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UPPER ARLINGTON PUBLIC LIBRARY  
MINUTES  
BOARD OF TRUSTEES MEETING  
TUESDAY, SEPTEMBER 19, 2017 AT 5 PM

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The meeting was called to order at 5:09 p.m.

**IN ATTENDANCE**

BOARD MEMBERS: Maura Bowen, Gloria Heydlauff, Kyle McKee, Sarah Mueller

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

EXCUSED ABSENCES: John Yesso, William Shkurti, Peter Hahn

**CONSENT AGENDA**

In addition to approving the absence of Mr. Yesso, Mr. Shkurti, and Mr. Hahn, the consent agenda included the Minutes from the August Board of Trustees meeting, the Financial Report for August and the August Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 20-17  
**August 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:

Deposit Date	Amount	Fund	First Name	Last Name	Partner name	Campaign
8/2/2017	\$ 1,000.00	130	Maura	Bowen		50th Anniversary 2017
8/2/2017	\$ 500.00	130	Gary	Serrino		50th Anniversary 2017
8/2/2017	\$ 50.00	130	Katherine	Porter	Brett Porter	50th Anniversary 2017
8/2/2017	\$ 50.00	130	Bonita	DeWitt		50th Anniversary 2017
8/2/2017	\$ 500.00	130	Peter	Hahn		50th Anniversary 2017
8/3/2017	\$ 100.00	130	Pamela	Krivda		50th Anniversary 2017
8/16/2017	\$ 500.00	130	Sarah	Mueller	Kevin Mueller	50th Anniversary 2017

8/17/2017	\$	50.00	130	Marilyn	Pongonis		50th Anniversary 2017
8/17/2017	\$	500.00	130	John and Judy	Yesso	Judy Yesso	50th Anniversary 2017
8/19/2017	\$	100.00	130	Andrew	Neckers		50th Anniversary 2017
8/20/2017	\$	500.00	130	Gloria	Heydlauff	Dale Heydlauff	50th Anniversary 2017
8/23/2017	\$	100.00	130	Ahmed	Kalla		50th Anniversary 2017
8/23/2017	\$	100.00	130	Elizabeth	Kraftician		50th Anniversary 2017
8/24/2017	\$	500.00	130	Dale	Heydlauff	Gloria Heydlauff	50th Anniversary 2017
8/28/2017	\$	50.00	130	Myrlyn	Reasoner		50th Anniversary 2017
8/29/2017	\$	25.00	130	Anonymous	Anonymous		50th Anniversary 2017
8/30/2017	\$	250.00	130	Christopher	Coles		50th Anniversary 2017
<b>Total</b>	<b>\$</b>	<b>4,875.00</b>					

### SIGNATURE SHEET

Resolution No. 20-17

09-19-2017

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Maura Bowen:


Voting:

Sarah Mueller, President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	Aye
Kyle McKee	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.

  
Chris Taylor, Acting Deputy Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

### **ASSISTANT DIRECTOR'S REPORT**

Monday, October 9<sup>th</sup> is Staff Development Day on which the Library will be closed. Signage will be placed at all three Library locations to advise Patrons ahead of time and on the day of.

The StoryWalk at Fancyburg Park has been completed and will be formally unveiled at the Fall Fest on October 8th.

October 1<sup>st</sup> is the Author Visit with Jamie Ford.

### **DIRECTOR'S REPORT**

In addition to an update on the Library's fundraising efforts, Chris advised that during their first month with One Point of Care (OPOC) acting as the Library's health-insurance broker, there was a net savings of \$2,031.39.

### **MEMORANDUM OF UNDERSTANDING WITH UA HISTORICAL SOCIETY**

The Board previously agreed to enter into a revised agreement with the Upper Arlington Historical Society (UAHS). The UAHS Board made some revisions to the agreement, which can be seen as an exhibit to these minutes. The Board voted on the revised agreement as follows:

#### **21-17 RESOLUTION**

#### **To Enter Into an Agreement with the Upper Arlington Historical Society with Changes as Made by the UAHS Board**

BE IT RESOLVED that the Upper Arlington Public Library Board of Trustees approves the agreement with the Upper Arlington Historical Society as set forth in the agreement document attached as a permanent exhibit to this Resolution,

AND BE IT FURTHER RESOLVED that the Upper Arlington Public Library Board of Trustees authorizes the President of the Board and the Director to sign any such document(s) as may be needed.

#### **SIGNATURE SHEET**

Resolution No. 21-17

09-19-2017

Upon the motion of Trustee Maura Bowen, seconded by Trustee Kyle McKee:

Voting:

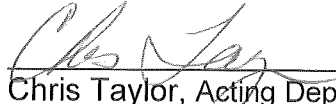
Sarah Mueller, President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	Aye
Kyle McKee	Aye

Upper Arlington Public Library Board of Trustees

Upper Arlington, Ohio

### CERTIFICATION

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Chris Taylor, Acting Deputy Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

### MEMORANDUM OF UNDERSTANDING WITH LEADERSHIP UA

Additionally, the Board moved to enter a similar agreement with Leadership UA. The agreement can be seen as an exhibit to these minutes and the resolution as follows:

#### 22-17 RESOLUTION

#### **To Enter Into an Agreement with Leadership UA**

BE IT RESOLVED that the Upper Arlington Public Library Board of Trustees approves the agreement with Leadership UA as set forth in the agreement document attached as a permanent exhibit to this Resolution,

AND BE IT FURTHER RESOLVED that the Upper Arlington Public Library Board of Trustees authorizes the President of the Board and the Director to sign any such document(s) as may be needed.

### SIGNATURE SHEET

Resolution No. 22-17

09-19-2017

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Maura Bowen:

#### Voting:

Sarah Mueller, President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	Aye
Kyle McKee	Aye

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

### CERTIFICATION

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\_\_\_\_\_  
Chris Taylor, Acting Deputy Fiscal Officer

Upper Arlington Public Library  
Upper Arlington, Ohio

**CHANGES TO PERSONNEL POLICY MANUAL**

The Board approved changes to the Personnel Policy Manual as outlined in the exhibit to these minutes.

**RESOLUTION 23-17**  
**To Approve Changes to the Personnel Manual**

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

**SIGNATURE SHEET**

Resolution No. 23-17

09-19-2017

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Kyle McKee:


Voting:

Sarah Mueller, President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	Aye
Kyle McKee	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.

  
Chris Taylor, Acting Deputy Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

**CHANGES TO OPERATIONS POLICY MANUAL**

The Board also approved changes to the Operations Policy Manual to make election materials displayed at the Library accessible earlier. The revision can be seen in detail in the attached exhibit. The resolution is as follows:

**RESOLUTION 24-17**

## To Approve Changes to the Operations Manual

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

### SIGNATURE SHEET

Resolution No. 24-17

09-19-2017

Upon the motion of Trustee Kyle McKee, seconded by Trustee Maura Bowen:


#### Voting:

Sarah Mueller, President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	Aye
Kyle McKee	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.

  
Chris Taylor, Acting Deputy Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

### FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY  
FINANCE COMMITTEE  
WEDNESDAY, SEPTEMBER 13, 2017 AT 5 PM  
MEETING NOTES

*The meeting was called to order at 5:01 p.m.*

*IN ATTENDANCE: Gloria Heydlauff, William Shkurti, Chris Taylor, Kate Porter, Michael Troper, and Diana Magee.*

### *Financials*

The Committee reviewed the financial reports for August. While the Public Library Fund once again came in higher than expected for the month, the Library still looks to end the year with less revenue than projected. The Committee accepted the reports as presented to be included in the materials for the September 19th meeting of the Board of Trustees.

### *Bank Reconciliations*

The General and Building Fund Bank Reconciliation was not yet complete due to the time required to transition to the new accounting system over the past few weeks. Arlington Bank was bought by First Merchants and the new accounting system will reflect the change. Otherwise, there were no questions.

### *Budget Commission Amounts and Rates*

Ohio Revised Code requires the Library adopt a resolution annually accepting the tax levy amounts and rates as certified by the County Budget Commission for the coming year. The Committee will recommend that the full Board pass the resolution.

### *Policy Changes Need for the New Accounting System*

In order to streamline processes and take advantage of features in the new accounting system, Administration recommends the following changes to the Library's Financial Policies:

1. Do not require multiple quotes for purchases less than \$5,000. The Library always strives to get the best value for the best price. The change will prevent staff from spending valuable time contacting multiple vendors and waiting for responses on smaller purchases. No one on the Committee was opposed to the change, but did request details on what other libraries in the area require for small purchases.
2. Allow the Fiscal Office to process invoices that are 10% greater than what was encumbered on a purchase order. Small charges like foreign transaction fees or shipping sometimes increase the expected cost of a purchase. The policy change will save time and expedite invoice payments.
3. Eliminate the use of email notifications for PO changes. The current policy specifies that email will be the communication system used. The new accounting system has internal messaging and notifications that will be used in lieu of email.

The Committee will recommend that the full Board approve the changes to the Library's Financial Policy.

### *Project Costs Updates*

Replacing the emergency backup generator at Tremont came in at 1.4% above expected cost at \$144,561.89. An additional contingency of 6% brought the total to \$153,000. Replacing the fire panel will cost double original estimates at approximately \$59,000, and will also include a required Fire Watch service during the time the work is being completed. Both projects are necessary and costs will be offset by delaying other projects for the year and using available funds in other lines.

#### *Staffing Updates*

*The Executive Assistant position will be filled by Allison Frew, an existing staff member. She will take over the position as of October 2nd with one week of overlap with Diana Magee for training. Diana will stay on until October 20th to work on special projects for the Library.*

*Steve Benson was selected as the new Facilities Manager and will begin on October 2nd.*

*As the Library transitions to a new accounting system, it is unclear how much time tasks typically assigned to the Deputy Fiscal Officer will take. The Library does not want to post the position until that is better understood. A temp has been hired to help with Fiscal Office tasks in the short term. Staff are tracking the time fiscal tasks take to better gauge the time the new accounting system will save. The Fiscal Officer will also do a cost comparison of Deputy Fiscal Officer pay vs. paying the temp.*

#### *Gas Cost Update*

*Through the META consortium, the Library is able to save money on natural gas. Costs for the next service year have been negotiated and are at their lowest since joining the consortium.*

#### *Adjournment*

*The meeting was adjourned at 5:25 p.m.*

*Next Meeting: Wednesday, October 11, 2017 at 5 p.m. in Meeting Room C.*

#### **ACTING DEPUTY FISCAL OFFICER**

The Board passed a resolution, as seen below, to appoint Chris Taylor as the acting Deputy Fiscal Officer until the position is filled.

#### **RESOLUTION 25-17**

#### **Resolution Appointing Chris Taylor as Acting Deputy Fiscal Officer Commencing on September 20, 2017**

BE IT RESOLVED BY THE UPPER ARLINGTON BOARD OF TRUSTEES:

That Chris Taylor be appointed as the Acting Deputy Fiscal Officer of the Upper Arlington Public Library commencing on September 20, 2017 until such time as a permanent Deputy Fiscal Officer is hired.

#### **SIGNATURE SHEET**

Resolution No. 25-17

09-19-2017

Upon the motion of Trustee Kyle McKee, seconded by Trustee Gloria Heydlauff:




Voting:

Sarah Mueller, President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	Aye
Kyle McKee	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.

  
Chris Taylor, Acting Deputy Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

#### FINANCE POLICY MANUAL EDITS

As the Library moves to a new accounting system, certain policies no longer applied as worded or needed updating for efficiency. The changes are outlined in the exhibits to these minutes. The resolution is as follows:

#### RESOLUTION 26-17

#### **To Approve Changes to the Finance Policy Manual**

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

#### SIGNATURE SHEET

Resolution No. 26-17

09-19-2017

Upon the motion of Trustee Maura Bowen, seconded by Trustee Kyle McKee:

Voting:

Sarah Mueller, President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	Aye
Kyle McKee	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.

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Chris Taylor, Acting Deputy Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

### **BUDGET COMMISSION AMOUNTS AND RATES**

Each year, the Library Board must approved the Budget Commission Amounts and Rates provided by the County Auditor. The resolution to approve the rates for 2018 is as follows.

#### RESOLUTION 27-17

#### **To Accept Budget Commission Amounts and Rates**

#### **OHIO REVISED CODE, SECTION 5705.34, 5705.35**

WHEREAS, This Board in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2018; and

WHEREAS, the Budget Commission of Franklin County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore be it

RESOLVED, the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there by and is hereby levied on the tax duplicate of said Library the rate of each tax necessary to be levied within and without the ten mill limitation for tax year 2017 (collection year 2018) as follows:

#### **SCHEDULE A**

Summary of Amounts Required from General Property Tax Approved by the  
Budget Commission, and County Auditor's Estimate Tax Rates

Fund	Amount to be Derived from Levies Outside 10 Mill Limitation	Estimate of Full Tax Rate to be Levied Outside 10 Mill Limitation
General Fund	\$3,182, 461.76	2.00
<b>TOTAL</b>	<b>\$3,182,461.76</b>	<b>2.00</b>

and be it further RESOLVED, That the Clerk of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

### **SIGNATURE SHEET**

Resolution No. 27-17

09-19-2017

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Maura Bowen:

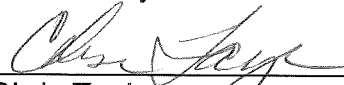
#### **Voting:**

Sarah Mueller, President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	Aye
Kyle McKee	Aye

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

### **CERTIFICATION**

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Chris Taylor, Acting Deputy Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

### **OPERATIONS COMMITTEE**

The notes from the Operations Committee meeting are included here.

*UPPER ARLINGTON PUBLIC LIBRARY  
OPERATIONS COMMITTEE  
September 5, 2017  
MEETING NOTES*

*The meeting was called to order at 5:08 pm*

*IN ATTENDANCE: John Yesso, Peter Hahn, Maura Bowen, Chris Taylor, Kate Porter, and Chris Minx.*

*EXCUSED ABSENCES: None*

#### *PERSONEL POLICY CHANGE*

*Administration recommended removing the restriction that part-time staff cannot use leave time to exceed their regularly budgeted hours. Removing this restriction saves record keeping time and increases morale for those who sub regularly but were unable to take any of their earned sick and vacation leave. The Committee agreed that this was an easy change to make.*

#### *OPERATIONS MANUAL CHANGE*

*The library received a request from a patron to change our current policy so that the election information table can be available to the public for more than a month before the election due to absentee voting. Absentee ballots will be mailed out by October 11th this year so having the tables up a week or two before that will be our plan going forward. The Committee also decided to remove the policy language that states, "Flyer and brochures may not exceed 8 ½ x 11 in size and quantity may not exceed 500 per delivery."*

#### *UPDATE ON 50 FOR 50 CAMPAIGN*

*Chris M. showed the conceptual drawings that Sarah Mueller was able to have provided to the library at no charge. These drawings will be used on the letters, website and social media to provide an idea of what the new study spaces will look like. The promotional artwork on the Admin window was done by Diana. The Friends will put a blurb about the campaign in their upcoming newsletter. The El Vaquero restaurant on Riverside will be holding a fundraiser to benefit the Library on the 28th.*

*TriVillage magazine will be featuring a story about the Library in their upcoming issue and we will push the campaign there as well.*

#### *PROJECT UPDATES*

*The generator quote came in at \$153,000 without the elevator. This number includes a 6% contingency. We are waiting for the City to proceed with the project.*

*The fire panel permits have come back from the City. The quote for this project is much higher than the original estimate due to required changes. The new quote is \$55,361. We will need to make a budget transfer from the Furniture and Equipment lines to fund this project.*

#### *ADJORNMENT*

*The meeting was adjourned at 5:35 pm.*

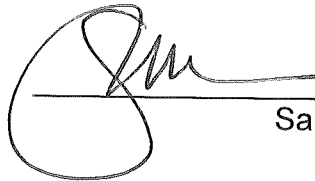
### ***PRESIDENT'S REPORT***

The 50 for 50 fundraising Campaign is well under way. A little over \$5,000 has been raised so far of the \$50,000 goal. El Vaquero on Riverside Drive is holding a fundraiser for the Library on September 28<sup>th</sup> and the donations and matched funds from the Columbus Foundation's Give Big will also go towards the goal. There are several activities and marketing appeals scheduled for the upcoming months.

### ***ADJOURNMENT***

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

The meeting was adjourned at 5:52 p.m.



Sarah M. Mueller, President



Gloria Heydlauff, Secretary

