

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

JANUARY 24, 2017

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. OATHS OF OFFICE

a. Trustee

The Trustees congratulate and welcome Heather Creed to the Board. Ms. Kristin Michel, Assistant Director/Notary Public, will give the oath of office to Ms. Creed as required by the Ohio Revised Code.

b. Fiscal Officers

Ms. Kristin Michel will give the oath of office to Mr. Dan Griscom for Fiscal Officer as required by Ohio Revised Code.

c. Deputy Fiscal Officer

Ms. Kristin Michel will give the oath of office to Ms. Darlene Lawson as Deputy Fiscal Officer as required by Ohio Revised Code.

Ms. Kristin Michel will give the oath of office to Ms. Sherry Peterson as Deputy Fiscal Officer as required by Ohio Revised Code.

3. APPROVAL OF THE AGENDA

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

4. ELECTION OF OFFICERS

Per established Library Board policy, Ms. Mary Lightbody will assume the duties as Library Board President; Mr. Michael K. Fultz will assume duties as Vice-President and Mr. John B. (Jack) Shinnock will assume the duties as Secretary of the Board in accordance with the Library Board's rotation policy.

ACTION NEEDED: Consider a motion to ratify the appointments as presented or amended at the meeting.

5. COMMITTEE ASSIGNMENTS

Please refer to **Item 4** in your packet. It was determined in 2015 that the committee assignments would be for a two-year period. This would be the second year for these assignments, no changes will be made but, we will need to fill in the positions that are open.

2016 Committee Assignments

2017 Committee Assignments

Human Resources Committee

Jack Shinnock, Chair
Deanna McDaniel
Open Seat

_____, Chair
_____, Member
_____, Member

Finance & Facilities Committee

Melissa Hodek, Chair
Jack Shinnock
Mary Lightbody

_____, Chair
_____, Member
_____, Member

Library Services & Marketing Committee

Open Seat, Chair
Shawn Smith
Mike Fultz

_____, Chair
_____, Member
_____, Member

Technology Committee

Shawn Smith, Chair
Mary Lightbody
Mike Fultz

_____, Chair
_____, Member
_____, Member

Library Foundation Liaison

Deanna McDaniel
Melissa Hodek

NO OFFICIAL ACTION IS NEEDED

6. REGULAR MEETING DATE & TIME

Currently, the Board of Trustees meets on the fourth Tuesday of each month at 7:00 PM. A motion is needed to establish the same schedule for 2017.

January 24 th	July 25 th
February 28 th	August 22 nd
March 28 th	September 26 th
April 25 th	October 24 th
May 23 rd	November 28 th
June 27 th	December 19 th

ACTION NEEDED: Consider a motion to accept the Board Meeting schedule as presented or amended at the meeting.

7. FASCIMILE RESOLUTION

A Facsimile Resolution is needed each year to permit electronic signatures for library checks to be honored by our depository bank.

ACTION NEEDED: Be it resolved by the Board of Trustees of the Westerville Public Library that US BANK be designated as the depository for the general funds of the Library. Furthermore, US BANK is authorized and directed to honor checks, drafts or other orders for payment of money drawn for their respective funds in the name of this Library including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing, or purporting to bear, the facsimile signature(s) of any of two of the following: Dan Griscom, Fiscal Officer and Ms. Mary Lightbody, President of the Board of Trustees of the Westerville Public Library.

ACTION NEEDED: Consider a motion to adopt the Facsimile Resolution as presented or amended at the meeting.

8. DISCUSSION AND APPROVAL OF MINUTES

ACTION NEEDED: Consider a motion to approve the minutes of December 20, 2016.

9. 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 January 2017 Personnel Consent Calendar as presented or amended at the meeting.

10. DISCUSSION AND APPROVAL OF STATISTICAL REPORT

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

11. REPORT BY THE FISCAL OFFICER

The Fiscal Officer will present his monthly report assessing the year to date revenues and expenses. (See Item 11).

12. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

ACTION NEEDED: Consider a motion to approve the December 2016 Financial Report.

13. DISCUSSION AND APPROVAL OF PAYMENT OF BILLS

ACTION NEEDED: Consider a motion to approve the ratifying of Bills for December 2016.

14. OLD BUSINESS

There is no Old Business to come before the Board.

15. NEW BUSINESS

a. Fiscal Officer and Deputy Fiscal Officer Bonds

The Fiscal Officer is requesting approval of bonds from Westfield Insurance Company at \$100,000.00 each for the Fiscal Officer and Deputy Fiscal Officers, as follows:

Dan Griscom: \$100,000

Sherry Peterson: \$100,000

Darlene Lawson: \$100,000

ACTION NEEDED: Consider a motion to approve the bonding of the Fiscal Officer and Deputy Fiscal Officers as presented or amended at the meeting.

b. Gifts:

The Library is in receipt of the following gifts:

Restricted:

\$6,351.00 from Westerville Library Foundation for Imagination Library.

\$50.00 from New Century Club for an Adult Gardening Book in memory of Marilyn Gale.

Unrestricted:

\$20.00 from Matthew Ocheltree

ACTION NEEDED: Consider a motion to approve the acceptance of gifts with appreciation as presented at

the meeting.

16. INFORMATION ITEMS

a. **Director's Report**

1. **Meeting Room**

The meeting room wall separating Rooms A & B has been deteriorating and is very difficult to open/close, usually requiring at least two staff members. We are in the process of replacing the wall with an electrically controlled wall. I anticipate this project will be completed within the next 60 days.

2. **Meeting Room Policies**

Library Staff is working at revising the library meeting room policies to include usage by "For-Profit" organizations. We should have the policy ready for board review/acceptance at the February meeting.

3. **Circulation Policies**

Library staff is investigating simplifying the library's fine structure as we believe it may be having a negative effect in library usage. Items we are investigating:

- Reducing fines for Media items.
- No block for using e-materials.
- No block for using in-house technology.

4. **Maker Space**

The Maker Space Task Force Team met on Tuesday, January 17th to give a final review of the plans and cost. The Task Force was unable to reach consensus and is not in a position to provide the full board with a recommendation. We can have a discussion of the options available to the library and make a determination on our next steps.

b. **Department Reports**

Attached is a summary of the monthly department reports [see Item 16-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. [See Item 16-C].

17. BOARD COMMITTEE REPORTS

- | | |
|---------------------------------|-----------------|
| 1. Finance & Facilities | Mike Fultz |
| 2. Human Resources | Jack Shinnock |
| 3. Library Services & Marketing | Open |
| 4. Technology | Deanna McDaniel |

18. BOARD DISCUSSION ITEMS

19. LIBRARY FOUNDATION REPORT

20. FRIENDS OF THE LIBRARY REPORT

21. IMPORTANT DATES

- a. Next Board Meeting – Tuesday, February 28, 2017 at 7:00 PM in the Board Room.
- b. Chamber of Commerce Awards Dinner, Tuesday, January 31, 2017 from 6-8PM at Nationwide Hotel and Conference Center. Green Meadows Road and Rout 23.
- c. New Trustee Workshop, Saturday, March 25, 2017 at Quest Conference Center from 9AM-3PM.

22. ADJOURNMENT

DEPARTMENT REPORT

There will be no report for the month.