

## **UPPER ARLINGTON PUBLIC LIBRARY**

Board of Trustees Meeting  
Tuesday, December 11, 2007  
5:00 p.m.

### **Minutes**

President Motil called the meeting to order at 5:05 p.m.

### **IN ATTENDANCE**

BOARD MEMBERS: Charles Motil, Brian Perera, John Burtch, Megan Gilligan and Bryce Kurfees. It was noted that John Magill had indicated that he would try to attend, but would be late.

OTHERS: Ann Moore, Director; Terri McKeown, Clerk-Treasurer; Kate Porter, Assistant Director; John Forgos, John Forgos Associates; Sherman Wallace, Facilities Manager; Ruth McNeil, Community Relations Manager; Dick Wood; Dennis Williams, Larsen Engineering and Nancy Roth, Administrative Secretary.

### **APPROVAL OF THE MINUTES**

Gilligan made a motion to approve the minutes of the November 13, 2007 meeting. Perera seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Motil and Perera. VOTING NAY: None.

### **PUBLIC COMMENTS**

There were no public comments.

### **UAPL FOUNDATION REPORT**

Jackee McKnight was not present. There was no report.

### **DIRECTOR'S REPORT**

Moore's written report is included here as Exhibit A.

Moore introduced Dick Wood. Wood said that he was present to answer questions that the Board might have about the long term care insurance that could be offered to library employees. Wood said that the policy is with The Guardian, which is a very large reputable company. He said that the options available to the employees include an option that would never stop paying benefits. He noted the rising costs of nursing care and the need to consider long term care as part of retirement planning. He said that the program is open to UAPL employees, their spouses, children, parents and grandparents

at a 10% discount. He noted that the library would not be involved in the expending or collection of funds. He said that the policy goes with the employee at the same rate if they leave the library. Wood said that the City of Upper Arlington, Grove City and some townships have offered this to their employees.

Burtch said that the program was completely voluntary and that there was no exclusivity implied. Wood confirmed this to be true. Burtch asked what type of authorization was needed in order to proceed. Wood said that any authorization would be acceptable to him.

**Burtch made a motion that the Board of Trustees authorizes a long term insurance plan presentation by Dick Wood to interested employees. Kurfees seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Motil and Perera. VOTING NAY: None.**

Moore continued her report. She said that the library had received twelve responses to the RFQ/RFP for the space study at Tremont and Lane. She said that she and Forgos had read all the proposals and each had developed a short list of three candidates for further review by the Facilities Space Improvement Committee. She said that she would like to meet with the committee before the end of next week. Moore noted that copies of the proposals were available to the committee. Forgos urged the committee to read the three candidates' proposals before their meeting. A meeting was scheduled for Wednesday, December 19, 2007 at 8:00 a.m.

Moore made the Board aware of a donation by the Morris family in honor of the late Robert Morris. Moore noted that the donation of \$1,000 has been designated for the purchase of large print books, in accordance with the family's wishes. Moore said that Mr. Morris had been a dedicated user of the library according to his family and that many staff members remember assisting him.

Moore said that the library van has begun to need significant repairs. She said that there is currently money left in the budget that could be used for the purchase of a new van. She noted that the current van has been in use for ten years. She said that van had been purchased by the Friends for \$19,000.

Moore said that Marcus Hensley and Sherman Wallace have gotten quotes for new vans from three area dealers. She said that the library has received an excellent quote for a new van that is larger than the current one for about \$20,000. She said that this was a price based on a government discount program that the dealer offered. Moore said that she would like to proceed with the purchase of the van before year's end. The Board agreed that the price quoted was excellent and that the purchase should proceed. The Board deferred a vote until the Finance Committee portion of the agenda.

## FACILITIES SPACE IMPROVEMENT COMMITTEE

Motil said that there had been no meeting of the committee. He indicated that he would be reading the short-listed proposals and that he would like a listing of all those who submitted proposals. Forgos said he had a list and would make it available to the Board.

## OPERATIONS

The notes from the Operations Committee meeting of November 30<sup>th</sup> are included here.

### OPERATIONS COMMITTEE MEETING Friday, November 30, 2007 5:00 p.m.

#### Notes

*IN ATTENDANCE: John Magill, Brian Perera, Ann Moore, Terri McKeown, Kate Porter, Sherman Wallace, John Forgos and Dennis Williams.*

*The meeting was called to order at 5:02 p.m.*

## MECHANICAL STUDY

### LANE ROAD:

*Moore began the discussion of the completed mechanical study. She asked Forgos to outline the assessment of the Lane Road mechanical electrical systems. Forgos said the estimate for the Lane Road systems was about \$145,000. He said that the emergency generator called for in the study was somewhat excessive and the actual cost would more likely be less than \$100,000. He noted that included lighting and phone system. Forgos also said that nothing listed in the report required immediate attention other than two selective maintenance items.*

- 1. Moore said that the library was aware of the sinkholes listed in the report. This was a result of the ground settling following the excavation work done in the spring. Forgos has advised waiting until after the winter before taking corrective steps.*
- 2. Moore said that the other item involving the electrical circuits for the parking lot lighting has already been addressed by Wallace. Wallace confirmed that work was scheduled to commence the week of December 10<sup>th</sup> to correct the problem.*

*Moore turned the meeting over to Williams. He distributed revised copies of his report.*

*Williams said that due to the 1987 fire at Lane Road and the issue of correct ventilation of combustible materials, he would recommend that a structural engineer assess the attic and cupola at Lane Road. He said that if a serious issue is found, it could be*

costly. He noted that his estimate was just for a structural engineer to make an assessment.

Williams said that the air handling equipment was relatively new – from 1997 – but that the equipment does have old technology refrigerant in the elements. He said that would require replacing the cooling coil with the condensing unit. Williams noted that there was not a lot of refrigerant piping between the two so he suggesting replacing those lines sometime within the next five to ten years.

Williams said that the boilers might last another ten years. He said the product was relatively new, but that a similar system installed at Hilliard, did not last too long. The current boilers were installed in 1997.

Williams said the phone system update was estimated at \$11,000.

Williams noted that the lighting was still the older T-12 lamps. He said their recommendation would be to replace the lighting within the next five years with T-8 lamps. It was noted that changing the ceiling system would be costly.

Williams noted the recommendation to add a generator to Lane Road. He said the goal would be to eliminate the battery operated egress lights and to have the phone system and sump pump tied into the generator.

Williams said that the lack of a floor drain in the mechanical room was a minor nuisance. He said installing one was not mandatory, but that it would be a good idea.

Williams said that remainder of the report on Lane Road deals with the specifications of the systems in place at Lane Road. He noted that the fire alarm system appears to be adequate. He said in general that there are not any serious issues at Lane Road. He said the perimeter foundation work seems to have resolved the basement leakage. Williams said that the report will contain a suggested chart of work to be done along with cost estimates for budget planning. He said the information is contained in the narrative and will be also included in chart form in the final report.

Magill asked about sanitary piping needing to be cleaned mentioned in the narrative, but that these were not included in the list of corrections. Williams said that these were not major items. He said that the length of the piping to connect to the main sewer line was not a very long distance. He said it would not be costly to clean it if it had never been cleaned. Magill suggested that the plumbing items be included in the recommendations.

Perera asked about the recommendation for sprinkler installation in the upper level at Lane Road. He asked if there was a compliance issue there. Forgos said there was no compliance issue involved. Williams said the recommendation was made as a means to reduce the insurance premium for the building. He said that if the insurance company would not reduce the premium, there would be no incentive to taking on the

project in and of itself. He noted that future remodeling and/or expansion might necessitate adding a sprinkler system. Moore noted that future remodeling and/or expansion would also mean that the elevator would have to be made ADA compliant.

Magill asked Williams to add information to the final report about tying the elevator operation into the emergency generator. Moore noted that the cost estimates were in 2007 dollars and that prices have risen steadily, so that costs in five years would be expected to be more. Williams noted that equipment costs have been rising about 5% per year, so his recommendation would be to do the work when the money is available rather than waiting.

### **TREMONT:**

Williams said that the audit for Tremont contains a lot more detail for a life-cycle cost analysis. He said that particularly with the HVAC system, there is a lot of old equipment at Tremont. He said that the goal is to find a solution for the equipment that would pay for itself, at least partially, over time. The latter portion of the report has a lot of information on life-cycle cost analysis. Williams said the information is not complete yet so he was not prepared to make a recommendation at the present time. He said the goal is to introduce a modern system with new boilers and chillers and to remove the little compressor units that are on the roof and on the grade. He said this is the main thrust of the report.

Williams said that there are some small items as well. He noted that some paragraphs were added to the executive summary about why the building is difficult to remodel. He noted that the older portion was out-of-date and inefficient and located in the middle of the building. For this reason, Williams said it would be difficult to get a contractor in to work on the building without affecting the daily operation of the library. He said that he tried to find solutions that would not affect the operations of the library with minimal down time.

Williams reviewed the listing of corrective items. He noted that there was a chiller with a failed compressor that would need to be replaced or repaired. Forgos said that this would need to be addressed quickly before the cooling season arrives. Williams said the best course would be to replace the chiller so that the unit would have R-410A refrigerant which is more environmentally responsible. Once it is installed, the chiller should last for about twenty years without any refrigerant issues. Forgos noted that the current chiller has two compressors, one of which has failed. If just the compressor is replaced, there would be no guarantee that the second compressor would not fail in the near future so an additional replacement cost would be needed.

Perera noted that a new chiller would cost about \$80,000 and would have two new compressors included. Replacing just the compressors would cost about \$50,000. He noted that the committee had discussed the need for the chiller replacement as long as a year ago. Magill noted that the committee had also discussed the replacement of the boiler a year or so ago.

*Forgos said he would recommend that the committee present a recommendation to the Board at the December meeting regarding the chiller problem. Magill suggested that the committee continue with Williams' discussion before moving into recommendations for the Board meeting.*

*Williams said that the new chiller would have a screw compressor rather than a reciprocating one. The screw compressors have a longer life span. He said that it also has a variable flow of refrigerant so that operating costs are lower.*

*Magill asked for information about the old wiring issue. Williams said that the cost estimate is \$36,000 to replace old wiring in the old part of the building, including ceiling, walls and attic. Magill noted that this component contained some of the strongest language in the report. Magill he would recommend that this component be brought to the Board in December to be put out for bid. Forgos said that he would like to see the results of the planning study before embarking on the re-wiring so that work would not have to be done twice. He noted that the chiller is needed for the cooling season and would be kept regardless of any changes resulting from the space planning study.*

*Williams said that another member of his team would be able to help with recommendations about how to package electrical work to be done for maximum benefit.*

*Williams reviewed a secondary listing of items for consideration. He said that these items are issues, but that he would not recommend that the library spend funds on them at the present time. He said that money would be better spent on making improvements, rather than repair or maintenance on these items. He said that the gas fired condensing units are definitely at the end of their life. He said replacing the units would only add an additional 10 – 12 years to the life of the heating system. He said that funds would be better spent in replacing the system with a chilled water/hot water system.*

*Williams said the rooftop units have a refrigerant unit. He said they are out in the weather and generally last 7 ½ years. The current units are six years old. He said that the 7 ½ year span applies to retail units that do not get any maintenance care. He said that with regular attention, the life of the unit could be expanded to twelve or fifteen year lifespan. He noted that the previous units lasted fourteen years.*

*Williams said that the gas fired boilers could be replaced with similar units with some increased efficiency.*

*Williams said that a digital phone system was estimated at \$83,000 which sounds low. Moore said that the library had received an estimate from Cisco Systems ranging from \$130,000 - \$150,000. It was noted that this was for all three locations and the computer components needed to operate the system.*

*Williams said that the lighting system definitely needs attention. He said the cost estimate of \$225,000 includes replacing as many lights as possible in the building, including the sodium lights in Adult Services. He said that if Adult Services area becomes a study area with more computer workstations, the current lower level lighting might be preferable. He said that decisions about space usage should drive the decision about lighting in this area.*

*Williams said there is a strong recommendation for a new generator. He said that the current one is working, but is near its end of life. He said the estimate of \$67,000 might be somewhat high, but there would be systems added to the generator. He said they would recommend putting the generator out on the loading dock area.*

*Williams said that there is a recommendation for an addition to the basement and first floor to create a separate mechanical room for the boilers, air handlers and the controls for this along with the ductwork. He noted this could be a part of a new expansion unit as well if the space planning goes in that direction. He noted the possibility of constructing two roof-top penthouses whose function would be to house some of the air handlers and other mechanical HVAC equipment.*

*Williams said that a firm recommendation would not be made until the life cycle cost analysis was completed which would be sometime the following week. He said that they would construct a computer model of the library based on the electrical consumption and then factor in the recommended new equipment to arrive at the cost analysis. Forgos noted that the old part of the building does not have insulated glass which would need to be taken into consideration when doing the modeling. Williams said that up-dating the HVAC system generally is done in conjunction with re-insulating the building, such as new windows and possibly insulating the walls in the older section.*

*Moore asked if a penthouse construction would require more roof supports. Williams said that the unit would be lighter and he did not think additional support would be necessary. He said that a structural engineer should be consulted for an opinion. Forgos said that he would expect additional support would be necessary. Williams said that the proposed cost for such a project should be sufficient to provide for additional supports if necessary.*

*Magill noted that the existing fire alarm system has been deemed obsolete in the report. He asked about the cost of a new system. Forgos said the cost runs about \$250.00 per square foot. Williams said this would bring the cost to about \$165,000. Williams said that the new system was an improved system that also included full smoke detection. He said this would allow the library to eliminate the ductwork smoke detectors which are problematical. He said that the real problem is that if the current fire alarm system fails, replacement parts are not available. He said for this reason, this would be a high priority project in order to protect the library.*

*Magill asked what information should be presented to the Board in December so that action could be taken to replace the system. Williams noted that Larsen could prepare*

*bid documents containing specifications to which vendors could respond, but that would not be a part of the current mechanical/electrical assessment. Moore asked if the city would have to review the documents. Forgos said that the fire marshal would have to see the alarm system drawings. It was noted that there would be a fee from the city for this review.*

*Magill said that this piece seemed to be an important piece of the report that should be pursued. Perera said that the chiller and the fire alarm system seemed to be the two most urgent needs that should be addressed as soon as possible.*

*Forgos said that he understands the feeling of urgency, but that the fire alarm system along with the wiring replacement is more likely to be affected by the planning study and can be done at any time. He suggested that until a direction of the planning study was clear, he would advise waiting. Perera said that the documents could be ready so that if the system fails, the process could be started quickly to replace the fire detection system. Perera said that the issue should be discussed at the December meeting. It was noted that currently there are portions of the building that are not covered by smoke detection equipment. Williams said that they would recommend a system that covers the entire building.*

*The committee agreed that they would recommend the chiller replacement project for approval at the December Board meeting. Forgos said that he would check with Trane to assess the lead time for the equipment delivery. Forgos suggested that Williams submit a proposal to prepare the bid documents that would meet the various specifications needed for the unit. The committee agreed that the desire would be to bid for specifications and not for a specific brand. It was agreed that the priority for the December meeting was the chiller project and that the fire detection system would be reviewed later.*

*Magill and Perera agreed that the report from Larsen Engineering was very helpful.*

*Williams said that the Halon suppression system in the computer room was also old technology and that Halon gas has been outlawed as an ozone depleting gas. He noted that the report includes a \$20,000 estimate to replace the system.*

*It was agreed that there would be discussion at the Board meeting about the fire detection system replacement with the goal of gaining consensus to proceed with a planned replacement. The committee agreed that following a discussion at the December Board meeting, if consensus was reached, Larsen Engineering would be asked to prepare a proposal to create bid documents for the fire detection project to be approved at the January meeting.*

## **PUBLIC RECORDS POLICY**

*McKeown said that the library needs to draft a Public Records Policy at the December meeting in order to be in compliance with a new state law that took effect in September,*

2007. She noted that there has been a lot of discussion between libraries, OLC and the state Attorney General's office regarding the new requirement. She noted that the requirement being addressed was to establish a policy as distinct from procedure. McKeown said that she recommends the library follow closely the Attorney General's recommendation as amended by Jon Iten, legal counsel for the Ohio Library Council.

Magill said that he would like to develop a one page handout for patrons defining what records are not subject to public records laws. Moore noted that this information is available in the Operations Manual and could be put in a one page format for patrons. McKeown noted that procedures will be put into place and staff will be trained, but that the current piece is the policy portion. Perera noted the distinction of email as a part of public records. McKeown noted the retention schedule procedure addresses email.

Perera asked if the Records Commission had to approve policies or procedures that were in effect prior to the formation of the Records Commission. McKeown said that at present, this was not necessary. She noted that some items need to be added to the records retention schedule and at that time the Records Commission would have to approve the new schedule.

It was agreed that the Records Commission would meet prior to the Board meeting to approve the policy and that the policy would then be submitted to the Board for approval.

The meeting was adjourned at 6:40 p.m.

Perera said that the reports prepared by Larsen Engineering were very well done and offered Dennis Williams his thanks for the hard work they represented.

Williams said that he was present to answer any questions that the Board might have. He said that Lane Road is in pretty good shape, particularly after the foundation work that was done in the spring. He noted that the replacement schedule included in the report should help the library to focus on needs for the next five to ten years.

Williams said that the chiller needs to be dealt with this spring. He said that the life cycle cost analysis shows that repair and part replacement costs would be more than replacement of the whole unit over time. He said that installing a modern HVAC system with a thirty year life span would save money over time. He noted that rooftop systems have a limited life span due to their exposure to the elements and that it has been replaced once already. He noted that their recommendations include installation of a hot-water/chilled-water system.

Motil noted the plan to replace the chiller. He asked if the chiller was located in the right spot or if a move should be contemplated. Williams said that the current location is fine and that an additional chiller could be added next to the current one in that location.

Perera said that page 5 of the report contains a list of items need, amounting to over \$2,000,000. He said that the season is right to get the chiller work done before the need to cool the building. He said that is would be quite likely for the compressor to fail if the unit is not replaced. He also noted the need to update the fire detection system. He said that the current system is so outdated that repairs would be more costly. Perera referred to pages 52 – 53 that contains of schedule of repair/replacement. He noted that it is very useful to compare the costs of repair of some of the systems to their replacement costs.

Motil asked if the report and replacement schedules contained in it could be used as a basis to issue debt under the current House Bill regarding energy savings. Williams said that Larsen has not prepared those types of estimates for a library before, but that the schedule could be used to qualify for that type of savings.

Williams said that a new chiller should last twenty years. He noted that the plan submitted calls for a bump out to build a new mechanical room so that the old systems could remain in use in their present locations while new systems are installed in a new mechanical room. It was noted that if the library develops a planned expansion, this could be included in those plans. He said that the air handler units that are now housed in the center of the lower level could be replaced into a new mechanical room and that center space then could be freed up for an alternate use, such as storage.

Motil asked if the cost of the build-out was included in the cost estimate. Williams said that the cost was included in the estimate. He said that the room is not needed for the chiller replacement, but would be needed when it is time to replace the rest of the system. He said their projection was for replacement in 2009.

**Resolution 46-07**  
**To Put the Tremont Chiller Replacement Project Out for Bids**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Tremont Road Chiller Replacement Project be advertised for bids for a period of four weeks, following which the Clerk-Treasurer and/or the Library Director, at a duly advertised public meeting, is hereby authorized to open such bids as may have been submitted.

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Perera made a motion for approval of Resolution 46-07. Gilligan seconded the motion. Burtch asked about the extent of the involvement of Larsen Engineering after the bid. Williams said that Larsen would be setting the specifications and it would be up to the contractor to choose from an approved list of manufacturers and to get the best price for the units. Forgos noted that the new chiller system would be a change from a compressor system to a screw-type system. He said that Larsen would do the contract administration as it lay outside his area of expertise. It was noted that the ad for the

project would not appear until after the New Year, in order to allow time for Larsen to prepare the necessary drawings, etc. Williams confirmed that the delivery lead time for the chiller would be about twelve weeks.

VOTING AYE: Burtch, Gilligan, Kurfees, Motil and Perera. VOTING NAY: None.

**RESOLUTION 47-07**

**To Authorize Larsen Engineering to Prepare the Bid Documents for the Chiller Replacement Project**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby authorizes and approves the agreement with Larsen Engineering, Inc., 4662 Larwell Drive, Columbus, Ohio 43220 to provide engineering services and prepare bid documents for the Tremont Chiller Replacement Project. The proposed agreement is attached to the resolution as a permanent exhibit. The costs outlined in the agreement are:

1. Working Drawings	\$10,000.00
2. Bidding Inquiries	\$ 3,600.00
3. Shop Drawing Review	\$ 500.00
4. Construction Review	<u>\$ 2,500.00</u>
TOTAL BASE FEE	\$16,600.00

**REIMBURSEABLE EXPENSES**

1. Long Distance Phone Calls	\$ 50.00
2. Printing Costs for Bid Documents	\$ 500.00
3. Postage & Delivery Service	\$ 50.00
4. Transportation Expenses	None expected
5. Permit Fees	Unknown at this time Range \$800.00 - \$2,000.00

FURTHER, the Board of Trustees of the Upper Arlington Public Library does hereby authorize Ann R. Moore, Library Director to execute and sign said agreement with Larsen Engineering, Inc.

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Perera made a motion for approval of Resolution 47-07. Burtch seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Motil and Perera. VOTING NAY: None. The complete approved proposal from Larsen Engineering is attached to these minutes as an exhibit.

## **Public Records Policy**

December 2007

### **Policy Statement**

*The Upper Arlington Public Library ("the Library") shall comply with Ohio's Public Records Law. The Library will make its records available for prompt inspection in response to requests. The Library will also make available copies of public records within a reasonable time period.*

### **Public Records**

*In accordance with Ohio Revised Code and applicable judicial decisions, records are defined as any item that (i) contains information stored on a fixed medium (such as paper, electronic - including but not limited to email - and other formats); (ii) is created or received by, or sent under the jurisdiction of a public office and (iii) documents the organization, functions, policies, decisions, procedures, operations or other activities of the office.*

### **Records Availability**

*As required by Ohio law, public records will be organized and maintained so that they are readily available for inspection and copying. Upon request, the Library's record retention schedules will be made available to the public.*

*Public records, responsive to a request, will promptly be made available for inspection to any person at reasonable times during regular business hours. Copies of public records will be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.*

### **Record Requests**

*An individual making a public record request is under no obligation to put the request in writing and does not have to provide his or her identity or the intended use of the requested public record. No specific language is required to make a request. The requester must identify the records requested with sufficient clarity to allow the Library to identify, retrieve, and review the records. The Library may ask the person requesting a public record to put their request in writing, to identify him or herself, and/or to inquire about the intended use of the information requested. If it is not clear what records are being sought, the Library may request clarification. Library Staff shall provide the requestor with an opportunity to revise the request by informing the requester of the*

*manner in which records are maintained by the Library and accessed in the ordinary course of the Library's or person's duties.*

### **Denials/Redactions**

*Any denial of public records requested will include an explanation. If the original request was in writing, the explanation for denial will also be in writing. If portions of the requested record are public and portions are exempt, the exempt portions will be redacted and the rest released. When portions of the requested public record are redacted, each redaction will be made plainly visible.*

### **Costs for Public Records**

*The requestor may purchase copies of public records upon advance payment of the actual costs involved in providing the copies. Upon advance payment, the requestor may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.*

### **E-mail**

*E-Mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.*

### **Library Records Commission**

*(As established by Resolution 39-07; September 11, 2007 Library Board of Trustees meeting)*

*The Upper Arlington Public Library Records Commission is composed of the members and the clerk of the Board of Trustees per Ohio Revised Code Section 149.411. The Library Records Commission will meet at least once every twelve (12) months. The Library Records Commission is responsible for overseeing the Library's records retention schedule and disposal of public records.*

**Perera made a motion to approve the Pubic Records Policy as approved by the Library Public Records Commission. Gilligan seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Motil and Perera. VOTING NAY: None.**

## **FINANCE**

The minutes of the Finance Committee are included here.  
**(NOTE: Magill arrived at the Board meeting at this point.)**

*FINANCE COMMITTEE MEETING  
Monday, December 10, 2007*

### **Notes**

*IN ATTENDANCE: Charles Motil, Bryce Kurfees, Ann Moore, Terri McKeown, Kate Porter and Nancy Roth*

The meeting was called to order at 11:05 a.m.

### **CHANGE IN APPROPRIATIONS FOR DECEMBER BOARD MEETING**

Moore noted that due to scheduling conflicts, there was limited time for the Finance meeting. McKeown said that the changes in the appropriations for the December Board meeting had been outlined sufficiently in her written report to the Board.

### **ADVANCE RELEASE OF TAX DOLLARS**

McKeown said that the library can request an early distribution of tax revenue on a monthly basis from the Franklin County Auditor as property taxes are collected. She said that the Board must approve this each year.

### **MEC GAS PROGRAM**

McKeown said that she understood the Board had concerns regarding long-term contracts in general. She said that Metropolitan Educational Council is part of a huge pool for gas purchasing. She said that gas is one of the library's smaller utility bills – about \$31,000 in 2007. McKeown said that MEC has negotiated a 5-year agreement so that they can buy for the future and develop storage capacity, etc. She said that this would minimize disruptions in price due to natural disasters, like Hurricane Katrina. She said that UAPL has saved about \$3,000 a year through the MEC gas purchasing. She noted that the UA schools also participate in this program.

Motil asked if the library has to sign-up each year. McKeown said no. She noted that the library has been participating in MEC purchasing since she began at the library. Kurfees asked if the MEC was a private enterprise or a public entity. McKeown said that it was a cooperative consortium composed primarily of public schools. She noted that the MEC guidelines are available if the committee members were interested in reviewing the make-up and governance of the organization. McKeown said that she would recommend the library's participation in the program. She noted that there was a safety net agreement with Columbia Gas, so participants in the MEC program would never be without gas.

### **2008 TEMPORARY APPROPRIATIONS/LLGSF UPDATE**

McKeown distributed an exhibit that had been included in the Board packet for the 2008 Temporary Appropriations. She noted that the Board would vote on the Permanent Appropriations in March. She said that the Temporary Appropriations were based on estimated figures. She said that about \$40,000 in delinquent property taxes are owed to the library. Motil asked about the dip in the amount of refund revenue. McKeown said that during 2007, the library received an insurance reimbursement that was not expected to be repeated in 2008.

*McKeown said that the General Tax Revenue estimates from the County may be high; the OLC has warned that they may be adjusted downward. She noted that the LLGSF is now based on 2.22% of the State General Fund Tax Revenue. She said that the exact amount won't be known until the end of the year.*

*McKeown said that the Personnel Committee will be recommending 2.5% of each range midpoints as the Wage increase at the Board meeting. She said that the Salaries & Benefits temporary appropriations reflect current staffing levels and include the increase in the OPERS pick-up, both employee and employer portions.*

*McKeown noted that the increase in the Supplies budget was partly a reflection of the increase in materials as the library moves toward attaining a 20% materials budget. Motil asked if these increases were tied to increasing the materials budget, if they should not be considered when calculating whether the library has achieved a 20% budget. McKeown said that if using a cash-based accounting system, this would not be appropriate. Kurfees said that including processing supplies makes the definition of library materials unclear. Motil noted his concern that the public be made aware that an increase in the materials budget also necessitates an increase in other items in the budget as well.*

*McKeown also noted that more brochures and printing is being done in-house which has increased supply costs. She noted that the increase in the professional services line includes an increase in the levy collection fees.*

*Moore and McKeown noted that Marcus Hensley has spent a great deal of time preparing the Computer Services budget and has been looking at costs of certain projects that have been planned. Moore noted that in addition to looking at just the cost of hardware, the cost of operation of new hardware is also being considered.*

## **FIVE YEAR REVIEW**

*McKeown distributed a worksheet showing income and expense projections for the next five years. She noted that beginning in 2009; the library expenses will exceed revenues. She said that in view of the carry-over from 2007, she would recommend moving \$250,000 from the General Fund into the Building Improvement Fund. Kurfees asked the difference between the Building Improvement Fund and a Reserve Fund.*

*Motil said that the reserve fund has not been initiated yet. Motil said that he would like to see a reserve fund started even if only \$20,000 - \$25,000 per year. The committee discussed the need for a reserve fund, whether the library was legally able to start such a fund and how it would differ from a building improvement fund.*

*Due to the time constraints for the committee members at this meeting, the committee decided to have a separate meeting to discuss this issue, including guidelines for such*

*a fund, a review of what other libraries do, and how it would affect improvements planned in the near future, such as the chiller project.*

*McKeown asked the committee if the request to reallocate funds from the General Fund to the Building Improvement Fund was in accord with their wishes. The committee did not make a decision. Kurfees asked for the reason. McKeown noted that the Auditor of State's office preferred that such transfers take place at the end of the year. She noted that there has been on-going discussion with the Auditor's Office about this.*

## **VAN PURCHASE**

*Moore noted that the library van has been in use for 10 years. She said that it has recently needed several costly repairs. She said that there are funds in the furniture and equipment budget that could be used to purchase a new van. She said that the Friends might make a contribution, but were not in a position to make the complete purchase. She said that she would like to have approval for this purchase before the end of the year. Motil and Kurfees indicated that they agreed with this plan.*

*The meeting was adjourned at 11:54 a.m.*

\*\*\*\*\*

McKeown's written report to the Board is included here.

## **NOTES FROM THE CLERK TREASURER DECEMBER 2007**

*The Finance Committee is scheduled to meet on Monday, December 10<sup>th</sup> at 11 a.m. I have included several items in this packet that will be discussed at that meeting. If there should be changes made at the meeting, I will email the revised information to the Board on Monday afternoon. I will also provide a hard copy at the Board meeting on Tuesday.*

*I received the Real Estate & Public Utility Information sheet for Tax Year 2006, Collection Year 2007 from the Franklin County Auditor's office. The sheet provides information on delinquent taxes. As of the close of the August settlement, the library portion of unpaid taxes is \$45,277.03.*

*Senate Bill 185 continues to make progress in the Ohio Legislature. In November, the Senate State and Local Government Affairs Committee approved the bill by a 7-0 vote. The bill will be presented to the full Senate for a vote, and then go to the House and Governor for approval. The current version of SB185 includes the following items:*

- *Renames the position of the public library "clerk" to "fiscal officer."*

- *Changes the name of the Library and Local Government Support Fund to the Public Library Fund.*
- *Authorizes fiscal officers of public libraries to pay all library employees by direct deposit if approved by the Library Board.*
- *Adds school district free public libraries to the specified public libraries that must have a library records commission.*
- *Shortens, from four to two weeks, the time period required for advertising for sealed bids for library public improvements exceeding a cost of \$25,000.*
- *Prohibits any private library association from participating in the proceeds of the county public library fund unless the association was organized and operating before January 1, 1968, and participated in the proceeds before December 31, 2005.*
- *Codifies in permanent law the Ohio Public Library Information Network.*

*The Ohio Library Council has informed libraries that the state's economic indicators have prompted policymakers to explore ways to cut expenditures. Tax Commission Rich Levin cautions that a number of items will reduce the money flowing into the General Revenue Fund – the source of public library funding beginning in January 2008 - by about \$500 million in fiscal year 2008, \$1.3 billion in FY 2009; \$2.1 billion in FY 2010; and \$2.3 billion in FY 2011. Not very good news at all!*

*I will be working with the library's insurance broker in the coming weeks on the library's health insurance plan that is up for renewal effective March 1<sup>st</sup>, 2008. The plan is to have the information & proposals prepared for Board approval in January in order to prepare the information to distribute to staff for open enrollment in February.*

The following Resolutions have been prepared for Board approval:

#### *Operations Committee*

***Public Records Policy*** *The Operations Committee discussed at their November meeting the draft public records policy included in your packet. The library must adopt a policy in order to comply with the ORC. The policy will be adopted by the Library's Records Commission (which will meet right before the Library's December Board meeting) and also be presented to the Library Board of Trustees for adoption. Once it is approved, we will be notifying the public of the policy. Internal procedures will also be developed and staff trained on how to handle requests from the public.*

#### ***Finance Committee*** ***November Financial Reports*** ***General Fund Donation***

***2007 Appropriation Amendment*** *Included are changes for the General Fund and the Building Improvement Fund. We need some additional funds in the General Fund*

*Professional Services line for legal work. The Building Improvement Fund changes are to provide funds to hire Larsen's Engineering for their services for replacing the Chiller & the Fire Alarm System at the Main Library (see Operations Committee).*

**Authorization to have County Auditor Release Advance Distribution of Tax Dollars** *This resolution is to authorize me to request the Franklin County Auditor to release 90% of the operating levy tax revenue collected on a weekly basis. I send a weekly request for an advance as soon as the tax bills are mailed to property owners.*

**Authorizing Participation in the Metropolitan Educational Council's Natural Gas Program for a Five Year Period under the Terms and Conditions of the Full Requirements Natural Gas Sales and Service Agreement Negotiated by the Ohio School Consortium.** *This resolution was mentioned at the November Board meeting, and will be discussed at the December Finance Committee Meeting. The Board will need to approve this resolution in order for the library to continue to participate in the gas program.*

**2008 Temporary Appropriations** *This resolution is our initial allocation of funds for next year. An exhibit is included that compares the proposed figures with the current year appropriations and prior years' history. In March, we will present the Permanent Appropriations that will include the actual year-end available balances for each fund. The Temporary Appropriations will be discussed at the December 10<sup>th</sup> Finance Committee meeting in detail, with an overview of the next 5 years financial forecast.*

*\*\*One resolution that I am still in process of preparing is an authorization for a year-end transfer of funds from the General Fund to the Building Improvement Fund. The transfer will be discussed at the December Finance Committee meeting, and will be presented to the Board at Tuesday's meeting.*

### **Personnel Committee December Personnel Report**

**2008 Pay Ranges** - *Included in your packet is the recommendation of the Personnel Committee that establishes the pay ranges for 2008. The items changed are noted in red. The State minimum wage increases to \$7.00 per hour beginning January 1<sup>st</sup>, 2008. The minimum rate for the Pages (101 Range) needs to be increased from the current rate of \$6.85 per hour. The Personnel Committee is recommending that the midpoint and maximum rate for the range also be changed to reflect the market. A couple of other changes have also been noted in red, and will be discussed at the Board meeting.*

**Position Reclassifications** *The Personnel Committee, upon recommendation of the Director, is recommending that a number of position reclassifications be made as of December 16<sup>th</sup> (refer to the notes of the Personnel Committee meeting).*

**2008 Wage Increase** *The Personnel Committee discussed individual increases for 2008 at their meeting in December. Included in your packet is the committee's*

*proposal, an increase that would be effective the pay period beginning December 16, 2007, with a pay date of January 4, 2008. For employees hired before November 1<sup>st</sup>, the committee is recommending that each employee receive the amount noted for the range that their position is in. The increases are based 2.5% of the midpoint of each range.*

***OPERS Employee Pickup Fringe Benefit Plan.*** *I have been working with OPERS on an audit of the library's fringe benefit pickup plan for OPERS. The IRS issued a ruling in the past year that requires employers to provide specific written documentation about the plans. Libraries are required to have their plans reviewed by OPERS by February 1, 2008. I am very pleased to report that the library's plan is in compliance with IRS guidelines. A huge **THANK YOU** goes out to my predecessor, the former Clerk-Treasurer, Mary Ann Gilbride, for acquiring compliance letters from the IRS when the plan was initially developed. The resolution in your packet is a recommendation of the Personnel Committee, that the library pays the increase in the OPERS employee contribution rate that will be effective with pay periods ending in January 2008.*

\*\*\*\*\*

In addition to the information in her written report, McKeown highlighted the request for ratification of the agreement with the Metropolitan Educational Council. Regarding the 2008, Temporary Appropriations, she noted that insurance costs are still unknown, but that a 15% increase was factored into the temporary appropriations.

McKeown noted that Library Materials in 2008 would be 19% of the budget. Magill said that funds allocated for Media materials showed a 20% increase. He asked what items would make up that increase. Porter said this would include DVD's, books on tape, Playaways, e-books, along with CD's.

Magill said that he would like to have the materials budget up to 20% of the total in 2008. He said that this was a promise to the voters. Moore noted that associated costs increase along with the materials budget amount, including processing supplies and staff time. Moore said that the library learned through the experience of setting up the Miller Park opening day collection that there is a need to consider these associated costs. McKeown also noted the need to consider the flow of the additional materials – how to get the materials to the patrons in a timely manner, weeding of old materials to make room for the new items, etc. She said that a more gradual increase is easier for the librarians to handle in terms of managing their departments. Magill asked what would be a percentage of associated costs for the materials increase. Moore said that she did not have a hard figure.

Burtch suggested that the increase to 19% could be approved now and revisited later in the year when other revenue and costs figures, such as insurance become known. McKeown noted that the strategic plan also promised the voters other items, such as a space study that would require resources, so the library will need to prioritize. She also noted that 2008 will be the first year in operation under a new funding base and that estimated revenue from that source remains unclear.

Motil said that he is in agreement with Burtch's suggestion to remain open to the possibility of increasing the funds for materials later in the 2008. He said he did not believe that the voters were promised a 20% materials budget by 2008 and that working towards it for 2009 was appropriate.

Kurfees made a motion to approve the November 2007 Financial Report. Burtch seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil and Perera. VOTING NAY: None.

RESOLUTION 48-07  
**General Fund Donation**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts into the General Fund with sincere thanks the following donation:

\$100.00     Margaret M. Nicols in memory of Sven Fougner

\*\*\*\*\*

Burtch made a motion to approve Resolution 48-07. Gilligan seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil and Perera. VOTING NAY: None.

RESOLUTION 49-07  
**2007 Appropriation Amendment**

Be It Resolved that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following changes to the 2007 Appropriations:

**GENERAL FUND 100**  
*Appropriations*

3200 Communications	-\$ 4,000
3600 Utilities	-\$ 2,000
3700 Professional Services	+\$ 6,000
5200 Land Improvement	-\$ 1,500
5500 Furniture/Equipment	-\$ 24,000
5700 Vehicles	+\$25,500

**BUILDING IMPROVEMENT FUND 402**  
*Appropriations*

3700 Professional Services	+\$40,000
5200 Land Improvement	- \$40,000

\*\*\*\*\*

Kurfees made a motion to approve Resolution 49-07. Burtch seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil and Perera. VOTING NAY: None.

RESOLUTION 50-07  
**Authorization to have County Auditor Release Advance  
Distribution of Tax Dollars**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library authorizes the Clerk-Treasurer of the Library, Terri J. McKeown, to receive tax advances and settlements from the Franklin County Auditor for the year 2008.

Burtch made a motion to approve Resolution 50-07. Magill seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil and Perera. VOTING NAY: None.

RESOLUTION 51-07  
**AUTHORIZING PARTICIPATION IN THE METROPOLITAN EDUCATIONAL  
COUNCIL'S NATURAL GAS PROGRAM FOR A FIVE YEAR PERIOD UNDER  
THE TERMS AND CONDITIONS OF THE FULL REQUIREMENTS NATURAL GAS  
SALES AND SERVICE AGREEMENT NEGOTIATED BY THE OHIO SCHOOL  
CONSORTIUM**

WHEREAS, The Upper Arlington Public Library ("the Library") is a member of the Metropolitan Educational Council, a body authorized by state statute to aggregate purchasing needs of schools and related non profit educational entities so as to take advantage of economies of scale when purchasing essential products and services; and

WHEREAS, the MEC has joined with other school councils of governments and major school districts (collectively known as the Ohio School Consortium) to obtain more favorable terms for natural gas service by negotiating for gas service on behalf of 150 school districts; and

WHEREAS, the Library now purchases its natural gas service pursuant to the existing Natural Gas Sales and Service Agreement negotiated by the Ohio School Consortium, and that agreement is to be superseded by a new, more favorable natural gas sales and service agreement; and

WHEREAS, this Library by its membership in the Metropolitan Educational Council may continue to participate via the natural gas sales and service program arranged by the Ohio School Consortium under the terms of the new Full Requirements Natural Gas Sales and Service Agreement attached hereto if the Library ratifies the said agreement; and

WHEREAS, the Library finds that the natural gas program has provided excellent natural gas service at market prices and below the equivalent cost of natural gas from the regulated utility;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE UPPER ARLINGTON PUBLIC LIBRARY, COUNTY OF FRANKLIN, STATE OF OHIO, as follows:

Section 1. The Board of Trustees of the Upper Arlington Public Library does hereby elect to continue to participate in the Metropolitan Educational Council's natural gas program through June 30, 2012 under the term and conditions of Full Requirements Natural Gas Sales and Service Agreement.

Section 2. This Board hereby authorizes the Library Director or her designated alternate to execute the attached ratification on behalf of the Board of Trustees of the Upper Arlington Public Library.

\*\*\*\*\*

Kurfees made a motion to approve Resolution 51-07. Gilligan seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil and Perera. VOTING NAY: None.

RESOLUTION 52-07

**2008 TEMPORARY APPROPRIATIONS  
INCOME**

***GENERAL FUND 100***

GENERAL PROPERTY TAXES	2,723,681.19
STATE PUBLIC LIBRARY FUNDING	3,173,393.88
TAX CREDITS/REIMBURSEMENTS	400,523.92
PATRON FINES/FEES	190,000.00
INTEREST	90,000.00
DONATIONS	5,000.00

MISCELLANEOUS	<u>6,000.00</u>
TOTAL	6,588,598.99
EST BAL 1/01/08	<u>1,626,978.00</u>
TOTAL INCOME + BALANCES	8,215,576.99
LESS RESERVE FOR ENC	<u>(148,009.00)</u>
AVAILABLE FOR APPROPRIATION	8,067,567.99

***BUILDING FUND 402***

TRANSFERS IN (from General Fund)	-0-
EST BAL 01/01/08	<u>866,280.00</u>
TOTAL INCOME + BALANCES	866,280.00
LESS RESERVE FOR ENC	<u>(65,300.00)</u>
AVAILABLE FOR APPROPRIATION	800,980.00

***MILLER PARK RENOVATION FUND 403***

DONATIONS	-0-
TRANSFERS IN (from General Fund)	-0-
EST BAL 01/01/08	<u>40,117.00</u>
TOTAL INCOME + BALANCES	40,117.00
LESS RESERVE FOR ENC	<u>(39,031.00)</u>
AVAILABLE FOR APPROPRIATION	1,086.00

**2008 TEMPORARY APPROPRIATIONS**

**EXPENSES**

***GENERAL FUND***

1000 SALARIES & BENEFITS	
1100 SALARIES	2,775,000

1400 RETIREMENT	678,000
1600 INSURANCE	300,000
1900 OTHER BENEFITS	<u>12,000</u>
TOTAL	3,765,000
2000 SUPPLIES	
2100 ADMINISTRATIVE	210,000
2200 MAINTENANCE	25,000
2300 VEHICLE/FUEL	<u>1,500</u>
TOTAL	236,500
3000 PURCHASED & CONTRACTED SERVICES	
3100 TRAVEL & MEETINGS	60,000
3200 COMMUNICATIONS	60,000
3300 MAINTENANCE	260,000
3400 PROPERTY INSURANCE	31,000
3500 RENTS/LEASES	3,500
3600 UTILITIES	175,000
3700 PROFESSIONAL SERVICES	175,000
3800 LIBRARY MATERIAL CONTROL	55,000
3900 OTHER SERVICES	<u>1,500</u>
TOTAL	821,000
4000 LIBRARY MATERIALS	
4100 BOOKS	594,050
4200 PERIODICALS	66,250
4300 MEDIA/AUDIOVISUAL	350,125
4500 RESEARCH/DIGITAL SERVICES	170,300
4700 MATERIAL REPAIR	1,500
4900 OTHER LIBRARY MATERIAL	<u>1,200</u>
TOTAL	1,183,425
5000 CAPITAL OUTLAY	
5200 LAND IMPROVEMENT	1,500
5400 BLDG IMPROVEMENT	20,000
5500 FURN/EQUIP/STAFF SOFTWARE	<u>200,000</u>
TOTAL	221,500
7000 OTHER OBJECTS	
7100 DUES/MEMBERSHIP	12,000
7500 REFUNDS	<u>3,000</u>
TOTAL	15,000
GRAND TOTAL GENERAL FUND	6,242,425

**2008 TEMPORARY APPROPRIATIONS**

***EXPENSES***

**BUILDING IMPROVEMENT FUND 402**

3000 PURCHASED & CONTRACTED SERVICES	
3200 COMMUNICATIONS	7,500
3700 PROFESSIONAL SERVICES	150,000
3900 OTHER (FEES/PERMITS)	<u>5,000</u>
TOTAL	162,500
5000 CAPITAL OUTLAY	
5200 LAND IMPROVEMENT	15,000
5400 BLDG IMPROVEMENT	<u>365,000</u>
TOTAL	380,000
GRAND TOTAL BUILDING FUND	542,500

\*\*\*\*\*

Burtch made a motion to approve Resolution 52-07. Kurfees seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil and Perera. VOTING NAY: None.

**Perera made a motion to revisit the temporary appropriations in March with the intent to increase the materials budget closer to a 20% figure. Magill seconded the motion.** VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil and Perera. VOTING NAY: None.

**Perera made a motion to approve the purchase of a new library van based on the price quote provided by Ricart Ford. Magill seconded the motion.** VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil and Perera. VOTING NAY: None.

RESOLUTION 53-07  
**Authorization to Transfer Funds**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library authorizes the Clerk-Treasurer of the Library, Terri J. McKeown, to transfer \$250,000 from the General Fund #100 to the Building Improvement Fund #402 at year-end to provide additional funds for major repairs and improvements of the library facilities.

\*\*\*\*\*

Gilligan made a motion to approve Resolution 53-07. Perera seconded the motion. There was discussion on the motion.

McKeown said that libraries cannot have reserve funds like schools do. She said that she has contacted several libraries, including large metropolitan libraries and none of them have written guidelines for building repairs. She said that most use the Building

Improvement fund for this purpose. She said it is a new area that libraries are starting to look at as the need to plan for lifecycle replacement and repairs becomes evident.

Motil said that the committee is open to suggestions from other Board members, but that some type of planning for funding future repairs is needed. Perera noted that the library needs to be sure to do this in a way that does not inadvertently penalize the library when funding decisions are made by the County Budget Commission. McKeown said that the committee should be able to come up with some way to accomplish the intent of a reserve fund without being restricted by severe guidelines.

Magill said that he favored using the building repair line under the Building improvement fund. Perera noted that with the Larsen study, the library can start planning for large repair/replacement expenditures in the future. He noted that if the fund is used for planned expenditures, it might be viewed differently than a contingency-type fund.

Motil said that even if the initial allocation to such a line item were relatively small, he believes that it is important to establish the fund. He noted that the Finance Committee will be meeting specifically to discuss this issue. He asked Board members to email their suggestions to McKeown or to him. He noted that the committee will try to create some guidelines for such a fund.

VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil and Perera. VOTING NAY: None.

## **PERSONNEL**

Notes from the 11/13/07 and 12/14/07 Personnel meetings follow.

*PERSONNEL COMMITTEE MEETING  
Tuesday, November 13, 2007 4:00 p.m.*

### ***Meeting Notes***

*IN ATTENDANCE: Jack Burtch, Megan Gilligan, Charles Motil, Ann Moore, Kate Porter, Terri McKeown, Julie Whitt.*

*The meeting was called to order at 4:01 p.m.*

## **FACTOR POINT ANALYSIS UPDATE**

*Moore said that she had talked with Rick Rubin in October about the factor point analysis system. She said she had indicated to him that the library would like to go forward with this system next year. Moore said that Rubin advised her to leave the current system in place for another year. He recommended if library does go forward with factor point analysis, that an outside firm be hired to conduct the analysis. He said*

*that the information he had presented to the library was somewhat dated and that the library should work with the most current information available.*

*Gilligan asked what sort of firm does this type of work. Moore said that because of past experiences, she would only use a firm recommended by Rubin. She noted that there were several firms and organizations that did this type of work. Moore said that for now the factor point analysis planning is on hold and that she is taking Rubin's advice. Burtch indicated his agreement with this decision.*

## **DISCUSSION OF POSITION RECLASSIFICATIONS**

*Moore distributed a listing of individuals that she, Whitt and Porter had identified as warranting re-classification. Moore noted that there were five positions in Media Services that were being recommended for reclassification.*

*Porter noted that previous discussions in the committee had noted that the functions performed by a Media Services Assistant I were the same duties performed by a Library Assistant II in other departments. She noted that the changes in duties had developed over time, but that had not been corrected in the last personnel study. Moore noted that when some programming additions were made in Media, it brought the functions in line with a Library Assistant II position.*

*Moore noted that the same thing applied to the Library Assistant I position in Adult Services and Tech Services. She said that the position in Administration has also evolved to include more responsibilities than it has in the past.*

*Moore said that some people affected by the reclassifications are below the minimum for the new range. There is one individual who is already above the midpoint of the Assistant II range. Whitt noted that this is a byproduct of having ranges that overlap combined with employees who have many years of experience. Burtch asked if the employees would be reclassified as of January 1, 2008. Moore said that would be her recommendation. She noted that some employees are already receiving pay within the range of their new classifications. Some are below the minimum and would have to be brought up to that level.*

*McKeown asked how the new rate is to be determined. She asked if people would be brought up to the minimum and then have adjustments made according to what pay raise the board approves or adjustment to the midpoint. Moore said that she would rely on the pay rules. Moore asked McKeown if she was referring to acknowledging length of service in the adjustment.*

*Whitt noted that a similar situation developed when the personnel study was done two years ago. She said that she would recommend handling these reclassifications the same way that the library did in the previous instance. Burtch asked how to decide where within the new pay range these individuals should fall. McKeown noted that the*

*previous reclassification took place before the library instituted pay rules. She said that the library would need to be consistent with the pay rules.*

*After further discussion, it was decided that Moore, Whitt and McKeown would look at the pay rules and make a determination of the appropriate pay for each of the eight individuals. Moore indicated that the results would be included in the December Board packet. Burtch noted that the eight people involved were being moved up and so would not have objections. He asked if their reclassification would cause others to object or to question why they were not reclassified.*

*Moore said that type of problem could always happen. Whitt noted that one of Rubin's recommendations would be to have a more formal procedure for employees to appeal their classification. Moore noted that a part of the OLC services for the year was to conduct a review of the UAPL Personnel Policy with their legal counsel. She noted that she and Whitt have had conversations with Lynda Murray about this and will add a discussion of an "appeals" process into their continued discussion with Murray. Moore noted that the results of this review by OLC would be discussed with the committee at a future meeting.*

#### **REVIEW OF PAY RANGES AND ADJUSTMENT FOR 2008 & PERS INCREASE**

*McKeown distributed the current pay ranges to the committee. She noted that at the last Personnel Committee meeting the benchmarking data had indicated that the library wage scale was in line with other libraries in the area except for the page position. She noted that the state increase in the minimum wage would affect the page position as of January 1<sup>st</sup>, 2008. She said that the majority of the pages are at the minimum although a couple individuals are above the midpoint. She said that the new minimum would go to \$7.00.*

*McKeown suggested the committee discuss the page position and possible adjustment to the midpoint and maximum of the range. She noted that the page position was the one position which benchmarking had indicated the library was out of market with other local libraries. Gilligan noted that this would be the second adjustment made to the minimum without an adjustment to the midpoint and maximum. She noted that not making an adjustment might skew the results. Moore said that she would recommend raising the maximum to \$10.00 and adjusting the midpoint to the average of the minimum and maximum, which would be \$8.50.*

*Burtch asked if there is a need to adjust the midpoints of the other ranges. Whitt noted the difficulty in doing a benchmark comparison for many of the other specialized positions, since the titles and duties vary widely between library systems. She noted that the positions that were studied varied from the lower paying positions through to the highest paying positions. She noted that if the positions are categorized correctly, the positions not benchmarked should fall into position well. Burtch said that his presumption was that the page range would be adjusted this year, but that the other midpoints would not be adjusted. Moore concurred.*

*McKeown distributed information detailing the pay increases for the past seven years, including the cost of living increases from Social Security Administration and the Department of Labor Consumer Price Index figures. McKeown noted that for the past two years the increase has been computed on the basis of a percentage of the midpoint. Burtch confirmed that this year's increase would be computed in the same manner.*

*McKeown said that the CPI for October has historically been used to help determine the amount of the pay increase. She noted that the figures for October would not be available until November 15<sup>th</sup>. She said she would recommend waiting on that figure before making a final recommendation to the Board. McKeown suggested the committee consider two or three options in order to do some projections of the impact of the pay increase on the annual budget.*

*McKeown provided the committee with a projection of the actual impact of a 2.5% increase based on the mid-point of each range. She noted that some ranges have significantly more people in the lower end of the pay range so that the average increase to the employee's salaries would actually be a higher percentage. She noted that this should be taken into account when deciding the increase.*

*Moore said that this is good information to have since it reflects a change from earlier years. She said that it is important to know that a 2.5% increase based on the midpoint results in more than a 2.5% increase to salaries. She said that the PERS increase for 2008 should also be taken into consideration. Burtch agreed that the PERS increase should be taken into consideration.*

*Gilligan asked when the Board should inform employees that there might be a ceiling on the PERS payments that the library makes for the employees' shares. McKeown noted that there are no increases in PERS in the near future. She said that the increase in January is the last part of a phased-in increase initiated by PERS three years ago. McKeown noted that she is doing research to make sure the library is compliant with IRS regulations about pickup plans.*

*Burtch said that he did not want to have a resolution to cap the PERS pickup at the December meeting. He noted that there are not going to be any increases to PERS for at least a year and that he would prefer to wait. Moore agreed but also said that the more notice the staff receives the better, so that they are fully aware of any change to current policy. Burtch suggested that the committee present something to the Board the first quarter of next year with supporting data, including statistics from other libraries. Whitt noted that PERS provides information well in advance of any changes. Moore asked McKeown if she had an estimate as to the cost of the up-coming .5% PERS increase to the library. McKeown said she did not at present since it would depend on the pay increases approved by the Board.*

McKeown asked what options for increases the committee would like to consider. Burtch said that a 2% increase should be considered. Moore agreed. McKeown suggested that the committee look at 2%, 2.5% and 3%. Burtch said he would also like to see the gross effect the increases would have on the budget, along with the impact of the PERS increase. Further discussion resulted in an agreement to look at the 2% and 2.5% increases, noting that the PERS increase would add an additional .5% effective increase.

## **LONG TERM CARE INSURANCE**

McKeown said that Dick Wood had approached her and Moore about offering long term care insurance to employees. She noted that he had been involved with the City of Upper Arlington in offering it to their employees. She noted that the rates are very expensive, but are not administered by the library. Employees who elect to have the coverage pay the premiums directly to the insurance company. She said that Dick Wood would handle the meetings with employees and their spouses if interested. She said the policies are tailored to the individual. She distributed a memo from the city to their employees about the plan. She said that she had indicated she would bring the information to the committee.

Burtch said that it would cost the library nothing and Dick Wood would handle all the administrative details. He noted that it would be a totally voluntary benefit for the employees who might be interested. He said he did not think many if any people would pick up the benefit, but that there was not a downside to offering the information to the employees. It was agreed that McKeown would follow up with Dick Wood.

## **OFF AGENDA ITEMS**

Burtch noted that it was time to do Moore's evaluation. He asked Moore to email him the evaluation form, which he will forward to the Board members requesting their comments. He said that he would correlate the information and then schedule an evaluation meeting with Moore. He said he would hope to do this before the end of the year.

The committee went into Executive Session to discuss a specific personnel or disciplinary matter at 4:45 p.m. The meeting adjourned at 4:55 p.m.

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**PERSONNEL COMMITTEE MEETING**  
Tuesday, December 4, 2007 4:00 p.m.

*Meeting Notes*

*IN ATTENDANCE: Jack Burtch, Megan Gilligan, Ann Moore, Kate Porter, Terri McKeown, Julie Whitt and Nancy Roth*

*The meeting was called to order at 4:07 p.m.*

## **2008 WAGE INCREASE AND CLASSIFICATIONS**

*McKeown distributed informational worksheets to the committee for review and discussion.*

- 1) McKeown said the first page was the proposed pay ranges for 2008. She noted that this chart reflected the increase in the minimum wage that affects the Library Page classification (101). She said that the sheet also reflects the changes in classification and position titles noted in red. She recommended that this be distributed to the Board for approval. Burtch asked if all the Classifications now have definitions. Whitt confirmed that definitions are in place. The committee agreed that the 2008 Pay Range chart be distributed to the Board with the red text in place so that Board members have a clear understanding of what changes were made.*
- 2) The second page from McKeown contained a historical review of the cost of living increases from 2000 to 2008. She noted that from 2000 to 2005, under a different pay system, employees had received a step increase along with a cost of living raise. She noted that the final Consumer Price Index for October was up to 3.5%.*
- 3) The third chart from McKeown showed the actual dollar amount of a 2.5% and a 2.0% pay increase based on the midpoint of each range.*
- 4) The fourth and fifth worksheets detailed the current Library Pages and the effect of the two pay increase options on their salaries. It was noted that both a 2.0% and a 2.5% increase would move all the pages to a rate slightly above the new minimum wage.*
- 5) The sixth and seventh worksheet detailed the reclassifications of eight employees and the effect of both the 2.0% and 2.5% pay increases. McKeown noted that the details reflect the pay rules that are in effect governing part-time vs. full-time employees and length of service. She noted that three employees would be under the minimum of their new classification and would be brought up to the minimum. Two employees of those employees who have been with the library for over a year would receive the annual increase.*

*There was extensive discussion as to the method and sequence of determining the new wages for those employees who were being reclassified, particularly in relationship to employees who transfer into new positions. The committee also discussed the recognition of experience when determining wages and the need*

for internal equity. McKeown noted that the library is no longer using a longevity model for wages.

Following their discussion, the committee determined that the Director has the authority to make the reclassification changes which will be reported in McKeown's Personnel Report to the Board. It was agreed that the individuals being reclassified should receive the minimum of their new classification or their current wage, whichever is greater. They would also receive the 2008 wage increase that the Board approves at the December meeting.

- 6) The final two charts McKeown discussed detailed the actual average percentage increase for employees in each range for the two increase options. McKeown noted that the actual dollar cost difference between a 2% increase and a 2.5% increase was only \$15,000. She said that this amount also included the .5% increase in the PERS employees' portion that the library will pay for employees. McKeown noted the effect of the changes in managerial staff during 2007 on the budget, along with the Miller Park staffing needs and the creation of the Community Relations Manager position.

She said that personnel costs will increase about \$80,000 in 2008 if the Board authorizes a 2.5% increase. She noted that this would be a budget increase of 3.1% and that the target maximum was 3.0%. She indicated that this was not out of line. She also noted that no employee would top out of the pay scale in 2008, but that in 2009, one or two would be close to topping out.

After some further discussion, the committee agreed to recommend to the Board that they approve a 2.5% pay increase based on the midpoint of each range.

## **OTHER BUSINESS**

McKeown noted the scrutiny from the IRS for employer paid benefits to PERS. She said that the library is currently in compliance. She said that it is necessary for the Board to specifically approve the pick-up of the additional PERS in order to remain in compliance.

Moore noted that Porter's position is not in any of the pay ranges and that she would recommend that Porter receive a 2.5% pay increase as well.

Burtch asked if the Board had to appoint Roth as Public Records Coordinator. McKeown said that there is a difference between public records policy and the established procedure. She noted that the naming of the Public Records Coordinator is a procedural matter. She noted that the Records Commission will meet prior to the Board meeting. She said that she will continue to monitor changes in the new public records procedures as they develop.

*Burtch said he had talked with Dick Wood about the long term care insurance. He noted that at the November Board meeting, Perera voiced his concern about due diligence being exercised in the matter. It was agreed to contact the City of UA who had offered Wood's plan to their employees. He said that the City had performed no due diligence. Burtch said that Wood will come to the December Board meeting to answer any questions that the Board might have. He said that he would not recommend that the library commit any staff time to research any further. He noted that it was a completely voluntary program that would be administered outside the library. It was agreed that if another vendor wished to make a presentation to interested staff, there would be no objections from the library.*

*Burtch said that he had seen the form from Washington-Centerville Library which they distribute to employees annually detailing their complete compensation package, including the monetary value of the benefits offered. He indicated that he would like to institute a similar practice at UAPL. Moore indicated that she was in agreement. Whitt said that Washington-Centerville gives this information to employees in February.*

*Burtch asked if the pay rules need to be approved by the Board. Moore noted that the employee handbook which details the pay rules needs to be reviewed. The committee noted a need to include an appeals process. It was decided that a review of the handbook would be undertaken after the first of the year.*

*Burtch discussed the evaluations of the Director and the Treasurer. He said that he wanted input from the Board. He asked Moore and McKeown to prepare a self-evaluation. He noted that he would like to have the evaluations done before the first of the year. He noted that the existing survey form could be used, along with whatever documentation Moore and McKeown would care to submit.*

*McKeown said that the new IRS mileage rate is \$.505. She said this will have an impact on the budget as more people are using their cars for library business. McKeown also noted that many employees are using their personal cell phones for library business. She said that the library may want to consider instituting a cell phone allowance for some positions as a fringe benefit in the future. She noted that the IRS has many oversight requirements for businesses that provide cell phones for employees. She said that the library does not want to have to deal with those requirements so an allowance may offer a solution. Moore noted that the pagers previously used by some staff were not effective and were returned. She noted that people are using their personal cell phones instead. Burtch asked if employees had made complaints about this. Moore said she had received no complaints to date.*

*Burtch made a motion to move into executive session to discuss a specific personnel matter. Gilligan agreed. The committee went into executive session at 5:25 p.m.*

*The meeting was adjourned at 5:40 p.m.*

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Burtch noted for the record that he wanted to convey sincere thanks to Lynda Murray of OLC and Rick Rubin, KSU School of Library Science. He said that their help over the past year had been invaluable and the committee had benefited from their expertise.

Burtch made a motion to approve the Treasurer's Personnel Report for December. Gilligan seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil and Perera. VOTING NAY: None.

Burtch said the committee had spent several months looking at the classification system and the associated pay ranges. He said that they had determined that there was no need to change the classification system this year. He noted that classification definitions have been developed that can be used to justify why positions are placed in their specific classification. He said that the committee would like to move towards a factor point analysis system in the future, but the library and the committee are not ready for that this year.

Burtch said that no one will top out of their pay range this year. He said the committee had done benchmarking of several positions and found that the library wages are in line with what other libraries are offering. He also noted that the Page position hourly rate has been increased to comply with the new state minimum wage.

**RESOLUTION 54-07**  
**2008 Pay Ranges**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the attached pay ranges to be effective the pay period beginning December 16, 2007.

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Burtch made a motion to approve Resolution 54-07. Gilligan seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil, and Perera. VOTING NAY: None. The pay ranges for 2008 are attached to these Minutes as an exhibit.

Burtch said that the next step the personnel committee took was to look at the placement of employees within the pay ranges. He said that the committee found eight employees needed to be reclassified. He noted that there was some discussion within the committee that reclassification was actually within the purview of the Director's authority. The Board is asked to ratify general reclassifications through the monthly Treasurer's Personnel Report.

**RESOLUTION 55-07**  
**Position Reclassifications**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following position reclassifications as of December 16, 2007:

**Library Assistant I (Range 103) to Library Assistant II (Range 104)**

(Reclassification base rate noted below is rate of pay before 2008 increase added)

- Matthew McCaw, Media Services \$10.40 per hour
- Caleb Mozzocco, Adult Services \$10.40 per hour
- Stefani Powell, Media Services \$10.40 per hour
- Alexa Elgabri, Media Services \$10.56 per hour
- Jeffrey Matter, Media Services \$10.96 per hour
- Robyn Kress, Technical Services \$11.17 per hour
- Steven Gruber, Media Services \$13.48 per hour

**Administrative Secretary Position; from Range 105 to Range 106**

(Reclassification base rate noted below is rate of pay before 2008 increase added)

- Nancy Roth, Administration \$14.00 per hour

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Burtch made a motion to approve Resolution 55-07. Gilligan seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil and Perera. VOTING NAY: None.

**RESOLUTION 56-07**  
**2008 Pay Increases**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following pay increases for employees hired before November 1, 2007.

<u>Level</u>	<u>Hourly Increase</u>
101	\$.21
102	\$.24
103	\$.28
104	\$.33
105	\$.38
106	\$.44
107	\$.53
108	\$.57
109	\$.66
110	\$.73

The new rates will be effective with the pay period beginning December 16, 2007 that will be paid on January 4, 2008. The hourly increase is based on a calculation of 2.5% of the midpoint of each level (pay range).

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Burtch made a motion to approve Resolution 56-07. Magill seconded the motion. Burtch noted that of the reclassified position, many are within the range of the new classifications. He said that these eight employees will receive their same pay or the minimum of the new range, whichever is greater. He said that the Personnel Committee looked at the CPI and other economic factors to help determine the pay increase. McKeown clarified that the pay increases for each classification would be the same dollar amount for everyone in the range and that the dollar amount is based on 2.5% of the midpoint of the range.

VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil and Perera. VOTING NAY: None.

Burtch noted that the Assistant Director position is not included in the current classification system. He said that the committee would recommend authorizing a 3% wage increase for Porter. **Perera made a motion to give Kate Porter, the Assistant Director, a 3% wage increase for 2008, effective at the time the wage increases are given to the other employees. Gilligan seconded the motion.** VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil and Perera. VOTING NAY: None.

Burtch said that the committee requests an executive session of the Board following the regular meeting in order to discuss the evaluations of the Director and the Clerk-Treasurer.

Burtch said that in 2008, the committee will re-examine the practice of paying the employee portion of the OPERS. He noted that they may consider recommending a cap on the pick-up. He said the OPERS has not indicated any plans for further increases in the near future. He said the committee wants to give employees long-term notice if any changes are made. He said the committee also plans to develop individual benefits summaries for each employee that would itemize their complete benefits package, including the OPERS portion paid by the library for employees. He said that employees need to know all that they are getting from the library.

Burtch said that written pay rules are now in place. He said that they will be a part of the employee handbook which the committee will review in 2008.

RESOLUTION 57-07  
**OPERS Employee Pickup Fringe Benefit Plan**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves paying, as a fringe benefit, for all employees of the Upper Arlington Public Library the increase in the employee retirement contribution rate to 10%

for the Ohio Public Employees Retirement System, effective beginning with all pay periods ending in January 1, 2008.

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Burtch made a motion to approve Resolution 57-07. Gilligan seconded the motion. VOTING AYE: Burtch Gilligan, Kurfees, Magill, Motil and Perera. VOTING NAY: None.

### **ASSISTANT DIRECTOR'S REPORT**

Porter thanked the Board for the wage increase. She said that she would be starting a review of collection development procedures and guidelines with staff. She also noted that she would continue her work as Chair of the VTLS user group.

### **PRESIDENT'S REPORT**

Motil reviewed some of the accomplishments for 2007. These included:

- The re-opening of Miller Park as a complete success.
- The creation of the Assistant Director's position
- The creations of the Community Relations manager position.

He noted that these were all having a positive impact on the library. He said that the work of the personnel committee has been outstanding and that he was proud to be part of the organization. He noted that staff, administration and the Board have done a great job and offered his thanks. He said that the library had a lot of positive momentum going into 2008.

### **NEW BUSINESS**

Gilligan announced that she would not be continuing to serve on the Board when her term expires in January. She noted that she admires the work that the library staff members do every day. She said the library is a wonderful place and that she will continue to be a patron and may volunteer at the library in the future.

### **EXECUTIVE SESSION**

Magill made a motion to go into executive session to discuss specific personnel matters. Gilligan seconded the motion. A roll call vote was taken. VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil and Perera. VOTING NAY: None.

The Board went into Executive session at 6:45 p.m.

### **ADJOURNMENT**

The Board came out of executive session at 7:10 p.m.

**Magill made a motion to re-schedule the January 2008 Board meeting to Tuesday, January 22, 2008 at 5:00 p.m. Gilligan seconded the motion. VOTING AYE:** Burtch, Gilligan, Kurfees, Magill, Motil and Perera. **VOTING NAY:** None.

Perera made a motion to adjourn the meeting. Burtch seconded the motion. **VOTING AYE:** Burtch, Gilligan, Kurfees, Magill, Motil and Perera. **VOTING NAY:** None.

The meeting was adjourned at 7:15 p.m.

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Charles Motil, President

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Megan Gilligan, Secretary