

UPPER ARLINGTON PUBLIC LIBRARY

Board of Trustees Meeting
Tuesday, August 22, 2006 5:00 p.m.

MINUTES

President Magill called the meeting to order at 5:02 p.m.

MEMBERS PRESENT

John Magill, Megan Gilligan, John Burtch, Charles Motil, Bryce Kurfees, Brian Perera.

MEMBERS ABSENT

There were no members absent.

ALSO PRESENT

Ann Moore, Library Director; Kate Porter, Assistant Director; Terri McKeown, Clerk-Treasurer, John Forgos, Owner's Representative; Terry Casey, Casey Communications, Jackee McKnight, UAPL Foundation; Nancy Roth, Administrative Secretary; Steve D'Andrea, Computer Services Department Head; Mary Austin, UAPL Staff member; Carol Smathers, UA citizen.

PUBLIC COMMENTS

Magill reviewed the normal parameters for public comments. Carol Smathers offered comments and requested that the public not be charged for copies of the Board packets.

APPROVAL OF THE MINUTES

Gilligan made a motion to approve the minutes of the June 13, 2006 meeting. Perera seconded the motion. VOTING AYE: Gilligan, Perera, Motil, Burtch, Kurfees, and Magill. VOTING NAY: None.

OPERATIONS COMMITTEE

Perera gave a summary of the Operations Committee meeting. The notes for that meeting are included here.

Upper Arlington Public Library
Operations Committee Meeting
Tuesday, July 31, 2006 7:30 a.m.

PRESENT: John Magill, Brian Perera, Ann Moore, Kate Porter, Terri McKeown, Nancy Roth, John Forgos, Lynda Murray

POINTS OF INFORMATION

Agenda Item #1C: The committee members were presented with copies of the initial architectural drawings for the Lane Road restroom project for review. Forgos noted that the existing electronic hand dryers would be used, although some of the restrooms currently did not have electric dryers, so some new ones would be needed. All the restrooms will meet ADA requirements. The first floor restrooms will be single occupant facilities similar to the restrooms located in Media Services at Tremont. The basement restrooms will accommodate multiple occupants.

There will be a child-level sink in the downstairs restrooms. Forgos noted that there are no plumbing, electrical or HVAC drawings available yet, but he expected them in the next ten days or so. His construction estimate for the project is \$76,555. He noted that the work would be done in phases, so that facilities would always be available for public use. All the restrooms will have floor drains installed.

Perera suggested that a sign be placed at Lane Road informing patrons of the renovation. It was agreed to take this action. Moore noted that a resolution will be prepared to approve the project for bids at the August 22nd Board meeting. Forgos informed the committee that the work would take about three months to complete because it will be done in phases to ensure accessibility to restrooms during renovation. He indicated that due to the limited nature of the project and the fact that the original drawings are relatively recent, he did not expect any major surprises on the project. Forgos said that the project would be bid as one package.

Agenda Item #1A: Forgos explained the pricing for the pressure washing at Tremont. He also explained the omission of the stucco replacement for the two upper bands of facing that were not included as part of the bid package. The pressure washing and the replacement of the two upper bands were included in a change order Forgos just received from 2-K General in the amount of \$9,000. Forgos expressed disappointment in the architect's attention in this project, but said that the library should go ahead with the replacement of the two upper bands of facing in order to avoid problems with deterioration in the future. Moore agreed that this would be the best course of action.

There was discussion of additional bike racks. The change order for this improvement would be about \$4,000 or \$5,000. Its placement was discussed and agreed to upon by the committee and Forgos. It is to be placed along the building to the east of the current location.

Forgos noted that the grading of the old catch basin was still an issue. He said that landscaping and work on the glass was scheduled to begin this week. Magill inquired whether funds were available for the additional costs associated with these changes. McKeown indicated that they were. The total project cost is now estimated at \$157,000 - \$160,000. Magill requested that the Finance Committee review the appropriation of funds for the project to ensure their availability.

The committee requested that a spreadsheet of the improvement projects with running totals be made available to the Board with a comparison to the original budget.

Agenda Item #1B: The committee was informed that the building permit fee from the City of UA would be \$10,700. Forgos has proposed a 50/50 split with the contractor on the building permit fee. Since that time, structural issues were discovered during demolition at Miller Park that requires additional steel beams and supports in the basement in order to remove a wall to create a mechanical room. The cost of these changes would be between \$8,000 - \$10,000. Forgos noted that Teemok has been very cooperative in negotiating these two issues. Forgos noted that Teemok agreed to a change order cost of \$9,900 for both items.

Forgos said that John Trimble of Teemok informed him last week that there appeared to be two different sets of plans for the storm sewer work. Forgos said that when the storm sewer bids were rejected and that work was combined into the complete project, the wrong plans were sent to DesignGroup and therefore, the bid from Teemok was based on incorrect information. The correct plans would require more work and an additional storm sewer structure. Forgos noted that all the additional work is related to the upgrade to the 24-inch pipe that the city preferred. The estimate for this change is now \$6,280, as opposed to the earlier figure of \$5,500.

Forgos indicated that he has prepared a letter to the city explaining the situation. He noted that the City Engineer is currently on vacation and therefore he does not anticipate a quick response to the letter.

Forgos noted that if the library does not do the upgrade, there will be a delay because pipes and structures will have to be returned and smaller sized materials delivered. He noted that there would be a re-stock fee on the returned materials of about \$2,000. If the library decided to proceed with the upgrade materials, there will still be a delay, because an additional structure is needed and will have to be delivered.

The committee, Forgos and Moore agreed that the storm sewer work should proceed with the up-grade intact. The library will wait to see what the city's response is to the increased cost. Forgos noted that he did contact the CEO of DesignGroup about the problem. The CEO did agree that DesignGroup would pay for any premiums involved with assessing the cost of the storm sewer portion now versus at the time the Miller Park project was originally bid. Forgos indicated that he thought DesignGroup might come forward with \$1,000 toward the increased cost.

Magill noted that there should be conversation with the city and that Teemok should be authorized to obtain the additional structure needed for the storm sewer work so that the project can proceed.

McKeown noted that funds will probably need to be moved from the General Fund into the Miller Park fund at the August Board meeting. She said that there have not been any additional donations for the project from the Foundation. Change orders for the project keep coming in and funds will be needed to cover those expenses.

The quote received for the landscaping is valid until October 1st. Moore noted that she had contacted McKnight to let her know that any donation for the landscaping package would need to be committed by September 5th so that the Board could take action on it at the September 12th meeting.

Magill suggested that the Finance Committee develop a recommendation to the Board for the reallocation of funds. He also suggested that Finance Committee work with Moore to clarify any further in-kind donations McKnight may be developing.

Forgos asked for clarification about a serviceberry tree at Miller Park. Moore stated that she had already talked with Steve Cothrel at the city. The serviceberry tree can be taken down and the library will replant an appropriate replacement.

There was brief discussion of the fee structure the city has for the building permits. The committee agreed that they did not wish to appeal the fee to City Council.

Magill noted that the restroom project at Lane was relatively low. With that in mind, he suggested that if there were other improvements that could be made at Lane before the end of the year, the library should proceed with them. Moore noted that carpeting and lighting were two areas that could be improved. Since a complete energy use study is underway, she suggested that the carpeting would be the logical choice and that it could be done under state contract rather than through a bid process.

Magill also suggested that the library look into resolving some of the water issues at Lane by doing a water system study. Forgos said that someone would need to run a fiber optics camera through the drainage pipes to locate any clogs. He also suggested that the library look into covering the exterior stairwell at Lane as one way to help the water leakage during heavy storms. Moore said she would talk further with Forgos about the water issues and provide more information for the Board at the August meeting.

Agenda Item #2: Lynda Murray from Ohio Library Council shared the results of the Terry Casey poll. A summary of the major points are:

- The sample was 300 individual Upper Arlington residents.*
- 67% of those contacted had lived in Upper Arlington for twenty years or more.*
- 66.3% rated the library as excellent.*
- 28.3% rated the library as good.*

- 1 person rated the library as poor.
- Beat the UA schools approval rate by about 3 points.
- 40% come to the library monthly
- 38% come more than 20 times each month.
- 77% use Tremont as their home library.
- 12% use Lane Road branch.
- 6% use Columbus Metropolitan.
- 2% use Grandview Heights.
- 1.8% use Miller Park.
- 62% use the internet daily.
- 18% never use the internet.
- Of the 62%, 55% have cable internet connection.
- Of the 62%, 11% have dial-up internet connection.
- Of the 62%, 15% have DSL internet connection.
- Of the 62%, only 5% use the library internet access.
- Poll responders wanted the library to have more books and felt it was too crowded.
- 61% felt the library was a strong leader in the community.
- 85% felt the library was big enough.
- 92% found the library staff to be very helpful.
- 18% felt the library was excellent in terms of financial management.
- 48% felt the library was good in terms of financial management.
- 31% did not know about the library's financial management.
- 29% thought the library Board's handling of the newspaper controversy was excellent.
- 41.5% thought the library Board's handling of the newspaper controversy was good.
- 15% thought the library Board's handling of the newspaper controversy was poor.
- Of the 15% who thought the handling was poor, 9% thought that the library should not have moved the newspapers.

Murray said that Casey is prepared to come to the August 22nd Board meeting to present the findings to the Board. He will also present the poll results to the staff at In-service Day on August 17th. A summary of results will be prepared by Casey and made available to the public.

Agenda Item #3: The committee did a page by page review of the proposed Operations Manual. Clarifications were made to some items. Some redundancies were removed. Some additional research was requested by the committee on the following items:

- *Disclosure of Public Records – Moore will review this section as it regards the time of response to a public records request.*
- *UAPL Foundation – Moore will review this section with Burtch so that it reflects the true nature of the relationship between the Board and the UAPL Foundation.*

- *Voter Registration – Moore will check to make certain the section reflects current Ohio law concerning qualifications for registering as a voter in the State of Ohio.*
- *Change Fund – McKeown will check to verify the current amount of allocated for the change fund.*
- *Errors and Omission Liability Insurance – McKeown will confirm the terminology of this section with the current insurer.*

The committee noted that many of the changes were actually incorporations of Resolutions already passed by the Board of Trustees. Magill asked that the final document reference the Resolution number and date of passage by the Board for those items. Other formatting suggestions were made for the final document. It was noted that the vision and mission statement will be updated as a result of the strategic planning process. Magill and Moore agreed that the goal is that once the policy is approved, changes resulting from Board of Trustees Resolutions and motions will be immediately incorporated into the document.

The committee requested clarification of library programming. Moore noted that the Friends of the UAPL are the financial sponsors of all library programs. Porter noted that there is a programming committee that meets regularly to discuss, arrange and coordinate programs for the library. Speakers are often paid when they are part of a library sponsored event. The committee seeks programs that have a broad appeal, but the selection of the programs is a judgment call for the committee. Moore noted that library sponsored events allow the presenter to use the library logo for publicity purposes. Moore and Porter both indicated that there are many more meetings of various groups held at the library that are not library sponsored events.

It was agreed that the committee would plan to present the Operations Manual to the full Board at the September 12th meeting. A final edited copy of the manual will be sent to the Board members in advance of the September meeting. The meeting was adjourned at 9:22 a.m.

RESOLUTION 36-06
2007 Levy Campaign Chairperson

It is the intent of the Board of Trustees of the Upper Arlington Public Library (“the Board”) that a levy shall be placed upon the ballot in calendar year 2007. The Board recognizes that a local levy is necessary for the continued successful operations of the Upper Arlington Public Library System (“the library”). The current levy generates approximately 35% of the receipts used to fund the library and will expire at the end of 2007.

The Board will support this levy and hereby asks Mr. Dan Boda to serve as Chairman of the 2007 levy campaign committee.

Perera made a motion to approve Resolution 36-06. Motil seconded the motion.
VOTING AYE: Perera, Motil, Magill, Gilligan, Burtch and Kurfees. VOTING NAY:
None.

FACILITIES REPORT

Moore asked Forgos to report on the construction activities. Forgos offered comments regarding the change order resolutions. He reiterated information that appears in the Operations Committee Meeting notes. Forgos said that the concrete work at Miller Park was finished and that they were beginning to lay the cement block foundation. He said the foundation work should be completed this week. Forgos said that the work should be under roof by mid-October. He also said that he does not anticipate any other surprises in the future since demolition is finished.

Burtch asked if the Board should approve the change orders even if we are in negotiations to the city for payment of the increase in cost for the storm sewer work. Moore and Forgos both indicated that in order to get the work underway and continue to move forward, the change orders were needed. Moore said that reimbursement will be sought from the city and that she is expecting a return call from Joe Valentino regarding this. McKeown also noted that the library has a contractual obligation to the contractor for payment, regardless of any possible reimbursement.

Forgos said that the cost of the added value of the project – the increase in the size of the pipe – should be the responsibility of the party requesting the added value, i.e. the city. He reviewed the scenario through which the incorrect drawings were supplied to the bidding contractors, resulting in the need for the current change order. He noted that there is some possibility that DesignGroup will assist in assuming some of the additional cost of the errors made.

RESOLUTION 37-06

To Approve Change Order #1 for Miller Park Renovation and Expansion

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby approves the following change order for the Miller Park Renovation and Expansion Project:

1. Removal of stair from basement, modify floor infill, and modify storm sewer system per revised civil engineering documents

ADDITION TO PROJECT COST **\$16,202.85**

Burtch made a motion to approve Resolution 37-06. Motil seconded the motion.
VOTING AYE: Motil, Burtch, Gilligan, Magill, Kurfees, and Perera. VOTING NAY:
None.

Magill inquired about the possible donation of landscaping for Miller Park. Forgos confirmed that the contractor would hold the price for the landscaping until 10/1/06. Moore noted that she has discussed this with McKnight and they have agreed that any donation will need to be presented to the Board at the September Board meeting for official acceptance.

Forgos reported that the Tremont repairs and book drop project is nearing completion. He said that the contractor has indicated they will be done by the end of next week. He noted that the change order presented was to cover power washing and additional stucco work. Forgos explained that the bid package did not call for the replacement of the three stucco bands as was intended. He and Moore noted that appropriate long term care of the building is to replace rather than to simply cover these stucco bands. The power washing was part of the effort to make the new and old materials blend well and to allow the contractor to do some re-caulking.

RESOLUTION 38-06

To Approve Change Order #3 for Main Library Repairs and Bookdrop Project

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby approves the following change order for the Main Library Repairs and Drive Through Bookdrop Project:

1. Power washing and rebuilding the stucco bands on the North and West elevations.

ADDITION TO PROJECT COST

\$8,966.92

Perera made a motion to approve Resolution 38-06. Kurfes seconded the motion. VOTING AYE: Perera, Kurfes, Magill, Gilligan, Motil and Burtch. VOTING NAY: None.

Moore said that Change Order #4 was to approve additional bike racks. She noted that since the racks were moved at the start of construction, they have been more heavily used and are often filled. Additional bike racks would allow more bikes to be secured. Magill confirmed that the racks were seeing more usage than previously.

RESOLUTION 39-06

To Approve Change Order #4 for Main Library Repairs and Bookdrop Project

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby approves the following change order for the Main Library Repairs and Drive Through Bookdrop Project:

1. Additional Bike Racks and concrete pads

ADDITION TO PROJECT COST **\$4,449.11**

Perera made a motion to approve Resolution 39-06. Burtch seconded the motion.
VOTING AYE: Perera, Burtch, Gilligan, Magill, Motil and Kurfees. VOTING NAY: None.

Moore noted that the Operations Committee recommended that the Lane Road rest rooms be refurbished and meet ADA specifications. She said that the documents and drawings are finished, along with the bid specs. Moore said that the plan is to advertise the bid notice starting on Sunday, August 27th. Forgos said that he will be working with Sylvia Gillis to complete that portion of the bid package by the end of the week.

Magill asked about how long the project would take. Forgos said that schedule called for a ninety-day construction schedule. Moore said that the bids would be opened on September 21, 2006. The contract could then be awarded by the Board at the October 10th meeting, with work to begin shortly after that.

Perera made a motion to approve advertising for bids for the Lane Road Restrooms Renovation project. Gilligan seconded the motion. VOTING AYE: Perera, Gilligan, Magill, Kurfees, Motil and Burtch. VOTING NAY: None.

Moore reported that the gutters along the north and west side of the main library have been replaced. She said that during heavy rains, the previous gutters were inadequate. The overflow created leakage in the reference patio and other areas. The new gutters are larger diameter and should be able to handle three times the amount of water.

Magill said that the Operations Committee will continue to review facilities improvement projects on an on-going basis in order to provide patrons with a library that is able to meet their needs.

Moore said that the ceiling tiles and lighting in Meeting Room B have been replaced. While improving the electronics in this space, it was noted that ceiling needed to be replaced and it made sense to do the lighting at the same time. Moore said that the lighting improvement is substantial and addresses concerns that many patrons had when they used Meeting Room B.

Perera asked about the energy study from Bruner. Moore said that Bruner has completed the study and would be meeting with her soon to go over the results. Motil asked if funding for energy savings projects has been discussed yet. McKeown indicated that it would be a part of the presentation from Bruner. Moore noted that the study by Bruner was done at no cost to the library.

Motil noted that House Bill 264 allows public entities to issue debt in order to fund these types of improvements. The debt may be issued through the utility or a lending institution.

Terry Casey presented the Board with a brief summary of the results of the telephone survey that was conducted in connection with the strategic planning process. A complete copy of his report is attached to these minutes as Exhibit E. Each board member was also provided with a copy of the complete report. He noted that the sampling represented three hundred registered voters in Upper Arlington and that the study was cross tabbed by multiple variables. Casey did note that while the library was very well-regarded by the people contacted, it was not identified as one of the things that makes Upper Arlington a desirable place in which to live. He said that one challenge for the library will be to market itself as one of the assets of the community.

Carol Smathers asked if the report would be available to the public. Magill indicated to her that it would be made available through the Administration office.

Porter reported that the staff committee, with the assistance of Wayne Piper from OLC, is in the process of writing the strategic plan. She said that as a result of the community stakeholders meeting on 7/25/06, five areas were identified as being the most important to the stakeholders. These were current topics and titles; common space – becoming a focal point for the community; lifelong learning; cultural awareness and general information. Porter said that a second smaller meeting of stakeholders who were unable to attend the 7/25/06 meeting had been held and that their results were identical in identifying the most important areas.

Porter said that the committee of writers includes Nancy Alonzo, Reference Librarian; Wendy Bethel, Adult Services Manager; Pam Cole, Lane Road Library; Alexa Elgabri, Media Services Staff; Sue Emrick, Lane Road Library; Kate Hastings, Youth Services Manager; Dot Myers, Circulation Staff and Robyn Kress, Technical Services Staff. Porter noted that the committee had met on August 1st with Wayne Piper. She said that they would be preparing a rough draft of the strategic plan to present to the stakeholders by September 12th. The stakeholders would then give their reactions to the draft at a meeting on September 15th.

Perera made comments to the Board about his experience at the 7/25/06 stakeholders meeting. He said that the final list was interesting to him, but that it was also interesting to see what was not chosen. He said that this information presents the library to become the “downtown” of Upper Arlington – a lack that was repeatedly identified and voiced by

the stakeholders. He noted that the community group also mirrored the results of the Casey study in that people were pleased with what the library does. Perera said that the groups do not want future projects or programs to take away from what the library currently does.

Magill asked Motil to serve as an additional liaison from the Board to the strategic planning process. He said that it would be good to add some financial expertise to the remainder of the process when plans are actually formulated. Motil agreed to accept this appointment.

After some discussion, it was determined that the Casey report would be immediately available in the Reference department and posted on-line as soon as practical. Moore indicated that she would contact the local papers to discuss the report and generate a news item about the results. Casey encouraged the library not to be afraid of self-promotion.

FINANCE/AUDIT COMMITTEE

Motil offered a review of the Finance Committee meeting. The notes from that meeting are included here.

Upper Arlington Public Library

*Finance Committee Meeting Notes
Wednesday, August 02, 2006 8:15 a.m.*

PRESENT: Bryce Kurfees, Charles Motil, Ann Moore, Terri McKeown, Nancy Roth

POINTS OF INFORMATION

Agenda Item #1a: McKeown said that there were change orders in the process for the Tremont book drop project. She noted that the original project was bid for \$131,900. In June, the Board approved change orders for \$12,331 bringing the total cost to about \$144,000. Moore explained it has since been discovered that the original bid specifications did not include the replacement of all three rows of the deteriorating facing, but just the replacement of the bottom row and the covering of existing facing on the two upper rows. The Board had originally expected all three rows to be removed and replaced. Moore indicated that Forgos recommends that the facing be replaced and not covered. It was felt that covering the existing bands would lead to problems in the future. The committee agreed that these orders were appropriate.

A change order will be prepared for the Board to cover the replacement of the facing, power washing the front of the building and work on a catch basin drain cover to make it less of a hazard. The cost will be about \$9,000. Another change order will be prepared to cover the addition of two new bike racks and the concrete work needed for their

installation. Moore said that since the other bike racks have been moved, they are seeing increased usage of them and they are often full. It was agreed by the committee that the library wants to enable patrons to come to the library on their bikes and that the racks should be installed. The cost for this change order will be about \$5,000, bringing the project total to approximately \$158,000. McKeown indicated that this is still under the original estimate made for the project and that funds are available for these change orders. She also noted that the library should continue to inform patrons that the project also addresses drainage problems and safety issues.

Agenda Item #1b: Demolition is nearing completion at Miller Park. There were three situations discussed by the committee.

1. McKeown said that an issue had come up about the building permit. The building permit fee is \$10,700. McKeown said that the bid documents contain conflicting information. In the section prepared by Sylvia Gillis, the contractor is assigned responsibility for covering the permit fee. In the section prepared by DesignGroup it is stated that the library will pay the permit fee.
2. Moore explained that the old plans used by DesignGroup as a basis for the renovation were not accurate. A wall that was originally planned to be demolished in order to create a mechanical room was discovered to be a load-bearing wall. In order to permit the removal of this wall, a steel support system is needed at a cost of about \$9,700.
3. Recently, it was found that the wrong storm sewer plans were included in the bid package. In order to do the work as planned for the city's storm sewer upgrade, an additional \$6,280 is needed.

As a result of these three issues, Moore informed the committee that Forgos had met with Teemok and was able to negotiate a total cost of approximately \$9,900.00 for Items #1 & #2. Moore noted that Forgos had indicated that Teemok has been very cooperative in the face of these two problems and that their proposed fee for the two items was a bargain for the library. Regarding Item #3, Forgos is negotiating with DesignGroup in an attempt to have them defray at least a portion of the additional cost of the storm sewer issue. Forgos has also contacted the city to inform them of the increase, since the cost increase is completely related to the up-grading in the size of the sewer pipes. The committee did express their concern and displeasure at DesignGroup's lack of oversight on these details.

McKeown indicated that at the August 22nd Board meeting she would recommend moving approximately \$50,000 from the General Fund to the Miller Park Fund. She noted that change orders were coming in and there would be a need to cover those expenses quickly. She said that she had been waiting to move those funds in the hopes that additional donations might come into the UAPL Foundation. Motil asked about moving the funds from the Building Improvements fund rather than the General Fund. McKeown noted that the money had already been appropriated in the General Fund and that due to audit concerns, it would be better to transfer it from that fund. Later, McKeown stated that projects for Tremont and Lane were being planned – as part of the Building Improvement Fund.

McKeown and Moore noted that McKnight has been asked to finalize the donation-in-kind of the landscaping for Miller Park if it is going to be made. McKnight has not indicated the details of this possible donation to Moore. Moore said that she has asked McKnight to have the donation completed by 9/5/06 so that it can be presented at the September 12th Board meeting. The current contract with Teemok includes a landscape option at a price of \$33,000. The contractor must be notified by October 1st, so a decision needs to be made in September. Moore asked that a committee member work with McKnight in finalizing this. Motil agreed to contact McKnight.

Agenda Item #1c: The construction estimate for the Lane Road restroom project is \$76,555. Joel Snyder Architects have submitted initial plans. It is expected that the mechanical and HVAC plans will be available soon. Moore indicated that she hopes to be able to present a resolution at the August Board meeting to put the project out for bid. It was noted that other improvements are planned for Lane Road before the end of the year.

Agenda Item #2: McKeown informed the committee that due to a number of costs coming in under budget, most notably health insurance premiums, the library would be able to allocate additional funds for materials. Approximately \$150,000 will not be spent in the employee insurance line. At this time Moore and McKeown are recommending to allocate \$40,000 for library materials for Lane and Tremont and an additional \$27,500 for the Miller Park opening collection. A total of \$70,000 would be available for a Miller Park opening collection. She said that this would bring the library budget up to 17% for materials. The state recommendation is for materials to be 20% of a library's budget.

Agenda Item #3: McKeown said that at the August Board meeting Dan Boda will be proposed as the Chair for the Levy committee. It has been determined that the May election is a special election and there will be a fee for the levy to appear on that ballot. The fee will range from \$25,000 - \$26,000. McKeown later noted that this fee is not presented as a bill to the library, but is deducted from the allocation of levy receipts.

Motil suggested that it would be helpful to have a special Board meeting with a presenter to explain the ramification of the various levy options. There was discussion about different aspects of a levy strategy and legal issues involved. McKeown distributed a spreadsheet with current estimates of a 2 Mill replacement and a 2 Mill renewal. McKeown said that she and Moore would be working on a timeline for when various steps in the process need to be completed. Motil stated that September would be a good time for a special Board meeting Bond Counsel.

Agenda Item #4: McKeown informed the committee that the Property and Liability insurance was up for renewal. She said that she had hoped to have details, but had not received them from Thomas-Fenner-Woods. Last year's premium was about \$28,000. McKeown said that she expects an increase, but that they are still working out the details

in adjustments needed due to the temporary closing of Miller Park. She noted that the library did purchase Builder's Risk insurance for the Miller Park project.

Agenda Item #5: McKeown informed the committee that as a part of the state's Homeland Security initiative, the library was now required to have vendors with whom more than \$100,000 is spent to affirm they do not materially support terrorist organizations.

Agenda Item #6: Steve D'Andrea is working on options for the replacement of the public computer stations. He is looking into lease vs. purchase options. McKeown said that she has asked him to include the total cost, not just the hardware cost. This would include any wiring upgrades, software and connectivity needs. It is expected that the cost will be about \$75,000. Motil said that he would like to look at the lease option and asked that D'Andrea be certain to check with several vendors, including those that would provide the total package. He noted that addressing all the IT issues at once, rather than piecemeal, would assure the library of better pricing.

Agenda Item #7: The Franklin County Budget Commission meets on Monday, August 7th to allocate the LLGSF funds for Franklin County. Last year the allocation was about 41.5 million dollars. The amount certified by the State of Ohio Department of Taxation for 2007 is 44.8 million dollars. McKeown contacted the Budget Commission about the extreme increase and the amount was verified. However, she noted that the Commission did advise the library not to allocate all the funds as there would probably be a re-evaluation later in the year to a lower figure.

The meeting concluded at 9:20 a.m.

Burch inquired as to how the Miller Park costs were compared with the original estimate. It was noted that the original estimate was a cost of \$950,000 to \$1,000,000. The current cost, including the approved change order, takes the cost to \$881,000, still under the estimated amount. Motil noted that it was important when approaching the voters during the levy campaign to be able to point out that the project was accomplished under budget.

Motil advised the Board that a special Board meeting should be held with bond counsel in order to review options for the levy. It was suggested that September would be an appropriate time to schedule this. McKeown noted that the timing of the various steps includes a deadline of February 22nd in order to appear on the May ballot. The Board agreed to schedule an educational special meeting prior to the October 10th regular board meeting.

Kurfes commended McKeown and the committee on the insurance savings this year.

McKeown's written report follows.

NOTES FROM THE CLERK TREASURER
AUGUST 2006

I received the first Official Certificate of Estimated Resources for 2007 from the Franklin County Budget Commission. The Upper Arlington Public Library's 2007 share of Library and Local Government Support Fund (LLGSF) is estimated to be \$3,401,224.34. This figure is substantially higher than the current certification for 2006 (\$3,184,788.95). The 2007 certification is based on an estimate provided by the Ohio Department of Taxation. The estimate assumes that at the expiration of the State of Ohio biennium budget year ending June 30, 2007, the LLGSF will revert to permanent law, which is 5.7% of the state income tax, beginning in July 2007. The next biennium budget will be passed before June 30, 2007 and will affect the 2007 LLGSF distribution. All libraries are being cautioned to assume that library funding will not automatically revert to 5.7% of the state income tax. I will be using a conservative estimate for future planning.

I have enclosed in your packet a copy of the certification that shows Franklin County's share of the LLGSF distribution among 8 library systems. Delaware County District Library receives a small portion due to a challenge a number of years ago focusing on a small subdivision in Delaware County that is serviced by Franklin County.

I am waiting for the Franklin County Auditor's office to release a certification of the 2007 tax levy receipts. I should have this information by the September Board meeting. A resolution will be prepared (as provided by the Auditor's office) for the Library Board of Trustees to accept the certification.

I am working with Bob Fenner of Thomas, Fenner, Woods Agency, to obtain renewal rates for the library's 2006-2007 property & liability insurance and employment practices insurance. Alternative quotes are also being obtained from a couple of other insurance carriers. As I write this report, I do not have any information to distribute to the Board.

Included in your packet is a spreadsheet that lists the original contract price, and the change orders for both the Miller Park Renovation and Expansion Project and the Main Library Repairs and Drive-Through Bookdrop Project. This spreadsheet provides information on the change orders approved at the June Board Meeting and the changes being submitted for Board approval tonight.

In July, I renewed the library's certificate of membership in the State of Ohio Cooperative Purchasing Program. This program allows the library to purchase goods and services from State Term contracts. The membership is good through 08/01/2007.

As required by law, the Ohio Public Employees Retirement Board has certified employee and employer contribution rates for employers for the calendar year 2007. The

employee contribution will increase to 9.5%, and the employer rates will increase to 13.85%. As part of the Health Care Preservation Plan, a progressive increase in both the employer and employee contribution rates is being taken over a 3-year period of time. Here's a comparison chart:

	<i>Employee Rates</i>	<i>Employer Rates</i>
2005	8.5%	13.55%
2006	9.0%	13.70%
2007	9.5%	13.85%
2008	10.0%	14.00%

The Upper Arlington Public Library pays the employee rate under a benefit pick-up plan.

Included in your packet is a resolution to reallocate money that was originally appropriated for employee insurance to library materials. Ann and I are recommending that the Board approve the allocation of \$40,000 for additional materials for the Main Library and the Lane Road Branch. We are also recommending that \$27,500 be added to the \$42,500 allocated for the opening Miller Park collection. The resolution moves the money into the appropriate accounts – i.e. books, periodicals, audiovisual, public software. Orders will be placed this fall in anticipation of the opening of Miller Park in the first quarter of 2007. Ann and I are pleased to continue the effort to increase the appropriations for library materials to be used by the public.

I received notification in August from the coordinator of the group that we participate in for workers compensation. Due to a significant claim, the library is being dropped from the group for the 2007 plan year. I'm hoping that there is an alternative savings plan. If not, the library will experience a dramatic increase in the cost for workers compensation coverage.

Later this month, I will be working with the Library Accounting Division of the Ohio Library Council on revising the Library Treasurer Manual. We are also continuing to work with the Auditor of State on the OCBOA (Other Comprehensive Basis of Accounting i.e. GAAP "look-a-like" statements). A new Auditor of State will be elected in November, and we expect changes to continue.

Bruner is currently gathering information for the energy study for the Main Library and Lane Road Branch. I provided copies of the utility bills for both locations for a 12-month period that they will be analyzing.

The Finance Committee is recommending that a special meeting be held in September to explore the options for a levy in 2007. Outside counsel will be contacted to discuss the various options for operating levies, and providing adequate funding for facility needs. I am working on a levy timeline, and the timing of meetings and certification requests from the Franklin County Auditor's office.

McKeown offered a brief overview of the history of the LLGSF. She distributed a handout from the OLC website about the LLGSF with more details. She recommended the website as a good resource for this type of information. McKeown noted that the 2007 LLGSF certification from the County Budget Commission showed an increase. However, it is likely to be reduced since the initial certification from the State of Ohio is based on reverting to the statutory LLGSF formula on July 1st. Perera agreed with a more conservative approach in planning the allocation of LLGSF funds for 2007.

McKeown noted the critical role played by Burtch in negotiating a county-wide agreement in 1998 with the other libraries in the county. A distribution formula was developed that year that is still being used. The Board members received a listing of the current LLGSF distributions among the Franklin County Libraries

McKeown said that she received the property and liability insurance policy today but has not had an opportunity to review it in detail. She noted that the premiums are comparable with last year's. She said that she did increase the value of the buildings by about 6% and that she also increased the value of the collection in the new policy.

McKeown noted that a reallocation of funds was recommended in order to add \$40,000 to the materials budget between Tremont and Lane Road. She said an additional \$27,500 was proposed to be reallocated to the Miller Park opening collection.

Gilligan inquired about setting aside funds for an increase in Worker's Comp. McKeown said that payment had already been made for this year. Increases in Worker's Comp would be reflected in next year's budget.

McKeown explained the benefits of the cooperative purchasing programs in which the library participates. She noted that state contractual terms are given to participating entities and that the fee for joining such a coop is minimal. She notes that purchases made through state contracts do not require a bid process, although prevailing wages must be included. She said the library has used such programs for carpeting and flooring purchases in the past and also some computer hardware.

Kurfees asked if lease vs. purchase options have been explored for computer equipment. Steve D'Andrea responded that he has requested proposals from six vendors for the planned replacement of the public computers. Other upgrades will include having more bandwidth and four file servers so that software upgrades, virus protections, etc. can be done at night without interruption. D'Andrea noted he has had some difficulty in getting comparative figures from vendors. He said that wiring infrastructure has been done by Computer Services staff. They will also be doing the wiring for Miller Park.

Motil asked if financial options had been explored. He noted that leases such as those for computer workstations could be held by the vendor or by a financial institution.

McKeown said that at present she was not recommending any additional allocations for the Miller Park Fund. She noted that information upon which to base the allocations will

be more accurate by the September 12th meeting which is only three weeks away. Magill asked if payment requests have been processed for either the Miller Park Project or the Tremont Repairs and Book Drop Project. McKeown said that no disbursements have been made for the construction at Miller Park to date. She said that one payment request was received and paid for the Tremont project and that she just received a second payment request that has not been processed yet.

Perera noted that the library had a prudent financial approach by using one time savings to fund one time expenses. He noted that many institutions use one time savings to fund recurring expenses and then find themselves with budgetary problems.

Gilligan made a motion to approve the June 2006 and July 2006 Financial Reports. Motil seconded the motion. VOTING AYE: Gilligan, Motil, Magill, Kurfees, Burtch and Perera. VOTING NAY: None.

RESOLUTION 40-06
General Fund Donation

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 donation:

\$50.00 JoAnn Sparks in memory of Jean Pinkerton

Motil made a motion to approve Resolution 40-06. Burtch seconded the motion. VOTING AYE: Motil, Burtch Gilligan, Magill, Perera and Kurfees. VOTING NAY: None.

RESOLUTION 41-06
2006 Appropriation Amendment

Be It Resolved that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following changes to the 2006 General Fund Appropriations:

1600 Insurance	- \$ 67,500
4100 Books	+ \$55,420
4200 Periodicals	+ \$ 2,100
4300 AudioVisual	+ \$49,780
4500 Computer Services	+ \$ 2,700
4900 Other Library Materials	- \$42,500

Perera made a motion to approve Resolution 41-06. Kurfees seconded the motion.
VOTING AYE: Perera, Kurfees, Motil, Burtch, Gilligan and Magill. VOTING NAY:
None.

PERSONNEL COMMITTEE

Burtch gave a summary of the Personnel Committee meeting. The notes for that meeting follow.

*Upper Arlington Public Library
Personnel Committee Meeting
Thursday, July 27, 2006 8:30 a.m.*

MEETING NOTES

Present: John Burtch, Megan Gilligan, Ann Moore, Kate Porter, Julie Whitt, Nancy Roth

POINTS OF DISCUSSION

- Burtch noted that the Drug and Alcohol Policy should contain language to allow for alcohol at public fund-raising events. Members of the committee agreed and language was suggested. Whitt will make the change.*
- Burtch said that the language in the section regarding workplace violence should be clarified to inform employees of the library's right to monitor and search computers and email storage.*
- There was discussion about the floating holiday. Burtch pointed out that Martin Luther King Day and Presidents' Day are often busy days for the library since school is not in session. It was noted that for staffing purposes, it would make more sense to have the floating holiday available to the staff anytime during the pay period in which the holiday falls. It was agreed to make this change.*
- There were several grammatical and clarity issues noted by Gilligan. Appropriate changes were agreed to by the committee.*
- Whitt noted a change made in the FMLA section of the manual to allow for consistency with the Bureau of Worker's Compensation practices. The committee agreed with the change.*
- There was discussion about the section now titled Employee Complaint Procedure. It was agreed that "reasonable time" in Step 1 of the process was not to exceed thirty (30) days. Other language changes were offered and agreed to by the committee.*
- There was discussion about possible revision of the Employment of Family Members section. Whitt provided the committee with a copy of the policy from Grandview Heights Library. It was agreed to conduct further research on other library's policies regarding the hiring of family members. The issue may be revisited in the future, but no changes were recommended at the present time.*

The committee agreed to recommend approval of the revised Personnel Policy to the full Board of Trustees meeting on August 22, 2006. The committee asked that the revised policy be disseminated to all the Board members as soon as practicable so that they have

sufficient time to review it. It was noted that they should be informed to make any further suggestions directly to Burtch or Gilligan.

The meeting adjourned at 9:20 a.m.

PERSONNEL MONTHLY REPORT

<u>Effective Date</u>	<u>Employee</u>	<u>Current Rate</u>	<u>New Rate</u>	<u>Classification</u>	<u>PT/FT</u>
TERMINATIONS					
06/06/06	Erin Wigger			Page	T PT
06/14/06	Cecilia Lammers			Page	T PT
06/16/06	Arnell Damasco			Comp Svs Asst	T PT
06/25/06	Sarah McMillan			Custodian	T PT
06/30/06	Michael Kaylor			Facilities Manager	T FT
07/07/06	Abby Myeress			Circulation Mgr	T FT
07/11/06	Rachael Blankenship			Lib Asst II	L FT
RETIREMENT					
06/28/06	Nancy Fogle			Library Aide/Ref	T PT
08/31/06	Carol Jones			Lib Asst II/Youth	T FT
NEW HIRE					
06/07/06	Laura Roberts	\$6.50		Page	T PT
		RA 101			
06/08/06	Jessica Strubel	\$6.50		Page	T PT
		RA 101			
06/14/06	Daniel Bibyk	\$6.50		Page	L PT
		RA 101			
06/27/06	Peggy Campbell	\$9.55		Lib Asst I/Circ	T PT
		RA 103			
06/27/06	Guenther Keim	\$9.55		Lib Asst I/Circ	T PT
		RA 103			
07/10/06	Jason Brunswick	\$12.20		Comp Svs Asst	T PT
		RA 105			
07/29/06	Javier Aldea	\$9.55		Custodian	T PT
		RA 103			
REHIRE					
08/01/06	Abigail James	\$10.79		Lib Asst II	L FT
		RA 104			
08/04/06	Amy Sutton	\$8.49		Lib Aide/Ref	T PT
		RA 102			

TEMPORARY CHANGE OF STATUS

07/12/06	Erin Hendricks	\$9.89	\$12.50	Lib Asst I/Circ	T PT
(for 2 months)		RA 103	RA 105	to Circ Supervisor	T FT

Effective		Current	New		
<u>Date</u>	<u>Employee</u>	<u>Rate</u>	<u>Rate</u>	<u>Classification</u>	<u>PT/FT</u>

FMLA LEAVE OF ABSENCE

06/07/06	Rachael Blankenship				L PT
to 06/25/06					
(return to work on 06/26/06)					

NON-FMLA LEAVE OF ABSENCES

08/17/06	Jessica Strubel			Page/Circ	T PT
to 09/12/06					

NON-FMLA LEAVE OF ABSENCE – CHANGE OF DATES

07/11/06	Karyl Hanhिलammi			Lib Asst I/Circ	T PT
to 09/05/06					

Leave Dates changed to:
08/15/06 to 10/08/06

Burtch made a motion to approve the Personnel Changes Report for August. Gilligan seconded the motion. VOTING AYE: Burtch, Gilligan, Magill, Perera, Kurfees and Motil. VOTING NAY: None.

RESOLUTION 42-06

To Approve the Adoption of the Revised Personnel Policy Handbook

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts and adopts the Revised Personnel Policy Handbook for 2006 as submitted by the Personnel Committee.

Burtch made a motion to approve the Personnel Policy Manual that was approved by the Personnel Committee. Gilligan seconded the motion. There was discussion on the motion. Kurfees noted that the list of issues under the harassment protection section was lengthy. He asked if a more general policy could be crafted. Burtch noted that in order to meet statutory requirements, each must be listed and as laws are formulated, more may have to be added in order for the library to be in compliance with the law.

Magill suggested that from this point forward to immediately include changes approved by the Board so that the manual is always current.

VOTING AYE: Magill, Gilligan, Burtch, Kurfees, Perera and Motil. VOTING NAY: None.

Burtch requested that all questions from the Board regarding the Personnel Manual be directed to the Personnel Committee who will then discuss the matter and respond to the question. He noted that this would allow committee work to be done in committee rather than taking up Board meeting time with committee work.

UAPL FOUNDATION

McKnight offered the Foundation report. She requested that Burtch offered Resolution 43-06 for action.

RESOLUTION 43-06

To Approve Amendments to the Code of Regulations of the Upper Arlington Public Library Foundation

The undersigned, being the sole member of the Upper Arlington Public Library Foundation, a corporation organized and existing under the laws of the State of Ohio (the "Corporation"), hereby takes the following actions and adopts the following resolution:

The Board of Trustees of the Upper Arlington Public Library hereby acknowledges that the Upper Arlington Public Library Foundation is a separate legal entity from the Library. The Board hereby approves the Second Amended Code of Regulations, which now provides that no currently sitting Trustee of the Upper Arlington Public Library shall serve on the Board of Trustees of the Foundation so that the governing body of the Foundation shall act independently of the Library Board. Further, the Board authorizes the Board of Trustees of the Upper Arlington Public Library to designate and to take all steps necessary to implement the appointment of a new statutory agent to replace the current statutory agent who no longer resides in Ohio.

Burtch noted that the Foundation does intend to change its name from the Upper Arlington Public Library Foundation to the Upper Arlington Library Foundation in order to avoid the appearance of being a public entity. He noted that the Foundation is a totally private non-profit entity. Burtch said that the reason for this resolution was to sever any indirect ties between the library's operation and the Foundation's. He said that changes in General Accounting Practices and auditing procedures make this necessary so that the Foundation is not put into a position of having to disclose private financial records. This action will also allow the Foundation Board to perpetuate itself, rather than have its members appointed by the Library Board of Trustees. Burtch said that he or Moore may be invited to participate on the Foundation Board in an *ex officio* capacity.

Burtch made a motion to approve Resolution 43-06. Motil seconded the motion. VOTING AYE: Burtch, Motil, Magill, Gilligan, Perera and Kurfees. VOTING NAY: None.

McKnight said that she is arranging for an audit of the Foundation. A new member was nominated to the Foundation Board. Dr. Matthew Daniel will join the Foundation Board in September.

McKnight said that the Miller Park appeal had resulted in several donations, but that most of them were smaller donations. The largest one was \$500.00. She noted that the endowment campaign continues.

McKnight said that she had a very active prospect that is looking into supplying all the materials for the landscaping at Miller Park. She said that she also trying to find a landscaper to do the work. She said she should have the final information by the beginning of next week.

PRESIDENT'S REPORT

Magill offered comments to the Board. He noted that the discussions of the meeting have centered on the future of the library, including the building projects, the strategic planning and fiscal issues. He said that these discussions were a direct result of our patrons' daily decisions to walk into the library for their own purposes, to read, to do research, to participate in programming and other activities. He noted that there is a strong growth in circulation. He said that to meet the demonstrated interest, usage and needs of our patrons in modern, well-maintained facilities requires resources, continued support of the Board, staff and UA residents. He said he was looking forward to working with Dan Boda on a successful levy campaign. He encouraged patrons and staff to offer suggestions about the future of the library.

DIRECTOR'S REPORT

In addition to her written report which follows, Moore noted that Kate Hastings, Youth Services Manager would make a presentation at the September meeting about the summer reading program. She noted that once the Personnel Manual is formatted, it will be posted on the staff intranet so that staff has easy and ready access to it. She told the Board that some staff members have been visiting other libraries to keep abreast of new ideas in the field and that these visits would be continuing. Magill asked Moore to encourage these staff members to share their thoughts with the Board so that the Board can remain current with state-wide trends.

Moore said that she would be contacting Dan Boda and would check about his availability for a meeting with the bond counsel.

DIRECTOR'S REPORT

August 22, 2006

I am writing this report on August 1 before I leave for vacation; therefore I will have a number of updates by the time of our meeting. This has been a very busy summer in many ways for the Library.

Facilities

Operations Committee met on July 31 to review the following projects:

- *Lane Road Restrooms - The Committee reviewed the preliminary drawings for renovation of all 4 Lane restrooms. The estimated cost for this work is \$76,555. The scope of this work includes ADA compliance for all 4 restrooms. The work will be staggered so that all 4 restrooms will not be closed at the same time. The architect, Joel Snyder Associates, is waiting for his consultants to complete the mechanical and electrical portions of the work. I expect that everything will be finalized and ready for the Board to formally release the project for bids at their August meeting.*
- *Main Library Book Drop and Drive-through - There have been a few short delays in this work but I expect that 2K General will still finish in August. As I write this, landscaping is being planted and the interior of the bookdrop is being constructed. Operations discussed 3 proposal requests for additional changes:*
 1. *We have asked the contractor to pressure wash the front and west side of the building.*
 2. *We asked the contractor to replace an existing area drain lid for safety reasons.*
 3. *We have asked the contractor to install 2 additional bike racks on concrete pads near where the others are located. It seems that we are having more use of our bike racks since we moved them to a new location. The estimated cost of this work is between \$4000 and \$5000.*
 4. *Our original intent was to replace most of the existing GFRC horizontal panels with stucco. That intent was not included in the plans prepared by Jester Jones. The drawings instructed the contractor to cover the existing bands instead. Forgos and I believe that would lead to further problems in the future. Our recommendation is to remove the bands, as that was our original intent. The total*

cost of this work is \$8966 and will be included as a change order in your Board packet.

- *Miller Park Library - Building demolition is almost complete. The following issues have arisen since our last meeting:*
 1. *The contractor, Forgos and I were all taken by surprise with the building permit fee in excess of \$10,000. The contractor had not factored this into his bid and there were conflicting statements made in the specifications that added to the confusion.*
 2. *During demolition it became apparent that the existing concrete plank supporting the floor ran perpendicular to what the plans showed. This made the removal of the existing wall impossible unless we added a steel support system. The architect and Forgos estimated the change order to be \$9,900.*
 3. *It became apparent that there were 2 different sets of storm sewer plans circulating among the architect, the City, and the contractor. The storm sewer drawing were completed and signed off on by the City in December 2005. Those drawings were included in the project that we bid last January. We then rejected those bids in April due to the prevailing wage rate issue and decided to include the work in the Miller Park Revocation Project. Somehow an earlier set of storm sewer location drawings were included into the bid set and were the basis for the contract with Teemok. That set of drawings is incomplete and does not reflect the work the City is expecting to be done. The contractor has a valid claim for additional cost to make the changes. Forgos expects the work to cost approximately \$5,500. Operations discussed this problem and agreed with Forgos' recommendation to authorize the additional work to keep the project moving.*

I encourage you to read the attached report letter from Forgos and the Operations Meeting minutes for further explanation and details on any of these projects.

Operations Committee also reviewed the UAPL Operations Manual. Kate and I are currently working on the changes that Operations recommended and hope to have the manual ready for Board approval in September.

Personnel

It has been a very busy summer in the personnel area also. The Personnel Committee met to review the Personnel Policy Manual in preparation for approval by the Board of Trustees at the August meeting. That document will be mailed to the Board this week (August 1) for review before the meeting. Kate Porter, Julie Whitt and I have been very

busy with interviews for several positions. First interviews for the Media Services Manager were held from June 29 through July 7. We hope to have a new manager in that area by the end of August. Julie and I have also conducted first interviews for the position of Facilities Manager.

Finance

Finance Committee met on August 2 to review the budget needs for 2006 and 2007 and to discuss plans for a levy campaign in 2007.

Strategic Planning

The first Community Stakeholders meeting was held on Tuesday July 25. Approximately 18 community leaders attended and focused their vision of Upper Arlington. On August 1 Wayne Piper met with the 8 staff members who will be writing the plan.

Community Phone Survey

Casey Communications has completed the community survey. Terry Casey will present and discuss the results of this survey at this Board meeting. Casey will also make a presentation to the staff on In-Service Day. Lynda Murray will also be there to discuss the results of the survey.

Other

Lynda Murray, Patrick Losinski, and I met on July 28 to discuss opportunities for collaboration between our 2 library systems. We will be meeting again in late August.

The next Friends' book sale begins August 20. This sale will run through Labor Day.

NEW BUSINESS

Kurfes suggested that the item he had requested to discuss – Trustee Terms – be deferred to the September meeting due to the lateness of the hour. The Board agreed to do this.

Perera also noted that the draft he had proposed regarding the use of facilities, was a jumping-off point for discussion. He suggested that the Board members give him feedback and then explore the matter more fully at the September meeting. He suggested that Board members send their comments to him and he will adjust and refine his proposal.

The Board did proceed to discuss the issue. Gilligan asked if the proposal would affect the Friends. Perera said that he did not think it would and that would not be his intent.

Kurfees requested clarification on whether Perera's proposal would allow the library to host authors and whether the library should or should not be doing so. Perera noted that the library makes space available to people or groups who wish to sponsor this type of activity and this proposal would not inhibit that. He said that the problem is when public resources are used to promote individuals or groups that espouse a particular political or religious point of view. Magill noted that library programs must be content neutral, while the use of the facilities is open to all who comply with the guidelines for their use without endorsement.

Moore noted that programming at the library is funded by the Friends of the Library and that no public funds are used to promote library programs. Moore and Porter explained the process of how programs are selected and developed by the different departments and a programming committee at the library.

Gilligan asked if Kullberg had approached the library requesting consideration for presentation of a program. Kurfees said she had not, but that he had made the suggestion. Kurfees said that the issue came to his attention when he suggested a program by Arlington resident, Kelly Kullberg. Gilligan asked about the content of the program. Kurfees said he assumed it would be similar to Kullberg's presentation at Harvard with a discussion of her book and her experiences traveling around the world. He said that he is concerned that the library was unwilling to host such an event due to the religious content of Kullberg's book.

Motil said that it appears that there are two issues: 1) how the facilities are used and 2) how we choose authors.

Perera said that the merging of these two components seems to be the problem. He noted that if public funds were used to promote a program that could be perceived as proselytizing or endorsing a specific religion, it would clearly be a violation of law that he would want to avoid.

Motil said that this is an issue that should be studied. Perera said that he was willing to continue to refine his proposal. Kurfees noted that his concern was that if the proposal is cut too fine it would harm the library's mission. He said that he found the standards used for programming seem to be very subjective. There was discussion of specific wording of Perera's proposal that he said he would continue to rework.

Burtch noted that the policy on meeting room use may already deal with many aspects of the issue. The difficulty is in wording any addition or proposal to allow the library the flexibility to sponsor authors or forums for discussion while ensuring that public funds are not expended inappropriately or illegally.

Magill suggested that we look at the issue as expenditure of money. He suggested that we get a sample from Columbus Metropolitan Library. He asked the Board members to get in touch with Perera with their suggestions so that he can re-write the proposal.

Gilligan asked if Kullberg had been prevented from using the facilities. Kurfees said she had not been prevented, but that the issue is the library not hosting her due to religious content and what he felt were subjective judgments made the library.

Burtch noted that across the state, author programs tend to be sponsored by library foundations or other groups and not the library itself.

Perera said that he would concentrate on reworking the proposal to reflect the Board fiscal concerns.

Burtch said that he thought Carol Smathers raised a valid question about paying for Board packets. He asked to know what current policy was about providing information to the public. He said that there had been discussion in the past about posting information on the internet.

Magill said that Board packets should be ready for distribution on the Thursday prior to the Board meeting so that Board members have them on Friday for review over the weekend. He said that then most of the packet could then be posted online for the public in a pdf. format.

Magill asked the Board to agree to change the November meeting from Tuesday, November 14, 2006 to Thursday, November 16, 2006 so that the full Board can be in attendance. Magill asked that the change be posted on the website as soon as possible.

In response to Kurfees, Moore said that she would respond to Carol Smathers request to view the survey results. There was additional conversation about the issue of paying for Board packets. Magill said that beginning in September, the Agenda is to be posted online. In addition, any resolutions are to be posted online as they become available. Agendas and resolutions are to be made available at the door on the day of the Board meetings. The Board agreed that most major documents should be made available online.

Gilligan made a motion to adjourn the meeting. Perera seconded the motion. VOTING AYE: Gilligan, Perera, Magill, Kurfees, Motil and Burtch. VOTING NAY: None.

The meeting was adjourned at 7:30 p.m.

John Magill, President

John H. Burtch, Secretary