
UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Tuesday, April 18, 2017 at 5:00 PM

The meeting was called to order at 5:00 p.m.

IN ATTENDANCE

BOARD MEMBERS: Maura Bowen, Peter Hahn, Kyle McKee, Sarah Mueller, William J. Shkurti, and John M. Yesso.

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Michael Troper, Fiscal Officer; Chris Minx, Marketing and Community Relations Manager; Greg Ramage, Director of Support Services, and Diana Magee, Executive Assistant

EXCUSED ABSENCE: Gloria Heydlauff

CONSENT AGENDA

In addition to approving the absence of Ms. Heydlauff, the consent agenda included the Minutes from the March 21, 2017 Board of Trustees meeting, the Financial Report for March 2017 and the March Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 10-17
March 2017 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:

Amount	Fund	First Name	Last Name	Campaign
\$ 110.00	130	Technical	Services	In Memory of Lenore Mastracci
\$ 1.00	130	Diana	Magee	Test of new online donation software
\$ 1.00	130	Diana	Magee	Test of new online donation software
\$ 50.00	130	Ed & Marcie	Seidel	Library Lover's Month
\$ 100.00	130	Carol	Baker	Library Lover's Month
\$ 20.00	130	Dorothy	Gallen	Library Lover's Month

Two requests were made regarding the consent agenda:

- In the future, monthly donation resolutions shall include a monetary total

- A correction was requested to the March Board Meeting minutes to clarify the task requested of Administration regarding the review of programs, partnerships, and collaborations.

The consent agenda was passed with the changes to the March Board Meeting Minutes.

SIGNATURE SHEET

Resolution No. 10-17

04/18/2017

Upon the motion of Trustee John Yesso, seconded by Trustee Maura Bowen:

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William Shkurti	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon by the Upper Arlington Public Library Board of Trustees, Upper Arlington, Ohio on the date noted above.

Michael Troper, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

ASSISTANT DIRECTOR'S REPORT

May 1st-7th is "Screen Free Week" which encourages people to abstain from their electronic devices as much as possible. In conjunction, the City of UA has created activity bags that will be distributed at our Miller Park location. Depending on the participation this year, we may look to expand programming around "Screen Free Week" in coming years.

Jamie Ford, the author booked for the Library's October Author Visit, has just announced that he is in contract for movie rights on his first novel. His second novel is due to be released in September which is right in time for our October 1st event.

In partnership with the Upper Arlington Historical Society, Miller Park will host the Miller Farm Celebration on Sunday, May 7th from 3-5 p.m. A historical carriage step and new sign will be dedicated followed by food and entertainment.

DIRECTOR'S REPORT

There were no questions regarding the Quarterly staffing report nor overview of E-Rate and Shared Fiber, both of which can be seen as exhibits to these minutes.

CONCEALED CARRY LAW CHANGES

Bill SB 199, effective as of March 20, 2017, allows governing bodies of political subdivisions to pass a policy allowing Concealed Carry Weapon holders to carry a concealed handgun into the building. The Board agreed that the Library's current policy, prohibiting weapons in the Library, would remain as is.

MEETING ROOM POLICY CHANGES

Administration will bring back proposed changes to the current Meeting Room Policy for the Board to review in May. Possible changes include removing operational details from the policy to be included in staff procedural documents instead.

The Board also discussed broadening the use of the rooms. Currently, the rooms prohibit for-profit use. While solicitation would still be prohibited, no other delineation between for-profit and non-profit businesses would be used to accept or reject meeting room reservations. It is anticipated that the businesses and tutors would mainly use the rooms during the day when there are the most vacancies. If the changes are approved at the May meeting, the Library will track the usage and remain mindful of any impact on non-profit groups using the rooms. After one year, Administration will report back to the Board with results of the change in policy including meeting room usage and if there was any complaint by current night and weekend users of the rooms.

Administration will also research the clause of the Meeting Room Policy stating that all meetings must be open to the public.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
WEDNESDAY APRIL 12, 2017 AT 5PM
MEETING NOTES**

The meeting was called to order at 5:00 p.m.

IN ATTENDANCE: Kyle McKee, William Shkurti, Chris Taylor, Kate Porter, Michael Troper, and Diana Magee.

Financials

The Committee reviewed the financial reports for March. The Public Library Fund continues to trend lower than estimated. However, Passport Services has been more profitable than anticipated. The Library will continue to look at ways to save money to compensate for the possible lower state budget and PLF. The Committee accepted the reports as presented to be included in the materials for the April 18th meeting of the Board of Trustees.

Bank Reconciliations

There is still a current amount of about \$700 that does not match between the accounting system and the main bank account. Staff are still researching the discrepancy.

Fiscal Officer Priorities

The Committee reviewed the progress on the priorities recommended for Michael to focus on.

One of the priorities that had particular conversation was identifying a goal percentage for the difference between budgeted and actual expenditures. Staff will need to look historically to see what the difference has been and then consider what percentage strikes a balance between budgeting enough to cover needs without having unnecessary excess at the end of each year.

Audit Results

The Committee reviewed the audit draft which was clean with no suggestions for improvement.

Update on OPOC

The Committee reviewed the information and recommendations provided. The Committee will recommend to the full Board that the Library adopt OPOC as its health insurance broker. They would like to know how long OPOC has been in business as well as reviews from third parties such as Better Business Bureau. The information will be brought to the April Board meeting.

Adjournment

The meeting was adjourned at 5:36 p.m.

HEALTH INSURANCE BROKER

As requested, staff researched One Point of Care (OPOC) through the Better Business Bureau. OPOC had an A+ score with no complaints. A motion was made for the Library to switch to use OPOC as its health insurance broker:

Upon the motion of Trustee William Shkurti, seconded by Trustee Kyle McKee:

Voting:

Sarah Mueller, President

Aye

John Yesso, Vice President	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William Shkurti	Aye

The motion passed.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY OPERATIONS COMMITTEE TUESDAY, APRIL 4, 2017 AT 4PM MEETING NOTES

The meeting was called to order at 4:07 p.m.

IN ATTENDANCE: John Yesso, Peter Hahn, Maura Bowen, Chris Taylor, Chris Minx, Greg Ramage, and Diana Magee.

EXCUSED ABSENCES: None

IAP and Capital Projects

IAP is a project management company chosen by the State. They charge the actual cost of construction plus an 8% fee. While 1.5-2.5% on public service projects is more typical, Chair Peter Hahn advised that on smaller scale projects, like the Library's capital projects, a higher fee is not surprising. After meeting with the IAP representatives and receiving several positive reviews from three Ohio libraries, the Committee agreed with using IAP on an upcoming capital project, pending review of their terms and conditions, and depending on the outcome and quality of service, on future projects. Director of Support Services, Greg Ramage, recommended having them start on a smaller scale, more straight forward project such as the Tremont Road generator replacement.

An IAP overview will be provided to the full Board in April, although the involved costs do not require Board approval.

50th Anniversary Activities

The Committee reviewed a list of the intended activities the Library will offer to commemorate the Library's 50th anniversary this year. A 50th Anniversary Committee, comprised of staff from all three Library locations, brainstormed the activities and will help execute them. The activities dovetail with the Fundraising Committee's plans regarding the 50th Anniversary, as well.

The meeting was adjourned at 4:37 p.m.

IAP AND CAPITAL PROJECTS

Peter Hahn, Chair of the Operations Committee, completed a review of the IAP's terms and conditions and was comfortable recommending the use of IAP to the full Board. The replacement of the Main Library's generator will be IAP's first project. Assuming all goes well, they would also be used for minor changes to improve existing space at Lane Road.

PRESIDENT'S REPORT

REVIEW OF 2016 COMPLETED TACTICS

The Board requested that in the future, the year-end results relating to the Measurements for Success be included on the one-page Strategic Plan document for ease of reference.

2017 TACTICS

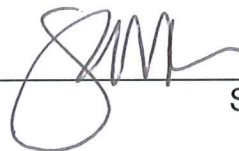
The Board would like three strategic themes identified for the coming year that indicate the most important things the Library should accomplish in 2017. These themes will be placed on the one-page Strategic Plan document under the Vision. The themes should then be used to shape the Marketing Plan. Suggestions will be brought to the May Board Meeting.

The Board also requested that the tactic regarding new programming be broadened to be more consistent with the other tactics.

ADJOURNMENT

Mr. Shkurti made a motion to adjourn the meeting. Mr. Yesso seconded the motion. VOTING AYE: Ms. Bowen, Mr. Hahn, Mr. McKee, Ms. Mueller, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

The meeting was adjourned at 6:20 p.m.



Sarah Mueller, President



Gloria Heylauff, Secretary