



Board of Trustees Meeting
Tuesday, January 26, 2010 5:00 p.m.

MINUTES

The meeting opened with a small reception to welcome new Board members and to thank retiring Board members. President Burtch called the business meeting to order at 5:28 p.m.

IN ATTENDANCE

BOARD MEMBERS: John H. Burtch, Caroline Diwik, Garrett K. Scanlon, Mark L. Shy, Amy Sharpe, Krista Sisterhen.

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Ruth McNeil, Community Relations Manager; Sherman Wallace, Facilities Manager; Kate Hastings, Youth Services Manager; Shahin Shoar, Media Services Manager; Danna Armstrong, Miller Park Manager; Greg Ramage, IT Manager; Jen Christenson, Technical Services Manager; Christine Minx, Communications Specialist; Nancy Roth, Administrative Secretary; Frank Ciotola, UA Mayor; Bev Clevenger, UA City Clerk; Bryce Kurfees, former Board member; John Forgos, John Forgos Associates; Jackee McKnight, UAPL Foundation; Carol Smathers, UA Resident.

ADMINISTRATIVE BUSINESS

UA City Clerk Beverly Clevenger administered the oath of office to new Trustees Garrett K. Scanlon, Mark L. Shy, and Krista Sisterhen. Signed oaths of office are included as exhibits to these minutes. Mayor Ciotola congratulated the new Trustees and thanked them for their willingness to serve.

Burtch noted that officers were not permitted to serve more than two continuous terms. He said therefore he was ineligible to serve another term as president at the present time. He opened the floor for nominations for officers. Diwik nominated Sharpe for President. Scanlon seconded the nomination. There were no further nominations. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy, and Sisterhen. VOTING NAY: None.

Sharpe nominated Diwik for the office of Vice-President. Shy seconded the nomination. There were no additional nominations. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

Shy nominated Scanlon for the office of Secretary. Diwik seconded the motion. There were no additional nominations. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

Burtch turned the meeting over to President Sharpe. Sharpe made the following committee appointments:

FINANCE: Burtch and Scanlon
OPERATIONS: Sharpe and Shy
PERSONNEL: Diwik and Sisterhen

Burtch made a motion to re-appoint the Kate Hemleben to the post of Fiscal Officer. Diwik seconded the motion. Butch explained that this position must be reappointed each year. He noted that the post of Deputy Fiscal Officer is currently vacant, but when filled, is also an annual appointment made by the Board. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

RESOLUTIONS OF THANKS

Resolution 01-10

To Thank John Magill for his Dedication & Service as a UAPL Board Member

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the service and dedication of John Magill to the Upper Arlington Public Library.

Mr. Magill as a member of the Board of Trustees from January 2002 to January 2010 gave unselfishly of his time. During his eight years on the Board of Trustees, Mr. Magill served two terms as President and two terms as Vice-President. He also added his expertise from the Office of Urban Development with the State of Ohio to the Operations Committee. Mr. Magill spent many hours helping the Miller Park renovation become a reality.

Mr. Magill was known for his keen intellect and attention to detail. He was able to digest vast amounts of information and process it to help the Board in its deliberations. Mr. Magill consistently demonstrated a strong commitment to fiscal responsibility and to transparency in government as guiding principles for the library.

The most notable quality that Mr. Magill brought to the Board was his deep, absolute and abiding love of libraries as repositories of learning. His love of books, learning and a library atmosphere was evident in all his work with the Upper Arlington Public Library.

That John Magill has made an outstanding and lasting contribution to the Upper Arlington Public Library and to the greater Upper Arlington community is hereby noted and witnessed this 26th day of January 2010.

Diwik made a motion to approve Resolution 01-10. Burtch seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

Resolution 02-10

To Thank Bryce Kurfees for his Dedication & Service as a UAPL Board Member

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the service and dedication of Bryce Kurfees to the Upper Arlington Public Library.

Mr. Kurfees as a member of the Board of Trustees from January 2006 to January 2010 gave unselfishly of his time. Bryce served on the Finance Committee and Personnel Committee, offering positive contributions in those committee meetings. Mr. Kurfees consistently demonstrated an attitude of advocacy for library patrons. He spoke in behalf of patron concerns on many occasions and helped the Board of Trustees to put human faces on what might have otherwise been impersonal procedural problems or issues.

Mr. Kurfees helped to institute regular evaluation procedures for the Director and Fiscal Officer of the library; soliciting information from staff, other board members, along with the self-evaluation component. Mr. Kurfees often displayed a sense of humor that could alleviate stress during Board meetings. He consistently helped the Board to recognize the basic elements of pending issues, supporting the application of simple processes whenever possible instead of cumbersome procedures.

That Bryce Kurfees has made an outstanding and lasting contribution to the Upper Arlington Public Library and to the greater Upper Arlington community is hereby noted and witnessed this 26th day of January 2010.

Burtch made a motion to approve Resolution 02-10. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

Resolution 03-10

**To Thank Brian Perera for his Dedication
& Service as a UAPL Board Member**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the service and dedication of Brian Perera to the Upper Arlington Public Library.

Mr. Perera as a member of the Board of Trustees served from January 2006 to January 2010. Brian served two years as Vice-President and one year as Secretary. He gave unselfishly of his time for Board meetings, committee meetings and special events.

Mr. Perera willingly shared his unique expertise in library funding to the benefit of the library. His financial acumen and fiscal experience was a tremendous asset to the library as difficult economic issues were dealt with. His service on the Finance Committee was outstanding and noteworthy. Through his initiative and with his guidance, several procedural changes were made within the library's Fiscal Office that will have a lasting positive impact.

Mr. Perera acted as a staunch advocate and supporter of the Library Bill of Rights, regardless of the circumstances, and never failed to make certain that all citizens were accorded access to materials.

That Brian Perera has made an outstanding and lasting contribution to the Upper Arlington Public Library and to the greater Upper Arlington community is hereby noted and witnessed this 26th day of January 2010.

Shy made a motion to approve Resolution 03-10. Burtch seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTHING NAY: None.

Moore noted that Magill and Perera had been unable to attend the pre-meeting reception due to their positions in state government and the coinciding of the meeting with the Governor's State of the State message. She said that both had expertise in very specialized areas that had been very helpful to the library. She said that Perera's knowledge and expertise in the state's finances gave the library lead time to plan effectively for the cutbacks that were experienced last year. She said that Magill was a true library lover and often gave voice to issues from a patron's perspective which was valuable in helping the library provide effective services.

APPROVAL OF THE MINUTES

Burtch made a motion to approve the minutes of the December 15, 2009 meeting. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

PUBLIC COMMENTS

There were no public comments.

TREMONT LIGHTING PROJECT

Moore asked Forgos to bring the Board up to date on the Tremont Lighting Project. Forgos said there were two items to discuss. He said the project had been broken into two components. The first component was for work to up-date the remaining fixtures in the library other than those in the Adult Services and Atrium/Circulation area. He noted that many fixtures had been up-dated when the library completed a project in the fall in the Youth Services, Media and Reference area to address a wiring safety issue.

Forgos said he had requested three bids for the smaller project which was budgeted at about \$20,000. He said that only one company responded to the request for a bid. He said that Roberts Electric submitted a bid for the requested work and a Voluntary Alt that totaled about \$11,000. He said that it was a very favorable bid for the library. He noted that Sylvia Gillis, legal counsel, is in the process of preparing a contract for the work and the contract will address some concerns that Hemleben wanted clarified.

Burtch asked if Roberts Electric was known to the library. Forgos noted that the library has used them for other projects, including the Miller Park renovation and has had good experiences with them. He noted that this is a prevailing wage contract.

Shy asked what Hemleben's concerns had been. Forgos said that the library wanted to clarify that there would be no work done until a PO was issued, no changes would be authorized without a change order and a pre-project meeting was to be held to establish lines of communication. He noted that the contract would be a standard AIA format. Shy asked about Roberts working in an occupied structure, in terms of access, noise and disturbance to business. He also asked about the duration of the contract. Forgos said that Roberts knows that the library must be able to conduct business and that the building is accessible to them prior to the morning opening to the public. He said that the finish date specified is April 1, 2010. Shy said he would like to make sure those items were also specified in the contract.

At Burtch's request, Moore explained to the new Board members that Sylvia Gillis was the library's legal counsel for construction contract matters. She said that Gillis is a construction expert with the Bricker and Eckler law firm. She said that Gillis is an expert on public contracts as well. Gillis has done work for the Westerville and Worthington public libraries and has been wonderful to work with and very reliable.

Burtch made a motion to approve proceeding with the execution of a contract with Roberts Electric for the work for which they submitted a bid, including the voluntary alt, with work scheduling and project duration specified in the contract. Shy seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

Forgos said the second item for consideration was the lighting up-grade in the Adult Services and Atrium/Circulation area. He noted that he had provided the Board with a written explanation of the project in their Board packets. Board members acknowledged that this summary document had been very helpful. Forgos's summary is included as an Exhibit to these Minutes.

Forgos said that due to the extent of the work, a permit from the city will be needed and therefore, architectural/engineering drawings will be needed for submission and approval. Forgos said that he had received qualifications from three firms for this preliminary work. The firms are Miller-Watson Architects, DesignGroup and Larsen Engineering.

Forgos said that the Larsen quote was very high, compared to the other two. Forgos said that he was leaning towards a recommendation for Miller-Watson's proposal because of the time they put into their proposal and the limited number of reimbursable items they listed. He noted that DesignGroup planned to use Point One for the engineering work, which would be okay, but he felt that Miller-Watson's engineering proposal was more impressive. He said that any of the firms would do a good job.

Shy said that he agreed with Forgos' impressions and recommendation in favor of Miller-Watson. Forgos said the next step would be for the Board to authorize him to negotiate a fee with one of the firms. He said that the Board can rank the firms and if he is unable to come to an agreement with the #1 candidate, he would move down to the #2 candidate and so on.

Sharpe asked if price was the only consideration in making the recommendation. Forgos said other factors were involved as well. He noted that Larsen wanted to include other mechanical and fire system work that the library is not able to take on financially at the present time. He also noted that DesignGroup was not in favor of changing the orientation of the lighting that would allow for greater future flexibility in the space. Forgos said that Larsen was advocating a diagonal system that did not make sense to him. Shy said that he was in agreement with

Forgos about running the lighting perpendicular to the stacks. Shy said that he would recommend including a sprinkler expert in the planning so that the fire protection system is taken into consideration during the work.

Shy made a motion to authorize John Forgos to proceed with negotiating a fee for architect/engineering services for the Tremont Road Lighting Project. The ranking of firms to be #1 Miller-Watson, #2 Design Group and #3 Larsen Engineering. Discussions with the candidates are also to include consideration of the fire protection system. Burtch seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

ASSISTANT DIRECTOR'S REPORT

Porter noted that Webinars are the new form of training for many organizations. She said that the library has been able to offer staff training in social media, general management skills and strategic planning. OLC also has offered webinars which the library has utilized including a recent webinar entitled Foundations of Communication. She noted that this allows the library to offer training while dramatically containing costs.

Porter said that the staff committee to develop the 2010-2012 Strategic Plan has had their first meeting. She said that the Board will be kept informed as the plan is formulated.

Porter said that the library had recently had their first experience with a patron using their iPhone application for barcodes. The patron was able to load his library card (and other cards) bar code to their iPhone. The scanners successfully read it. She said that she would expect this application may become more common as people find out about it.

UAPL FOUNDATION

McKnight distributed her written report to the Board which is included as an exhibit to these minutes. She provided a brief history of the Foundation for the new Board members. McKnight said that the Foundation Board expects to schedule a meeting in February. She said that Dan Boda, former library board member, has been nominated to become the President of the Foundation Board.

McKnight said that the Foundation received approximately \$6,000 in 2009. She said that she and Bill Blaine have been conducting personal one-on-one solicitations. She told the new Board members that if they knew of potential interested donors, she would be happy to receive the names and addresses. She noted that the Foundation does focus on establishing an endowment fund, rather than funding current expenses. She said that a tree was planted at Miller Park to honor Dareth Gerlach, who recently retired from the Foundation Board.

Burtch expanded on the history of the Foundation, noting that the Miller Park renovation could not have happened without the support of the Foundation. He said that the Friends of the Upper Arlington Public Library is a separate, but companion organization that operates in support of the library. He said the Friends organization raises about \$100,000 each year that is used to support programming and other special needs the library may have.

Burtch said that the library now plans to bring some fund-raising and capital campaign functions in-house. Hemleben showed the Board a new half-page sheet prepared by Community Relations to inform patrons of donation opportunities and options. She noted that patrons can now donate online through PayPal.

Scanlon asked if the Foundation or the library has explored insurance policies as a means of raising money. McKnight said that the Foundation has received notification that several people have taken out insurance policies with the library as the beneficiary.

DIRECTOR'S REPORT

Moore's written report is attached to these Minutes as an exhibit. Moore noted that the Board would be approving the permanent appropriations in March. She noted that February is the open enrollment period for staff health insurance. She said that in December the initial rate quote from Anthem was for a 15.9% increase. She said that the broker was able to negotiate an increase of only 9.5%. Moore said that today, she learned that the library will receive an additional 1% discount because of being members of the Upper Arlington Chamber of Commerce.

Moore said that the increase represents a very good rate in comparison to what some other libraries have been quoted this year. She said that Health Savings Accounts (HSA) have not yet been offered to the staff. She noted that the library will need to do some research about this alternative form of insurance and will have to provide staff members with education about HSA's.

OPERATIONS COMMITTEE

There was no meeting and no report.

FINANCE COMMITTEE

Hemleben said that there had been no Finance meeting. She noted that she would need signatures from the Board officers tonight for check-signing changes. She informed the new Board members that the library had only one checking account with the Huntington Bank. She said that \$800,000 would be coming up for investment renewal at Chase bank. Hemleben solicited questions from the

Board, but none were put forth. Burtch made a motion to approve the December 2009 Financial Report. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

RESOLUTION 04-10
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:

\$50.00 Marcie Rogell in honor of Karen Heiser

\$100.00 Mr. & Mrs. Richard Soronen

Burtch made a motion to approve Resolution 04-10. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

RESOLUTION 05-10
2010 TEMPORARY APPROPRIATIONS - Amended

INCOME

GENERAL FUND 100

TOTAL REVENUE	5,275,651
ESTIMATED BALANCE AT 1/1/2010	<u>1,085,889</u>
TOTAL REVENUE + BALANCE	6,361,540
LESS RESERVE FOR ENCUMBRANCES	<u>(91,993)</u>
AVAILABLE FOR APPROPRIATIONS	6,269,547

BUILDING FUND 402

TOTAL REVENUE	-
ESTIMATED BALANCE AT 1/1/2010	<u>1,831,576</u>
TOTAL REVENUE + BALANCE	1,831,576
LESS RESERVE FOR ENCUMBRANCES	<u>(4,000)</u>
AVAILABLE FOR APPROPRIATIONS	1,827,576

EXPENDITURES

GENERAL FUND 100

SALARIES & BENEFITS	3,680,542
LIBRARY MATERIALS	954,151
OTHER EXPENSES	<u>859,886</u>
GRAND TOTAL GENERAL FUND	5,494,579

BUILDING IMPROVEMENT FUND 402

OTHER EXPENSES	<u>320,000</u>
GRAND TOTAL BUILDING IMPROVEMENT FUND	320,000

Burtch made a motion to approve Resolution 05-10. Diwik seconded the motion.
VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen.

PERSONNEL COMMITTEE

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

<u>Effective</u> <u>Date</u>	<u>Date of Absence</u>	<u>Employee</u>	<u>Rate</u>	<u>Current</u> <u>Rate</u>	<u>Classification</u>	<u>New</u> <u>PT/FT</u> <u>w/Location*</u>
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New Hire
None

<u>Change in Status</u> 1/1/2010 – Voluntary reduction of hours. New hours are 16 per pay.	Suzanne Pitney			Page	PT/L
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<u>Leave of Absence</u> <u>FMLA</u> 1/29-2/14/2010	Kevin Lenander			Lib Asst II	PT/L
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Non-FMLA
None

Terminations

Retirement -
1/31/2010

Stephen Harvey

Media
Specialist

FT / T

*Location codes:

T – Tremont

L – Lane Road

M – Miller Park

Burtch made a motion to approve the Fiscal Officer's Personnel Report. Sisterhen seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

RESOLUTION 06-10

2010 Pay Ranges

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the attached pay ranges to be effective for the first pay date of 2010.

Burtch made a motion to approve Resolution 06-10. Scanlon seconded the motion. Moore noted that although the 2010 Pay Range scale was the same as 2009, OLC advised that the library should pass a resolution confirming the pay ranges. The Pay Ranges are attached to these Minutes as an Exhibit. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

PRESIDENT'S REPORT

Sharpe said that she did not have a formal report. She said that she would like to plan for a Board retreat later in the year in order for Board members to continue planning conversations that were interrupted last year. Moore said that the vision was to have a one-day retreat off-site. The Board members were generally in favor of this and Administration was asked to follow through on making some suggestions as to location and schedule.

Sharpe also encourage Committee members to consult with one another and set committee meeting dates before leaving the library today.

ADJOURNMENT

Diwik made a motion to adjourn the meeting. Burtch seconded the motion.
VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING
NAY: None.

The meeting was adjourned at 6:35 p.m.

Amy P. Sharpe, President

Garrett K. Scanlon, Secretary