

BOARD OF TRUSTEES
WESTERVILLE PUBLIC LIBRARY
AGENDA

NOVEMBER 27, 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
- b. Personnel
- c. Statistical Report
- d. Payment of Bills
- e. Gifts

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 October 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

A revised draft of the Strategic Plan document will be discussed at the meeting.

ACTION NEEDED: The Board may vote to approve the Strategic Plan or advise staff otherwise.

c. Ten-Year Financial Projection and Capital Budget

A copy of the Ten-Year Financial Projection and Capital Budget is provided for information only.

NO ACTION NEEDED

7. NEW BUSINESS

a. TECH CENTER PROPOSAL

Erin Kelsey, Adult Services Manager, will present a plan for the renovation of the Tech Center to create a new Digital Innovation Space. The proposed project would take place in two phases.

ACTION NEEDED: The Board may consider a motion to approve the Tech Center Renovation as proposed or advise staff to proceed otherwise.

8. INFORMATION ITEMS

a. Director's Report

i. Intelligent Communities Smart21

The Library worked with the City of Westerville on their nomination of Westerville as a 2019 Global Smart21 City. The Library's efforts on digital inclusion and equity were highlighted in the initial application. The City was awarded the honor and is now in pursuit of the award for the 2019 Top 7 Intelligent Communities in the world. The award will be announced in early February. Erin Francoeur attended the Smart21 breakfast in Westerville on November 6th and the November 9th seminar in Dublin, Oh. We will continue to work with the City on this next level of the application.

ii. Library Journal Five-Star Library

The Library was once again awarded the Five-Star Library honor by the Library Journal for 2018.

iii. Wizards & Wands Festival

The Wizards & Wands Festival was a tremendous success with 2,321 people in attendance. We received many compliments from those in attendance and throughout the community regarding the event.

iv. Archive Space

The Library has contracted with Bob Wilson for the initial feasibility study and schematics for the Archive Space for the Local History Department. We hope to gather more information on the costs and design for the space so that we can seek funds and move forward with the project, which is slated for 2019 in the 10-year plan.

v. [Youth Services Manager](#)

Robin Gibson will be returning to our staff on December 3, as our new Youth Services Manager.

vi. [Staff In-Service Day](#)

Staff In-Service Day took place on November 7th at Otterbein's The Point. Topics of development included Strategic Planning and Cultural Competency and break-out sessions addressed Internal Customer Service, Social Dialogue Through Displays, State Digitization Projects, Data Trends, Sunsetting Programs, the Westerville Crossing Borders Project, the Story of the Tuskegee Airmen, Emotional Intelligence, and Maker Space Tours.

vii. [Furniture](#)

Some of the new furniture, purchased with the help of the Friends, has arrived. Most of the upholstered furniture for the New Book area and Adult Services is now in place. We are waiting on delivery of a few additional items.

b. [Department Reports](#)

Attached is a summary of the monthly department reports.

i. [Department Presentation](#)

Beth Weinhardt, Local History Manager, will be presenting on the Local History department.

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, December 18, 2018 at 7:00 PM in the **Staff Lounge** (Note change)
(The Management Team will be in attendance; please feel free to bring a snack to share)

14. EXECUTIVE SESSION

ACTION NEEDED: Consider a motion to move into Executive Session to discuss the compensation 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 Tuesday November 27, 2018. Mr. John Shinnock called the meeting to order at 7:00 PM.

IN ATTENDANCE:

BOARD MEMBERS: Ms. Heather Creed, Ms. Melissa Hodek, 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; and Mr. Steve Owley, Operations Director.

Guests: Ms. Beth Weinhardt, Local History Manager; Ms. Erin Kelsey, Adult Services Manager

Not Present: Ms. Mary Lightbody, Trustee; Ms. Darlene Lawson, Administrative Assistant

Resolution 110 - 18

APPROVAL OF THE AGENDA

Ms. Hodek moved to approve the agenda as presented.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

CONSENT AGENDA

a. Minutes – October 2018

The minutes for October 2018 were approved as presented.

b. Personnel – November 2018

The November 2018 Personnel Calendar was approved as presented.

c. Statistical Report – October 2018

The October 2018 Statistical Usage Report was approved as presented.

d. Payment of Bills – October 2018

October 2018 bills in the amount of \$320,278.24 were approved for payment.

e. Gifts – October/November 2018

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

Unrestricted:

\$30.00 cash from the Genoa Senior Group, in appreciation for a Local History program

\$75.00 from Alliance Data Systems, Inc.

Restricted:

N/A

REPORT BY THE FISCAL OFFICER

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

Resolution 111 - 18DISCUSSION AND APPROVAL OF FINANCIAL REPORT

Ms. Creed moved to approve the October 2018 Financial Report.

Seconded by Ms. McDaniel.

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.

NO ACTION NEEDED

Resolution 112 - 18

b. Strategic Planning Update

A revised draft of the Strategic Plan document was discussed at the meeting.

Mr. Smith moved to approve the Strategic Plan as proposed.

Seconded by Ms. Creed.

The Chair declared the motion passed as amended.

Resolution 113 - 18

c. Ten-Year Financial Projection and Capital Budget

Ms. Mujic moved to approve the Ten-Year Financial Projection and Capital Budget as presented.

Seconded by Ms. Creed.

The Chair declared the motion passed.

NEW BUSINESSResolution 114 - 18a. TECH CENTER PROPOSAL

Erin Kelsey, Adult Services Manager, presented a plan for the renovation of the Tech Center to create a new Digital Innovation Space. The proposed project will take place in two phases.

The Technology Committee brought forth a motion to approve the Tech Center Proposal as presented.

The Chair declared the motion passed.

INFORMATION ITEMS

a. Director's Report

i. Intelligent Communities Smart21

The Library worked with the City of Westerville on their nomination of Westerville as a 2019 Global Smart21 City. The Library's efforts on digital inclusion and equity were highlighted in the initial application. The City was awarded the honor and is now in pursuit of the award for the 2019 Top 7 Intelligent Communities in the world. The award will be announced in early February. Erin Francoeur attended the Smart21 breakfast in Westerville on November 6th and the November 9th seminar in Dublin, Oh. We will continue to work with the City on this next level of the application. *The lead project person on this initiative will be taking a tour of the Library tomorrow, November 28, 2018.*

ii. Library Journal Five-Star Library

The Library was once again awarded the Five-Star Library honor by the Library Journal for 2018.

iii. Wizards & Wands Festival

The Wizards & Wands Festival was a tremendous success with 2,321 people in attendance. We received many compliments from those in attendance and throughout the community regarding the event. *The Library anticipates repeating this event again next year.*

iv. Archive Space

The Library has contracted with Bob Wilson for the initial feasibility study and schematics for the Archive Space for the Local History Department. We hope to gather more information on the costs and design for the space so that we can seek funds and move forward with the project, which is slated for 2019 in the 10-year plan.

v. *Building and Facilities*

Roofing that was originally scheduled for 2018 will be moved to 2019 because estimates exceed \$50,000; thus will require the public bidding process.

As a result of the bid process for the roofing, flooring in Media will be moved up and scheduled in 2018.

vi. Youth Services Manager

Robin Gibson will be returning to our staff on December 3, as our new Youth Services Manager.

vii. Staff In-Service Day

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Borders Project, the Story of the Tuskegee Airmen, Emotional Intelligence, and Maker Space Tours.

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b. Department Reports

Attached was a summary of the monthly department reports

i. Department Presentation

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c. Customer Comments

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BOARD COMMITTEE REPORTS

1. Finance & Facilities Shawn Smith

The Finance Committee met November 20, 2018. Items discussed were:

- Review Fiscal Officer's goals and accomplishments
- Insurance Claim (water damage)
- Technology Center
- Credit Card Policy by Statute

2. Human Resources Jack Shinnock

The Human Resources Committee met November 27, 2018. Items discussed were:

- Reviewed Executive Director Goals
- Vacancy on the Board due to Ms. Lightbody's resignation effective December 31, 2018.

Resolution 115 - 18

The Human Resource Committee brought forth a motion to recommend Nathan Ericson to fill the remaining term of Ms. Lightbody, to begin January 1, 2018 and expiring December 31, 2020.

The Chair Declared the motion passed.

3. Library Services & Marketing Julie Mujic

Did not meet; no report provided.

4. Technology Shawn Smith

The Technology Committee met November 20, 2018. They discussed the Technology Center Proposal.

BOARD DISCUSSION ITEMS

1. Board Members are eligible to enter the raffle for the Quilt as the Library Foundation's Fundraiser.
2. OLC Money Smart Week – Do we participate? Perhaps in the past.

LIBRARY FOUNDATION REPORT

- There are two openings on the Foundation Board and with Ron's retirement in December they will start the New Year with three open positions.
- Funding the Imagination Library is currently around \$5000 per month and they are paid through the end of the year (2018).
- Next Meeting will be January 21, 2019 and they were informed no Trustee liaison will be present.

FRIENDS OF THE LIBRARY REPORT

- The Friends' next meeting is scheduled for the second week in December, 2018.

IMPORTANT DATES

- a. Next Board Meeting – Tuesday December 18, 2018 at 7:00 PM in the **Staff Lounge** (Note location change). The Management Team will be in attendance; please feel free to bring a snack to share. New Trustees (2019) will be invited to attend.

Resolution 116 - 18EXECUTIVE SESSION

Ms. Mujic brought forth a motion to move into Executive Session at 8:45PM to discuss the compensation of a public employee.

Seconded by Ms. Hodek.

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 117 – 18

Ms. McDaniel made a motion that the Board move back into Regular Session at 9:03PM.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

Resolution 118 - 18

The Human Resource committee brought forth a motion to provide a 2.2% salary increase for all staff except the Fiscal Officer and the Executive Director, with a pool at the level of \$40,000.00 for merit bonus increases.

The Chair declared the motion passed.

Resolution 119 - 18

ADJOURNMENT

Ms. Creed moved to adjourn the meeting at 9:04PM.

Seconded by Ms. Mujic.

The Chair declared the motion passed.

President

Secretary