

Synopsis of Board Meeting

October 16, 2018
Centerville Library

CALL TO ORDER at 7:00 p.m.

ROLL CALL – Mr. Bowling, Present; Mr. Carr, Present; Mrs. Cline, Present; Mrs. Denison, Present; Mr. Hanseman, Present; Mrs. Herrick, Present; Mr. Nunna, Present; also in attendance were Ms. Senft-Paras, Library Director; Ms. Fultz, Assistant Library Director; Ms. Georgia Mergler, Programming & Community Relations Manager; Ms. Uttermohlen, Deputy Fiscal Officer and members of the public.

HEARING OF PUBLIC – None

STAFF PRESENTATION – 2019-2021 Strategic Plan. Ms. Senft-Paras gave a recap of the 2014-2017 strategic plan. For 2018, the 2014-2017 strategic plan continued since this year's focus was the Woodbourne Library project. The Library administration also revised a few words in the Vision, Mission and Values statement. The goals for the Values statement were reduced from seven to five.

Ms. Fultz summarized the appreciative inquiry process used as a basis for the next strategic plan:

- Phase 1 – Evaluate the existing programs and services.
- Phase 2 – Strategic Learning. Library Board and Administration staff used the Appreciative Inquiry approach by working in groups to reach out to the community. Eighteen questions were asked to each group. Four questions were asked to all groups, and two questions focused on specifics. The following is some feedback given by the groups:
 - Think of an organization that serves you well. What can the library learn from them?
 - What inspires you to use the library? What would inspire you to use it more?
 - When you envision the future of the library, what do you hope to see?
 - What do you think makes Centerville / Washington Township a great place to live?

Responses from all 18 questions were entered into a spreadsheet and analyzed to determine themes to inform the shared outcomes. Particular attention was paid to the questions regarding the future of the library and inspiring more use. Copies of those two worksheets are available for anyone who wishes to see all of the responses.

From this work, these themes emerged:

- Collections – people still want to see materials in the library, particularly books, even among teens.
 - Technology – comments were vague, but people wanted to see the library keep up with technology.
 - Programs – varied types of programs for all ages.
 - Facilities and spaces – requests for meeting spaces, study spaces, and expressed desire that both libraries remain well maintained.
 - Promotions – some comments indicated that people are still sometimes unaware of what the library already offers.
- Phase 3 – Generating Shared Outcomes. Using themes from Phase 2, the plan was simplified to make it memorable. Strategic objectives and shared outcomes were used to create the Strategic Plan.

Examples of the strategic objectives:

- Increase awareness of library offerings
 - Provide comfortable, welcoming spaces
 - Engage citizens by seeding feedback and their involvement
 - Grow the collection and programs
 - Update technology to meet current demands
 - Offer unparalleled service and high customer satisfaction
 - Improve our efficiency and secure funding
- Phase 4 – Developing Activities to Support the Strategic Plan. Two questions were asked during this phase:
 1. How do you imagine the library in the future?
 2. What inspires you to use the library now?

The next step is to evaluate ways for library staff to participate in the process and determine the filters to decide what we do and what meets our mission. This three-year strategic plan will put us in the best possible position for a possible levy in 2021.

Comments from the Board:

- Will the strategic objectives be in priority order? Seven objectives seems too much.
- How is the strategic plan translated into the annual plan? This could be how the objectives are prioritized.
- It is important for people to learn that we are a technology location. This is a priority heading into a levy period.
- Technology changes rapidly.
- The plan needs to be concrete. Priorities need to be set on what gets done and when.
- The groups surveyed gave us good feedback. Ms. Senft-Paras added that people feel invested in the library by participating in the surveys, focus groups and individual interviews.
- Libraries are important to the Centerville / Washington Township community.

COMMITTEE REPORTS

Long-Range Facilities Planning Committee. Ms. Senft-Paras said the general contractor continues to work on the punch list and Kevin McCurdy of LWC is overseeing the work being done on the punch list.

- Dumpster Doors at Woodbourne Library. Ms. Senft-Paras reported that the City of Centerville requires doors at the dumpster area at Woodbourne Library. This is an omission from the construction plans. She received a quote from Bellbrook Fence and requested a quote from City Wide Fence. It was suggested that Ms. Senft-Paras find out who installed the dumpster at Villager Apartments during the rear egress project. The Board unanimously approved a motion to authorize the Director to spend up to \$4,500 to install dumpster doors at Woodbourne Library. There was one abstention.

Foundation Committee: Mrs. Denison summarized the meeting of the Foundation Committee / Foundation Board who met immediately preceding tonight's board meeting. Topics discussed were:

- Final totals – The Gala raised \$40,000 in sponsorships and \$575 in donations.
- The gala raised \$37,290.18 that will pay for the children's interactive wall at Woodbourne Library and supplement the cost of a laptop kiosk.
- The Committee reviewed the financial statement and bank statement for the Woodbourne Gala. Copies are also in the board meeting packet.

Board meeting minutes are available for public inspection during library administrative office hours.

- Donor Wall – Ms. Fultz and Ms. Senft-paras began researching styles for the donor wall. The Board will consider the location, style, and plans to combine the names of the sponsors of the Woodbourne Library Gala and the names on the donor wall at Centerville Library. Ms. Senft-Paras discussed the style of the donor wall with John Fabelo who suggests something with an artistic flair to compliment the artwork at Woodbourne Library.

Mr. Carr and Mrs. Denison runs a great Committee and thanked her and the members of the Committee and Board for planning such a well-received event. Mrs. Denison also thanked Mr. Carr for requesting a special song written just for the Library by Jim McCutcheon.

DIRECTOR’S REPORT - Ms. Senft-Paras reported on the following:

- Facilities:
 - City Engineer Jim Brinegar reports that if the resurfacing work on West Spring Valley is not complete by October 31, the work will stop and resume in the spring. To work after November 1st would void the warranty.
 - The Washington Township Fire Department conducted their annual inspection of Centerville Library. The firemen were checking all systems, especially looking that no power strips plugged into each other and no space heaters were plugged in, and not running. We received a positive inspection and told Facilities Manager Gary Berry “everything looked really good!”
 - Facilities Manager Gary Berry was able to purchase filters for our HVAC system that cost \$360 compared to the \$1,600 spent last year.
 - Liz Fultz and Ms. Senft-Paras completed the first phase of planning for the Burgeon Group as we begin to design our children’s interactive wall for Woodbourne Library. They completed a survey and sent the Burgeon Group staff information about the history of Centerville - Washington Township community and our Library. On November 1, there is an online meeting with representatives of the company.
- Personnel – Our current staff count is 110.
- Collections / Programs / Services:
 - Woodbourne Library statistics have been remarkably strong since the facility reopened on September 23. In September, we registered 325 people for library cards; averaged almost 1,000 visitors per day; circulated 13,549 items and hosted 1,821 people at our programs.
 - On Wednesday, October 24 from 1-3 pm is the *Growing Up Modern* program with Elizabeth Garber. On Saturday, November 4 from 10:30 am – 3:00 pm is a program with local historian Don Aukerman and architects Patrick Hansford and Patrick Snadon.
 - We will host the Veterans Day Exhibit on November 9-12 at Centerville Library. It is co-sponsored by Centerville-Washington History. The exhibit focuses on military conflicts from 1980-present day, as well as the 100th anniversary of Armistice Day. Because Veterans Day falls on a Sunday, to accommodate the public who will attend the annual Veterans Day service at Stubbs Park, our exhibit will open at 11:30 am.
- Other – Friends of WCPL:
 - The fall book sale is set for Thursday, October 25 through Saturday, October 27 at Centerville Library. The Friends are assimilating into their new space at the Centerville Library.

- On November 4, the Friends will co-sponsor the *Race to the Holidays* 5K with the Centerville-Washington Park District and the Washington Township Recreation Center at Oak Grove Park beginning at 12:00 pm.

CONSENT AGENDA – Resolution No. 018-014 – Consent Agenda. The Board adopted Resolution No. 018-012, a consent agenda approving the following action items:

- Approval of August 21, 2018 Regular Board Meeting Minutes
- August Financial Statement, Notes to the August Financial Statement and Investment Report
- Payment of September Expenditures
- Personnel Items

The roll call vote resulted as follows: Mr. Bowling, Yes; Mr. Carr, Yes, but abstain from payments to Centerville Landscaping, Creative Impressions, Garber Electric, Korrect Plumbing, LWC Inc., New York Times, Staffco Construction and Taft Stettinius and Hollister; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.

NEW / OLD BUSINESS

- Transfer of Funds. Ms. Uttermohlen reported that the Library has a refund of \$10,937.50 coming from LinkedIn now that the State of Ohio has picked up the Lynda.com database subscription. Since the database was already paid in 2018 from the adult databases account, Ms. Uttermohlen is requesting a transfer of \$6,000 from #101.00.58900 Contingency to #101.00.54510 Online Databases-Adult so that a few new databases can be purchased during the last few months of 2018. The Board unanimously approved the transfer of funds.
- December Board Meeting. The Board unanimously approved a motion to change the starting time of the December 18, 2018 board meeting from 7:00 pm to 5:30 pm.

OTHER

Mr. Carr moved for adjournment at 8:10 P.M.

C. Uttermohlen