

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

November 22, 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 October 25, 2016 as presented or amended at the meeting.

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 November 2016 Personnel Consent Calendar as presented or amended at the meeting.

5. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

ACTION NEEDED: Consider a motion to approve the October 2016 Statistical Report.

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 October 2016 Financial Report.

8. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the ratifying of bills for October 2016.

9. OLD BUSINESS

a. Maker Space

The Maker Space Committee met with Megan Stuart, architect from Design Group, Inc., on Tuesday, November 15th. We reviewed the plan and 3D images of the proposed new space. We are getting new cost estimates without the video recording studio and the cost of the equipment to be used in the space. Our next meeting is scheduled for January 17, 2017.

b. Director Search

The Committee, staff and community leaders met with Karen Miller and Dan & JoBeth Bradbury from the search firm on November 17th and 18th. The process is now well underway. If there are any questions, the Search Committee will be glad to respond at the meeting.

10. NEW BUSINESS

a. Gifts

The Library is in receipt of the following gifts:

Restricted:

\$925.00 from the Friends of the Westerville Public Library for sponsorship of the 2017 Winter Reading Program (\$350.00), the Signs of the Season 2016 performance (\$25.00) and Music in the Atrium 2016 (\$550.00).

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

b. Surplus Property

The following items have been submitted as surplus:

- 2 wooden desks with side extension located in Local History, 2nd floor (no value).
- 2 upholstered chairs located in Tech Services kitchen area (no value).

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

c. Appropriation Transfers

The following appropriation transfers are needed:

| | |
|----------------------------|----------|
| From: 1100 Salaries | \$53,200 |
| To: 3200 Communications | 300 |
| 3300 Property Maintenance | 19,400 |
| 3700 Professional Services | 30,000 |
| 7200 Sales Tax | 500 |

ACTION NEEDED: Consider a motion to approve the appropriation transfers as recommended.

11. INFORMATION ITEMS

a. **Director's Report**

1. **New Skylights**

The new skylights have been installed and look wonderful. The change in panel design let much more natural light into the building. The work was completed with minimal service interruption.

2. **What a Mess!**

A water pipe on a hot water heater leaked and sprayed water directly on the controls of the new HVAC Unit in the basement. Control panels need to be replaced and will be completed this week. The cost is \$7,300 which we will turn over to our insurance company. However, we have a \$2,500 deductible.

3. **Marketing Manager**

Don and Katrina have interviewed 11 candidates for the position of Marketing Manager. There were 110 candidates that applied for the position. We anticipate offering the job to the successful candidate this week.

4. **Board Member**

The School Board will meet in regular session Monday, November 21st. The appointment will be on the agenda and we should be able to confirm the appointment at this 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**

Mr. Barlow will respond accordingly at the meeting

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, December 20, 2016 at 7:00 PM in the Board Room.

17. DEPARTMENT REPORT

Belinda Mortensen, Collection Development will present a brief report about her department.

18. Executive Session

Action Needed: Consider a motion to move into Executive Session.

Motion Made _____, Seconded by _____

At _____.

Executive Session, pursuant to ORC 121.22 (G)(1): To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

Action Need: Consider a motion to move back to Regular Session.

Motion Made _____, Seconded by _____

At _____.

Action Needed: Consider a motion to adjourn the meeting.

Motion Made _____, Seconded by _____

The Meeting was Adjourned at _____.

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

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

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

In attendance were the following department managers: Katrina Plourde, Human Resources; Linda Wilkins, Marketing Manager, Steve Owley, Customer Services Manager; Jen Thomas, Customer Services, Julie Kerns, Outreach Services David Shaner, Computer Services Manager; Erin Huffman, Community Engagement Coordinator; Erin Kelsey, Adult Services and Belinda Mortensen, Support Services Manager.

Not Present: John Shinnock, Karen Scholl and Linda Uhler, Youth Services Manager.

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

Mr. Fultz made a motion to approve the agenda as amended at the meeting.

Under New Business

Item 10 B Surplus Property – Should read 2 wooden desks with side extension located in Local History, 2nd floor (no value).

Item 10 C. Appropriation Transfers – Add 4900 Other Library Materials \$3,000.

Seconded by Mr. Smith.

The Chair declared the motion passed.

Ms. Lightbody moved to approve the minutes of October 25, 2016, as presented.

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

Mr. Fultz moved the Board ratifies the following Personnel/Consent Calendar for November 2016 as presented.

- Resignation: Rocio Haro – Youth Librarian, full-time, effective November 10, 2016.
- Termination: Matthew Lehman – Adult Page Trainee, part-time, effective November 8, 2016.

Seconded by Mr. Smith.

The Chair declared the motion passed.

Ms. McDaniel made a motion to approve the October 2016 Statistical Reports.

Seconded by Mr. Smith.

The Chair declared the motion passed.

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

Mr. Fultz moved to approve the October 2016 Financial Reports.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

Ms. McDaniel moved that the bills for October 2016 in the amount of \$401,334.70 be paid.

Seconded by Ms. Lightbody.

The Chair declared the motion passed.

OLD BUSINESS

Maker Space

The Committee met with Megan Stuart, architect from Design Group, Inc. on Tuesday, November 15th. They reviewed the plan and 3D images of the proposed new space. They are getting new cost estimates without the video recording studio and the cost of equipment to be used in the space. Their next meeting will be January 17, 2017.

Director Search

The Committee, staff and community leaders met with Karen Miller and Dan & JoBeth Bradbury from the search firm on November 17th and 18th. The process is now well underway. Mr. Fultz gave the board a brief update on the Director Search. A decision was made on what the board would like to do for the final interviews. Looking to have final candidate interviews on March 30, 2017.

NEW BUSINESS

Gifts:

The Library is in receipt of the following gifts:

Restricted

\$925.00 from the Friends of the Westerville Public Library for sponsorship of the 2017 Winter Reading Program (\$350.00), the Signs of the Season 2016 performance (\$25.00) and Music in the Atrium 2016 (\$550.00).

Ms. Lightbody made a motion to accept with appreciation the gifts presented.

Seconded by Mr. Smith.

The Chair declared the motion passed.

Surplus Property

Mr. Fultz made a motion to approve as amended the items listed as surplus.

2 wooden desks with side extension located in Local History, 2nd floor (no value).

2 upholstered chairs located in Tech Services kitchen area (no value).

Seconded by Ms. McDaniel.

The Chair declared the motion passed.

Appropriation Transfers

Ms. McDaniel made a motion to approve the appropriation transfers as recommended.

| | |
|------------------------------|----------|
| From: 1100 Salaries | \$53,200 |
| To: 3200 Communications | 300 |
| 3300 Property Maintenance | 19,400 |
| 3700 Professional Services | 30,000 |
| 4900 Other Library Materials | 3,000 |
| 7200 Sales Tax | 500 |

After a brief discussion Ms. Lightbody amended a motion due to an item missing in the line to read 4900 Other Library Materials \$3,000.

Seconded by Mr. Smith.

The Chair declared the motion passed.

INFORMATION AND DISCUSSION ITEMS

a. Director's Report

1. New Skylights

The new skylights have been installed and look wonderful. The change in panel design let much more natural light into the building. The work was completed with minimal service interruption.

Mr. Barlow gave a brief update to the board on the time approximation of the finishing of the skylights.

2. What a Mess!

A water pipe on a hot water heater leaked and sprayed water directly on the controls of the new HVAC Unit in the basement. Control panels need to be replaced and will be completed this week. The cost is \$7,300 which we will turn over to our insurance company. However, we have a \$2,500 deductible.

3. Marketing Manager

Don and Katrina have interviewed 11 candidates for the position of Marketing Manager. There were 110 candidates that applied for the position. We anticipate offering the job to the successful candidate this week.

Hopefully Mr. Barlow and the HR Manager will have a decision made by next week.

4. New Library Board Member

The School Board will meet in regular session Monday, November 21st. The appointment will be on the agenda and we should be able to confirm the appointment at this meeting.

Mr. Barlow will contact Ms. Heather Creed to invite her to the December Board 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

Mr. Barlow responded to the Board.

BOARD COMMITTEE REPORTS

1. Finance & Committee Melissa Hodek

The Committee met on October 26th to discuss Dan's goals, compensation, Capital Budget and the Emergency Management Plan. Also there was a discussion about meeting room space per customers. Next meeting will be on the 28th of November.

2. Human Resources Jack Shinnock

Will discuss the compensation package for Mr. Barlow in Executive Session.

3. Marketing Karen Scholl

No Report

4. Technology Shawn Smith

Working on getting their next meeting set up.

BOARD DISCUSSION ITEMS

Ms. McDaniel shared some comments to the board on the Anne Frank exhibit and the monitors that are used to look at the book return station.

LIBRARY FOUNDATION REPORT

The Committee met on November 21st. Ms. Linda Wilkins reported that 2 Foundation members met with Columbus Foundation to discuss some tips on fundraising. There will be no meeting in December. Annual Appeal forms have been approved. Don gave an update on the Imagination Library.

FRIENDS OF THE LIBRARY

Mr. Barlow will attend their next meeting

IMPORTANT DATES

- a. Next Board meeting – Tuesday, December 20, 2016 at 7:00 PM in the Board Room.

DEPARTMENT REVIEW AND TOUR

Belinda Mortensen, Collection Development gave a brief report about her department.

Executive Session

Motion Made Mr. Smith Seconded by Ms. Lightbody

At 7:56 PM.

Executive Session, pursuant to ORC 121.22 (G)(1): To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

Action Need: Consider a motion to move back to Regular Session.

Motion Made Mr. Fultz Seconded by Ms. McDaniel

At 8:10 PM.

After discussion the HR Committee made the recommendation that there be a 2% flat increase for 2017 and 1.2% set aside for merit pay for 2016 bonus.

Action Needed: Consider a motion to adjourn the meeting.

Motion Made Ms. McDaniel, Seconded by Mr. Smith

The Meeting was Adjourned at 8:13 PM.

President

Secretary