



**Board of Trustees Meeting**  
Tuesday, December 17, 2013 5:00 p.m.

**MINUTES**

The meeting was called to order at 5:10 p.m.

**IN ATTENDANCE**

BOARD MEMBERS: John H. Burtch, Karen A. Davis, Sarah Mueller, Karen Olstad, Garrett K. Scanlon, William J. Shkurti and John M. Yesso

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Sarah Dailey, Deputy Fiscal Officer; Ruth McNeil, Community Relations Manager and Nancy Roth, Administrative Secretary.

**CONSENT AGENDA**

The consent agenda consisted of the Minutes of the November 19, 2013 meeting, the November Financial report and the December Donations Resolution. The November Financial report is attached as an exhibit to these minutes.

RESOLUTION 26 -13  
**December 2013 Donations**

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

<b>Amount</b>	<b>Fund</b>	<b>Donor</b>
\$100.00	250	Charles Wilcox – For Director’s Atrium Project
\$1,500.00	250	Northwest Kiwanis – For Director’s Atrium Project
\$300.00	100	Nathan Dawson Trust
\$200.00	250	Anonymous – King Thompson Table Chair Project

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

## ASSISTANT DIRECTOR'S REPORT

Ms. Porter provided the Board members with an up-date of the ECM project. Lighting work at Lane has been completed and the rebate check has been received. A walk-through will be conducted in a couple of weeks on that portion of the project. Necessary asbestos abatement work at Tremont was completed last week. This was very minor, but was conducted with every regard for safety. Lighting work in Meeting Room A and Administration will begin this week.

The first meeting with CLC was held this week at their offices. Ms. Taylor, Ms. Porter and Greg Ramage, IT Manager were in attendance along with representatives from Bexley and London public libraries. All three libraries will be migrating to CLC at the same time in spring of 2014. There will be lots of preparatory work to be accomplished before the migration to the Polaris operating system. Ms. Porter and Mr. Ramage are Project Managers for this.

The library will host an after-hours event to screen the two-hour season premiere of *Downton Abbey* on Sunday, January 5<sup>th</sup>. Board members were invited to the event.

Working with the UA Community Foundation, the library has secured Tom Shadyac for the next Author Visit. Mr. Shadyac is a Hollywood writer and director whose credits include *Patch Adams*; *Liar, Liar*; and *Ace Ventura – Pet Detective*. Mr. Shadyac suffered a serious head trauma due to a cycling accident which led him to re-evaluate his life. He has written book about his transition and also produced a film about his new focus with a call to action to others to make a difference in their world. The library will be working with other community organizations to promote and fund the event.

## DIRECTOR'S REPORT

The Director's written report is included as an exhibit to these minutes. Ms. Taylor was complimented on including only three items as the top priorities (Rank A) for 2014. It was noted that narrowing focus was difficult to do, but doing so encourages an entity to concentrate resources where they are most needed. It was suggested that some means of separating items that are strategic initiatives and those that are incomplete projects from the previous year.

### RESOLUTION 27-13 **To Approve Changes to the Operations Manual (Patron Conduct)**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts and adopts the revision to the Operations Manual as presented in the Exhibit to this Resolution and recommended by the Administration of the Upper Arlington Public Library.

Ms. Davis made a motion to approve Resolution 27-13, including the Exhibit. Mr. Yesso seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Mueller, Ms. Olstad, Mr. Scanlon, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

RESOLUTION 28-13  
**To Approve Changes to the Personnel Policy Handbook**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts and adopts the revisions to Personnel Policy Handbook, 2012 edition as outlined as an Exhibit to this Resolution and recommended by the Administration of the Upper Arlington Public Library.

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Following discussion, Ms. Olstad made a motion to approve Resolution 28-13 with an amendment to the Exhibit. Mr. Scanlon seconded the motion. The exhibit is attached as amended. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Mueller, Ms. Olstad, Mr. Scanlon, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

Ms. Taylor announced that Ruth McNeil, Community Relations Manager would be leaving in January. Ms. McNeil will be going to work at Ice Miller Law Firm in a new position as a Government Practice Specialist. The Board expressed their regret at Ms. McNeil's departure and wished her well in her new position. Ms. McNeil thanked the Board, noting that she has enjoyed her time at UAPL.

There was some discussion regarding the drop in circulation and computer usage. Ms. Taylor said that the trends being seen at the library are the same ones evidenced in most other libraries. She noted that there is a definite pattern to circulation based on Summer Reading Clubs, school vacation and other seasonal variations. The library is assessing the computer usage by where the computers are located. She noted that the Lane Road computers are always busy, but that lack of space there does not allow for the installation of additional machines.

**OPERATIONS – DEVELOPMENT COMMITTEE**

There was no meeting. The written ECM monthly report is included as an exhibit to these minutes. Ms. Taylor noted that this committee will be meeting after the first of the year to begin working on facilities projects review in order to facilitate budget and levy planning.

**FINANCE COMMITTEE**

The Fiscal Officer's written report is included as an exhibit to these minutes.

FINANCE COMMITTEE  
Friday, December 13, 2013 11:30 a.m.

**Meeting Notes**

*IN ATTENDANCE: William J. Shkurti, Karen A. Davis, Karen Olstad, Chris Taylor, Kate Hemleben, Kate Porter and Nancy Roth.*

**Capital Fund Philosophy**

*Ms. Hemleben reviewed the recent history of the capital projects listing. At the Operations Committee in October, that committee agreed with the criteria as proposed by the Admin team. The Operations committee did request that Finance review the philosophy and determine if a minimum balance should be mandated for the Capital Fund.*

*After discussion, the Finance Committee agreed with the core principles outlined with some clarifications. The committee did not feel there was a need to maintain a specific balance in the Capital Fund. The Committee agreed that such a minimum reserve should be maintained in the Operations Fund for greater flexibility. The General Fund Operating Reserve could be used to cover most emergency expenses related to building functions.*

*The committee did request that Admin review pending projects to see how they would fit into the criteria.*

**2014 Permanent Appropriations and 5-year Forecast**

*The committee had extensive discussion regarding the 5-year budget planning. It was noted that revenue sources are somewhat unstable. The PLF is expected to be down about \$87,000 in 2014 due to the changes made during the most recent biennial budget. Property tax distributions for 2013 were less than estimated, so on-going estimates from the County Auditor's Office for 2014 could likely be less than current estimates as well.*

*As a result of their discussion, the committee agreed that the 2014 budget should show for the expected energy costs, rather than carrying forward a higher cost in order to track the savings on energy due to increased efficiencies and consortium savings. Other mechanisms will be formulated to track actual savings.*

*The committee requested that Admin and the Operations Committee review current and expected building repair/maintenance needs during their meetings in 2014 in order to have more realistic projections of what large projects might reasonably be expected in the future. It was suggested that a routine maintenance schedule be developed around these building issues to ensure proper fiscal planning for the expenditures necessary.*

*The committee agreed to recommend the 2014 budget as the Permanent Appropriations, noting that adjustments can be made as needed. The committee agreed to recommend the approval of the creation of a sub-fund to track unrestricted donations. The committee also agreed to recommend passage of the 2014 Pay Ranges and the Cost of Living Resolution.*

### **Operational Items**

*As library policy dictates, Ms. Hemleben informed to the committee of contracts over \$50,000 - the MEC energy contract which the committee had previously been informed of by email that had been undertaken. In addition, a Hoopla contract for \$20,000 annually with automatic renewals has been signed for a two-year trial period.*

*A CD held at Arlington bank for \$100,000 will come due in January. Ms. Hemleben suggested that \$75,000 be reinvested in a one-year CD and the remaining \$25,000 be added to the money market account for Fund 250 expenses planned for 2014. The committee will receive an email from the Fiscal Office in January to finalize the CD rollover.*

*There was brief discussion about the 2014 Money Matters articles in the Library Link. The committee asked Admin to think about possible themes for 2014 and the size and purpose of the articles and the general focus of the articles as they pertain to the 2017 levy activities.*

*The meeting adjourned at 1:05 p.m.*

Mr. Shkurti offered a review of the Finance Committee meeting.

Resolution 29-13 is included as an exhibit to these minutes due to its format. Mr. Yesso made a motion to approve Resolution 29-13. Ms. Olstad seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Mueller, Ms. Olstad, Mr. Scanlon, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

### **RESOLUTION 30-13** **2014 Pay Ranges**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the pay ranges as listed in the attached permanent exhibit to be effective for the first pay date of 2014.

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Ms. Mueller made a motion to approve Resolution 30-13 with the attached exhibit. Ms. Davis seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Mueller, Ms. Olstad, Mr. Scanlon, Mr. Shkurti and Mr. Yesso. VOTING NAY: None

RESOLUTION 31-13  
**2014 Cost of Living Increases**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve a 2.5% cost of living adjustment calculated using the midpoint of the assigned Pay Range for all staff in job titles listed on the Pay Ranges and the same percentage of current salary for those job titles not listed on the salary schedule (Director, Assistant Director, and Fiscal Officer) to be effective with the first pay of 2014.

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Ms. Davis made a motion to approve Resolution 31-13. Mr. Shkurti seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Mueller, Ms. Olstad, Mr. Scanlon, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

RESOLUTION 32-13  
**To Establish a New Sub-Fund in the General Fund**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Fiscal Officer to create and maintain a the following sub-fund in the General Fund:

Fund 130 – General Fund – Donations (Unrestricted)

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Mr. Shkurti made a motion to approve Resolution 32-13. Ms. Olstad seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Mueller, Ms. Olstad, Mr. Scanlon, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

RESOLUTION 33-13  
**Authorization to have County Auditor Release Advance  
Distribution of Tax Dollars**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library authorizes the Fiscal Officer of the Library, Katherine Hemleben, to receive tax advances and settlements from the Franklin County Auditor for the year 2014.

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Mr. Yesso made a motion to approve Resolution 33-13. Ms. Davis seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Mueller, Ms. Olstad, Mr. Scanlon, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

There was brief discussion about the next Finance Committee meeting. It was determined that the Finance Committee would not meet in January. Future meetings will be determined at a later time.

## RECORDS COMMISSION

The notes from the Records Commission meeting are included here.

*RECORDS COMMISSION MEETING  
Tuesday, December 17, 2013 5:00 p.m.*

### **Meeting Notes**

*IN ATTENDANCE: John H. Burtch, Karen A. Davis, Sarah Mueller, Karen Olstad, Garrett K. Scanlon, William J. Shkurti and John M. Yesso.*

*Kate Hemleben, Chris Taylor, Kate Porter, Sarah Dailey, Ruth McNeil and Nancy Roth.*

*The meeting was called to order at 5:05 p.m.*

*Supporting documents had been provided to the Board in advance of the meeting. The recommendation from Administration and the Executive Committee is to revise the Operations Manual to reflect the true policy and to remove the procedural portion which includes the Records Retention Schedule. The Schedule has been revised, up-dated and codified by the Deputy Fiscal Officer and she was commended for her hard work on the project.*

*It was noted that the Records Commission is legally required to meet at least annually in order to review and approve documents for destruction as they expire from the Retention Schedule. The Records Commission, through the Fiscal Officer, then submits a list of items for which approval for destruction is being sought from the Ohio Historical Society. It was noted that the plan is to move the annual meeting to a time earlier in the year so as not to conflict with year-end fiscal activities.*

*The Executive Committee did review both the revised schedule and the change in the Operations Manual. The Board of Trustees will consider the change in the Operations Manual at their meeting later in the evening. Mr. Yesso made a motion to approve the revised Retention Schedule. Ms. Davis seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Mueller, Ms. Olstad, Mr. Scanlon, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.*

*The meeting adjourned at 5:10 p.m.*

### **RESOLUTION 34-13 To Approve Changes to the Operations Manual (Records Retention)**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts and adopts the revision to the Operations Manual as outlined in the

Exhibit to this Resolution and recommended by the Administration of the Upper Arlington Public Library.

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Mr. Shkurti made a motion to approve Resolution 34-13. Ms. Davis seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Mueller, Ms. Olstad, Mr. Scanlon, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

## PRESIDENT'S REPORT

The ad hoc committee has met with UA City Council representatives to discuss the Board vacancy for 2014. Mr. Scanlon has indicated that he does not wish to be re-appointed. Mr. Burtch thanked Mr. Scanlon for his service. Mr. Scanlon thanked Mr. Burtch for his leadership to the library for many years and noted the benefit that Mr. Burtch's long-term perspective gives the library. Mr. Scanlon thanked his fellow Board members and noted that he would continue to be a faithful patron and continue to enjoy the gift of reading and writing. Mr. Scanlon distributed copies of his most recent book to the Board and staff members present.

### RESOLUTION 35-13

#### **To Thank Garrett K. Scanlon for his Dedication and 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 Mr. Garrett K. Scanlon to the Upper Arlington Public Library.

Mr. Scanlon as a member of the Board of Trustees from January 2010 to December 2013 gave unselfishly of his time. During his time on the Board, Mr. Scanlon served three years as Secretary, in addition to serving on the Personnel Committee and Finance Committee. Through his insights as a business leader, he has been able to offer many valuable suggestions during Board meetings.

Fellow Board members have known Mr. Scanlon for his good nature, his sense of humor and his story-telling ability. He was able to see the library world from a different point of view. He was helpful in assessing and reporting the views of many community members about various issues. This allowed the Board to make fully informed decisions in the best interests of the library and the community we serve.

That Mr. Garrett K. Scanlon 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 17<sup>th</sup> day of December 2013.

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Mr. Shkurti made a motion to approve Resolution 35-13. Ms. Davis seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Mueller, Ms. Olstad, Mr. Shkurti and Mr. Yesso. VOTING NAY: None. Mr. Scanlon abstained.



## ADJOURNEMENT

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

The meeting adjourned at 6:00 p.m.

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John H. Burtch, President

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Garrett K. Scanlon, Secretary