



Board of Trustees Meeting
Tuesday, November 20, 2012 5:00 p.m.

MINUTES

The meeting was called to order at 5:11 p.m.

IN ATTENDANCE

BOARD MEMBERS: John H. Burtch, Karen A. Davis, Garrett K. Scanlon, William J. Shkurti, and Mark L. Shy.

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Ruth McNeil, Community Relations Manager; Julie Whitt, Human Resources Manager and Nancy Roth, Administrative Secretary.

CONSENT AGENDA

Ms. Davis made a motion to excuse the absence of Amy P. Sharpe. Mr. Shkurti seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Mr. Scanlon, Mr. Shkurti and Mr. Shy. VOTING NAY: None.

Mr. Shkurti made a motion to approve the consent agenda. Ms. Davis seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Mr. Scanlon, Mr. Shkurti and Mr. Shy. VOTING NAY: None.

Included in the consent agenda were the Minutes from October 16, 2012, the September 2012 Financial Report and the General Fund Donation resolution.

RESOLUTION 23-12
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:

Amount	Fund	Donor
\$2,500.00	100	Mr. Michael Bankiewicz in Memory of Dorothy Bankiewicz
\$100.00	250	Ruth McNeil
\$35.00	100	Barbara Bean
\$2,500.00	100	Anonymous

ASSISTANT DIRECTOR'S REPORT

Ms. Porter reported that the library's puppet stage that has not been in use will now be housed at the State Library. It will be available for other Ohio libraries to check out for their programming needs. She noted that this was an example of partnership with other libraries.

The library recently hosted a library open house for Tremont Elementary kindergarten and first-grade students. This is a way for the Youth Services staff to introduce their services to the children and the teachers. The event was very successful. There are plans to hold a similar open house for Windermere Elementary students at Lane Road.

Lane Road recently participated in a Lego contest and place in the top 200 participants. The prize included a Lego Tool Kit with early literacy tools.

Ms. McNeil report on the Community Conversation that the library hosted the previous week. There were about 40 attendees, including many different age groups. The general topics concerned teen-agers. Four main concerns emerged from the group, particularly from the teen participants –

1. Parents should live their teen's life for a day to understand the pressures involved.
2. Teens are over-scheduled and face competitive pressures
3. Teens see fuzzy absolutes and communication. They see parents' behaviors that are frequently in conflict with their espoused values.
4. UA is a bubble environment that is seen as safe but unrealistic by teens.

The United Way and the UA Art of Hosting initiative were partners in the event. A report will be issued through various outlets. Ms. McNeil thanked Ms. Porter and Ms. Hemleben for their help and participation as well as other staff members. She thanked Mr. Scanlon for participation, as well.

DIRECTOR'S REPORT

The Director's written report is attached as an exhibit to these minutes.

Ms. Taylor noted that the library is now a 4-star library due to being moved to a lower budget grouping. The library is now in a larger, more competitive grouping and placed 12th in that large grouping. Rankings are published by the Library Journal and this ranking is based on 2010 data. There is no financial reward to the rankings. UAPL is one of only 111 libraries that have been in the star rating for all five years the system has been published. More than 7,000 libraries are reviewed.

Ms. Taylor said that she and other staff members have reviewed the youth library collection policies. The library's process for review of materials is similar to other libraries. UAPL does provide more reading lists and readers' advisory services than many other libraries.

There was extended discussion on the topic of the review of a particular book housed in the youth collection that had been requested by a patron. Following this discussion, it was agreed that Ms. Taylor will seek out some additional information and possible alternatives and report back to the Board at a future meeting.

Ms. Taylor provided an up-date about the current strategic plan. She noted that next year's strategic plan will include the development of a more comprehensive two or three year strategic plan. Large projects for the comprehensive plan may include the selection of a new ILS system and possibly joining a consortium.

The staffing study is scheduled to begin during the first week of December. There are no plans to add position or take positions away. The goal is to have the right people in place when needed. The report from the Singer Group is expected to be ready in March.

Staff medical insurance coverage no longer covers vision screening as it used to. The library was not aware of this at the time the current policy went into effect. Research has been done and an employee paid policy is available for a four year period. Because the total cost could be over the \$15,000, Board approval is required. Ms. Davis made a motion to approve Resolution 24-12. Mr. Shy seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Mr. Scanlon, Mr. Shkurti and Mr. Shy. VOTING NAY: None.

RESOLUTION 24-12

To Approve Offering Voluntary Vision Insurance to Employees

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve offering the employees of the Upper Arlington Public Library voluntary vision insurance coverage as outlined in the attached Plan Outline, said insurance to be funded in its entirety by employee premiums.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

*OPERATIONS COMMITTEE MEETING
Wednesday, October 24, 2012 8:30 a.m.*

Meeting Notes

The meeting was called to order at 8:40 a.m.

IN ATTENDANCE: Mark L. Shy, Amy P. Sharpe, Chris Taylor, Kate Porter, Kate Hemleben and Nancy Roth.

Strategic Physical Investments at Tremont

The committee discussed some of the pending 2012 plans for Tremont. One goal is to remove items needing storage from the public areas, such as the ladders that had been stored at the back of Adult. To accomplish this, each department has been conducting a thorough clean out of unused items in their storage areas to make more room for storage of necessary items.

As new patron computers are installed, the Adult services computers will be moved to the Reference area, allowing the area in Adult be re-configured. The Adult "office" area will be moved to the northwest area of the room. One row of shelving will be removed to make space. The east side and center aisle of the area will become a general seating/quiet collaboration area. The new office area can be created without additional furniture purchases or purchased panels could provide "walls." It was noted that the current lighting configuration in Adult would be more than adequate for this plan. A designer has been working on drawings for possible space use schemes and has also been providing research and consultation for carpeting for Tremont.

The library will conduct a detailed review of the materials collection in 2013 when Collection HQ is available. This analysis will drive what to do with any space not needed for the collection. This will allow the library to more fully develop a Master Plan for each facility. Ms. Taylor will see if the designer is able to put current drawings of the facilities, particularly Tremont and Lane, into CAD if there are funds remaining in her contract.

The committee toured the Adult Services area in order to view the possible space changes under consideration. Other options involving the reduction of the Circulation desk were also pointed out.

Miller Park Meeting Room and Changes to Meeting Room Policy

Staff at Miller Park have requested that the Meeting Room there be designated as an activity/group study room. A Girl Scout troupe currently meets at Miller Park monthly and would be permitted to continue to meet there, but other public bookings would not be taken and it will be removed from the Meeting Room Reservation site. This will necessitate a change in the meeting room policy which will be presented at the Board meeting for approval. The committee agreed that public bookings for Miller Park could be discontinued.

In addition to this change, the committee was asked to discuss and consider other changes to the meeting room policy regarding charging fees for meeting room use. The committee decided to defer discussion of this issue until some future date for more study.

HVAC Project Process

Ms. Hemleben reported that she had received information from legal counsel, Sylvia Gillis. Revisions to the ORC now allows for a Design-Build option for some projects.

An entity can engage a company to conduct an energy audit and HVAC assessment and then proceed with purchase of an HVAC system. The study does have to include projected energy savings/payback. There was discussion about hiring an independent consultant versus hiring an engineering firm who might then perform the needed work. A consultant may work with Columbia Gas and/or AEP on the energy audit. Neither company provides energy audits for non-residential buildings. An audit of the existing system and recommendations for a replacement system are needed. The committee agreed to proceed with issuing an RFP for an energy audit and plan for and HVAC system.

The meeting adjourned at 9:50 a.m.

Mr. Shy reviewed the results of the committee meeting. Mr. Shy made a motion to approve Resolution 25-12. Mr. Shkurti seconded the motion. VOTING AYE: Burtch, Davis, Scanlon, Shkurti and Shy. VOTING NAY: None.

RESOLUTION 25-12

To Approve the Change to the Meeting Room Policy Regarding Miller Park

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve the change in the Meeting Room Policy section of the Operations Manual to reclassify the Miller Park meeting room to an "Activity Room." Changes are reflected in the section as shown in the attached Exhibit.

FINANCE COMMITTEE

The Fiscal Officer's written report is attached to these Minutes as an exhibit.

The notes from the Finance Committee meeting are included here.

*FINANCE COMMITTEE MEETING
Monday, November 19, 2012 9:00 a.m.*

Meeting Notes

IN ATTENDANCE: John H. Burtch, William J. Shkurti, Chris Taylor, Kate Hemleben, Kate Porter and Nancy Roth

The meeting was called to order at 9:02 a.m.

2013 Budget with 5-year Forecast

Ms. Hemleben distributed several documents concerning the formulation of the 2013 budget and the forecast for the next five years. It was noted that the 2013 budget contains more direct input from staff members charged with purchasing duties – Sherman Wallace, Facilities; Greg Ramage, Technology; Ruth McNeil, brochures and

CR supplies; Nancy Roth, general office supplies; and Kate Porter, coordinating materials purchasing. A 2.5% increase to the salary schedule midpoints has been provided, along with an assumed 15% increase in health insurance premiums.

It was noted that library materials accounts for 15% of the 2013 budget as agreed by the Board. The library will be able to maintain the current level of materials for patrons but at a lower cost. Revenue has been estimated using revised estimates from the Franklin County Auditor and revised PLF estimates.

Ms. Hemleben plans to transfer \$1,300,000 from the General Fund into the Building Improvement Fund at the end of the year in order to pay for the HVAC replacement project. She plans an additional transfer in 2013 of \$750,000 for this purpose as well. These transfers support the decisions the Board has made to invest in capital improvements that have been on hold for several years. It was noted that the library will be able to continue the current service levels to patrons while making necessary improvements to our facilities.

There have been some adjustments to the current capital plan. Adjustments to the Building Repair/Improvements plan allow for proceeding with some smaller new projects, such as the removal of part of the Circulation desk and re-working the placement of the Adult Services office area. Some plans, including a more comprehensive carpeting replacement plan, have been moved from the "Hold" designation to "Funded" in 2013. The committee discussed the addition of a budget line to track unallocated reserves for strategic investments. Ms. Hemleben will add this line to the budget.

The technology plan for the next five years is likely to be under initial budget figures. The library should be able to obtain an LSTA grant to partially fund joining a consortium in order to share a new ILS system, rather than purchasing a stand-alone system. This would allow the library to save about \$100,000. Other minor project re-alignment and cancellation was noted.

It was noted that recent changes in state law allow the library to explore alternative sources of funding for projects such as the HVAC project. Several factors would have to be taken into consideration before pursuing this, such as interest rates on investments and interest rates on bonds issued.

Budget projections made during the levy campaign showed a \$1,600,000 shortfall by 2017. Due to current improvements in the general economy along with savings efforts taken by the library, that shortfall is now projected to be only \$500,000. The committee noted that the budget proposed is consistent with the strategic plan and with the plans outlined to the voters during the levy campaign. The library will be better off in 5 years than was originally projected.

The committee discussed some clarifications and revisions for Ms. Hemleben to make to some of the support documents that she had prepared.

OPERATIONS

Ms. Hemleben informed the committee that she would be preparing a Permanent Appropriations amendment resolution to account for the PayPal processing fees for a \$100 donation to Fund 250.

The investment plan was reviewed. Ms. Hemleben indicated that some accounts might be consolidated in the future in order to maximize interest benefits. She noted that she needs to transfer \$2,500 into the Chase Bank checking account in order to meet their new rate to qualify for free checking. The committee agreed that she should take this action.

The meeting adjourned at 10:07 a.m.

Ms. Hemleben offered Resolution 26-12 to change the 2012 appropriations. Mr. Shy made a motion to approve Resolution 26-12. Mr. Shkurti seconded the motion. VOTING AYE: Burtch, Davis, Scanlon, Shkurti and Shy. VOTING NAY: None.

RESOLUTION 26-12 **2012 Appropriation Amendment**

Be It Resolved that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following change to the 2012 Appropriations:

RESTRICTED FUND 250

Appropriations

Income

Revenue	+500
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Expenditures

Other Expenses	+500
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The Board did engage in discussion of the drafts of the 2013 Temporary and Permanent Appropriations budgets. Temporary appropriations will be presented for Board action in December and permanent appropriations will be presented in March. It was noted that the budget projections are balanced through 2015 and are less out of balance through 2017 than previously projected during the levy campaign. This is due to a general improvement in the economy which has helped the PLF and the reallocation of some of the materials budget to the 15% level.

AD HOC BYLAWS COMMITTEE

Ms. Taylor provided the Board with an up-dated version of the Bylaws to reflect the changes made by Senate Bill 321. Adjustments were also made to allow the option for the Board to hold their organizational meeting in December if they should choose to do so. Ms. Taylor had suggested some adjustments to the language regarding committees to allow the Board more flexibility in the responsibilities and make-up of standing committees. Board members offered some additional suggestions. Ms. Taylor will incorporate these additional edits and present the Bylaws for action at the December meeting.

PRESIDENT'S REPORT

Mr. Burtch informed the Board that Mr. Shy had tendered a letter of resignation due to re-locating outside of Upper Arlington. The resignation is effective December 10, 2012. Mr. Shy said that he has enjoyed his work with the Board and will be happy to consult as needed. Mr. Burtch offered thanks from the Board for Mr. Shy's expertise in renovation and construction. Mr. Shkurti made a motion to accept Mr. Shy's resignation with reluctance. Mr. Scanlon seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Mr. Scanlon, Mr. Shkurti and Mr. Shy. VOTING NAY: None.

It was noted that Mr. Shy acts as Secretary for the Board and a new Secretary needs to be selected. Mr. Shy made a motion to elect Mr. Scanlon as Secretary. Ms. Davis seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Mr. Scanlon, Mr. Shkurti and Mr. Shy. VOTING NAY: None.

Mr. Burtch noted that the Board members working with the city regarding the additional Board member can also work with them to fill Mr. Shy's term. The City Council members working with the library are Mr. Don Leach, Ms. Debbie Johnson and Mr. Frank Ciotola.

ADJOURNMENT

Mr. Shy made a motion to adjourn the meeting. Ms. Davis seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Mr. Scanlon, Mr. Shkurti and Mr. Shy. VOTING NAY: None.

The meeting was adjourned at 6:45 p.m.

John H. Burtch, President

Garrett K. Scanlon, Secretary