \$50,000.00 was established to pay for the search firm, expenses of candidates, etc.

LIBRARY FOUNDATION REPORT

Discussed the upcoming Author Festival and upcoming Author visit Karin Slaughter. Three new members have joined the Foundation Board.

FRIENDS OF THE LIBRARY

IMPORTANT DATES

- a. Next Board meeting – Tuesday, September 27, 2016 at 7:00 PM in the Board Room.
- b. OLC Annual Conference – September 28-30, 2016 at the Kalahari Resort in Sandusky, Ohio.
 If any board members are interested in attending please let Mr. Barlow know.

ADJOURNMENT

Ms. Lightbody made a motion to adjourn the meeting at 8:12PM.

Seconded by Mr. Smith.

The Chair declared the motion passed.

DEPARTMENT REVIEW AND TOUR

Katrina Plourde, Human Resources Manager gave a brief report. Following the report, a demonstration of the new material handling system was provided to the board.

President

Secretary

