

UPPER ARLINGTON PUBLIC LIBRARY

Board of Trustees Meeting
Tuesday, October 10, 2006

MINUTES

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

MEMBERS PRESENT

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

MEMBERS ABSENT

None.

ALSO PRESENT

Ann Moore, Director; Terri McKeown, Clerk-Treasurer; Kate Porter, Assistant Director; Wayne Piper, OLC; Lynda Murray, OLC; John Forgos, Owner's Representative; Shahin Shoar, Media Services Manager; Vita Marinello, Circulation Manager; Kate Hastings, Youth Services Manager; Steve D'Andrea, Computer Services Manager; Sherman Wallace, Facilities Manager; Betty Sheridan, Youth Services Librarian; Christine Minx, Public Relations Manager; Mary Austin, Outreach Services; Nancy Roth, Administrative Secretary; Chris Bournea, This Week UA, Bill Snowman, UA resident.

APPROVAL OF THE MINUTES

Perera made a motion to approve the minutes of the September 12, 2006 regular Board meeting. Gilligan seconded the motion. VOTING AYE: Magill, Gilligan, Burtch, Kurfees, Perera and Motil. VOTING NAY: None.

Perera made a motion to approve the minutes of the September 28, 2006 special Board meeting. Kurfees seconded the motion. VOTING AYE: Magill, Gilligan, Burtch, Kurfees, Perera and Motil. VOTING NAY: None.

PUBLIC COMMENTS

Mr. Bill Snowman offered comments about the height of the new drive through book returns. He noted that they were too high for easy access from many smaller vehicles. Magill thanked him for his concern and comments. Moore noted that the current height was dictated by engineering considerations concerning the drainage repairs and the equipment requirements. She said that she had discussed the concerns with Forgos and they are looking for some alternate interior equipment that might allow them to be

lowered. At present, however, they have not been able to find a suitable substitution. Moore said that they will continue to study the problem.

NEW STAFF INTRODUCTIONS

Moore introduced Shahin Shoar, the new Media Services Manager and Vita Marinello, the new Circulation Manager. She said that Shoar comes to UAPL from the Southwest Library system and Marinello from the Grandview Heights Library. Moore noted that she is pleased to have all the managerial vacancies filled and looks forward to moving forward with the new staff. Magill welcomed Shoar and Marinello to the Library.

REQUEST FROM UA YOUTH AND FAMILY COUNCIL

Betty Sheridan, Youth Services Librarian spoke to the Board on behalf of the Upper Arlington Youth and Family Council. Sheridan explained that she serves on the Council and that former Board of Trustees member, Loretta Heigle had been serving as a Library representative. Heigle has resigned from her position on the Council and Sheridan said she had been asked by the Council to approach the Board to seek a replacement. Sheridan noted that the Council is composed of many different people, including a representative from every municipal board. Sheridan gave a brief outline of the goals and activities of the Council which acts in support of the youth of Upper Arlington.

Following Sheridan's presentation, Magill asked if there was a member of the Board who would volunteer to serve on the UA Youth and Family Council. Gilligan said she would be willing to serve as the Library Board's representative. **Burtch made a motion to confirm the appointment of Megan Gilligan as the Library Board of Trustees' representative to the Upper Arlington Youth and Family Council. Motil seconded the motion. VOTING AYE: Magill, Gilligan, Burtch, Kurfees, Perera and Motil. VOTING NAY: None.**

DIRECTOR'S REPORT

The Director's written report is attached to these minutes as Exhibit A.

Miller Park

Moore said that the roof and the floor are on at Miller Park. Forgos said the permanent roof is set to be installed the week after next. Stucco and stone work are scheduled to begin the week after next as well. Mechanicals and plumbing have been roughed-in. The first half of the windows is due to be installed on Thursday. Forgos said the site should be ready for landscaping by the middle of November.

Moore noted that Miller Park will be ready for shelving and furniture as early as mid-January. Due to the lead time needed for these items, orders need to be placed now. She said that the price for the furnishings was from Medical Resources through DesignGroup. She noted that they did use state purchasing contract pricing. Moore said the estimate is slightly less than the \$50,000.00 that was budgeted for the items. The estimate is for

\$48,463. Moore noted that the Friends have indicated that they would make a donation of approximately \$7,000.00 to be used particularly for some special Youth furnishings; window seat cushions, rockers and lamps. Magill encouraged the Board members to go by Miller Park as construction progresses. McKeown said that the funds for the furnishings are available, having been a part of the project budget. Moore noted that the items will be delivered to DesignGroup who will store them if the building is not quite ready for their installation.

Motil made a motion to approve up to \$50,000.00 for the purchase of furnishings and shelving for Miller Park. Gilligan seconded the motion. VOTING AYE: Magill, Gilligan, Burtch, Kurfees, Perera and Motil. VOTING NAY: None.

Lane Road

Moore said that five bids had been received for the Lane Road Restroom Renovation project. Forgos noted that the apparent low bidder withdrew his bid due to an error. The second lowest bidder submitted a bid that was only \$500.00 higher than the low bidder. The second low bidder (Good Home Maintenance) has agreed to accept the project. Forgos said that this company has excellent references, including ODOT and the Holiday Inn on Lane Avenue. He said that the company has been in business for fifty-three years.

Resolution 48-06

To Award the Contract for the Lane Road Restrooms Renovation Project

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library, in accordance with the Ohio Revised Code, does hereby award the contract for the Lane Road Restroom Renovation Project to Good Home Maintenance (GHM) Inc., 4470 Indianola Ave., Columbus, OH 43214 in the amount of \$76,336, that being the lowest bid tendered after Kel-Par Co, Inc. withdrew their bid. A tabulation of the bids received is attached to this resolution. The Board of Trustees authorizes the Board President to sign the contract with GHM, Inc. on behalf of the Board, upon review of the contract by the library's legal counsel.

Perera made a motion to approve Resolution 48-06. Gilligan seconded the motion. VOTING AYE: Perera, Gilligan, Magill, Motil, Kurfees and Burtch. VOTING NAY: None.

Forgos Contract Amendment

Moore said that in order to complete the Lane Road Restroom Renovation Project, Forgos would need to be authorized for payment for an additional 100 hours.

RESOLUTION 49-06

To Amend the Agreement with John Forgos to Act as Owner's Representative for Lane Road Restroom Project

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library (the "Board") and John A. Forgos and Associates (the "Owner's Representative") entered into an Agreement for Independent Owner's Representative Services ("Agreement") in June 2006 for the Lane Road Branch Restroom Remodeling Project and now wish to amend that Agreement to provide that the Owner's Representative shall provide up to an additional one hundred (100) hours of service for the Project at a cost of \$55 per hour. All other provisions of the Agreement shall remain unchanged.

Motil made a motion to approve Resolution 49-06. Perera seconded the motion.
VOTING AYE: Motil, Perera, Gilligan, Magill, Burtch and Kurfees.

Lane Road Water Issue

Moore said that water problems affecting the basement at Lane Road continue. The northwest corner of the building is frequently damp. She said that during the recent heavy rains, there has been water coming down the wall on the south side, as well. She said that it is time to address the problems seriously.

Forgos said that he would recommend a video inspection of all the various drains to see where they go and if they are clogged or damaged in some way. He said he also recommends a complete topographical survey of the area in order to assess the engineering components of the problems. Forgos said he has talked with Joel Snyder about doing a study that would look at all of these issues. Snyder would interface with UA Parks & Recreation, who are looking into doing work in the parking lot, along with BZAP, City Engineer's Office and the Planning Office. Forgos noted that in his written report to the Board, he had given an estimate of the cost of the initial work.

Ann noted that the situation has gotten worse in the past month or so. She said that the issue could go back to Operations for more discussion, but that she recommends taking the initial steps of the study as soon as practical so that the library can move to take corrective action or plan for expenditures if extensive repairs are needed. She noted that due to the frequent water problems drywall and carpeting have been removed from the basement for some time. Because of this, there are no mold problems of concern.

In response to a question from Gilligan, Forgos said that old architectural drawings of Lane Road show a perimeter drain system on the exterior of the building. He noted that the state of repair and exact location are not currently known. Moore noted that if there

are extensive repairs needed, that information could impact the Board's decision about the levy millage. Moore and Forgos both noted the need to get the video inspection and topographical work started before winter weather sets in that might delay corrective measures. Magill suggested that the Board consider authorizing these two items and then issuing an RFP for any additional work that might be recommended as a result of those findings.

Perera made a motion to authorize a video inspection and topographical survey of the Lane Road Library, with the cost not to exceed \$4,000.00. Motil seconded the motion. VOTING AYE: Perera, Motil, Gilligan, Burtch, Kurfees and Magill. VOTING NAY: None.

Energy Study

Moore said that Bruner did not supply her with an up-dated report until 4:55 p.m. so discussion of the energy study would be deferred to go back to the Operations Committee at their next meeting.

Tremont Repairs and Book Drop

Moore said that during the course of work on the book drop, it was discovered that a drain line for the gutters is incorrectly sloped towards the building rather than away from it. Forgos said the change order is to re-locate this drain at a correct slope.

RESOLUTION 50-06

To Approve Change Order #5 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 in the contract with 2K General Company for the Main Library Repairs and Drive Through Bookdrop Project:

Rework storm drainage lines East of basement courtyard area. Remove and replace existing 4" drain line at a deeper depth (approx. 12-18" deep). Install a small section of drain board along wall. Install gravel along wall to help area drainage. Repair/rework approx. 8 ft. of electrical flex line (Repair fittings and make more secure). Replace existing catch basin grate with bicycle grate.

ADDITION TO PROJECT COST

\$1,684.09

Perera made a motion to approve Resolution 50-06. Gilligan seconded the motion. VOTING AYE: Perera, Gilligan, Burtch, Magill, Kurfees and Motil. Voting Nay: None.

RESOLUTION 51-06

To Approve Change Order #6 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 in the contract with 2K General Company for the Main Library Repairs and Drive Through Bookdrop Project:

Rework South elevation window area to match work completed at North elevation: Remove all weather damaged materials (siding and substrate) around store front windows and replace with metal framing and cement board base. Cover cement board with EIFS to match North elevation, power wash and repaint columns and other areas that do not have new EIFS installed. Install flashing as needed, caulk around windows & columns. In order to complete work, an overgrown evergreen at East side of window area should be removed. The tree is near the end of its life span (not in good condition) and the proximity of the tree to the building could cause damage to the building. 2K will saw off tree at stump base and remove tree. Remains of stump will be left, sawed at ground level.

ADDITION TO PROJECT COST

\$20,637.65

Moore said that Change Order #6 concerned repairs to the south side of the Tremont facility. The proposal from 2K General was to effect repairs to the fascia similar to what they did on the north side of the building during the book drop construction. Forgos said the price was about half of what he expected it to be. Forgos recommended approval of the change order in order to ensure the consistency of work and because this would extend the performance bond. He noted that 2K General is willing to do the work now.

Burtch noted that he had not noticed the extent of the disrepair to south side of the building until he drove past on his way to the meeting. He said it appeared to him to be in very bad shape. Kurfees asked when the need to bid a project took effect. Forgos said that renovation work under \$30,000.00 did not have to be bid. He noted that it is also possible to extend an existing contract without being in violation of public bidding.

Perera noted that this is not an additional cost to the book drop project, but really is repair work and should be viewed as such by the Board and the public. He voiced concerns about this work increasing the total cost of the project. Magill also stated that, although he did agree that the work did need to be done, this seemed to be a different investment package.

Motil said that he agreed that the work should not be called part of the book drop work, but rather that it is renovation work.

With that in mind, he said he would put forth a motion to approve the removal and repair of the fascia of the south side of the building with a repair cost of \$20,637.65. Burtch seconded the motion. VOTING AYE: Motil, Burtch, Gilligan, Perera and Kurfees. VOTING NAY: Magill. The motion carried five to one.

OPERATIONS COMMITTEE

Perera reviewed the minutes of the Operations Committee Meeting which are included below.

*Operations Committee Meeting
Friday, September 22, 2006 7:30 a.m.*

Meeting Notes

PRESENT: John Magill, Brian Perera, Charles Motil, Ann Moore, Kate Porter, Terri McKeown, Steve D'Andrea, Marcus Hensley, Steve Owley, Nancy Roth

Points of Information

Computer Services Proposal

Steve D'Andrea, Marcus Hensley and Steve Owley were present to submit a draft of a proposal to upgrade the data network to the committee. A packet of written information was distributed to those present which included a summary of the proposal, background information, vendor estimates and comparisons, recommendations and sample lease proposals. D'Andrea noted that the proposal included items to

- 1. upgrade the public workstations,*
- 2. manage the public workstations, and*
- 3. manage computer services staff.*

D'Andrea said that one goal in terms of staff management, was to be able to offer remote assistance to the public workstations, including patron assistance and periodic updates of software.

D'Andrea said that there are currently 53 public workstations in the UAPL system, including all three locations. The recommendation was to increase the number to 60 with one held back as the master station. The proposal compared the installation of standard workstation components vs. advanced workstation components. The recommendation was for installation of the advanced workstations in all three facilities. D'Andrea also noted that state contract pricing was generally higher, but had the advantage of not having additional shipping costs. He noted that for larger purchases the savings in shipping costs would more than counterbalance the higher cost per item.

D'Andrea said that the advantage of leasing versus purchasing equipment from a technology perspective is that a lease facilitates keeping the technology fresh and

current. Purchase of equipment tends to extend the life of the equipment as it can be serviced in-house. He later noted that this decision is one that the Board will have to make after taking into account financial considerations.

It was noted that the initial replacement must be done in bulk so that all the computer components are identical. In order to configure an effective network from one console, this is a must. Owley noted that workstations can have different software installed, so some specialization of use is possible. Additional licensing purchase would allow for easy expansion of the public workstations if certain software becomes more of a demand with the patrons. Compatibility of any replacement of faulty items would be a problem whether the items are purchased or leased. Warranty specifications are the same for leased items and purchased items.

Through discussion with the group, it was noted that the end term of a lease would be a challenging time for the computer services staff. D'Andrea noted that there would need to be a period of overlap so that new units could be configured and prepared at the end of a lease period. He said that he would view this as a regular cycle within the department if the Board decides to lease, rather than purchase equipment. It was also noted that lease agreements can be extended or equipment purchased for \$1.00 at the end of the lease term if financial considerations make it necessary.

There was discussion of the use of other operating systems in the future. It was noted that currently, patrons expect Windows based systems to be in place, but other options could be considered in the future.

It was noted that the primary uses of the workstations by patrons are

- 1. word processing*
- 2. use of UAPL subscription databases*
- 3. internet access*
- 4. email communication.*

Magill suggested that a study be done of the level of demand by patrons for the workstations. He also suggested that D'Andrea incorporate some of the points made during the meeting into a revised introduction of the proposal. He noted that the goal of keeping UAPL in a leadership position regarding technology available to patrons was an important point that should be noted in the proposal. In addition, the fact that the closing of the main OSU library for three years will have an impact on the usage of the library in general, and will certainly impact the demand for public workstations.

A plan was agreed to that

- 1. Computer Services would expand the narrative of the proposal;*
- 2. the Finance Committee would meet to review the financing alternatives and make a recommendation;*
- 3. the Operations Committee will meet after digesting the information given by D'Andrea and make a recommendation, in conjunction with the Finance Committee, to the Board at the November 16th Board meeting.*

Bruner Study

There was discussion regarding the Bruner Energy Use study. Magill noted that in an earlier Operations Committee meeting it was decided to proceed with replacement of the cooling tower. It was noted that the three major items of immediate need were the cooling tower, the chillers and the boiler. After a brief discussion, Magill asked that Moore and McKeown prepare information for the Board that would include the expected life span of the equipment; the age of the equipment to be replaced; and the priority in the replacement for each item. Motil noted that there were currently three initiatives with intersecting impacts that needed to be kept in mind; the technology study and recommendations, the energy study and recommendations and the space study called for by the strategic plan.

Miller Park

Moore noted that the skin should be on the building by mid October. She said that Forgos estimates completion would be about 90 days from that point, putting completion in mid to late January. Staff would need at least a week to prepare the space, so the re-opening of Miller Park could be as early as the end of January or the first of February. Moore said that there was a need to begin the ordering process for furnishings for Miller Park, including shelving, the circulation desk, chairs, desks, etc. She said that she also needed to begin staffing planning with Whitt, DeWitt and Porter. She requested clarification regarding these expenditures, noting that she was aware that Magill had reservations.

Magill asked how the purchases were planned. Moore said that DesignGroup works with companies on state contracts. It was noted that \$50,000 had been allocated for furnishings in the budget for the renovation. There was general discussion about targeting the need for additional donations. General contributions could be received; McKnight and the Foundation could solicit for in-kind goods; and the Friends of the UAPL or other outside groups could make a donation. It was agreed that the \$50,000 already allocated could be utilized, with the hope of fleshing out the furnishings through future donations.

McKeown noted that furnishings and equipment do not have to be bid. The library can request competitive quotes and consider the results of those quotes. It was decided that the Board should be made aware of the purchases through a resolution to be approved at the October Board meeting. Magill asked McKeown to prepare information for the Board regarding the legal procurement process for this type of purchase.

Moore informed the Committee of a change order that will be forthcoming for Miller Park. She said that when the floors were uncovered, it was discovered that many of the floorboard were severely damaged due to fire and water damage. The replacement of these was not a part of the original bid package. The change order for the replacement should be available for action at the October Board meeting. She noted that Forgos is keeping a close eye on the expenditures for the construction projects.

Moore also noted that several contractors have indicated their interest in the Lane Road project. Bids will be opened at noon on 9/28/06. Magill asked that bid summary information be made available to the Board. Moore agreed that this would be done in advance of the October meeting.

Meeting adjourned at 8:45 a.m.

Perera noted that the committee expected to have a recommendation regarding the public workstations replacement proposal for the November Board meeting. He and Magill offered their congratulations and thanks to Steve D'Andrea and his department for compiling the report. Perera also said the energy study will be reviewed at the next Operations Meeting, but that the top priorities are replacement of the cooling tower, the chiller and the furnace at Tremont.

Kurfees requested that the Operations Committee also review the patron concerns about the book drop at their next meeting.

Perera reviewed the process through which the strategic plan was drafted. He noted the broad community representation and participation. He offered thanks to OLC and to the library staff involved in the writing of the plan. Perera noted the five areas of primary interest identified through this planning process:

1. To serve as a commons area for the city of Upper Arlington,
2. To augment the library's holdings,
3. To encourage and support life-long learning,
4. To continue to promote cultural awareness, and
5. To serve as a source of general information

Perera said that the results closely mirrored those of the telephone survey. He said that the overall message from the community, other than the commons area portion, was that things were being done well, but could be even better. Some of the specific objectives are:

- Reviewing the interior space usage
- Strengthening ties with the schools and Parks and Recreation
- Upgrading the technology
- Increasing the budget percentage for materials to 20%

Perera said the strategic plan moves the library forward. It makes the library a "destination location" for many and the technology component makes the library a "virtual location" for many others. Porter also offered her thanks to the participants and the Board for their input.

RESOLUTION 52-06
To Approve the 2007-2009 Strategic Plan

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve the Strategic Plan 2007-2009 for the Upper Arlington Public Library.

Gilligan made a motion to approve Resolution 52-06. Burtch seconded the motion. Burtch also noted that he thought the plan was an excellent document that provided exciting opportunities for the library. The need to prioritize and plan for each step was noted by Burtch. Moore said that many great, creative ideas came from staff and members of the community. Piper noted that OLC was presenting a workshop called "Implementing for Results" in November. Moore and Porter will be attending. VOTING AYE: Magill, Burtch, Gilligan, Perera, Motil and Kurfees. VOTING NAY: None.

FINANCE COMMITTEE

Motil gave a summary of the Finance Committee meeting of October 3, 2006. The notes from that meeting are included here.

*Finance Committee
Meeting Notes*

Tuesday, October 3, 2006 8:00 a.m.

PRESENT: Charles Motil, Bryce Kurfees, Ann Moore, Terri McKeown, Kate Porter, Nancy Roth, Lyndsey Teter.

POINTS OF INFORMATION

The meeting was called to order at 8:05 a.m.

Agenda Item #2 - Levy Options

McKeown distributed a packet of information regarding levy options. She emphasized that the figures presented were estimates only. McKeown noted that the Franklin County Auditor's office expects to have more current valuations available for computation in early December. She also said that the figures did not include the various deductions from the levy payments. These deductions would include the collection fees and possible costs of a special election, if the May election is determined to be a special election. McKeown noted that there are conflicting opinions as to whether the May election falls into the special election category.

McKeown said that the largest variable in budget projections is the future of the LLGSF. McKeown noted that the report from Lynda Murray is only a recommendation. She also noted that the November election will determine changes in many state offices, including the Governor and the Treasurer. After some discussion, the committee agreed that projecting budget needs ahead for ten years is too imprecise to be relied upon and that any levy proposed should be for a five year term.

There was discussion about the timing of the actions to be taken by the Board. McKeown said that she would like to be able to base the request for certification from the Franklin County Auditor on the valuations due out in December. It was noted that once a certification is given, the figures used cannot be changed even though the valuation is changed. Motil and Kurfees both noted that because personal property makes up a fairly small portion of the tax base and there is no expectation for large scale increase in new construction, any change in the valuations would not have a huge impact on the figures as they currently stand.

McKeown provided the committee with information about current levies in effect for other local libraries. Columbus Metro has a 2.2 mill levy; Worthington has a 4.8 mill levy; Grandview has a 4.70 mill levy; and Westerville has a .80 mill levy. Bexley and Southwestern have no levies in effect currently. During discussion, it was noted that Worthington is a school district library, unlike UAPL. It was also noted that state law requires public libraries to operate on a calendar year budget. McKeown said her recommendation would be to request two or three certifications from the County Auditor at the November Board meeting and then select one of those options to be passed in December.

During the course of the meeting, Moore made two calls to the City Clerk's office to clarify the timetable on which the city would be operating. Following the first call, Moore relayed the information that the preferred scenario would be for the request to the city to be on the December 4, 2006 agenda of the City Council conference meeting. In order to do this, it would need to be in to the City by December 1, 2006. City Council could then begin their three reading process and have that completed in time for the 75 day deadline. The Clerk's office did acknowledge that they could waive the three reading requirement, but that they preferred not to have to do so. In discussion, committee formulated a plan to request the certification options from the Auditor's office in the November Board meeting and then plan a special Board Meeting in order to vote on which certification to submit to the city by December 1, 2006.

In a second phone call to the City Clerk's office, Moore was explained that the Franklin County Auditor would be up-dating valuations in early December and that this would impact the certification. That office indicated to Moore that he would talk with the Mayor to see if the city would accommodate the library's wish to base the certification on revised valuations. They did indicate to Moore that the City would like to work with the library on this situation and that perhaps the City's action could be accomplished in one meeting in January of 2007. This discussion with the city will continue.

Agenda Item #3 – Library Audit for 2005-2006 and 2007-2008

McKeown informed the committee that the State Auditor's office has informed us that audits for 2005-06 and 2007-08 will be outsourced to an Independent Public Accounting firm. The audit for UAPL will be bundled with the Bexley and Westerville audits and done by the same firm. The Auditor's office has provided McKeown with a listing of 151 potential firms from which the library is to select a firm that we would prefer conduct the audit. A questionnaire has also been given to McKeown from the State Auditor to be completed and submitted.

A pre-proposal conference will be held involving all three libraries and the State Auditor's office and any firm who may wish to bid on the job. The ultimate decision of which firm to use will be decided by the state IPA contracting committee out of the State Auditor's office, who will look at the recommendations of the pre-proposal meeting, but is not bound by that recommendation.

Motil noted that he would like more detail from the State Auditor's office on the process and that one member of the Finance Committee should be at the pre-proposal meeting. McKeown said that she also had questions, including the cost to the library for an outsourced audit.

There was discussion about a ruling from the Government Accounting Standards Board that encouraged reporting on a GAAP-like accounting basis for reporting by public entities. McKeown noted that libraries are not required to have OCBOA accounting practices in effect, but that she would like to eventually move in that direction. The various aspects of this change were discussed, with the committee in agreement that the library should continue to report on a cash basis.

Agenda Item #4 Computer Services Department Proposal

The basics of the proposal from the Computer Services Department's proposal for upgrading the public workstations were reviewed by McKeown. She noted that the current workstations were six years old and that the CS Department had been able to stretch the life of these units. The proposal calls for an increase from 53 workstations to 60. McKeown said that the Operations Committee had reviewed the proposal and had referred it to Finance.

The recommendation from CS is for installation of the Advanced PC option, which would allow the technology to grow with new advances. The option recommended by CS also includes replacement of the forms printer, software, and additional servers. Motil noted that he was looking for more specific information from Computer Services as to the specific benefits of the Advanced PC option for patrons.

McKeown noted that due to the insurance savings, increased interest income, and already budgeted funds for equipment, the money was available to proceed with the project if the Board elected to do so. McKeown said that she would recommend that the issue be returned to Operations for that committee to decide which equipment option was preferred by that committee. It was noted that pricing in this area is very fluid and price

quotations given are generally in effect for only a limited time. Once Operations decides on which equipment option to explore, CS could get quotes for the Board to review.

The committee discussed reviewing lease versus purchase options, particularly in terms of obtaining lease quotes from entities other than the equipment manufacturers. Since funds are available and since CS has been able to extend the life of our computers effectively in the past, McKeown and Moore both recommended that the library purchase the workstations rather than lease them. Following additional discussion, Kurfees and Motil agreed that this would be the best course. Motil did request that the benefits of the up-grade be specified more clearly by the Computer Services Department for the better understanding of the general public.

There was discussion about enhancing the technology component of the strategic plan. The committee agreed that a recommendation for purchase, based on quotes to be obtained by the CS department should be planned for the November Board meeting.

Agenda Item #5 – Bruner Energy Study

McKeown said that in reviewing the energy study conducted by Bruner, the Operations Committee had identified three priorities for replacement. These priorities are the cooling tower, the boiler and the chillers, all located at Tremont. It was noted that these are time sensitive in that they should not all be done at once, but the cooling components should be replaced during the winter and the heating components replaced in the summer.

Moore noted that Bruner representatives, Eric Kuns and Mark Wenger were going to be meeting with her and with McKeown this afternoon to discuss more specific aspects of the energy study. McKeown noted that Bruner will provide pricing under the state contract pricing system. She said that funds are available for replacement of these items in the Building Improvements fund. If approved by the Board, Bruner would be able to begin the work in December, 2006.

Agenda Item #6 – Lane Road Restroom Renovation

McKeown informed the committee that the apparent low bidder for the restroom project had withdrawn his bid. Forgos is in the process of checking references, etc. for the second low bidder. The Board will be asked to award the contract at the October meeting.

Agenda Item #7 – Review of Miller Park Storm Sewer

The committee discussed the events that led to the issue of the increased cost of the storm sewer from original estimates. The committee had been asked to make a recommendation to the Board about whether to pursue additional reimbursement from the city for the upgraded sewer work that was undertaken. The additional amount was estimated to be about \$11,000. Moore and McKeown noted that the city has generally been very helpful and willing to assist the library. The committee also noted that it was important to preserve a good working relationship with the city. Due to up-coming projects, including the timetable for the levy and work at Lane Road, the committee agreed that we should not pursue obtaining the additional reimbursement.

Motil noted that the Finance Committee did not yet have a recommendation for a specific levy amount. The committee did feel that a 10 year levy was too imprecise and therefore was in favor of a five year levy. He noted that the new valuation from the Franklin County Auditor's Office was due out in early December and that the committee felt the timing to meet filing deadlines could still be met if the library waited for the new figures.

McKeown said that the library is still working to identify budgetary needs over the life of the levy in order to zero in on a target figure that would be needed to support those needs. She reminded the Board that more than one certification can be requested from the Franklin County Auditor's Office for the Board to select from as information is clarified. Magill noted that the city requires three readings of the measure. McKeown said that the library is still working on clarifying whether those are necessary, saying that past levies have been approved by the city at one meeting.

Brief comments were made by Motil and McKeown that highlighted information from the Finance Committee meeting notes regarding the Audit for 2005-2006 and 2007-2008, the computer services proposal and the Miller Park storm sewer reimbursement – noting the desire of the Board to maintain a good partnership and working relationship with the city for future projects.

Motil said that a recommendation regarding the computer services proposal for upgrading the public workstations should be ready for the November Board meeting. He said that the proposal would move us ahead of our peer libraries. He noted that the Finance Committee did recommend purchase over leasing the equipment. McKeown noted that funds for purchasing the computers and software were available within the operating budget.

Magill returned to the topic of the Levy. Magill requested a motion from the floor to determine the statute under which the library would request the levy, in order to clarify the language needed in subsequent documents. Perera noted that according to Becky Princehorn, filing under Section 5705.23, places the city in an administrative role, obligating them to forward it to the ballot rather than deciding on the library's behalf if it should appear on the ballot. **Kurfees made a motion that the Board of Trustees file for a levy under ORC Section 5705.23. Burtch seconded the motion. VOTING AYE: Kurfees, Burtch, Magill, Gilligan, Motil and Perera. VOTING NAY: None.**

Magill noted that for planning purposes, at the November meeting the Board would request two or three certifications from the Franklin County Auditor's Office. McKeown noted that there were also fees that will impact the levy, including fees for a special election and collection of the taxes. The special election fees would come out of the first payment of the levy in one lump sum. Magill asked the finance committee to meet before the November meeting to recommend two or three options. Burtch noted that the goal would be to select a certification at the December meeting in order to have the most accurate valuation figures possible and request that the city take action on the levy request in one meeting rather than three. The Board agreed that this would be the preferred scenario.

CLERK-TREASURER’S REPORT

NOTES FROM THE CLERK TREASURER
OCTOBER 2006

The Finance Committee met on October 3, 2006. Please refer to the notes of the meeting for details on each topic that was discussed. I prepared estimates for several different options for an operating levy that were reviewed by the committee. I want to stress that the figures provided are estimates – and were prepared based on information received from the Franklin County Auditor’s office. When official certification(s) is requested, the total estimated revenue will change. For a brief overview, here’s a comparison chart of estimated revenue per year for each option, based on the preliminary formulas provided by the Franklin County Auditor’s Office:

<i>Current 2.00 mill</i>	<i>\$2,239,387.78</i>
<i>2.20 mill – Replacement with an increase</i>	<i>\$3,394,132.74</i>
<i>2.00 mill – Replacement</i>	<i>\$3,086,430.73</i>
<i>1.80 mill – Replacement with a decrease</i>	<i>\$2,778,728.71</i>
<i>1.60 mill – Replacement with a decrease</i>	<i>\$2,471,026.69</i>

<i>Cost to Homeowner per \$100,000 of valuation</i>	
<i>Current effective rate (approx 1.42 mill)</i>	<i>\$43.49</i>
<i>2.20 mill</i>	<i>\$67.38</i>
<i>2.00 mill</i>	<i>\$61.25</i>
<i>1.80 mill</i>	<i>\$55.13</i>
<i>1.60 mill</i>	<i>\$49.00</i>

The next step will be projecting the expected revenue for the LLGSF on a calendar year basis, and the anticipated expenditures for the life of the levy. The timetable required by the City of Upper Arlington is still being defined. The current plan is to have the options narrowed by the November 16th Board meeting, so that the Board can vote on requesting official certification by the Franklin County Auditor’s office. More than one certification can be requested.

I received notification that the Auditor of State (AOS) will be “engaging” an independent public accounting firm (IPA) to perform the 2005-2006 and the 2007-2008 audits for the library. They are “bundling” the audits of UAPL with the audits of the Westerville Public Library and the Bexley Public Library. After completion of a questionnaire, a Request for Proposal (RFP) will be prepared and sent to several firms that are selected by each library, and the AOS. A pre-proposal conference will be held so that each firm has an opportunity to ask questions. The proposals will be submitted to the library and the AOS for separate evaluation. After evaluating the proposals, a recommendation will be forwarded to the IPA Contracting Committee, Department of Audit, of the AOS for final selection. The audit for 2005-2006 will begin sometime in the first half of 2007. I

am not sure what impact this process will have on the cost and audit procedure. As more information becomes available, I will update the Board.

During September, I attended a meeting with the Metropolitan Education Council regarding the Self Help Gas Program that the library participates in. The program has been in existence for 21 years, and has 105 participants, which consists of mainly school districts. The program has a contract with Energy USA through 2008. The purpose of the meeting was to provide information on the program for the heating season that will begin in October. The Upper Arlington Public Library has saved \$14,886.09 since 2002 by participating in this program. For 2006-2007, the budget amount for the Upper Arlington Public Library is projected to be close to what was paid during 2005-2006. The final cost will depend on the weather for the heating season.

Library materials orders have begun for Miller Park. Bonnie DeWitt and her staff are working with the Technical Services Department to place orders for books, periodicals, and audio-visual items. Once the items are received, they will be processed and stored offsite until the Miller Park Renovation is completed.

During the month of September, a new online research service was purchased by the Reference Department from Rosetta Stone. The service is a language learning tool and offers 28 languages. Patrons can work at their own pace either from home or in the library. It's a total immersion program so patrons can learn to read, write, speak or listen to new languages. The program is available now on the library's website, under Reference Help, online databases. The range of languages offered is pretty amazing.

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

RESOLUTION 53-06
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:

\$25.00 Helen M. Etzel

Kurfees made a motion to approve Resolution 53-06. Motil seconded the motion. VOTING AYE: Kurfees, Motil, Magill, Gilligan, Burtch and Perera. VOTING NAY: None.

RESOLUTION 54-06
2006 Appropriations Amendment

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

BUILDING IMPROVEMENT FUND 402

3200 Communications	- \$500
3700 Professional Services	+ \$500

Gilligan made a motion to approve Resolution 54-06. Kurfees seconded the motion.
VOTING AYE: Gilligan, Magill, Burtch, Kurfees, Perera and Motil. VOTING NAY:
None.

PERSONNEL COMMITTEE

<u>Effective</u> <u>Date</u>	<u>Employee</u>	<u>Current</u> <u>Rate</u>	<u>New</u> <u>Rate</u>	<u>Classification</u>	<u>PT/FT</u>
Terminations					
09/16/06	Katie Linder			Page	T PT
09/25/06	Jennifer Lawson			Lib Asst I	T PT
New hires					
09/25/06	Myrlyn Reasoner	\$6.50		Page	T PT
09/25/06	Michael Price	\$6.50		Page	T PT
09/25/06	Kathleen Finneran	\$6.50		Page	T PT
09/29/06	Sudarshan Sampath	\$6.50		Page	T PT
10/04/06	Patricia Smith	\$6.50		Page	T PT

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

FOUNDATION REPORT

In addition to her written report, McKnight noted that the Foundation Board is very pleased to see the Miller Park project moving ahead. She circulated pictures of donor plaques that are in use by other organizations and solicited input from the Board. She said that the Foundation will cease their fundraising efforts after December until after the May election in order not to detract from the levy campaign. She also noted that the Foundation was offering a basketball signed by the OSU basketball coach for a silent auction item.

PRESIDENT’S REPORT

Magill offered remarks. He noted that the new “Explore, Gather, Grow” message on the cover of the strategic plan is very appropriate to the library’s mission. He noted the goal of providing a welcoming space for patrons. He said that continuing to provide relevant services while expanding other services should attract new patrons. He noted the work of McKeown, Moore and the Finance Committee in providing the financial foundation for library services as they grow. Magill said that the need to improve and maintain the facilities was a key element in being able to provide quality services to patrons and that up-coming projects would support that need.

ADJOURNMENT

Prior to adjournment, Burtch said that receiving the report from Forgos was very helpful in preparing for the meeting. He noted that the detailed minutes have been very helpful in preparation also, along with receiving the packet of information earlier. Kurfees also noted the improvements made in tabbing the packets and the earlier arrival of the packets.

Gilligan made a motion to adjourn the meeting. Perera seconded the motion. VOTING AYE: Gilligan, Perera, Kurfees, Burtch, Magill and Motil. Meeting adjourned at 6:40 p.m.

John Magill, President

John Burtch, Secretary