



**Board of Trustees Meeting**  
Tuesday, December 16, 2008 5:00 p.m.

**MINUTES**

President Burtch called the meeting to order at 5:02 p.m.

**IN ATTENDANCE**

BOARD MEMBERS: John Burtch, Bryce Kurfees, John Magill, Charles Motil, and Amy Sharpe

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; John Forgos, Owner's Representative; Sherman Wallace, Facilities Manager; Ruth McNeil, Community Relations Manager; Joel Snyder, Joel Snyder Associates; Jack Hedge, DesignGroup, and Nancy Roth, Administrative Secretary.

Burtch noted that Perera had called to indicate that he would be unable to attend the meeting due to his meeting schedule for the State Senate. Kurfees made a motion to excuse the absence of Brian Perera. Sharpe seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil and Sharpe. Voting Nay: None.

**APPROVAL OF THE MINUTES**

Sharpe made a motion to approve the minutes of the November 11, 2008 meeting of the Board of Trustees. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil and Sharpe. VOTING NAY: None.

**ARCHITECTS' REPORT**

Tremont:

Snyder distributed a spreadsheet detailing current space allocation and the current and projected space needs. He said that there have been meetings with each department in order to reach the figures on the worksheet. He noted that there have also been meetings with Administration to review and fine-tune the figures. Snyder noted that columns A through H were taken directly from the planning study. He noted that the additional space recommended is 34,429 feet.

Snyder exhibited a site diagram showing the areas of possible expansion and a reworking of the parking lot. Magill said that the parking lot was not a part of the library. Snyder noted the property lines on the diagram that constitute the library's ground lease in effect until 2057. This includes a major portion of the parking lot. He explained that the architects first have to make sense of how the parking lot will work before they can plan areas of expansion.

Snyder said that he has met with school and UA Parks and Recreation officials who have voiced no objections to the proposed re-working of the lot. He noted that the south entrance to the lot would be re-aligned to meet with Dorset rather than the Tremont Center entry drive.

Hedge presented a refined bubble diagram representing proportional space allocation and ideal placement relationships between departments for the best staffing efficiency. The diagram included space for a café area, Friends bookstore, meeting rooms accessible after hours. Service functions were diagramed separately to be contained on a different level than the public areas. Included in that area would be Friends storage, a receiving area, mail room, staff lounge, Tech Services and IT.

Hedge said that they tested four different scenarios. He said that a plan to keep the public spaces of the library all on one level was not realistic because it would encroach about 100 feet into the parking lot, losing 65 parking spaces. He said that the scenario to put the Youth Services in the lower level had met with a bad reaction from many people, so they had eliminated that scenario, too.

Hedge displayed a conceptual drawing for the recommended option. In that option, the Youth Services area was nearly 90% bigger than the current area and would be located near the entry to the library where Adult Services currently is housed. Public meeting rooms, gathering space, Friends bookstore, Circulation, Media Services, Administration and Community Relations would be located on the main level.

Hedge said that a second story could be added to the west side of the building and would house Adult/Reference Services, along with the Ohio room. The current Theater would become space for mechanical and an auditorium-type space would be located near the public meeting rooms. The plan allowed for after hours access to the meeting rooms. A loading dock area would be re-worked from the Northam Road entrance that would allow for windows to be added to non-public areas such as Technical Services and Information Technology. The second level would add about 24,000 square feet.

The Board entered into a discussion of options, details and ideas for the configuration.

Magill asked the purpose of the City Council meeting on January 12<sup>th</sup>. Moore said that this meeting would have the scheduled third reading of the resolution which would then be certified to the County Auditor. She said that January 26<sup>th</sup> would be the first reading of the Resolution to Proceed. She noted that the city has agreed to waive the other two readings of this resolution. She said that city attorney, Tom Lindsey, has written an opinion letter to City Council which informs them that they do not have the option to reject the Bond issue request.

Magill said that he is in favor of the two story concept but that he is concerned that those presenting the plans to City Council be fully prepared to answer any questions that might arise. He suggested that the Board meet sometime prior to the City Council meeting on the 12<sup>th</sup> in order to pin down the cost estimation details and to review possible questions and answers. He said that it is important that the Board reach a consensus agreement to any plans put forth to the City Council. Magill said that he would like to be able to review cost estimates, including source materials before the City Council meeting.

Forgos said that he was testing all four scenarios for financial impact. He said that he would not be able to produce the data requested by Magill in advance of the January 12<sup>th</sup> meeting. Magill said that he felt the Board would need to meet again to refine the bond request amount. No final decision was reached in this regard.

Burtch said that it was his impression that the January 12<sup>th</sup> meeting would be a simple vote without discussion. Moore said that this is what had been indicated to her. She said that she would be present at that meeting to answer questions if they arose and would confirm the purpose of the meeting with Tom Lindsey in order to reassure the Board.

Magill asked what the exterior of the building would look like. Hedge said that there were a number of options and that a final choice would come later in the process. He said that he first wanted to get a consensus on the two-story concept. In general, the Board agreed that a two-story plan made the most sense.

#### Lane Road:

Snyder presented a bubble diagram for Lane Road. He said that staff felt that the lower level worked well for the children's area since the water problems have been resolved. He said that the meeting room would be pulled from the lower level so that the whole space could be devoted to Youth Services, with a dedicated storytime room.

The plan would add approximately 3,000 square feet to the first floor by adding on to the north and/or west side of the building. The additional area could include a circulation workroom and a book drop. He said they are in the process of testing the programming of that concept.

Snyder said that building on to the north side (Lane Road side) of the building would give the library a presence on the street side. He said that the idea of returning the parking lot to Parks and Recreation and bartering for space on the west side for a larger parking area has been discussed with Parks and Recreation. Snyder said that dialog will continue.

Magill asked what the cost estimate for Lane Road would be. Forgos said that he has not run the numbers yet, but that he would anticipate a cost range of 2.3 to 2.7 million. Magill noted that an additional Board meeting before January 12<sup>th</sup> would help him to have a better sense of the figures involved. Burtch suggested that it might be more productive to meet before the January 26<sup>th</sup> City Council meeting. Forgos said that he would have a ball park figure by January 12<sup>th</sup>. He said that he would email the cost estimate to the Board for their information on January 12<sup>th</sup>.

Magill asked about the exterior of the Lane Road work. Burtch asked what the architects would have for the January 26<sup>th</sup> presentation to the UA City Council. Hedge said that they would have a “massing.” He said this would probably take the form of an all white structure to show the shape and size, heights and relationships in scale. Hedge noted that refinement will continue as the process evolves. Moore noted that all the library departments have been shown the relationship diagrams.

Burtch said that the main point to be stressed is that additional services and conveniences can be offered to patrons without increasing staffing levels. He said that the library will also need to remind voters of the deficiencies that need to be corrected. At Magill’s request, it was agreed to provide the Board members with copies of the relationship bubble diagram.

## **ASSISTANT DIRECTOR’S REPORT**

Porter said that this was the first day for the Envisionware installation. She said that the library hopes to have Tremont back up by the end of business. She said the first staff training had been held that afternoon. Additional training sessions at Lane Road and Miller Park have also been scheduled.

Porter said that patrons will need their card numbers in order to sign on to the computers. She said that printing will have to be paid for before it can be released from the print station. Porter said that the option to utilize credit card payments should be available within the next month. She noted that this will be a big change for staff and for patrons.

Porter said that the library laptops at Miller Park have circulated 38 times since becoming available.

Porter noted the purchase of three new electronic databases – The Small Business Resources Database, Demographics Now and Pop Culture Universe.

## DIRECTOR'S REPORT

Moore's written report is included as an attachment to these Minutes. Moore said that the Fiscal Officer search has been extended to 12/31/08. She said that approximately twelve applications have been received. Moore said that an ad will appear in this Sunday's Dispatch in order to try to attract more candidates. She said that the interview process will begin after the first of the year and that some Board representative participation will be needed during that process.

Moore said that the next few weeks will be the most difficult as Porter and Peterson take the necessary steps to close out the fiscal year. She noted that they went to SSI year-end training on Friday, accompanied by Ron Pratt.

Moore said that Pratt was recommended by Lynda Murray to act in an advisory capacity while the Fiscal Officer position is being filled. She said that McKeown has not been available to help as previously suggested, so it was necessary to engage a consultant in a timely manner. She said that she has a signed agreement with Pratt and would like the Board to ratify that agreement. Moore said that Pratt worked for the Auditor of State's office for five years and then served as Fiscal Officer for Zane Community College for thirty years.

### RESOLUTION 31-08 **To Ratify the Agreement for Consulting Services**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby ratify the agreement with Ron Pratt, P.O. Box 914, Zanesville, Ohio 43702 to provide consulting services to the Interim Fiscal Officer at a rate of \$85.00 per hour, not to exceed \$5,000.00.

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Motil made a motion to approve Resolution 31-08. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil and Sharpe. VOTING NAY: None.

Magill asked if this agreement would provide enough time for Pratt to be of assistance. Porter said that it should be adequate.

Moore said that the Bond Campaign has a chairman. She said that Price Finley, a bond counsel has agreed to lead the campaign. She said that she and McNeil have met with him and have provided him with information about volunteers from past levy campaigns. She said that Dan Boda was contacted but was too busy to assume the leadership role for the campaign. He then recommended Finley.

Moore said that overall, the PLF distributions for 2008 will be 1.7% less than for 2007. She said that she has been discussing various cost cutting measures,

including instituting a hiring freeze, curtailing conference and travel expenditures, and monitoring the supply budget.

Moore said that she and McNeil had attended the press conference for the Egypt in Columbus collaboration coming in 2009. McNeil said that the collaboration among the participants will provide good exposure for the library. The partnership runs January through August of 2009. She said there is a link to the Egypt in Columbus website on the library's website. She noted that the library will receive free passes to CMA and COSI which will be used strategically to help generate interest in the various events. A copy of the "passport" that will be used was distributed to each Board member.

## **OPERATIONS**

There was no Operations Committee meeting.

## **FINANCE**

Motil summarized the Finance meeting notes that are included here.

*FINANCE COMMITTEE MEETING  
Thursday, December 11, 2008 8:00 a.m.*

### **Notes**

*IN ATTENDANCE: Charles Motil, Brian Perera, Ann Moore, Kate Porter and Nancy Roth*

*The meeting was called to order at 8:07 a.m.*

## **2009 TEMPORARY APPROPRIATIONS**

*Moore said that there were no changes in the 2009 Temporary Appropriations information from what was distributed in November. She said that the Appropriations represent an 8% reduction in the PLF. She said that the library will need to watch the PLF distributions closely before the March meeting to see if further cuts are needed.*

*Moore said that yesterday she was informed that the December PLF distribution would be \$80,000 less than the distribution in December of 2007. She said that OLC had informed libraries to expect a 14.33% reduction, but that the \$80,000 was about a 30% reduction. She said that she had called both the County Auditor and Lynda Murray at the OLC to seek clarification. Moore said she would let the committee know the outcome of these calls.*

*Moore said the temporary budget reflects an increase of 2% to the midpoint of each pay range as a wage increase for staff in 2009. She said that one*

*employee will top out this year and that she will be working with Whitt and Porter to see how to handle that particular situation. She noted that the increase in the minimum wage is also a factor in the increase in the compensation budget. Moore noted that there will be 27 paydays in 2009 and that this impacts the appropriations needed by approximately \$100,000.*

*Moore said that the Upper Arlington School District is giving their employees a 2.5% raise. She said that Westerville is probably going to give a 2% raise as is CML. She noted that the CPI is up 4.8% but that the library can't meet that level.*

*Moore said that the 2009 appropriations reflect some reduction to the materials budget to the 2007 levels. She noted that the budget for materials is still over \$1,000,000. Porter said that she has prepared additional information detailing the changes in the materials budget if requested by the Board.*

*Moore said that regardless of the outcome of the May bond initiative, the library will need to make some decision about the collection. She said that the collection has doubled in size since the 1987 expansion. Moore said that she will discuss some additional measures that may be taken internally to help control costs, such as the possibility of a hiring freeze, conservation of supplies and limiting conference attendance. She said that she wants to keep patron service levels at their current status, although coverage needs may be re-examined.*

*Perera noted that the transfer of the \$1,500,000 to the building fund is included in the 2009 Temporary Appropriations. The committee agreed that it was important to follow through with this.*

### **CONTRACT WITH RON PRATT**

*Moore said that the Board will be asked to ratify a contract with Ron Pratt who is offering consulting services to Porter and Sherry Peterson in the absence of a Fiscal Officer. Moore said that he lives in Zanesville and worked as the Fiscal Officer for Zane State College for 30 years. She said that he is assisting Peterson and Porter so that year end processes will meet Auditor standards. She said that he will be attending SSI training with Porter and Peterson on Friday.*

*Moore noted that she is still lacking assistance in preparing long-term financial projections on which to base planning efforts. She said that after the year end she will have further discussions with Pratt about this. Moore said the search for a new Fiscal Officer is continuing. The deadline for applications is December 31st. She said that she hopes to start interviewing after the first of January. Moore said that about twelve applications have been submitted. She said that it is unlikely that the library will find a candidate with comparable experience, but that McKeown did not have that experience when she started in the Fiscal Officer position, either.*

*Perera said that he would get the job description off the website to distribute to possible candidates. Perera and Motil indicated that they were surprised there were not more applicants due to the current economic conditions. Motil asked if the compensation was too low. Moore said that she did not want to set a limit on compensation so that this could be negotiated with the candidate. She noted that OLC's consulting fee for the Fiscal Officer search was to be 10% of the salary of the candidate and that she did not want to inflate this fee, either.*

### **OTHER ITEMS**

*Moore noted that the Board would be acting on a separate resolution to make wage adjustments for two employees.*

*Moore said that Porter and Peterson have been doing a wonderful job at keeping the financial process moving forward, despite the lack of a Fiscal Officer.*

### **ADJOURNMENT**

*The meeting adjourned at 8:32 a.m.*

Motil reminded the Board that 2009 will have 27 paydays, which have a large impact on the budget. He said that the library continues to be conservative in their fiscal outlook and revenue estimating.

### **RESOLUTION 32-08 2008 Appropriation Amendment**

Be It Resolved that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following changes to the 2008 Appropriations:

### **GENERAL FUND 100**

#### ***Appropriations***

2100 General Supplies	-550
2200 Maintenance Supplies	+550
4100 Books	-100
4300 Media/AV	+8900
4500 Research/Digital Svs	-8800
5530 Circ/Cat Technology	+14000
5540 Tremont PC Computer Tech	-14000

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Motil made a motion to approve Resolution 32-08. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil and Sharpe. VOTING NAY: None.

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

**RESOLUTION 33-08**  
**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 Interim Fiscal Officer of the Library, Katherine Porter, to receive tax advances and settlements from the Franklin County Auditor for the year 2009.

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Motil made a motion to approve Resolution 33-08. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil and Sharpe. VOTING NAY: None.

**RESOLUTION 34-08**  
**Authorization to Transfer Funds**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library authorizes the Interim Fiscal Officer of the Library, Katherine Porter, to transfer \$1,500,000 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.

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Motil made a motion to approve Resolution 34-08. Sharpe seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil and Sharpe. VOTING NAY: None.

**RESOLUTION 35-08**  
**2009 TEMPORARY APPROPRIATIONS  
INCOME**

***GENERAL FUND 100***

GENERAL PROPERTY TAXES	2,705,479.14
STATE PUBLIC LIBRARY FUNDING	3,289,505.54
TAX CREDITS/REIMBURSEMENTS	438,747.80
PATRON FINES/FEES	190,000.00
INTEREST	55,000.00
DONATIONS	5,000.00

MISCELLANEOUS	<u>6,000.00</u>
TOTAL	6,689,732.48
EST BAL 1/01/09	<u>741,781.57</u>
TOTAL INCOME + BALANCES	7,431,514.05
LESS RESERVE FOR ENC	<u>(223,773.28)</u>
AVAILABLE FOR APPROPRIATION	7,207,740.77

***BUILDING FUND 402***

TRANSFERS IN (from General Fund)	-0-
EST BAL 01/01/09	<u>2,096,210.83</u>
TOTAL INCOME + BALANCES	2,096,211.83
LESS RESERVE FOR ENC	<u>(200,000.00)</u>
AVAILABLE FOR APPROPRIATON	1,896,211.83

***MILLER PARK RENOVATION FUND 403***

DONATIONS	-0-
TRANSFERS IN (from General Fund)	-0-
EST BAL 01/01/09	<u>40,034.37</u>
TOTAL INCOME + BALANCES	40,034.37
LESS RESERVE FOR ENC	<u>(0)</u>
AVAILABLE FOR APPROPRIATON	40,034.37

***GENERAL FUND***

1000 SALARIES & BENEFITS	
1100 SALARIES	2,900,000
1400 RETIREMENT	675,000
1600 INSURANCE	378,500
1900 OTHER BENEFITS	<u>15,000</u>
TOTAL	3,968,500

2000 SUPPLIES	
2100 ADMINISTRATIVE	210,000
2200 MAINTENANCE	25,000
2300 VEHICLE/FUEL	<u>2,000</u>
TOTAL	237,000
3000 PURCHASED & CONTRACTED SERVICES	
3100 TRAVEL & MEETINGS	60,000
3200 COMMUNICATIONS	60,000
3300 MAINTENANCE	281,000
3400 PROPERTY INSURANCE	30,000
3500 RENTS/LEASES	3,500
3600 UTILITIES	210,000
3700 PROFESSIONAL SERVICES	120,000
3800 LIBRARY MATERIAL CONTROL	35,000
3900 OTHER SERVICES	<u>1,500</u>
TOTAL	801,000
4000 LIBRARY MATERIALS	
4100 BOOKS	524,200
4200 PERIODICALS	67,975
4300 MEDIA/AUDIOVISUAL	325,500
4500 RESEARCH/DIGITAL SERVICES	159,900
4900 OTHER LIBRARY MATERIAL	<u>1,000</u>
TOTAL	1,078,575
5000 CAPITAL OUTLAY	
5200 LAND IMPROVEMENT	3,000
5400 BLDG IMPROVEMENT	30,000
5500 FURN/EQUIP/STAFF SOFTWARE	<u>200,000</u>
TOTAL	233,000
7000 OTHER OBJECTS	
7100 DUES/MEMBERSHIP	12,000
7200 TAXES	200
7500 REFUNDS	<u>5,000</u>
TOTAL	17,200
GRAND TOTAL GENERAL FUND	6,335,275

## EXPENSES

### ***BUILDING IMPROVEMENT FUND 402***

3000 PURCHASED & CONTRACTED SERVICES	
3200 COMMUNICATIONS	10,000
3700 PROFESSIONAL SERVICES	150,000
3900 OTHER (FEES/PERMITS)	<u>10,000</u>
TOTAL	170,000

5000 CAPITAL OUTLAY	
5200 LAND IMPROVEMENT	25,000
5400 BLDG IMPROVEMENT	<u>200,000</u>
TOTAL	225,000
GRAND TOTAL BUILDING FUND	395,000

**MILLER PARK RENOVATION FUND 403**

3000 PURCHASED & CONTRACTED SERVICES	
3200 COMMUNICATIONS	1,200
3700 PROFESSIONAL SERVICES	4,500
3900 OTHER (FEES/PERMITS)	<u>500</u>
TOTAL	6,200
5000 CAPITAL OUTLAY	
5200 LAND IMPROVEMENT	<u>33,834</u>
TOTAL	33,834
GRAND TOTAL BUILDING FUND	40,034

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Magill noted that Library Materials budget had been cut. Porter said that it had been set at the 2007 level. She noted that if the PLF distributions improve, more funds can be added to the materials budget. She noted that it was still over \$1,000,000. Moore said that when the bond issue passes, the library will have to constrict the collection during construction.

Magill said that the library must be careful to keep faith with voters who were promised a certain level of material purchases. He said that voters need to know that during these economic times, the entire budget is being scrutinized for savings and possible cuts, not just materials. Burtch said that the library may have to sell the cut in materials budget, but that there are valid reasons for it that can be explained. Moore noted that the PLF is predicted to be 8% less in 2009 than in 2008. She said that the December distribution was \$80,000 less than the December distribution in 2007. Magill said that the library should be certain to continue to thank the voters for their support of the levy, especially during these difficult economic times.

Motil made a motion to approve Resolution 35-08. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil and Sharpe. VOTING NAY: None.

**PERSONNEL**

The notes for the Personnel Committee meeting are included here.

PERSONNEL COMMITTEE MEETING  
Monday, December 8, 2008 8:00 a.m.

**Notes**

*IN ATTENDANCE: Jack Burtch, Bryce Kurfees, Ann Moore, Kate Porter, Julie Whitt, Nancy Roth.*

*Burtch called the meeting to order at 8:02 a.m.*

**2009 RANGE CLASSIFICATIONS**

*Moore distributed the proposed 2009 Range Classifications. She noted that the only change was to the starting rate for Range 101 to reflect the increase in the minimum wage to \$7.30. She noted that the midpoint remained the same.*

**2009 PAY INCREASE RECOMMENDATIONS**

*Moore distributed the proposed pay increase recommendation. She said that the increase was based on 2% of the midpoint of each range. Moore said that she had talked with the Fiscal Officer at Westerville, Norma Ekleberry. Moore said that Westerville may propose a 2% pay increase this year. Burtch noted that Columbus Metro had announced that their PLF funds were expected to be \$4,000,000 less than the previous year. He said that he agreed with Losinski's contention that libraries become more important when economic times are difficult. He said that CML's intention to keep their service level while seeking other money saving options was admirable.*

*Moore noted that the Adult Services manager position has not been filled. She said that there are no immediate plans to do so and that this would continue to be a savings. Porter said that the department is pretty self-sufficient and that she has provided some supervision and attends their departmental meetings. She said that the Adult Services staff has maintained the responsibility for ordering and other duties the supervisor would normally handle.*

*Burtch asked what the most recent cost-of-living figures were. Moore said that the last posting had the cost-of-living increase at 4.2%. She said that brief consideration was given to recommending a 1% pay increase, but that she would prefer to give the 2% raise and to institute a hiring freeze if it becomes necessary.*

*Moore said that while the revenue projections were conservative that it still might be necessary to make more cuts in the Permanent Appropriations in March. She said that the PLF revenue figure that the library is using for planning is 8% less than the amount certified by the state. She said that Westerville is considering cutting their projection for PLF by 10%.*

*Burtch said that the library needs to prepare to answer questions from the public and/or press if they ask about the pay increase. He said that it will be important to emphasize that the staff is the heart of the library and that other things are being done to contain costs, such as a possible hiring freeze, reviewing allocation of staff hours, self-check out, etc. Moore noted that the library has already cancelled the annual trip to PLA in order to conserve funds. Porter noted that other convention and training requests will be looked a more closely, as well. Moore said that the library will look at sharing the cost of some of these items with staff who wish to attend meetings and seminars.*

*The committee agreed with the recommendation for a 2% pay increase.*

*Moore noted that a separate resolution was recommended to approve the wage adjustments for two employees.*

## **PERSONNEL POLICY MANUAL**

*Moore said that she had not received any questions from Board members regarding the Personnel Policy Manual that was distributed in advance of the November Board meeting. She said that she would like the Board to act on the manual at the December meeting. She said that it has been reviewed by legal counsel and has been thoroughly vetted.*

## **OTHER ITEMS OF DISCUSSION**

*Whitt said that there is currently one on-going Worker's Compensation issue. She said that the library is working with legal counsel on this issue. Whitt said that the current claim is for medical only. She said it was originally disallowed twice, but when appealed to the Industrial Commission, it was approved.*

*Moore said that the library has been using Shakely as their third party administrator, but that she would recommend that when the contract comes up for renewal, the library look at getting a competitive quote from the Frank Gates firm to serve as administrator. She said that she and Whitt have had some concerns about Shakely's handling of some of the recent claims.*

*Moore said that the library met with Sue Connor from Willis (formerly HRH) in November. She said that they are in the process of obtaining quotes for medical insurance. Moore said that Whitt has taken over responsibility for benefits administration.*

*Kurfees said that a recent email he received and forwarded on to the Board and administration led him to suggest that the library look at the financial structure of Upper Arlington. Burtch agreed that the email was thought-provoking and that he noted that the writer called the bond issue a "tough sell." Burtch said that while it*

*might be a tough sell, it doesn't mean that the library can't generate support for the bond issue. He said that the Board and administration will need to be ready to answer questions that might arise after the presentation to City Council. He asked if there had been many comments made through Administration.*

*Moore said that there had been little or no comment thus far. She said that the deficiencies at Tremont need to be repeated so that the public can understand that even without an expansion or re-organization of space, the library has \$5,000,000 to \$6,000,000 of maintenance issues which need to be addressed.*

*Kurfees said that the library needs to have a one page fact sheet prepared that includes the deficiencies. Moore said that she and Ruth McNeil, Community Relations Manager, are meeting this week with the prospective chair of the campaign committee. She said that her understanding of the bond issue is that the rate would actually decrease over the life of the bond. Burtch said that the library must be able to make it clear that continued Band-Aid fixes are not a practical, efficient or cost-effective way of addressing the deficiencies.*

*Moore said that she and Jack Hedge and Joel Snyder met with Ginny Barney and Tim Moloney last week to talk about the library's plans in more detail and to discuss their impact. She noted that she and Snyder are meeting with Paul Kraft and Tim Moloney later in the day and that they will be meeting with Dean Sevitsky, Director of Development for the city of UA, later in the week.*

*Moore said that Hedge and Snyder will have some options to show the Board at the meeting next week. She said that they had met with each department to determine space allocation needs. She said that the second reading of the first resolution needed to be passed by City Council is on the agenda for the Council meeting tonight. She said that the City Attorney's office is preparing a letter to the Council to inform them that they do not have the option of refusing to place a requested item on the ballot.*

## **ADJOURNMENT**

*The meeting adjourned at 8:30 a.m.*

Kurfees noted that Julie Whitt, Human Resources Manager would have Total Compensation reports for staff members in January. The Fiscal Officer's Personnel Report is included here.

## Fiscal Officer's Personnel Report

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

11/2/08	Elizabeth Clark			Lib Asst II	T PT
12/11/08	Joseph Wan			Lib Asst I	L PT

### New hire

11/19/08	James McGuire	\$7.00 RA 101		Page	T PT
11/11/08	Holly Klass	\$7.00 RA 101		Page	L PT

### Change of Status

11/16/08	Myrlyn Reasoner	\$7.06 RA 101	\$8.44 RA 102	Page to Lib Aide	T PT
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### FMLA Leave of Absence

11/20/08 to 11/30/08 (returning to work 12/1/08)	Richard Liddil			Custodian	T FT
11/05/08 to 11/18/08 (returned to work 11/18/08)	Nancy Alonzo			Reference Librarian	T FT
11/18/08 to 11/28/08 (returning to regular work schedule 12/1/08)	Sara Klein Reduced work schedule			Lib Specialist	T FT
12/1/08-12/22/08 (returning to work 12/23/08)	Mike Kaylor				

### Non- FMLA Leave of Absence

12/7/08	Walter Streacker (12/7/08-1/10/09)			Page	L PT
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Kurfees made a motion to approve the Personnel Report for December 2008. Sharpe seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil and Sharpe. VOTING NAY: None.

**RESOLUTION 36-08**  
***2009 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 for the first pay date of 2009.

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Kurfees made a motion to approve Resolution 36-08. Sharpe seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil and Sharpe. VOTING NAY: none.

**RESOLUTION 37-08**  
***2009 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, 2008.

<u>Level</u>	<u>Hourly Increase</u>
101	\$0.17
102	\$0.19
103	\$0.22
104	\$0.26
105	\$0.31
106	\$0.35
107	\$0.42
108	\$0.46
109	\$0.53
110	\$0.58

The new rates will be effective with the pay period beginning December 14, 2008 that will be paid on January 2, 2009. The hourly increase is based on a calculation of 2.0% of the midpoint of each level (pay range).

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Motil made a motion to approve Resolution 37-08. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil and Sharpe. VOTING NAY: None.

RESOLUTION 38-08  
**Wage Adjustments**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following wage adjustments effective for the first pay date of 2009;

(Wage adjustments noted below show rate of pay before 2009 increase added)

- Mary Austin, Adult Services                   \$21.10
- Sara Klein, Reference Services           \$21.10

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Magill made a motion to approve Resolution 38-08. Sharpe seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil and Sharpe. VOTING NAY: None.

Burtch asked if any Board members had questions about the proposed revisions to the Personnel Policy Handbook. Magill asked the following questions:

- Did the library follow the process for sexual harassment as outlined on page 6? ANSWER FROM MOORE – Yes.
- Does everyone sign the ethics law notification? ANSWER FROM MOORE – Yes.
- Referring to page 19, under what circumstances does the Director authorize the filling of a position without posting a vacancy? ANSWER FROM MOORE – Only under emergency circumstances. It has happened only a couple of times.
- Referring to page 23, there is reference to 37.5 and 40 hour work weeks. Do people have specific schedules? ANSWER FROM MOORE: Yes, Facilities staff, the Director and Fiscal Officer work 40 hour weeks. For all other staff members, 37.5 hours is considered to be full-time. People are hired to work specific days and hours. We do review scheduling needs regularly.
- Referring to page 31, who issues the verbal warning. ANSWER FROM MOORE: Usually the warning is from the Supervisor, but this can be done in conjunction with a meeting with the Human Resources Manager. The same applies to a written warning.
- Referring to page 36, are pay checks distributed since we have gone to direct deposit. ANSWER FROM MOORE: The first paycheck is an actual check. After that, a pay stub and deposit

notification is distributed. Burtch suggested that the language be changed to reflect both.

RESOLUTION 39-08  
**To Approve the Personnel Policy Manual**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts and adopts the Revised Personnel Policy Manual of November 2008 as submitted by the Director.

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Kurfees made a motion to approve Resolution 39-08 with the change in the language regarding paychecks and pay stubs. Motil seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil and Sharpe. VOTING NAY: none.

**Magill made a motion to approve a 2% pay raise for Kate Porter, Assistant Director, effective with the first pay in January of 2009. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil and Sharpe. VOTING NAY: None.**

**PRESIDENT'S REPORT**

Burtch said that he had received three emails from OLC recently pointing out the increased use of libraries during difficult economic times. He said that the current difficult times can be an opportunity for the library to get their message through to the public. He noted that libraries have many resources and services to help patrons in difficult times.

**ADJOURNMENT**

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

Meeting was adjourned at 7:20 p.m.

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John H. Burtch, President

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Amy P. Sharpe, Secretary