

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

September 24, 2018

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. APPROVAL OF THE AGENDA

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

3. CONSENT AGENDA

- a. Minutes – August 2018
- b. Personnel – September 2018
- c. Statistical Report – August 2018
- d. Payment of Bills – August 2018
- e. Surplus Property – September 2018
- f. Gifts – August/September 2018

4. REPORT BY THE FISCAL OFFICER

The Fiscal Officer will present his monthly report assessing the year to date revenues and expenses.

5. DISCUSSION AND APPROVAL OF FINANCIAL REPORT

ACTION NEEDED: Consider a motion to approve the August 2018 Financial Report.

6. OLD BUSINESS

a. ProQuest Contract

Discussion continues around the proposed contract with ProQuest for the digitization of local history materials and licensing agreement.

NO ACTION NEEDED

b. Strategic Planning Update

The next meeting will be held on September 24th, immediately following the Board meeting, which will begin at 5:00pm at the Westerville Area Chamber of Commerce meeting room, 99 Commerce Park Dr, Suite A. Homework regarding mission and vision was sent ahead of the meeting.

NO ACTION NEEDED

7. NEW BUSINESS

a. RESOLUTION ACCEPTING AMOUNTS AND RATES FOR TAX YEAR 2018 (Collection Year 2019)

State law requires that the Resolution Accepting Amounts and Rates be voted on and adopted by the governing body and returned to the Franklin County Budget Commission on or before the first day of October (O.R.C. 5705.34). The resolution shows the amount of estimated tax levy revenue to be collected in 2019 is \$4,717,618.27 and it authorizes the County Auditor to collect the tax levy (see attached document).

ACTION NEEDED: Consider a motion to adopt the Resolution Accepting Amounts and Rates for Tax Year 2018 (Collection Year 2019).

b. EMPLOYEE HANDBOOK UPDATE

The Human Resources Committee will present updates to the library's Employee Handbook.

ACTION NEEDED: The Board can approve the suggested changes or otherwise inform staff how to proceed.

8. INFORMATION ITEMS

a. Director's Report

i. Lynda.com PSA

On Sept 14th, I filmed a public service announcement (PSA) with Rep. Carfagna about Lynda.com and its tremendous value that has been recently added free for all public libraries and their patrons in Ohio. The WPL also provided b-roll film and photographs for use with the story. We look forward to seeing the results and are hopeful that the PSA will be finished in time for the OLC Convention in October.

ii. Workforce Development Study

The Westerville Partnership Group (Westerville Area Chamber of Commerce, Otterbein University, City of Westerville, Westerville City School District, and Westerville Public Library) have come together to work with Boyette Group in performing a Workforce Development Study specific to the Westerville Area. This study should provide important information about what our existing workforce business needs, existing resources and potential gaps. The library will be able to use this information to better tailor our programs and services to the needs of our community.

iii. LSTA Grant

The library received an LSTA grant for \$4,848 for the purchase of the Whisper Room. Much appreciation and thanks are due to Jessica Curtis for her work in researching and writing this grant.

iv. Out of Office

Executive Director, Erin Francoeur will be out of office from September 26 and returning October 8th for personal vacation time. Any immediate requests can be forwarded to Assistant Director, Kristin Michel during this time.

v. Journal Article

The Marketing Libraries Journal article about the collaboration between Otterbein's Courtright Memorial Library and Westerville Public Library has been published and is available at <http://journal.marketinglibraries.org/currentissue.html>.

b. Department Reports

Attached is a summary of the monthly department reports.

c. Customer Comments

Attached is a summary of Customer Comments.

9. BOARD COMMITTEE REPORTS

- | | |
|---------------------------------|----------------|
| 1. Finance & Facilities | Shawn Smith |
| 2. Human Resources | Jack Shinnock |
| 3. Library Services & Marketing | Julie Mujic |
| 4. Technology | Mary Lightbody |

10. BOARD DISCUSSION ITEMS

11. LIBRARY FOUNDATION REPORT

12. FRIENDS OF THE LIBRARY REPORT

13. IMPORTANT DATES

- a. Next Board Meeting – Tuesday, October 23, 2018 at 7:00 PM in the Board Room
- b. Wizards & Wands Festival – October 26, 2018

- c. Alexander McCall Smith Tea – Saturday, November 10, 2018 at 11:30AM, The Lakes Golf & Country Club
- d. Alexander McCall Smith Author Talk: Saturday, November 10, 2018 at 2:00PM, Westerville Central High School

14. EXECUTIVE SESSION

ACTION NEEDED: Consider a motion to move into Executive Session to discuss the employment of a public employee.

(Requires a roll call vote)

Ms. Creed	_____
Ms. Hodek	_____
Ms. Lightbody	_____
Ms. McDaniel	_____
Ms. Mujic	_____
Mr. Shinnock	_____
Mr. Smith	_____

15. ADJOURNMENT

The Board of Trustees of the Westerville Public Library met in regular session Monday September 24, 2018. Mr. John Shinnock called the meeting to order at 5:00 PM.

IN ATTENDANCE:

BOARD MEMBERS: Ms. Heather Creed, Ms. Melissa Hodek, Ms. Mary Lightbody, Ms. Deanna McDaniel, Ms. Julie Mujic, Mr. John Shinnock, and Mr. Shawn Smith.

ALSO PRESENT: Ms. Erin Francoeur, Executive Director; Mr. Dan Griscom, Fiscal Officer; Ms. Kristin Michel, Assistant Director; Ms. Katrina Plourde, Human Resources Director; Mr. Steve Owley, Operations Director; and Ms. Darlene Lawson, Administrative Assistant.

Guest: Kristin Richley, Customer Services Assistant

Resolution 095 - 18

APPROVAL OF THE AGENDA

Mr. Smith moved to approve the agenda as presented.

Seconded by Ms. Creed.

The Chair declared the motion passed.

CONSENT AGENDA

a. Minutes – August 2018

The minutes for August 2018 were approved as amended.

b. Personnel – September 2018

The September 2018 Personnel Calendar was approved as presented.

c. Statistical Report – August 2018

The August 2018 Statistical Usage Report was approved as presented.

d. Payment of Bills – August 2018

August Bills in the amount of \$364,364.88 were approved for payment.

e. Surplus Property – September 2018

The items listed below were approved as surplus property:

Kristin Michel, Assistant Director, submitted the following items as surplus property. They are in poor condition and have an estimated value of zero.

- 4 Upholstered Chairs (New Book Area)
- 10 upholstered chairs (Adult Services)
- 1 couch (Adult Services)

Dave Shaner, Computer Services Manager, submitted the following items as surplus property. They are in good condition and have a combined estimated value of \$950.00. Mr. Shaner has found a buyer for these items.

- Server (OfficeServ 7200 – 2 cabinets)
- Wireless phones, desk phones and miscellaneous phone equipment (see attached)

f. Gifts – August/September 2018

The following gifts were approved for acceptance with appreciation as presented:

Unrestricted:

N/A

Restricted:

\$50 from David and Deeg Mackay, for a book in memory of Mike Townsley

REPORT BY THE FISCAL OFFICER

Mr. Griscom, Fiscal Officer, presented the monthly financial report.

Resolution 096 - 18DISCUSSION AND APPROVAL OF FINANCIAL REPORT

Ms. Lightbody moved to approve the August 2018 Financial Report.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

OLD BUSINESS

a. ProQuest Contract

Discussion continues around the proposed contract with ProQuest for the digitization of local history materials and licensing agreement. *The Library is waiting for an updated copy of the proposed contract to be returned to us.*

NO ACTION NEEDED

b. Strategic Planning Update

The next meeting will be held on September 24th, immediately following the Board meeting, which will begin at 5:00pm at the Westerville Area Chamber of Commerce meeting room, 99 Commerce Park Dr, Suite A. Homework regarding mission and vision was sent ahead of the meeting. *The meeting for Sept. 24th was cancelled and rescheduled for October 16, 2018, 6:00pm. Location to be determined.*

NO ACTION NEEDED

NEW BUSINESSResolution 097 - 18a. RESOLUTION ACCEPTING AMOUNTS AND RATES FOR TAX YEAR 2018 (Collection Year 2019)

**RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE
BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES
AND CERTIFYING THEM TO THE COUNTY AUDITOR**

**(BOARD OF LIBRARY TRUSTEES)
OHIO REVISED CODE, SECTIONS 5705.34, 5705.35**

The Board of Library Trustees of WESTERVILLE PUBLIC LIBRARY

Franklin County, Ohio, met in Regular session on the 24th day of September,
^(Regular or Special)
2018, at the office of Westerville Chamber of Commerce with the following members

- present:
- Ms. Heather Creed
 - Ms. Melissa Hodek
 - Ms. Mary Lightbody
 - Ms. Deanna McDaniel
 - Ms. Julie Mujik
 - Mr. John Shinnock
 - Mr. Shawn Smith

Ms. Hodek moved the adoption of the following Resolution:

WHEREAS, This Board in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2019; and

WHEREAS, The Budget Commission of Franklin County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore, be it

RESOLVED, By the Board of Library Trust WESTERVILLE PUBLIC LIBRARY

Franklin County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted: and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Library the rate of each tax necessary to be levied within and without the ten mill limitation for tax year 2018 (collection year 2019) as follows:

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY THE BUDGET COMMISSION, AND COUNTY AUDITOR'S ESTIMATED TAX RATES

FUND	Amount Approved	Amount to be	Estimate of Full Tax	
	by Budget	Derived from	Rate to Be Levied	
	Commission	Levies Outside	Inside	Outside
	Inside 10 Mill Limitation	10 Mill Limitation	10 Mill Limit	10 Mill Limit
General Fund		\$4,717,618.27		2.00
TOTAL	\$0.00	\$4,717,618.27	0.00	2.00

and be it further

RESOLVED, That the Clerk of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Ms. Mujik seconded the Resolution and the roll being

called upon its adoption the vote resulted as follows:

<u>Ms. Heather Creed</u>	<u>Aye</u>
<u>Ms. Melissa Hodek</u>	<u>Aye</u>
<u>Ms. Mary Lightbody</u>	<u>Aye</u>
<u>Ms. Deanna McDaniel</u>	<u>Aye</u>
<u>Ms. Julie Mujik</u>	<u>Aye</u>
<u>Mr. John Shinnock</u>	<u>Aye</u>
<u>Mr. Shawn Smith</u>	<u>Aye</u>

Adopted the 24th day of September, 2018.

Dan Corseon
Clerk of the Board of Library Trustees of
Fiscal Officer

WESTERVILLE PUBLIC LIBRARY

Franklin County, Ohio.

CERTIFICATE OF COPY
ORIGINAL ON FILE

The State of Ohio, Franklin County, ss.

I, Dan Griscom Fiscal Officer
Clerk of the Board of Library Trustees of

WESTERVILLE PUBLIC LIBRARY, within and for said County, and in whose

custody the Files and Records of said Board are required by the Laws of State of Ohio to be kept

do hereby certify that the foregoing is taken and copied from the original _____
minutes of the Regular Meeting of the
Board of Trustees of Westerville Public Library
on September 24, 2018

now on file, that the foregoing has been compared by me with said original

document, and that the same is a true and correct copy thereof.

WITNESS my signature, this 24th day of September, 2018.

Dan Griscom
Clerk of the Board of Library Trustees of
Fiscal Officer
WESTERVILLE PUBLIC LIBRARY

Franklin County, Ohio.

Resolution 098 - 18

b. EMPLOYEE HANDBOOK UPDATE

The Human Resources Committee presented updates to the Library's Employee Handbook.

The Human Resource Committee brought forth a motion to approve the suggested changes proposed to the library's Employee Handbook.

The Chair declared the motion passed as amended.

INFORMATION ITEMS

a. Director's Report

i. Lynda.com PSA

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b. Department Reports

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c. Customer Comments

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BOARD COMMITTEE REPORTS

1. Finance & Facilities Shawn Smith

Committee did not meet; no report provided.

2. Human Resources Jack Shinnock

At the Sept. 19, 2018 meeting the following was discussed: Employee Handbook recommendations; Board Vacancy (10 applications received); Erin Francoeur's 2018 goals. Next meeting is October 23, 2018.

3. Library Services & Marketing Julie Mujic

Committee did not meet; no report provided.

4. Technology Mary Lightbody

Committee did not meet; no report provided.

BOARD DISCUSSION ITEMS

1. *The Angie Thomas author event was great!*
2. *Ms. Creed shared that the Lazelle Woods Community Center has a library lending machine from the Worthington Public Library on sight. After scanning a library card, one can select books to be checked out (return books to Library, not machine).*

LIBRARY FOUNDATION REPORT

- The Foundation met Monday September 17, 2018.
- Jeremy Gray (Board Member) has resigned.
- The Foundation would like an update as to the status of payments incurred as a result of the water damage in March. There are some remaining Go Fund Me funds to spend once final expenses have been determined.
- Imagination Library enrollment is at 2151.
- Next month the Foundation will approve their annual appeal.

FRIENDS OF THE LIBRARY REPORT

- The Friends are going to help with the cost of furniture replacement in the new book nook and the adult areas.
- The new matching bookshelves have been installed in the Mallway for the sale of friends' items.

IMPORTANT DATES

- a. Strategic Planning – Tuesday, October 16, 2018 6:00 PM. Location to be determined
- b. Next Board Meeting – Tuesday, October 23, 2018 at 7:00 PM in the Board Room
- c. Wizards & Wands Festival – October 26, 2018 (Library open until 9PM)
- d. Alexander McCall Smith Tea – Saturday, November 10, 2018 at 11:30AM, The Lakes Golf & Country Club
- e. Alexander McCall Smith Author Talk – Saturday, November 10, 2018 at 2:00PM, Westerville Central High School

Resolution 099 - 18

EXECUTIVE SESSION

Ms. Creed brought forth a motion to move into Executive Session to discuss the appointment of a public employee.

Seconded by Ms. Lightbody.

Upon roll call the vote was:

Ms. Creed	<u>Aye</u>
Ms. Hodek	<u>Aye</u>
Ms. Lightbody	<u>Aye</u>
Ms. McDaniel	<u>Aye</u>
Ms. Mujic	<u>Aye</u>
Mr. Shinnock	<u>Aye</u>
Mr. Smith	<u>Aye</u>

The Chair declared the motion passed.

Resolution 100 - 18

Ms. Creed made a motion that the Board move back into Regular Session at 6:35PM.

Seconded by Mr. Smith.

The Chair declared the motion passed.

Resolution 101 – 18

ADJOURNMENT

Ms. Lightbody moved to adjourn the meeting at 6:35PM.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

President

Secretary