

BOARD OF TRUSTEES MEETING

June 19, 2007 5:00 p.m.

MINUTES

President Motil called the meeting to order at 5:00 p.m.

IN ATTENDANCE

BOARD MEMBERS: Charles Motil, Megan Gilligan, John Magill, Bryce Kurfees and John Burtch. It was noted that Brian Perera had called to report that it was unlikely that he would be able to attend the meeting. The Board deferred action on excusing his absence until the end of the meeting, in the event that he would be able to arrive late.

OTHERS: Ann Moore, Director; Kate Porter, Assistant Director; Terri McKeown, Clerk-Treasurer; John Forgos, Owner's Representative; Ruth McNeil, Community Relations Manager; Sherman Wallace, Facilities Manager; Kate Hastings, Youth Services Manager; Jackee McKnight, UAPL Foundation; Jack Hedge, DesignGroup and Nancy Roth, Administrative Secretary.

APPROVAL OF THE MINUTES

Gilligan made a motion to approve the minutes of the May 17, 2007 Board Meeting. Burtch seconded the motion. **VOTING AYE:** Burtch, Gilligan, Kurfees, Magill, and Motil. **VOTING NAY:** None.

PRESENTATION BY JACK HEDGE, DESIGNGROUP

Jack Hedge gave a presentation of slides and commentary to the Board about modern trends in libraries. The main focus of the talk was about how the architecture of a space impacts the use of the library and what modern trends call for changes in space planning and use. Some of the highlights of his hour long presentation are:

- Libraries are putting new materials in areas where they are highly visible and easily accessed by patrons.
- Libraries are segregating materials return areas so that the patrons help with the sorting process.
- Children's sections are being placed closer to the entry.
- Circulation and Departmental desks are much smaller and staff more fluid and accessible to the patrons
- Libraries are consciously trying to be less intimidating and more welcoming to patrons.

- Libraries are using retail merchandising techniques to increase access to materials and thereby increase circulation. This includes the use of retail furniture and fixtures for movable displays and storage.
- Libraries are look for more flexible space, so that one area may be used in several ways as needed.

The Board members thanked Hedge for his time and for the presentation. Motil noted that the information was very comprehensive. He said that Hedge had given the Board a lot to think about. Motil called for a five minute recess at this time before proceeding with the rest of the agenda.

PUBLIC COMMENTS

There were no public comments.

FOUNDATION REPORT

McKnight said that with the completion of the renovation of Miller Park, the Foundation is focusing on building up the endowment fund. She said that the goal is to have \$250,000 in the endowment fund by the end of the year. McKnight said that the program with Sue Doody will be re-scheduled for sometime in October. She noted that the Foundation will be planning some type of event during the summer taking notice that this is the ten year anniversary of the Foundation.

McKnight said that the Foundation would be having a meeting next week at Miller Park. She said that they are looking at adding new Board members. She noted that the Foundation can have up to fifteen Board members.

DIRECTOR'S REPORT

Moore's written report is attached as Exhibit A to the minutes. Moore said that Jack Hedge will be giving the Library Trends presentation to the staff during In-Service Day on August 16th. She asked Motil to be present during some portion of the day, possibly during registration. Moore said that In-Service Day would be held at the Four Seasons conference center off of Trueman Road this year. She said that Lynda Murray and Rick Rubin will be leading the activities which will have staff looking at how the library space and departments could be used differently.

Moore said that she, Porter, Wendy Bethel, Kate Hastings and Shahin Shoar will be attending the ALA conference in Washington, D.C. the remainder of the week and Monday and Tuesday of next week.

Moore said that Summer Reading had started. Brochures had been distributed to the Board. She said that the brochures had been produced in-house with original artwork by Jeff Stemen. Christine Minx did the layout of the brochures. The Board was very pleased with the brochures. Magill suggested that they be submitted to ALA for possible awards. Moore said that she has discussed this with staff and will follow up on the idea.

The use of volunteers at the summer reading table was noted along with their use as "book buddies," reading to younger children. Magill noted this was an activity that his daughter enjoyed.

Moore said that she and Porter and Steve D'Andrea have had another meeting with OCLC about World Cat Local. She said that the Board will continue to receive information about this as the project moves forward. Moore noted that she wants the library to remain under consideration as a test user and will continue to have dialog with OCLC.

Moore noted that, due to ALA and staff vacations, there were some difficulties with preparing for the July Board meeting. Board members were asked to check their schedules for a possible alternate date.

Moore said that while she and Porter are at ALA, she has asked Steve D'Andrea to sign emergency purchase orders if they should arise. She requested the Board ratify this formally so that any future audit would be satisfied. Motil said that he would prefer that a Board officer be notified prior to any signing of purchase orders. Magill also noted that the authorization should be for a specific period of time. Moore noted that she has provided her cell phone number to all the managers so that she can be contacted easily while in Washington.

Magill made a motion to authorize Steve D'Andrea to sign emergency purchase orders from June 21, 2007 through June 26, 2007 after contact and verbal approval from the President or Vice-President of the Board of Trustees. Burtch seconded the motion. Voting Aye: Motil, Magill, Gilligan, Burtch and Kurfees. Voting Nay: None.

OPERATIONS COMMITTEE

The notes from the Operations Committee are included here.

*OPERATIONS COMMITTEE MEETING
Friday, May 25, 2007 7:30 a.m.*

NOTES

#1 – CALL TO ORDER

IN ATTENDANCE: John Magill, Brian Perera, Ann Moore, Kate Porter, Terri McKeown, John Forgos, Nancy Roth

John Magill called the meeting to order at 7:30 a.m.

#2 – LANE ROAD SIDEWALKS

Forgos said that the sidewalk replacement and concrete work is ready to start at Lane Road. He said that the work will start on Tuesday or Wednesday of next week at a cost of \$7,000 – \$15,000. Magill noted that there was no contract for the concrete work in the bid package. Forgos said that he has a company ready to take on the project. Magill requested that Forgos obtain two other quick estimates for the work, even though it was not subject to the bid process. Forgos said he would do this.

Forgos said that the stairwell was able to be preserved, but that the sidewalk along the drive will have to be replaced. He said that Terrycorp will be submitting a change order for about \$3,500. This change order represents the cost to infill the stairwell with cement block and to fill other openings discovered in the foundation.

Forgos said that G & G will be submitting a change order for \$3,000 - \$5,000. He said that they will not be excavating under the front entry. This will require the installation of a vertical sump pump. The additional costs are for the sump pump and electrician services for its installation. The other part of the change order is for lost work when the UA City Engineer's office stopped the project for a half a day. Forgos noted that G & G had rental equipment and staff sitting idle during that period.

Moore noted that there had been some vandalism at the site over the weekend. She said that someone had turned the water on and let the hose run into the excavation. Forgos said that when they saw that the sump was dispelling the water, they disconnected the exit pipe from the sump so that the water was making a circular journey. Moore said that the library had filed a police report and fortunately no real damage had been done.

#3 – PROPOSAL FROM PARKS & RECREATION

Forgos noted that the library had established a budget of \$200,000 for the Lane Road project. He said that there is about \$140,000 in contracted work. With concrete work, landscaping and change orders, there is only about \$25,000 surplus to deal with the parking lot project with the city. Forgos said that Steve Cothrel had indicated that the \$70,000 offer from the city was based on the cost

of milling the parking lot and topping it. He noted that this would conceivably undo the corrections just made. He noted that the drive and parking lot is currently only about two inches lower than the sidewalk which he views as a very dangerous situation.

There was discussion among the committee members as to which entity, the city or the library, bears responsibility for planning and implementation regarding the parking lot. The members noted that the parking lot is of an adequate size for the library and that any expansion is for the benefit of the park and the ball field usage. Forgos noted that the city has made it clear that they wish to proceed with some type of plan for the parking lot but have been waiting at the library's request until after the levy to review what financial resources the library might be willing to commit.

Magill suggested that the library ask Sylvia Gillis to review the lease and offer an opinion as to how much autonomy the library has regarding the parking lot and where the responsibility for planning and maintenance lies. Perera agreed that it seems to be time to seek some clarification. Magill said that the Board must be certain that any money expended on the parking lot is for the benefit of library patrons. Forgos said that even the resurfacing of the current parking lot would likely cost more than the \$70,000 the city was willing to contribute. Any expansion and remedial excavation of the lot would cost considerably more.

The committee agreed to have Gillis review the lease and offer an opinion and suggestions.

#4 & 5 – TREMONT SPACE STUDY & HEATING/COOLING

The committee dealt with these agenda items together. It was noted that heating & cooling issues would be a natural part of the space study, if the library decides to proceed with it. Moore noted that in the meantime, there was an aging boiler at Tremont as well as chillers that needed to be replaced and evident corrosion in the heating and cooling system pipes. Forgos noted that there is a system in place for corrosion prevention and periodic maintenance which does not seem to have been effective in preventing or detecting the corrosion problem in an early stage.

Moore noted the need to have an assessment of the entire mechanical system by an engineering firm so that a capital improvement schedule could be formulated. Forgos said that this should be done by a disinterested party such as an engineering firm rather than a vendor.

Magill noted that it would be a prudent idea to have a mechanical systems study regardless of any decision about the space study. The committee noted that the time involved in doing a space study could be lengthy and that the assessment of the mechanical systems should be addressed more immediately. Magill

suggested that the committee submit a resolution to approve an RFP for a mechanical engineering study at the June meeting. Forgos will prepare the specifications for the RFP. McKeown noted that the committee will also need to prepare a contract for approval for Forgos' services on this project.

Forgos said that he had some ideas about the space study. Perera suggested that Forgos prepare a menu of options regarding parameters for the space study for the committee to review. Magill suggested also looking at other RFP's for space studies/renovations that had been done recently by other libraries.

Perera noted that the library does not need more space, unlike some other libraries that have had recent renovations. Forgos said that the library has space, but does not have "swing space" that would allow temporary re-location while areas are being renovated. Moore noted that the trend in libraries is to have more flexible space that can be reconfigured more easily. She said that Worthington had just completed a space study and will be entering into renovation projects soon. Moore said that it is important to get a firm that has library experience. Magill said he would like to see samples of space studies both within the state and outside of Ohio to get more information on the process.

Moore said that Jack Hedge of DesignGroup has done a program for the Ohio Library Council about new trends in libraries. She said his presentation is forty-five minutes long. She noted that she had discussed this with Motil who thought perhaps the presentation should be separate from the Board meeting due to its length.

Magill said he would prefer the presentation be a regular Board meeting, noting that this is the most likely time when members of the general public might attend. He said that it should appear early on the agenda so that if members of the public come, they can leave after the program if they choose. Moore noted that Hedge will not charge a fee for the presentation, but has offered to make himself available for the benefit of the Board. The committee agreed to try to schedule Jack Hedge for the June Board meeting. It was also agreed that Magill or Perera would contact Motil about having the presentation at the Board meeting, once Moore is able to confirm Hedge's availability for the June meeting.

Forgos informed the committee that Time Warner had strung temporary cabling at Lane Road through the trees and across the gutter. He said that he had complained to Time Warner and that the cable was supposed to be buried within conduit next week. He noted that the library should not receive a bill for this. He also noted that the landscaping at Miller was completed yesterday.

AGENDA ITEM #6 & 7 – PATRON/STAFF ISSUES

Perera said that he asked for this to be on the agenda to fulfill the commitment the Board made to look at the issue raised by a patron at the April Board

meeting. Perera asked that the current policy be emailed to the committee, particularly the cell phone policy. He noted that patron complained about business machine noise as well. Perera said that the library should consider making low ambient noise one of the criteria of assessment when considering purchases of computers, keyboards, copiers, etc.

Perera noted that another Board member has raised the issue of covered drinks several times. Perera requested feedback from staff about what they think should be done about this issue. He asked about current policy. Moore said that she would get input from staff for the committee. He noted the potential for property damage issues and the connection of this issue to the space study if a coffee bar area is considered as a part of that study.

Moore said that the new library in Hudson does have a coffee bar area and that patrons are permitted to take drinks with lids in other areas of the library. She noted that this is now fairly common due to the prevalence of people who carry water bottles, etc. Moore noted that the cell phone issue is more complicated as cell phones have evolved into PDA's and other connectivity devices. She said that they have been blocked from the Reference Department. Moore noted that there are many times that they are needed and used carefully and appropriately by patrons.

Perera noted that it becomes a common courtesy issue. If people are using cell phones and causing a disturbance to other patrons, then staff needs to know what they are expected to do. He said that the full Board should be cognizant of the policy since it has been raised as an issue. He said that he is concerned that patrons realize that they will be held responsible for any damages for spilled drinks. Moore noted that she gets frequent questions about having a coffee shop. She said that many people feel that having a coffee shop is viewed as a "fluff" item and they question spending tax dollars on it.

Magill asked Moore to send her pictures of the Hudson library as a PDF attachment so that the Board can see their arrangement. He said that he is leery of the coffee shop/lidded drink in the library primarily due to the debris. Moore said that she does not want the library to be viewed as being frivolous with their financial resources.

Perera asked if a coffee shop could reasonably be expected to be a revenue source for the library. McKeown said that feedback she has received from other libraries indicates that this is not the case. She said that the best case scenario seems to be to break even on costs. Magill also noted the hidden costs involved in preparing a space for a coffee shop to meet Board of Health Code regulations could reach six figures. The committee also noted that they did not want to find themselves in competition with local businesses. The committee agreed to let this issue be a part of the space study rather than taking action at this time.

The meeting adjourned at 8:25.a.m.

Magill said that the committee had discussed the concrete work at Lane Road. He said that the change order from G & G was recommended for approval by the Operations Committee. He said that the committee is also recommending a review of the mechanical systems at Tremont.

Magill said that the committee had been contacted by Moore regarding the landscape work needed at Lane Road, in particular, the reseeding of the lawn area. He said that Forgos had been asked to get quotes on the work.

Forgos said that he did get three quotes that range from \$2,450 to \$3,200. The quotes are for removal of overturned rocks followed by hydro-mulch. He said that he has not yet checked on the prevailing wage status of the three bidders or when they each might be able to do the work.

Resolution 27-07

**To Approve Change Order for Lane Road
Foundation Restoration**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby approves a change order in the contract with G & G Construction for the Lane Road Foundation Restoration as specified in the Permanent Exhibit to this Resolution.

Total additional cost to the contract \$6,169.99

Gilligan made a motion to approve Resolution 27-07. Burtch seconded the motion. Magill noted that that in the absence of the change order paperwork, the ceiling of the change order was specified to be \$6,169.99. VOTING AYE: Burtch, Gilligan, Kurfees, Magill, and Motil. VOTINE NAY: None.

RESOLUTION 28-07

**To Approve the Owner's Representative Agreement for the
Mechanical and Electrical Systems Study**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby authorizes and approves the agreement with John Forgos, John Forgos Associates, 4350 Hayden Run Road, Dublin, Ohio 43017, to act as Owner's Representative for the RFQ/RFP process for mechanical and electrical systems study for a maximum sum of \$11,000.00.

Gilligan made a motion to approve Resolution 28-07. Kurfees seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill and Motil. VOTING NAY: None.

RESOLUTION 29-07
**To Approve Initiation of an RFQ/RFP for a
Mechanical and Electrical Systems Study**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby authorizes and approves the initiation of an RFQ/RFP to accept qualifications and plans for a complete mechanical and electrical systems study and audit of the Upper Arlington Public Library.

Kurfees made a motion to approve Resolution 29-07. Magill seconded the motion. Magill asked how long it would take to write the RFQ. Forgos said that it would take about a week. He noted that he would need to pull the old mechanical drawings together and to get copies ready for distribution to bidders. There was discussion about having this information available to prospective bidders in an electronic format. It was noted that there were forty-one mechanical and electrical engineering firms in the metropolitan area. It was noted that this would be a sufficient pool of bidders. Forgos said that an ad would be placed in the Dispatch, but not on Sunday, due to cost. There was some discussion and agreement to post the bid opportunity on the library website. VOTING AYE: Burtch, Gilligan, Kurfees, Magill and Motil. VOTING NAY: None.

Forgos said that rather than dealing with landscapers, he has gotten estimates directly from specialists who do the hydro-mulch. The companies from whom he received estimates are:

1. Builderscape - \$3,150 with a one year guarantee
2. Central Ohio Maintenance - \$2,359.50
3. Kleinhenz - required a 50% payment before starting work.

Forgos said that he would need to check prevailing wages. He said the grass would be a blend of annual and perennial rye and fescue grasses. Forgos suggested that the Board approve a motion for grass seeding not to exceed \$3,150.00; he will proceed with assuring that prevailing wage standards are being met by the two vendors under consideration. It was noted that it would be the library's responsibility to keep the seeded area watered.

Burtch asked about the project budget with the additional cost of the change order and the seeding. Forgos said that total will be under \$150,000 for the project. It was noted that \$200,000 had been budgeted for the project.

Magill made a motion that if Central Ohio Maintenance can do the work for the quoted price of \$2,359.50 under prevailing wage regulations, that they be awarded the work for the re-seeding at Lane Road. If they do not meet prevailing wages, the work is to be given to Builderscape at a price not to exceed \$3,150.00. Kurfees seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill and Motil. VOTING NAY: None.

Forgos said that the concrete work at Lane Road cost \$15,000. He noted that he did get three bids for the work and the other two bids were just under \$20,000. He said the work is done and that it was done well. Moore asked the Board to ratify the contract. Magill asked if there was a contract on file. Forgos and McKeown confirmed that there was a signed contract and that prevailing wage requirements were met.

Kurfees made a motion to ratify the contract with Waylon Contracting for the concrete work at Lane Road. Gilligan seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill and Motil. VOTING NAY: None.

The Board discussed the proposed work at the parking lot at Lane Road. Motil asked if the \$70,000.00 offered by the city was sufficient for the project. Forgos said that it was enough to do what the city proposed, which was to re-cap the lot. He said that he and Snyder have agreed that this would not be a good step to take and that more extensive work is needed for drainage and safety issues.

Moore said that she had sent background information to Magill and Perera last week. Steve Cothrel, city forester, asking what the library's intentions were as to accepting the \$70,000 offer from the city. He had noted to Moore that those funds may only be available until the end of 2007. She said that in thinking backwards on the calendar of a proposed project, the Board would need to act now in order for the project, estimated by Forgos to take two months, to be completed before the asphalt plants close in November.

She noted that both Sylvia Gillis and Joel Snyder have reviewed the lease and the site plan. Gillis and Snyder agree that under the terms of the lease, the parking lot is the library's responsibility, except for a few spaces on the south end of the lot. Moore said that Cothrel had indicated that if the library wants to wait until spring to do the parking lot project with the city, it could be possible for the city to encumber the funds so that they would be available next year. However, the city would like to know if the library wants these funds.

Magill said that he is not ready to make a recommendation to the Board. He said he would like to know what the cost estimate for the project as preferred by the library. He said that if the project cost is in the neighborhood of \$200,000, the Board would have to give extra consideration after expending \$140,000 at Lane Road. He noted that the city's offer is generous, but that he does not feel ready to make a recommendation. He noted that the expansion of the lot that the city

would like is not necessarily a direct benefit to library patrons. He said that it is likely that we will have another opportunity to discuss this with the city during their next fiscal year.

Moore noted that if the library does not re-pave, there are some large potholes that need to be filled. Forgos said that milling and topping the lot would increase the drainage problems and safety problems. Forgos said that he got the sense that Parks and Recreation would be willing to review their budget. He said that he agreed that for library purposes, the lot does not need to be expanded.

Kurfees noted that there are seasonal parking problems during baseball season. Moore agreed that this is a problem for the library.

Forgos said that the option of approaching the city with a proposal for a larger check from the city and a plan to give the city 30 additional parking spaces in the Lane Road lot should be considered. He said that he and Snyder have agreed that the ideal would be to lower the parking area by one foot and add 30 spaces but to have the city pay a larger portion of the cost. He noted that the need for filling potholes would then become a moot point. He said that the rough estimate of \$200,000 for the work was very approximate, depending on whether a storm drain would have to be added and other variables.

Forgos said that due to prior precedents, the city could top the parking lot without input from the library because we have allowed them to do so in the past. Motil said that it did not appear that there was a specific plan in evidence from the city or from the library to warrant proceeding at the present time.

Forgos said that Vaughn would be installing replacement parts for the cooling tower tomorrow at Tremont. Magill noted the planned timing of the cooling tower project – having the work completed before the cooling season began.

FINANCE COMMITTEE

Motil noted that the Finance Committee did not meet.

McKeown's written report is included here.

NOTES FROM THE LIBRARY TREASURER JUNE 2007

The Ohio Senate unanimously approved the proposed FY 2008-2009 budget, HB119, on June 13 by a vote of 33-0. As reported on the Ohio Capital Connection (story originally published in the Hannah Report on June 13th), "the event was historic with no readily available record about the last time both houses were unanimous in their support of the same budget bill." In regards to library funding, the Senate version retains the name Local and Library

Government Support Fund (LLGSF). The next step in the budget process is for the Conference Committee to review the budget. Revised estimates for the next biennium are rumored to be \$200 to \$300 million below the estimates provided at the beginning of the budget process in March.

The budget must be approved by June 30th, so the process will be completed before the next Library Board of Trustees Meeting. Once the budget is approved, the Ohio Library Council will work with Levin & Driscoll to provide monthly projections by county. With the change in the formula of the State's funding of libraries, the cash flow will be different than the cash flow under the current formula. OLC will offer training to library personnel on the new funding formula.

June is the open enrollment period for the library dental insurance plan. The library participates in the OASIS Trust plan that is available to schools and libraries, and administered by CoreSource. I received notification at the end of May, that our rates increased 7% for the plan year beginning July 1st. The rates have been very good under the plan, with a 5-year increase of 12.9%. I am also pleased to report that the OASIS Trust committee voted to grant a premium holiday for groups that renew with OASIS, and have been in the Trust since for two years or more. As a result of this action, the library will not owe a premium for June 2008 coverage. The estimated savings to the library is approximately \$2,200.

Dental premium rates for eligible employees (those working over 25 hours per week) are \$32.20 per month for single coverage and \$91.24 per month for family coverage. Eligible full time employees who elect coverage pay 20% of the monthly premium for both single and family coverage. Eligible part time employees pay the full cost of the coverage. Staff members have been informed of the new premiums and are currently electing coverage for the new plan year.

I have updated calculations of the expected expenses for the General Fund, and have included in your packet a resolution to modify the 2007 Appropriations. The insurance savings is based on actual premium costs and filling open positions, versus the data that was available when the temporary & permanent appropriations were approved. As a direct response to the wonderful support of the Upper Arlington residents for our recent levy request, additional allocations are being proposed to increase the money allocated for library materials focusing on print resources and Books on CDs. Part of the additional money will also be used to expedite the processing of library materials and to change DVD cases in order to free up shelving space & allow for reserves in the future.

McKeown said that much of the additional materials allocation is for Miller Park. She said that now that Miller Park is open and in operation, materials are flowing through there at a high rate than previously, so there is a need to increase their collection to insure that there are items on the shelves for patrons. She said that

processing procedures are being reviewed, such as book covering alternatives that would get materials into the hands of patrons sooner.

In addition to the information contained in her written report, McKeown noted that the Audit for 2005-2006 is scheduled for June 26th through July 11th. She said the audit is being done through the State Auditor's Office.

Magill asked when the materials budget will be at the 20% goal which the library has set. McKeown said that the library is reviewing personnel costs currently and that when those costs are more definite, it may be possible to increase the materials budget. She noted that the goal is to achieve the 20% materials budget by the year 2009. Magill suggested that a press release be issued about the increased use of Miller Park since the renovation.

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

RESOLUTION 30-07
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

1600 Insurance	- \$25,000
2100 Supplies	+\$10,000
3100 Mileage/Meetings	+\$ 5,000
4100 Books	+\$27,300
4300 Audiovisual	+\$ 3,000

Burtch asked where the extra \$20,000 was coming from for the appropriations. McKeown indicated that the money was from some unallocated resources and also from savings on the insurance premiums. Burtch made a motion to approve Resolution 30-07. Kurfees seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill and Motil. VOTING NAY: None.

Motil asked that the Finance Committee schedule a meeting to assess the cost of the various commitments made to the voters during the levy campaign and to look at future spending. He said that he would like to begin to make an assessment of how much money could be allocated for a reserve fund. He noted

that guidelines for such a fund will need to be developed. McKeown noted that the library will need to be careful with such a fund so that it does not jeopardize state funding. She said that there should be a means to do this by attaching the funds to special projects. Magill noted that it could be viewed as a sinking fund with a maximum. When the maximum is reached, the funds could be allocated for other budgetary needs. Motil said that the Ohio Public Utilities Commission might be a good source to see how to construct such a fund and/or policy.

PERSONNEL COMMITTEE

Personnel Committee meeting notes are included here.

PERSONNEL COMMITTEE MEETING

Tuesday, June 19, 2007 4:00 p.m.

NOTES

IN ATTENDANCE: Ann Moore, Kate Porter, Terri McKeown, Megan Gilligan, Jack Burtch, Lynda Murray, Nancy Roth

The meeting began at 4:03 p.m.

Moore said that the meeting was to begin the process of the review of the salary scales. Murray said that last year it was decided not to wait until December to review the salary scale for the up-coming year, but to start that process earlier. She also noted that the data compiled by Jerry Stepp in 2007 should be reviewed every 2-3 years and it is now within that timeframe to institute a review.

Murray said that as she and Rick Rubin reviewed the data gathered by Stepp, there seemed to be some comparisons and data that were not really relevant to UAPL. Murray said that in conversations with Burtch, she had suggested that the review be done by the Personnel Committee with staff acting to supply information needed by the Personnel Committee. She said that Rubin would be happy to help and educate the committee, but that the staff needs to see that the Board is taking the leadership role in the process.

Burtch said that he is in agreement with this. He said that specifically, the committee will need to understand processes and components of unfamiliar personnel issues and they will need help from Rubin to do this.

Murray said that the first thing to look at is the salary scale and whether those scales are where they ought to be. She said that a fundamental principle for the Personnel Committee affecting the pay scale is a pay philosophy. She noted three approaches:

1. *Pay scales that would support recruiting and retaining the best people for each position*
2. *Pay scales that reflect what the market will bear in our area and to be satisfied with the quality of candidate that pay scale supports, and*
3. *Pay scales that reflect a willingness to provide entry level or early career candidates with fresh ideas, who may not stay long as they gain experience and become more marketable.*

She noted that the fourth option is to have low wages and get unsatisfactory employees, but that was not a realistic choice.

Murray related that another Ohio library over the years had very low-paying positions and a large turnover, but their budget percentage for wages was very low. She said that library now has a new director and that wages have increased dramatically, particularly for department managers. She said they are now able to recruit and hire staff from many other libraries because of the wage increases.

Murray said that the library needs to review data dependent on whom we feel we are competing with for employees – are we competing with libraries statewide or only locally; with large libraries or only those of a similar size. Murray asked about the ETM survey of similarly sized libraries. Moore said that the annual survey had just been received and should be ready in August.

Burtch said that he did not see the need to focus on recruitment at the present time. He said that he felt the Personnel Committee should be looking at more basic issue. These are:

1. *Are UAPL employees in the correct classification?*
2. *How do we correct incorrect classifications?*
3. *Are yearly increases based on merit or longevity?*
4. *If merit raises are assigned, who decides?*
5. *What criteria are used?*
6. *Would merit increases be given at year's end or at annual evaluations?*
7. *How do we allocate an increase in the salary budget?*

Murray noted that currently percentage raises at the end of the year are not across the board, but are based on the percentage of the mid-point of the range. She said that part of the plan in offering the managers training is to help them get ready for a merit/bonus system or a hybrid bonus pay system.

Burtch asked if Rubin thought that a merit or bonus system was a good idea or if it caused too many problems. Murray said that there are headaches with a merit system but that does not make it a bad idea. She said that both she and Rubin agree that UAPL is not ready to implement this system this year, but the committee should explore those systems.

Murray noted the need to:

1. *Decide between a merit or a bonus system,*

2. *Determine the basis for the choice,*
3. *Ensure that all staff understand the rationale for the choice,*
4. *Make sure that managers are equipped to make judgments needed in a merit/bonus system*
5. *For a bonus system, measurable standards would have to be set*
6. *And to educate the whole staff so all employees know the rules going into a new system.*

Moore noted that there may be two or three employees under the current structure who may not be in the correct classification. Murray said the committee should be certain they are comfortable with the appeals process so that if employees feel they are not properly classified, everyone knows the process for review. Murray said that getting classification descriptions written for each level is a key to assessing an appeal or reviewing employees' position in the pay scale.

Burtch said that classification descriptions were discussed last year. Moore said that several ETM libraries had been contacted, but that none of them had classification descriptions. Job descriptions were available, but not broader classification descriptions. Murray said that she has a set from Akron and another library that she will provide for Whitt to look at and model.

Moore noted that there have been some changes to job descriptions over the past year that would need to be taken into consideration as individual placement in a classification range is reviewed. She said she would like Rubin's help in addressing those types of situations.

Murray said that in addition to compensation, the committee also needs to look at the issue of benefits. This would include health insurance benefits, PERS, vacation and sick leave. McKeown noted that R & R is also a leave factor. She said that the differentiation between part-time employees and full-time employees as that status affects benefits should also be reviewed.

Murray said that to get started on the process a benefits summary sheet should be prepared for Burtch and Gilligan, particularly noting the difference between full-time employees and part-time employees. She said that classification descriptions should be created.

Burtch said that he felt the need for a classification system along with a listing of who is in each classification by name and department. Burtch said that the committee should provide the classification descriptions and that Moore and Porter should assign people to the appropriate classification based on the description. He said that once people are properly classified, the committee could move on to how to treat them for wage adjustments.

There was some discussion as to whether the information should be shown as it exists now, or if it should show people in their corrected classification. The committee decided that both the real and the ideal should be outlined. Moore noted that this information should also reflect just the classification, not pay within the classification.

Burtch said that the library has set a goal of having a 20% materials budget. He asked if there was a similar OLC recommended percentage for compensation. Murray said that as a general recommendation there was a common formula of 60% for personnel costs, 20% for materials and 20% for operating costs. She noted that this varies depending on the location and size of the library.

McKeown noted that getting personnel costs under control would help in planning the budget so that levy promises to have a 20% materials budget can be kept. Murray said that other strategic planning components, such as renovation or expansion, are also dependent on a better understanding and projection of personnel costs.

Murray said that another element of personnel benefits to be considered and reviewed are buyouts – one-time payments for those employees who leave the library. It was noted that this payment includes unused vacation time and ¼ of an employee's unused sick time with a ceiling of 240 hours paid out. McKeown noted that the library policy supports these buyouts of sick leave for employees who leave anytime after ten years of employment, regardless of whether the employee retires or takes a job elsewhere. She said that all unused vacation time is paid to employees who have worked at least 6 months at the time they leave the employ of the library.

There was discussion about the PERS payments by the library. McKeown noted that the library currently pays both the employer's and employee's share of the PERS. She said that she had received some recent communication from PERS and that she needs to gather some information to assure that the library is in compliance with PERS.

Murray said that UAPL has a very generous benefits package and that the committee should not overlook this when looking at the compensation issues. She noted that when competing for quality employees, the library can emphasize the benefits package. She said that the committee should explore the question of whether benefits are valued by prospective employees or if higher wages are more attractive.

Megan asked if the review process is going to include a questionnaire for staff. Murray said the committee should first gather and assess the basic information. She noted that looking at the basic information may answer a lot of questions just by application of logic. McKeown said that the PERS benefit is the single most costly benefit that the library has for employees and that it is available to all

employees regardless of classification, full or part-time status. She said that a comprehensive review of the compensation system must include review of the PERS payment policy.

There was some discussion about how benefits are administered by PERS when public employees leave their employment either by retirement or resignation. Murray asked if the library sends a letter to employees outlining the cash value of their benefits. McKeown said the library does not do this. Murray said that it would be important for employees to have a good understanding of the value of the full package of benefits. There was some discussion of the need to set a cap on the percentage of the employee portion of PERS that the library would pay.

Murray said that she would check with Rubin to set up a meeting date with the committee in about three weeks. The library will gather the following information for the committee:

- 1) Classification / Range descriptions*
- 2) Up-dated Organizational Chart with the names of each employee*
- 3) Benefits package summary*
- 4) Comparison information from ETM*
- 5) Classifications with listing of employees by name in each classification with notation of those that may need adjustment*
- 6) Buyout figures for the past five years and projected exposure over the next five years.*

Ann informed the committee that while she and Porter were at ALA, she had asked Steve D'Andrea to handle any emergency building issues. She noted that she would like for him to be able to sign emergency purchase orders. The committee agreed that the Board should ratify this authorization at their meeting in order to resolve any future audit questions. It was noted that routine purchase orders would wait for Moore's return next week.

The committee went into executive session at 4:50 to discuss pending personnel litigation.

Burtch noted that the committee has started their review of the Wage Classification/Salary Scale earlier than is typical. He said the committee anticipates some revisions to the system, which is the reason for the early start on the process. He said that Lynda Murray was at the meeting and that she and Rick Rubin will continue to advise the committee through the process.

June 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

05/18/07	Kayla Brooks			Page	T PT
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Rehire – Temporary Positions

06/01/07 (For 90 Days)	Steven Owley	\$26.00 RA 107		Network Op. Coord	T PT
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06/12/07 (Summer Only)	Sarah Bibyk	\$7.08 RA 101		Page	L PT
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Change of Status

06/17/07	Jason Brunswick	\$12.58 RA 105	\$1,230.00 biweekly \$31,980 annual RA 107	Comp Svs Asst to Network Oper. Coordinator	T PT T FT
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FMLA Leave of Absence

05/21/07 (return to work date to be determined)	Susan Roberts			Circ. Supervisor	T FT
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Non-FMLA Leave of Absence

06/16/07 to 09/23/07 (return to work on 09/24/07)	Walter Streaker			Page	L PT
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Burtch made a motion to approve the Treasurer's June Personnel Report. Kurfees seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill and Motil. Voting Nay: None.

Burtch requested an Executive Session at the end of the meeting to discuss pending litigation.

ASSISTANT DIRECTOR'S REPORT

Porter said that she would be giving a WorldCat Local demonstration to the Board at a meeting in the future. She noted that the library is in the process of purchasing a movie package from My Library. This package will have feature films available through the library's website. Finally, she said that the library is planning to allow holds on DVDs and videos. She said that patrons have requested this for some time. Porter noted that staffing in two key departments now makes this feasible. The plan is to start allowing holds in September.

PRESIDENT'S REPORT

Motil urged Board members to remember their fiscal responsibilities now that the levy has passed. He said that the Board should continue to take a close look at expenditures, to be careful and to plan for expenditures as much as possible.

OLD BUSINESS

Kurfees noted that the Ad Hoc Committee had met twice. The notes from those meetings are included here.

*Ad Hoc Meeting Room Use Committee
Tuesday, June 05, 2007*

MEETING NOTES

IN ATTENDANCE: Jack Burtch, Bryce Kurfees, John Magill, Ann Moore, Christine Minx, Nancy Roth

Kurfees called the meeting to order at 7:30 a.m. He suggested that the first issue was to decide whether the current policy needed to be changed and if so, then address specific changes.

Burtch asked if there had been specific problems with the current policy. Minx responded that there have not been an overwhelming number of problems or patron complaints about the current policy. She noted that some people object to the two month advance booking limit but that she has not had frequent or consistent complaints regarding the limitations on political and religious groups' use of meeting rooms. Chris noted that on the other hand, the Strategic Plan does call for initiatives under the Commons goal to act as more of a gathering place for the community.

Burtch said that he had no strong feelings one way or the other. He said that the current policy as written seems fine, but that situational application of the policy can be problematic. He said that the overriding requirements for meetings to be free and open to the public are clear.

Magill said that in reviewing policies across the nation, UAPL's seems to be in the middle of the road. He said that many policies were much more restrictive and demanding than ours. He noted that some libraries restrict meeting room use to only non-profit charities and require copies of organizations' 501(c) (3).

Kurfees said that he objects to the incongruity between the first paragraph of the policy and the third paragraph. He said that he does not think that religious study groups should be excluded. He said that political groups that are not campaigning should be permitted.

Magill said he would not recommend any changes at the present time. Burtch said that the commercial aspects of the policy are clear, as are the political limitations. He said that he would not be against refining the language to clarify that religious worship groups would not be eligible to book rooms, but religious study groups could be acceptable.

Moore noted that defining "worship" vs. "study" could pose a different set of problems. She noted that no matter how detailed a policy or definition, there is always a grey area where library staff will have to make a judgment call. She said that she supports Minx's decision regarding the Bible study group whose denial of a meeting room led to the re-examination of the policy.

Minx noted that people are not always honest about the purpose of their meetings. She said that when staff becomes aware that policy was violated or inaccurate information was given to obtain the meeting space, the group is not permitted continued access.

Kurfees took note of Magill's desire to look at norms across the nation, but said that UA should make their own decision. He said that neither Seattle nor Chicago prohibit religious or political groups from using their meeting spaces. He noted that if the library is to serve as a community center, then meeting space should be made available to religious and political groups. He said that he fully supports the sentiment and goals of the mission statement, but he does not think that the third paragraph reflects the mission statement.

Burtch said that he suggests that the committee and the Board look at a possible worst case scenario in coming to a decision about changing the policy. He noted that prohibitions based on content have not been supported by case law and Supreme Court decisions. He said that he did not want to become a target for constitutional challenges because of making a hasty decision without thinking about the complete ramifications of any changes proposed.

Moore noted that there is more media coverage of events in UA because of the nature of the community. She said that the library has been the focus of some

media attention for issues and/or events that go unreported within the larger community.

Kurfees reiterated his opinion that the third paragraph in the policy was incongruent with the mission statement. He said that if groups or their presence in the library became disruptive, the library has options available. Moore noted that in some cases, the problems came not from the groups, but from other people's protests about the group.

Burtch said that the City of Columbus had major fiscal problems when a Nazi rally at the State Capitol sparked a counter demonstration. The Columbus Police had to expend over \$300,000 in additional police coverage in order to ensure public safety. He noted that a similar situation in Skokie, Illinois cost that city \$1,000,000. Burtch said that the Supreme Court held that the city was responsible for those costs.

Magill said that there is a clear difference between partisan campaign groups and public information meetings by elected officials. He reiterated his view that the current policy is okay and more enlightened than many others.

Kurfees said that he understood that the library should not support or allow groups to use meeting space who are proselytizing but that study should be permitted, whether the group is studying the Bible, the Koran or Aristotle.

Magill said that he would like information from other libraries about how they implement their policies and what problems they experienced that may have led to changes. He noted that Columbus Metro Library has a similar policy regarding religious and political groups. Burtch suggested that Minx contact CML and give them the information about the initial room request UAPL had for the Bible study to see if they would have permitted the group to use meeting space and explore their reasoning with them. Magill suggested that Minx also make direct contact with Austin Public Library to discuss their policy with them.

Minx said that as a practical matter, the Community Relations department could start compiling and maintaining more complete information about groups who request meeting room space. She noted that at present, little information is captured beyond the name and phone number of the person doing the booking.

The committee agreed to meet again to continue the discussion. Magill requested that Minx provide them with the information from her contact with CML and Austin and any other information she might gather prior to the next meeting so that the committee has time to read it and to give it consideration. The committee agreed to meet on Thursday, June 14, 2007 at 7:30 a.m. Minx was asked to supply information by Tuesday, June 12, 2007.

The meeting adjourned at 8:15 a.m.

*Ad Hoc Meeting Room Use Committee
Tuesday, June 14, 2007*

MEETING NOTES

IN ATTENDANCE: Bryce Kurfees, John Magill, Jack Burtch, Ann Moore, Ruth McNeil, Nancy Roth

The meeting was called to order at 7:35 a. m.

McNeil said that Christine Minx's research revealed that Worthington and Columbus Metropolitan Libraries, whose meeting room policies are worded very similarly to UAPL's, do not prohibit Bible study. She said that at CML, Bible study seemed to be a grey area, but that it was not prohibited out of hand. Kurfees said that he had contacted Westerville and the Whetstone branch of CML and that both indicated they would permit Bible study to meet.

Kurfees said that he continues to believe that a change in the language of the policy is needed for clarity. Burtch said that the issue of meeting room use by religious groups is currently a hot issue around the country. He said that he believes that the current language allows for the library to interpret meeting room use to permit religious study groups. He said that he would prefer not changing the wording of the policy, but adjusting the practice instead.

Burtch noted that there is action pending before the Supreme Court on this issue stemming from a case in the 9th Circuit Court. He said that in a 24-page opinion from the 9th Circuit Court, it was held that the library was a "limited public forum" and not obligated to provide meeting space for religious purposes. He said that with other court cases pending, he would prefer to avoid making changes, but would accede to the wishes of the other members of the committee.

Kurfees said that he felt the policy needs to be clarified so that other patrons are not refused use of a room as was the patron who sent the original email. Magill said that meeting room use could be addressed without changing the policy. He noted that groups requesting meeting room space should be filling out an application which staff could then review to make a case-by-case determination of whether the group meets the criteria for meeting room use.

McNeil noted that inserting the wording "religious worship services" into the policy would clarify the nature of meetings that could not qualify for meeting room use. Burtch said that in the dissent opinion from the 9th Circuit Court, it was noted that defining what constitutes a "worship service" is an extremely difficult task. He said that he attempted to a re-write of the policy, but soon realized that he was changing too much of the policy.

Moore noted that the Community Relations staff already does a case-by-case assessment when inquiries are made for room reservations.

Burtch said that it would not be appropriate for the library to offer a venue for study groups from a specific church since they should have facilities available to them through their church. He noted that this restriction would avoid the appearance of having a “state supported” religion.

Kurfees reiterated that some clarification of the policy was needed and that the library is a community center that should accommodate these types of groups. Magill noted that the library’s primary function is as a library not a community center. He said that as a public library, UAPL has to function under specific statutory guidelines and cannot view itself as primarily a community center.

Kurfees asked about the committee members’ current opinions. Burtch said that he did not have a problem with Bible study groups meeting but that he was not confident that there was a need to change policy language. McNeil said that there may be a need for staff training in order to clarify the library’s practices. Burtch agreed that it would be beneficial to instruct staff for consistency in application of the policy.

Magill said that a written application form for meeting room use should be developed to allow staff to review the stated purpose for each group’s meeting. He noted that UAPL is the only local library that does not require a written application for the use of meeting rooms. He said that this application would give staff more information about the nature of the meeting before permission or denial is issued.

Moore said that library staff would be able to handle the interpretation of policy without changing the language at the present time.

Kurfees stated that he would like to see the language changed. He asked the committee members for a final opinion.

McNeil said that she would suggest that means other than a change in policy language be tried first. She suggested that staff training and the development of a written meeting room use application be tried. She noted that if problems persist or if there seems to be consistent confusion in the interpretation of policy, a change in language could be considered. She said that making what might be unnecessary changes in policy to accommodate specific instances can be more confusing than clarifying.

Burtch agreed that it would be reasonable to try these steps first. He felt that developing a written application was a key to implementation of the policy.

Moore agreed with McNeil’s proposal.

Magill said that he agreed with the need to develop a written application rather than a change in language. He noted that the library should continue to be aware of how current court cases may affect the policy or its interpretation.

Kurfees said that he feels the language of the policy should be changed, but that he will trust that staff education and training and the implementation of a written application process would address the issue adequately for the present time.

McNeil said that Community Relations would develop an application. Magill suggested that other libraries' applications be reviewed during the development process.

Burtch noted that the Operations Policy in its entirety could be reviewed. Moore said that she and Porter have begun the process and that it has been a long time since the Operations Policy has been up-dated. She said that it is a task that she would like to bring before the Operations Committee in the future.

The meeting was adjourned at 8:10 a.m.

Kurfees said that in lieu of a change of policy, the committee decided to handle the issue by clarifying the interpretation of the current policy with staff and by developing a written application procedure for meeting room use. He noted that the committee will review the application form which is to be developed by the Community Relations Department.

EXECUTIVE SESSION

Gilligan made a motion for the Board to enter into Executive Session in order to discuss pending litigation. Magill seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill and Motil. VOTING NAY: None.

The Board entered into Executive Session at 7:34 p.m.

ADJOURNMENT

The Board came out of Executive Session at 7:45 p.m.

Motil made a motion to excuse Perera's absence. Magill seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill and Motil. VOTING NAY: None.

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

The meeting was adjourned at 7:46 p.m.

Charles V. Motil, President

Megan Gilligan, Secretary