



Board of Trustees Meeting

Tuesday, September 9, 2008 5:00 p.m.

MINUTES

President Burtch called the meeting to order at 5:09 p.m.

IN ATTENDANCE

BOARD MEMBERS: John Burtch, Bryce Kurfees, John Magill, Brian Perera and Amy Sharpe.

ALSO PRESENT: Ann Moore, Director; Terri McKeown, Fiscal Officer; Ruth McNeil, Community Relations Manager; Sherman Wallace, Facilities Manager; Jackee McKnight, UAPL Foundations; Dr. Eugene Friley, UA Resident; Nancy Roth, Administrative Secretary

EXCUSED ABSENCES

Perera made a motion to excuse the absence of Charles Motil who was out of town on business. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

APPROVAL OF THE MINUTES

Sharpe made a motion to approve the minutes of the October 26, 2008. Perera seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

PUBLIC COMMENTS

Dr. Eugene Friley made a presentation to the Board. He said that he has been a resident of UA for fifty-seven years and was a retired professor from Ohio State University. He said he would like to have a large sculptural work installed in the turn around of the drive through book drop. Dr. Friley showed the Board a model of the proposed twenty-pointed star sculpture with different base options.

Dr. Friley said that the piece was non-controversial and that he has done several large public sculptures in the area, including some on the OSU campus. He said that he also does figurative pieces. He proposed to sell the piece to the library for \$5,000, plus the installations costs for the base. Friley said that the city of UA needs some large sculptural pieces to enhance the community's image.

Dr. Friley noted that he had served on the cultural arts committee for the city in the past and was instrumental in having the large welcome boulders placed at

their various locations. He said that the smaller rocks used by the city subsequently lack impact. Friley said that a large piece such as the one he proposes would have impact.

Burtch thanked Friley for his information and interest. He noted that current plans for expansion of the library may make the space he proposed to use unavailable. Burtch said that the sculpture is currently installed in Dr. Friley's yard and he encouraged Board members to drive by and examine the piece for their own information. Friley confirmed that the Board would be welcome to view the piece. Burtch said that the Board would take Friley's offer under advisement.

UAPL FOUNDATION

McKnight distributed the minutes from the June UAPL Foundation meeting. She said the group will be meeting in the fall, although a date has not yet been set. McKnight said that Nadine Pierce has resigned from the foundation board. She noted that if Board members had any suggestions for replacement candidates, they should let her know. She said that the foundation continues to work on building the endowment and preparing a brochure. McKnight said the foundation will be participating in the Volunteer UA activities the following day. She also noted that the donor plaques have been installed at Miller Park.

DIRECTOR'S REPORT

Moore said that she had not prepared a written report because it had only been two weeks since the last meeting. She said that she did have a more extensive oral report. She encouraged the Board to look at the current Library Link, noting that the report on the Summer Reading program details the large increases in participation.

Moore said that she has had a number of conversations during the past two weeks about the Library Planning Report. She said that she has also spent a lot of time thinking about the process. She noted that the managers will be meeting on September 17th at Sharpe's home to set priorities as requested by the Board. She said that Sharpe will be facilitating that meeting. The results will be presented at the October Board meeting.

Moore said she believes that the Board will hear most of the same things that have been presented to them in other forums. She said that some managers have spoken to her and indicated that they thought that the Library Planning Report compiled by Snyder and Wilson was quite thorough and comprehensive.

Moore said that on 9/4/08, she had been invited to breakfast by Mayor Don Leach and Vice-Mayor Mary Ann Krauss. She said that they advised her that the library should not plan to be on the November 2009 ballot. They advised Moore

that the library should work towards getting on the May 2009 ballot. Moore said that the Leach and Krauss indicated to her that they understand that the bond debt would be carried by the city and that the city was prepared to do this. She said that the Mayor and Vice-Mayor were very supportive of the expansion of the library and were waiting for the library to take the lead in accomplishing this.

Moore said that she had re-read some of the past plans and information that the library had commissioned. She re-read the planning study put together by DesignGroup and noted that the same issues had been identified in 2002 in that study that were identified in the Library Planning Study. She said that the Strategic Planning sessions in 2006 had identified the same issues, as did the market research done last fall, and the staff In-Service Day feedback from 2007.

Moore said that during the recent Library Planning Study process, it seemed that the group has lost focus. She said that it seemed to get sidetracked by personalities and methodology at a preliminary stage of a lengthy process. She said there may have been other factors at work, but that some of the items discussed in the report that were criticized had been given lengthy discussion and thought by library staff and Snyder and Wilson.

Moore said that one example of this were the bubble diagrams. She said they were not placed without thought or some basis. She said the idea of having Youth Services downstairs grew out of a security concern. She noted that ideally, new libraries were being constructed to be a single floor. Since that is not possible for the library, she said that other options have to be considered. She said that there were foundations for the locations based on her knowledge of the day-to-day operation of this library.

Moore said that she understood the Board's concern about the cost of a renovation project. She said that construction costs were never going to go down and delays have built-in costs.

Moore said that she feels there is some issue that has prevented the Board from moving forward. She said that it feels like an issue of trust. She asked if the Board did not trust the information from the community; if they did not trust the information from the staff; if they did not trust the reports from several different sources or if they did not trust her.

Moore said she would not advise an expansion plan unless she believed it was best for the library. She noted that the library can build on the success of Miller Park. She reminded the Board that there were critics of that project but that once it was completed, everyone had a positive reaction. She said that the library levy passed by a wide margin and that the library is consistently high in national rankings and has many strengths.

Moore distributed a schematic timeline of a typical public works project that she received during an OLC training session some time ago. She said that she reviewed this and noted that according to that, the library was now at the beginning of the second phase of the process. At this point, pre-design work and schematics are done by an architect. She said that the next step is to issue an RFQ for an architect. Moore distributed copies of a letter from Sylvia Gillis that she received in January. The letter outlined the next step that would need to be taken.

Moore noted that in 1984, the community passed a bond issue. It took over a year for final architectural plans to be developed and ground to be broken. She said that she recommends that an RFQ include plans for a phased development for the process, such as what was done in 1984 and for the Miller Park project.

Moore said that this means that the Board would select from options developed by the architect and then construction would be suspended while funding is obtained. She said in the case of Miller Park, this was while the Foundation raised funds and in 1984, the suspension was pending a bond issue outcome. She said after that, final designs are created and construction documents created. She said that there will be many opportunities to fine-tune the layout and design of the interior.

Moore said that the information continues to support the need for an expansion and that the city and the community are waiting for leadership from the Board. Moore asked the Board for comments.

Burtch said that he agreed that in the timeline example, the library was at the beginning of the second phase. He said that he does not think the Board has yet reached a consensus about what will go into the expanded space. He said that enlisting the help of an architect at this time would probably be more helpful and efficient. He said that figuring out the layout and cost of an expansion project would take help from an architect.

Sharpe said that as a former professional planner, she thinks that this is exactly the time to call in the professionals. She said that the Board members are not experts in the fields needed. Perera asked if the Board knows what they want in the facility.

Burtch said that he believes that the staff knows and the public knows what they want and that he personally knows what he would like to see. He said that he agreed it was time to prepare and issue an RFQ and to prepare some selection criteria to ensure the best candidate is selected. He said the criteria should include prior experience with library design. He said that for the Snyder/Wilson study, a separate committee had been formed to review the RFQ submissions and to make recommendation to the Board. He said that this could be done again or that the whole Board could be involved.

Magill said that the library should be certain to have an expert with a high level of expertise in library design. He said that the information provided by Wilson at the last Board meeting was critical to having a clear understanding of the planning. He said that the Board was looking at a very aggressive timeline and that the Board is at the juncture of enlisting help in the process. He said that it was appropriate to prepare information for the October meeting to issue an RFQ.

Magill said that Sylvia Gillis should prepare a document to be reviewed by the Operations and the Finance Committee. He said that it would be important to have a complete and specific skill set defined in the document. He said that Operations should meet to set the standards.

Kurfees said that it would be good for Gillis to begin to do the preliminary work. He suggested that the library check with the city about the bond limitations. Burtch said that the city has already indicated their ability to assume the bond debt.

Moore said that Becky Princehorn has also been contacted about the bond schedule. She said that working backwards, the final date for documents to be submitted to the Board of Elections would be February 19, 2009 in order to appear on the May 2009 ballot. Final decisions would have to be made at the December meeting.

McKeown said that Gillis has offered to come to a Board or Committee meeting if it would be helpful. Magill said that he would also like Becky Princehorn to attend, if possible. It was agreed that the Operations and the Finance Committee would meet jointly on September 23, 2008 at 5:00 p.m.

OPERATIONS COMMITTEE

There was no meeting and no report.

FINANCE COMMITTEE

McKeown briefly reviewed her written report which included here.

NOTES FROM THE FISCAL OFFICER SEPTEMBER 2008

Refund from Franklin County Auditor

In August, the library received a refund of \$8,865.38 from the Franklin County Auditor. Auditor Joe Testa declared a surplus in the Auditor's Real Estate Assessment fund and refunded this portion of the Auditor/Treasurer fees, already withheld from the 2nd half 2008 real estate settlement. The total amount refunded to political subdivisions in Franklin County was more than \$5.79 million.

Included in your packet is the following resolution:

Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor. *The Franklin County Budget Commission, per the ORC, provides this resolution. It is an indication of what we can expect to receive from the operating levy next year. The resolution is required by law to be voted on and adopted by the Library Board by October 1st.*

Ohio Healthy Families Act

Ann, Julie and I met this week to start reviewing the Ohio Healthy Families Act. We received news on Thursday, September 4th that the sick leave backers will be asking to have the proposal taken off the November ballot.

2008-2009 Natural Gas News

I received good news this week from EnergyUSA regarding the Ohio School Consortium Gas Program. With the recent decline in the natural gas commodities market and prudent/timely natural gas purchases by the Ohio School Consortium, EnergyUSA is now projecting that on average, participants in the program will see about a 15% increase compared to their 2007-2008 actual gas costs. This increase has dropped from the 35% increase projected in June 2008. Through physical hedges and financial options, the Ohio School Consortium has protected approximately 75% of the participant's usage for the upcoming heating season.

Direct Deposit for Employees

*I am pleased to report that I have received banking information from **ALL** employees for the direct deposit of their paycheck. I am very pleased that we have accomplished our goal of having everyone sign up for direct deposit by September 1st. My assistant, Sherry Peterson was a tremendous help during this process. I am also very appreciative of the help provided to our employees by the local banks.*

We received the following news on September 3rd from the Ohio Library Council:

Commercial Activities Tax (CAT).

A Franklin County Appeals Court ruled yesterday that the state imposed CAT tax on food consumed off premises (carry out and grocery store) is unconstitutional. You might remember that when the CAT was first passed in 2005, the Ohio Grocer's Association filed a lawsuit saying that the CAT was unconstitutional because you cannot charge a tax on food in Ohio. The state argued that this tax was not a tax on food per say, but a tax on the corporate activity of companies that sold food products. The first court to hear the case was the Franklin County Common Pleas Court, which ruled in favor of the state. The Franklin County Appeals Court ruled against the state yesterday. The state will appeal this decision to the Ohio Supreme Court.

If the Supreme Court rules in favor of the Ohio Grocer's Association, and against the state, the elimination of that share of the CAT will be approximately \$188 million. Currently, the CAT is not calculated into General Tax Revenue, so it will not have an immediate impact on PLF distributions. However, the CAT is being used to replace the losses of Tangible Personal Property Tax. (TPPT) Beginning in 2011, as the replacement for (TPPT) begins its schedule eight year reduction, those unused CAT revenues were supposed to be deposited as General Tax Revenue, and therefore provide additional growth in the PLF beginning in 2011. So, the reduction in CAT revenues by \$188 million will certainly have some impact on public libraries. We are waiting for the Department of Taxation to calculate that impact and also some sense of how long it will take the Supreme Court to hear and rule in this case.

I will continue to monitor this situation and provide further information to the Board on the impact on the Upper Arlington Public Library.

September Conferences

In September, I will be attending a couple of conferences. Next week, I will be attending the Software Solutions Users Group meeting. SSI provides our accounting and payroll software. It's an opportunity to receive information on future releases, and provide input on changes to the software. I will also be attending the Ohio Government Finance Officers Association meeting on September 16-19. Ohio GFOA provides a wonderful opportunity to receive training on issues pertinent to Ohio Government Finance, and to network with finance professionals from other libraries, counties, townships, cities, schools and state agencies. As reported in August, I have been elected to a 3 year Board term as the Ohio library representative.

RESOLUTION 24-08

Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies And Certifying Them to the County Auditor

OHIO REVISED CODE, SECTION 5705.34, 5705.35

WHEREAS, This Board in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2009; and

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

RESOLVED, the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there by and is hereby levied on the tax duplicate of said Library the rate of each tax necessary to be levied within and without the ten mill limitation for tax year 2008 (collection year 2009) as follows:

SCHEDULE A

Summary of Amounts Required from General Property Tax Approved by the Budget Commission, and County Auditor's Estimate Tax Rates

Fund	Amount to be Derived from Levies Outside 10 Mill Limitation	Estimate of Full Tax Rate to be Levied Outside 10 Mill Limitation
General Fund	\$3,099,621.81	2.00
TOTAL	\$3,099,612.81	2.00

and be it further

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

Perera made a motion to approve Resolution 24-08. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

RESOLUTION 25-08
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:

\$200.00 Wednesday Literary Club

Kurfees made a motion to approve Resolution 25-08. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

Perera made a motion to approve the August 2008 Financial Report. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

PERSONNEL COMMITTEE

There was no meeting and no report. The Fiscal Officer's Personnel Report is included here.

Fiscal Officer's Personnel Report

Date: September 9, 2008

<u>Effective Date</u>	<u>Employee</u>	<u>Current Rate</u>	<u>New Rate</u>	<u>Classification</u>	<u>PT/FT</u>
-----------------------	-----------------	---------------------	-----------------	-----------------------	--------------

Terminations

08/24/08	Corinne Miesse			Lib Asst I/Circ	T PT
08/27/08	Caitlin Erwin			Page	T PT

Rehire

08/27/08	Joseph Wan	\$10.84 RA103		Lib Asst I	L PT
----------	------------	------------------	--	------------	------

New hire

08/29/08	Misty Alvaro	\$9.55 RA 103		Lib Asst I/Circ	T PT
----------	--------------	------------------	--	-----------------	------

Kurfees made a motion to approve the Personnel Report. Sharpe seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

PRESIDENT'S REPORT

Burtch said that he was glad to see the article from the Columbus Dispatch about changing academic libraries. He said that it highlights the changing role of all libraries.

Burtch commended the Operations and Finance committees for agreeing to meet jointly in order to facilitate action on the Library Planning Study. He urged the committees to factor in operational costs of proposed changes. He noted that things like self-check-out and combining Adult and Reference under one manager would have an impact on the operational cost.

Moore noted that it should also be made clear that one area of concern during any renovation would be greater energy and utility efficiency. Magill suggested that if Board members have specific criteria that should be included in the RFQ, they should email their suggestions to Moore prior to the meeting on September 23rd.

NEW BUSINESS

There was no new business.

OFF AGENDA

Moore noted that John Iten from OLC is correcting his statement to reflect that the library did NOT refuse to allow the Citizen's for Community Values to meet here. Moore also noted that she would like to meet with the Personnel Committee before the October Board meeting.

Magill noted that the Youth Services book club bags are doing very well and having a positive reaction from teens. Moore said Youth Services plans to expand the book clubs to the middle schools as well.

ADJOURNMENT

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

The meeting was adjourned at 6:02 p.m.

John V. Burtch, President

Amy P. Sharpe, Secretary