

## **UPPER ARLINGTON PUBLIC LIBRARY**

BOARD OF TRUSTEES MEETING  
Tuesday, February 12, 2008 5:00 p.m.

### **Minutes**

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

### **IN ATTENDANCE**

BOARD MEMBERS: John H. Burtch, Bryce Kurfees, John Magill, Charles V. Motil, Amy Sharpe and Brian Perera.

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

### **APPROVAL OF THE MINUTES**

Motil made a motion to approve the minutes of the January 22, 2008 regular Board meeting. Sharpe seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

Kurfees made a motion to approve the minutes of the January 30, 2008 special Board meeting. Perera seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

### **PUBLIC COMMENTS**

There were no public comments.

### **PLANNING STUDY UPDATE**

Snyder said that he has met with Administration to begin the study. He said a number of things have been accomplished to provide background for the project. He said that site plans and detailed building plans have been prepared. He said that a project summary sheet has been prepared to provide general talking points. He noted that he received additional input and information at the Facilities Space Improvement Committee meeting that was held just prior to the Board meeting.

Snyder said that focus groups are scheduled for the week of February 25<sup>th</sup>. He noted that due to administrative difficulties for the library staff, the project schedule was adjusted by two weeks to allow sufficient time to develop the focus

groups and to solicit for participants. He said that the feeling of the committee was that it was more important to conduct the project so as to get the best results than to adhere to an artificial deadline. The completion date is now scheduled for April 15, 2008. He noted that several of the focus groups are well on their way to being filled.

Sharpe asked if only library users were being included in the focus groups. Moore said that focus group participants do not have to be library users. Snyder read the list of affinity groups that the study hopes to reach. These are:

1. General Users
2. Parents of Pre-school children
3. Seniors and Retirees
4. High School Students
5. Middle School Students
6. College & Graduate Students
7. Persons of Ethnic Background
8. Book Club Members
9. Educators
10. Small Business Owners
11. Civic Organizations.

Moore briefed the Board on how the groups were developed. She said that the library is continuing to solicit for participants. Board members were advised that if they had suggestions for possible participants to invite, to provide the necessary information to the Administration office.

Snyder said that he will begin making contacts soon for the individual interviews that the consultants hope to conduct during the week they are here. Snyder said that the documentation of the physical building and site is complete. He said that he will be up-dating the project schedule on a regular basis. Currently the project is on schedule.

Motil noted that three of the Board members are on the Facilities Space Improvement committee. Burtch said that all the Board members would be welcome to attend any of those committee meetings in order to hear the information first-hand. He informed the Board of the next committee meeting to be held on Tuesday, March 11, 2008 at 4:00 p.m. just prior to the regular Board meeting. Burtch said that the project summary sheet would be made available to the Board along with the visioning statement to be prepared by Snyder and Moore.

Magill asked how the focus group project was different from the Strategic Plan. Snyder said it was not different, just more fleshed out. Burtch asked the Board to refer their suggestions for the focus groups to the Administrative Secretary.

## **UAPL FOUNDATION REPORT**

McKnight was not in attendance so there was no Foundation report.

## **ASSISTANT DIRECTOR'S REPORT**

Porter passed around the new Sony eBook reader and the Amazon Kindle. She said that these are currently circulating among the staff in order to get recommendations and reactions. The two devices allow for the download of eBooks. The units can hold around 162 books. Porter said that they have built in memory and that a memory card can be added for additional capabilities.

Porter said that the Sony eBook reader operated via the downloading of materials from their website. She said Kindle was capable of wireless download. Text can be bookmarked so that the reader can begin where they left off. She said that the Kindle is a bit more expensive, but has more technology features that might be worthwhile to the patrons and the library, such as the ability to download mp3 files and to listen to music while reading. Porter said the Sony cost about \$300 per unit and the Kindle was about \$400.

## **DIRECTOR'S REPORT**

The Director's written report is included as an Exhibit to the minutes. Moore also noted that the Circulation statistics are way up for the beginning of the year. Moore said that the Friends sale starts over the weekend. She said the Friends were able to raise over \$100,000 in 2007. She noted that they have approved the purchase of a Bright Board digital flat screen that can be used for announcements and signage.

Moore said that the library participated in a demonstration of the Polaris ILS system on January 31<sup>st</sup>. She said that this is part of the research and information gathering needed to remain current. She said that several staff members were able to attend the demonstration and had favorable comments about the system. Moore said that she anticipates that the library will make a change in the ILS system in the next two to three years. She said this might be done individually or as a part of a consortium.

Moore said she is meeting with each department at their monthly meetings in order to introduce and explain the new marketing tools and to talk about the planning study. She said that these departmental meetings are the best way for her to make contact with staff members.

Moore highlighted the *Beyond Penguins and Polar Bears* project. She noted that the youth librarians will be supplying a virtual bookshelf for the project. She said that this is a great opportunity for partnering with OSU and COSI.

## **FACILITIES SPACE IMPROVEMENT COMMITTEE**

The notes from the meeting held just prior to the Board meeting are included here.

FACILITIES SPACE IMPROVEMENT COMMITTEE MEETING  
Tuesday, February 12, 2008 4:00 p.m.

**Notes**

*IN ATTENDANCE: John H. Burtch, Charles V. Motil, Ann Moore, Terri McKeown, Kate Porter, Ruth McNeil, John Forgos, Joel Snyder, Sherman Wallace, Nancy Roth*

**PROJECT UPDATE**

*Burtch called the meeting to order at 4:00 p.m. He then turned the meeting over to Snyder for an up-date of the Library Planning Project.*

*Snyder said that during the presentation that he and Bill Wilson made to the committee during the interview phase, the members had an opportunity to hear what their perspective for the project was. Snyder noted that a typical part of the start-up of any project is to confirm the charge from the client. Snyder said that a part of his goal for the meeting is to make certain that he knows and understands what the Board's vision for the project is.*

*Snyder distributed material to the committee which included:*

- 1. General talking points that had been developed.*
- 2. Final schedule of the focus groups.*
- 3. Status of the groups filling up.*
- 4. Final version of the letter of invitation that is being used.*

*Moore said that she had an interview with Chris Bournea which should appear in This Week UA later in the week.*

*Snyder said that he had completed his walk-through of the building. From this he has completed a site plan that shows the book-drop. Interior drawings have been done that show the location of all the equipment, furniture, shelving, etc. He said that he also has plans showing the location of utility lines. Snyder said he has a copy of the 99-year lease agreement and the lease amendment that granted additional land to the library. Snyder said the library has lease rights on about 6 acres of land and that the site plan shows nearly all of that property. Forgos noted that the drive-through and the building take up about one acre of the land.*

*Snyder distributed a schedule of the project and said that the project is currently on schedule and a little ahead in some areas. He noted that the first of the staff focus groups would start on Tuesday, February 26<sup>th</sup>. Eight staff groups are scheduled. Snyder said the focus groups and interviews are the next big task. He said that he would be willing to meet for up-dates as often as the committee would like. He said that most logical time would be about a week after the focus groups.*

*The Committee agreed to meet prior to the next Board meeting on March 11, 2008 at 4:00 p.m. The committee agreed that all Board members should be invited to attend that meeting. It was also agreed that communications would be channeled through the Administrative Secretary for the library.*

## **VISIONING**

*Snyder asked the committee to offer their comments about their vision for the library and for this project. He asked the members to speak to a global outlook of the library's role.*

*Moore said that the library is more than buildings. She said that a library is a living body within its own community that should reflect what that community wants and needs. She said that she would like to see the project driven by the library consultants and to focus on long-term growth. She said that the study would reflect bigger issues than where to put the pencil sharpeners. She noted that the study done in 2002 by DesignGroup focused on where things were located within the library. She said that now the more important question is what the role of the library is within the community and how to re-arrange things in and out of the library to support that role.*

*Motil said that in addition to the ideas offered by Moore, he would like the library to become a "destination" for people in the community. He said the library needs to stay on top of technology trends and to work on attracting more teens.*

*McNeil said that she had a conversation with Jeff Stemen, a staff member who has started the youth video gaming group. She said that the library should be seen as a changing environment that embraces innovation in technology. She reported that Stemen felt the library will need to be seen as a gateway to other activities, especially to teens. She said the focus is less about where to put things and more about the feel and ambiance of the library.*

*Snyder noted that in his initial presentation, he and Wilson talked about the changing roles of the libraries. He noted that the library is connected to the broader community and that cultural aspects have a broader appeal.*

*Motil said the library should be a gathering place. He said it should be a flexible facility that can respond quickly to new trends, expressed interests from patrons and new technology. The library should be open to new ideas and programs.*

*McNeil noted that in the recent exit survey done as part of the Prism marketing research, it was reported that people come to the library to access technology. Moore said that the library must have nimble technology that can respond to changes quickly. She said the challenge is in meeting the traditional expectations that patrons have while serving as a portal to other worlds for patrons looking for less traditional services. She said that patrons no longer*

*expect the library to supply the answer to their questions, but to offer a portal through which they can find the answer for themselves.*

*Snyder asked about programs being offered and the opportunity for innovation there. McNeil said that some off-site services are available through the Outreach to seniors and home-bound patrons and through the Youth Outreach. Snyder said that perhaps other programs could be developed that would take place outside the building.*

*Snyder asked about cultural activities, such as performance events. McNeil noted that the library does host musical programs, including dance. Moore said that the library has made an effort not to conflict with or duplicate programs that are offered through UA Parks and Recreation or UA Schools.*

*Burtch said that the library has moved beyond the type of planning that was done in 2002 by DesignGroup. He said the question is where libraries will be in 10 years. He said the study should help the library answer that question and guide how the library then accommodates that vision. He said the question may not be, "Where is the Reference Department located," but rather "Should we have a Reference Department" He said that with the growth of technology, a more reasonable use of space might be to provide more public computers. He said one question to be answered is what does this community want this library to be and what kind of facility do we need to accomplish that. He said that the staff has more knowledge about the future of the library, but that only the community can speak to what they want.*

*Snyder noted that some staff members have been asking for guidelines or ways to prepare for the focus groups. He said that staff members that participate should just be open and come with their creativity. Moore said that if Himmel and Wilson would offer some brief preliminary communication to the staff it would help to allay apprehensions and would mean a lot to staff. She said that it means a lot to staff members that both Himmel and Wilson were working librarians. Snyder said he would talk with Wilson about generating some communication for the staff.*

*Snyder said that he expects that in the future, libraries will have a "technologist" on staff for the public to consult for unbiased information about all kinds of consumer technology.*

*Snyder asked how libraries perceive themselves among their peers. He asked if there was a competitive view. Moore said that most librarians view other libraries as part of their competition. She said that people have a choice about where to spend their time and that she wants them to choose this library. Burtch said that this seems to be common among directors, but that in other organizations, such as OLC, there is a view towards encouraging collaboration rather than competition. He said he was not sure that competition was the best model to follow.*

*McKeown said that competition among libraries is generally friendly. She said that libraries may compete, but are still willing to share experiences and information and that this is different from the private sector. Moore said that there are many good libraries in Ohio, especially in Central Ohio. She said that our patrons compare us and that we have to be cognizant of that.*

*Snyder thanked the group for their comments. He said he will condense them and prepare a brief document, which he will share with Moore for dissemination.*

*Burtch asked if there would be a non-participant staff member at each focus group to monitor the meetings and make sure that no information gets lost. Snyder said that Himmel and Wilson have conducted over 300 of these studies and generally one conducts the group while the other one takes notes. He said that they will provide the continuity. He noted that concern that the presence of a library staff member, even if low-key, could inhibit some patrons. Snyder said that individual interviews were being scheduled during that week as the focus group schedule allows.*

*The meeting was adjourned at 4:55 p.m.*

## **OPERATIONS COMMITTEE**

The notes from the Operation Committee Meeting are included here.

### **OPERATION COMMITTEE MEETING Thursday, February 7, 2008 6:00 p.m.**

#### **Notes**

*The meeting was called to order at 6:00 p.m.*

## **IN ATTENDANCE**

*John Magill, Amy Sharpe, Ann Moore, Kate Porter, Terri McKeown, John Forgos, Dennis Williams, Sherman Wallace, Nancy Roth*

## **CHILLER BIDS**

*Williams submitted a written recommendation to the committee. He said that he had talked with Bruner and that they felt comfortable with their bid for the Chiller project. He said that Bruner indicated that they could complete the project according to the plans and specifications set forth in the bid package. He said that a contract has been prepared and forwarded to Sylvia Gillis for review. He noted that it is an AIA contract and that Bruner is prepared to sign once the Board approves the contract.*

*Williams said that he had advised Bruner that the library does not want to proceed with Alternate #1, which would have an \$8,500 cost reduction to the*

project. Williams said that since the base bid was under the estimated budget, he would not advise the use of the less expensive system. He said that the type of system specified in the base bid has a longer life span than the alternative chiller and would be more cost effective over the long run. He said the base chiller has an expected life span of 30 years and the alternate chiller has a life span of 20 years.

Williams said that Bruner has expressed a preference for a Carrier brand chiller rather than the Trane chiller. He noted that the Carrier currently has an expected delivery time of 4 weeks versus an 8 week delivery time for the Trane. He said that if Bruner were to select a York brand chiller, they would have to purchase it from Johnson Controls and they had concerns about linking their control system to the product.

Magill asked if the Carrier chiller is superior to the York. Williams said that it was. He said that the Carrier is a screw type system that is better mechanically and requires less maintenance and sustains less wear on the moving parts. He said that the York is a slide type of chiller that does not wear as well.

Magill asked Williams to prepare a brief written comparison of the differences in the two types of chillers and the efficiency payback for the Board meeting. He said that he agreed with the recommendation for the Carrier system. Williams noted that by contract, Bruner will be agreeing to a May 15<sup>th</sup> deadline with a \$100/day penalty for late completion. He noted that it is in their interest to complete the project on time. Williams noted that Bruner must also commit to a chiller brand within three days of signing the contract.

The committee agreed to recommend approval of the contract with Bruner at the Board meeting and to recommend the use of the screw-type chiller system.

## **LIGHTNING PROTECTION**

Moore said that Wallace had obtained a review of the library's lightning protection from Maxwell Lightning protection services. She said that they submitted a quote for \$13,000 to improve the current system. She noted that the quote indicated that the library had only two grounds and that it should have nine and that the system was not up to code. She asked Williams for his comments.

Williams indicated that lightning protection is hard to provide. He said that there is some thought that lightning rods can actually attract lightning if they are the tallest thing in the area. He said that there is no code in effect for a lightning system. He noted that the current two grounds offer some protection to the library. Williams said that lightning that strikes the ground and then travels horizontally through conduits into a building cannot be prevented. He said that the problems noted in the engineering survey that Larsen completed could be repaired for about \$500.00



*Williams said that protection would improve if more grounds were installed, but that the work should not cost \$13,000. Moore asked if it made sense to wait on this and look at it as part of the planning project. Williams said making the \$500.00 repair should be adequate. Forgors noted that the interior of the building could be protected by upgrading some electrical systems and surge protection during the space project. The committee agreed that making the minimal repair was the proper course of action.*

## **FIRE SYSTEM**

*Magill said that he had wanted to get quotes for engineering for a new fire system. He asked if the system breaks now, how it can be repaired. Forgors said that the current Siemens system is tested every year and can be maintained. He noted that the system will work for the short term. Forgors said that it is expected that the enunciator panel will have to be moved as a result of the Tremont planning project. He said that he does not want to have to do this twice and that it would make sense to make changes to the system as an outcome of the planning project. He noted that the engineering work has already been completed by Larsen. He said that because the current system is a Siemens product the current service provider would be able to locate parts if something fails. Forgors noted that a new fire protection system would be addressable and could be expanded as needed as space use and needs change in the future. The committee agreed that there appears to be adequate protection at the present time and that the installation of a new fire system should be a part of any work done as a result of the space study.*

## **LANE ROAD PROJECTS**

*Moore said that she had a quote from Davey Tree for \$7,300 for landscaping at Lane Road. She said that the landscaping would be all along the entry side of the building on both sides of the door. She said it included trees, bushes and color as well as two trees at the far eastern end of the building. She said that she had shown the plan to Steve Cothrel at the city and that he had Okayed the planting choices. The committee agreed that Moore should proceed with the landscaping.*

*Moore noted that the committee had asked for the top five projects for Lane Road. She said that Bonnie DeWitt, Lane Road Branch manager, had indicated that improving the lighting and ventilation at the branch was one of her top priorities. Moore said that DeWitt was excited about all the things on the list. The committee agreed that the plan should be to proceed with planning for repair of the fire damage, ceiling and lighting replacement at Lane Road.*

*Moore said that she is concerned that the sump pumps at Lane Road are not connected to a back-up generator. She said that a back-up generator would cost from \$10,000 to \$15,000. The committee agreed that this should be done to protect that investment made in the foundation work at Lane Road. It was*

*agreed that Forgus would call a supplier and present a recommendation for this purchase at the March Meeting.*

*Moore said that she would like to proceed with painting and carpeting in the basement if it remains dry during the spring rains.*

*It was noted that there may be engineering work needed to proceed with the ceiling and lighting work needed at Lane Road. Forgus said that he will check with the City, but that if the work is considered to be maintenance work that no engineering would be needed. The committee agreed that Forgus should submit a proposal for his consulting services for these projects at Lane Road.*

### **NORTHAM PARK STUDY GROUP**

*Moore indicated that she and Sharpe had attended the most recent meeting of the Northam Park Study group. Sharpe said that the focus of the meeting was to determine the next phase of the project following the public meeting. Moore said that Tremont Elementary School is going to be working on the south end of the building when school ends in order to improve safety of the drop-off of students. She said that the school intends to complete the work before school resumes at the end of August. Tremont School and UA Parks and Recreation want to hire a traffic planner or engineer to look at the parking lot and traffic flow. She said that Tim Maloney and John Simpson, who is a landscape professor at OSU, could write an RFQ for this. Moore said that St. Agatha's is not interested in participating in the project.*

*Moore said that the cost of the study was mentioned at the Northam Study group as being about \$50,000. She said that the school and Parks and Rec are ready to invest the funds for this planning project. She said that she did not commit the library to contributing funds to the project. Moore said that she would advise that the library participate in some way in order to be a part of the project and to protect the library's interests. Moore said that she did discuss with Maloney past problems that the library has had with the city on library projects.*

*Magill said that he felt the library should participate; not only with funds, but also that library's ideas are part of the discussion as well. He said that there should be clarification about the roles and responsibilities of each member. Sharpe said that as the library often serves as a de facto community center, it should be part of the process, but that a more definitive proposal is needed. She said that if there is a proposal, the library should consider it and there should be discussion about how decisions are to be made among the three participants.*

*Magill said that the library is not leading the project and should not be expected to be the lead contributor. He said that the library should evaluate the project when it firms up. Moore said she would remain involved and inform the group that when a written plan or proposal is available and will then consider a financial contribution. Magill said the library should be in a stronger position since the school is involved and committed to the project.*

## **MILLER PARK BIKE RACK**

*Moore said she has met with Steve Cothrel about where the bike rack at Miller Park might be installed. She said that the logical locations are in the right of way. She said that problems have been reported because bicycles are being left at the foot of the stairs and block the steps. Cothrel will try to find a place for the bike rack. She said that she has asked him for recommendations for landscaping along the wall at Miller Park. She said that this area is also in the right of way, so that will limit what can be planted.*

*The meeting adjourned at 6:50 p.m.*

Magill said that the committee recommends proceeding with the contract with Bruner.

### Resolution 05-08

#### **To Award the Contract for the Main Library Chiller Replacement Project**

WHEREAS the Board of Trustees of the Upper Arlington Public Library advertised for bids per Ohio Revised Code 3375.41 for the Main Library Chiller Replacement Project for a 4 week period;

WHEREAS the bids were opened shortly after noon on Tuesday, January 29, 2008 and publicly read (see attached tabulation of bids);

AND WHEREAS upon the advice of the library's owners' representative Larsen Engineering, the Board wishes to award the contract for this work;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library, Franklin County, Ohio in accordance with the Ohio Revised Code 3375.41, does hereby award the following contract for the Main Library Chiller Replacement Project:

**Bruner Corporation**, 3637 Lacon Road, Hilliard, Ohio 43026 in the amount of Seventy-Six Thousand Four Hundred Seventy-Five and Zero Hundredths (\$76,475.00);

AND BE IT FURTHER RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Board President to sign the contract with Bruner Corporation on behalf of the Board, upon review and preparation of the contract by the library's legal counsel.

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Magill made a motion to approve Resolution 05-08. Perera seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

Moore said that she had met with Tim Maloney regarding the Northam Park Study Group. She said that the Operations Committee agreed that the library should be involved in the project, but that they wanted something in writing regarding roles and responsibilities, goals and objectives. Moore said that Maloney understands the need for a written proposal. Magill said that this is an important project but that the library needs to see a more formal proposal before committing any funding to the project. He said the plan would encompass activities in the park, parking, pedestrian usage, the sports fields, pool, and library traffic.

Moore said that the Operations Committee had discussed the purchase of a back-up generator for Lane Road. Forgors said this would protect the basement if the power was lost and the creek began to back up into the storm drain. Moore said that this led to a discussion of the repair list she was asked to generate for Lane Road. She said the top item is a combination of issues:

1. Repair of fire damage to the attic.
2. Improve insulation and ventilation.
3. Up-date wiring and ceiling tiles.
4. Improve lighting.

Forgors said that generally it is best to plan to work from the top down, so that before carpeting is replaced, etc., it would make sense to see to these issues. He said because of the various crafts and specialties involved, it would make sense to plan this project as a general contractor job and to include the fence repair and back-up generator as a part of the project.

Burtch asked what the cost of such a project might be. Forgors said he would estimate a cost of \$100,000 to \$150,000 for the work. He noted that the Larsen Engineering report assigned some costs to the items considered. Burtch said he would like Operations to make a recommendation about the project. He asked the committee to consider the question, "Do we need to do this for PR reasons or because it really needs to be done?" Forgors said that the attic work, insulation and lighting need to be done. He said that the fence would have to be removed in order to install a generator, so that would be a natural opportunity to fix the fence.

Perera said that the list of repairs was the information that the Board had requested. Kurfees asked if there were funds available for such a project. McKeown said that funds were available in the budget but that some discussion is needed by the Finance Committee to set priorities. Burtch said that it appeared that the consensus from the Board was to move ahead with the repairs discussed.

Magill said that he would prefer to move on the generator portion of the repairs as a separate item and to bring a recommendation to the March meeting for that. He said that in order to keep the library open during the repair work will take careful planning.

Kurfees asked if there was a plan to redecorate the basement at Lane Road. Moore said improving the basement was a priority, but that the library would wait until the back-up generator was installed and until after the heavy spring rains in order to insure that the basement remained dry. Magill said that the committee would have a recommendation in March for the generator portion of the project.

#### RESOLUTION 06-08

#### **To Approve an Agreement with John Forgos for Consulting Services for Lane Road Interior Work and Back Up Generator**

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, for services to prepare bid documents and to act as owner's representative for the Lane Road Interior Ceiling and Lighting Project and Backup Generator purchase, according to the agreement attached as a permanent exhibit to this resolution. Magill made a motion to approve Resolution 06-08. Motil seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

Magill noted that the agreement covers two projects – the generator work and the associated ceiling and attic work.

Kurfees said that he has a meeting with Tim Maloney to discuss a possible sidewalk connecting the library with the park pathway. He asked if the Board would prefer to have a Board member attend with him. Burtch said that there is no reason not to have a conversation with the city. He suggested that Kurfees try to have a member of the Operations Committee attend the meeting with him.

#### **FINANCE COMMITTEE**

Motil said that the Finance Committee had not met. McKeown's written report is included here.

#### **REPORT TO THE BOARD FROM THE CLERK TREASURER FEBRUARY 2008**

*Please note the January 2008 Financial Report includes appropriations based on the Temporary Appropriations as approved by the Board in December. Ann and I will prepare a recommendation for the 2008 Permanent Appropriations for review by the Finance Committee and Board action at the March meeting. Permanent Appropriations for 2008 must be sent to the Franklin County Budget*

Commission by April 1<sup>st</sup>. **Finance Committee members; please bring your calendars so we can set a date and time for a meeting prior to the March 11<sup>th</sup> Board meeting.**

Lynda Murray sent out a broadcast email message on Wednesday to all Ohio Libraries. Lynda has been closely watching the economic situation in Ohio and the country and its impact on library funding. She reported the following information: "Earlier this year, the Ohio General Assembly passed legislation that will provide an additional income tax cut for veterans. This cut is estimated to cost state revenues approximately \$25 million each year. Naturally, since the LLGSF is now a percentage of total GRF revenue, this will have some impact on our library distribution.

President George Bush's proposed economic stimulus package will also impact Ohio's GRF revenue, and therefore our library distribution. In addition to much publicized tax rebate checks, this package includes \$50 billion in tax breaks for small businesses. Since our tax rates are hitched to federal government tax rates, Ohio's GRF revenues could lose another \$113 million through this legislation. The National Governor's Association is asking for a \$12 billion relief package for states to deal with this problem and the rising costs of Medicaid aid."

Additional information was also provided that I will share and discuss with the Finance Committee at the meeting prior to the March Board meeting.

During the month of February, the annual financial information on the library's website will be updated with 2007 annual data. A legal ad will also be placed in the UA News informing the public of the availability of this information. This brief financial report is a summary of the information that is filed with the Auditor of State's office in February.

Since the special Board meeting, I have been working with our broker to finalize the transition to the new Anthem medical insurance plans as of March 1<sup>st</sup>. A packet of information was sent to each eligible employee on January 31<sup>st</sup>. Staff informational/enrollment meetings will be held on February 12<sup>th</sup> and February 19<sup>th</sup>. A representative from Anthem and Hilb Rogal & Hobbs will present information on the new plans, and answer questions both in a group setting and privately.

The Ohio Library Council has released information on their regional Library Trustee Dinners. The Central Ohio Dinner will be held on April 10<sup>th</sup> at the Fawcett Center beginning at 6:45 p.m. The program will focus on security challenges public libraries are encountering, the impact they are having on library services, and measures that can be taken to limit problems. The program will also take a look at the library board's responsibilities in working with the library staff, security personnel, local authorities, and library design and construction consultants to help create a safer library environment. The OLC staff will also present an update on the new library funding, legislative issues including the omnibus library bill (SB 185), and the work on the tangible personal property tax

*issue. The registration is now open. If you would like to attend, please let me know and I will register you.*

McKeown reviewed the information in her written report. She requested a Finance Committee meeting be scheduled before the March 2008 Board meeting to review the 2008 Permanent Appropriations.

McKeown said that OLC will be having a web cast on Thursday regarding funding. She said that the LLGSF shows some increase, but OLC's recommendation is to plan for flat funding which she has done.

Perera made a motion to approve the January 2008 financial report. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

RESOLUTION 07-08  
**General Fund Donations**

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

\$20.00     Mary Louise Nail

\$50.00     SCBWI Central Ohio (a group of aspiring and  
published writers and illustrators for children) –  
in appreciation for the use of meeting room facilities

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Perera made a motion to approve Resolution 07-08. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

**PERSONNEL COMMITTEE**

Burtch said that he and Kurfees had conducted evaluations for Moore and McKeown. **Kurfees made a motion to approve a 3% salary increase for Ann R. Moore, retroactive to January 1, 2008. Perera seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.**

**Kurfees made a motion to approve a 3% salary increase for Terri McKeown, retroactive to January 1, 2008. Perera seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.**

## Treasurer'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

01/23/08	Nancy Hartshorn			Lib Assoc/Adult	T PT
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### New hires

01/28/08	Kevin Lenander	\$8.20 RA 102		Library Aide	L PT
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### Change of Status

02/24/08	Andrew Wood	\$11.37 RA 104	\$1,230.00 biweekly \$31,980 annual	Lib Asst II to Reference Librarian	L PT T FT
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### FMLA Leave of Absence

01/17/08	Wendy Bethel			Adult Svs Manager	T FT
	to 03/02/08 (return to work date 03/03/08)				

01/16/08	Stephen Harvey			Media Specialist	T FT
	to 02/17/08 (return to work date 02/18/08)				

Kurfees made a motion to approve the February 2008 Personnel Report from the Clerk-Treasurer. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

## PRESIDENT'S REPORT

Burtch said that he was very impressed with the statistics from Miller Park for their first year since the renovation. He said that he is also excited by the opportunities presented by the library's participation in the Beyond Penguins and Polar Bears project.

Moore said that she and McKeown are attending a meeting tomorrow about health care reform so that they can stay current with new trends. She said that Bricker and Eckler sponsoring a Construction Best Ideas meeting next week that she and McKeown also plan on attending. She said that because of the various projects on the horizon for the library, it should be an informative meeting. She noted the following items to be addressed at the meeting:



1. Cost control
2. Design & construction professional costs
3. Cost of decision making
4. Budget busters to avoid
5. Importance of budget control in each phase of a project.

Kurfees asked if the foyer was going to be part of the space study. Moore said that it will be part of the study. Burtch noted that utilizing that space has been an issue and suggestion for a number of years.

## **ADJOURNMENT**

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

The meeting was adjourned at 6:15 p.m.

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John H. Burtch, President

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Amy P. Sharpe, Secretary