

UPPER ARLINGTON PUBLIC LIBRARY

Board of Trustees Meeting
Thursday, November 16, 2006

MINUTES

President Magill called the meeting to order at 5:04 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

None.

ALSO PRESENT

Ann Moore, Director; Kate Porter, Assistant Director; Terri McKeown, Clerk-Treasurer; Lynda Murray, OLC; John Forgos, Owner's Rep; Dan Boda, Levy Committee Chair; Joel Snyder, Joel Snyder & Associates Architects; Jackee McKnight, UAPL Foundation; Rebecca Princehorn, Attorney, Bricker & Eckler; UAPL staff members; members of the press; UA residents.

APPROVAL OF THE MINUTES

Perera made a motion to approve the minutes of the October 10, 2006 meeting. Motil seconded the motion. VOTING AYE: Perera, Motil, Magill, Gilligan, Kurfees and Burtch. VOTING NAY: None.

PUBLIC COMMENTS

There were no public comments. President Magill read the procedure regarding public comments into the record.

DIRECTOR'S REPORT

Moore began by saying that information regarding the cooling tower has not been received from Bruner.

Forgos reported that the stonework on the Miller Park façade has been started. The electrical and framing are ready for inspection. The concrete steps and ramp are ready to be poured. Forgos said that the furnace has been delivered. Moore said that she, Marcus

Hensley and Steve D'Andrea have begun planning the cabling and telephone wiring installation at Miller Park. Moore and Forgos indicated that the project continues to be on track for delivery of furnishings in January and for a projected patron opening in February.

Magill noted that he had toured the project with Moore and he found it very impressive. Magill said that the facility will be an asset to the entire neighborhood. He urged other board members to take a tour during the renovation process.

Moore reported that the Lane Road Restroom project has begun. Forgos said that the lower level restrooms have been demolished and the new plumbing rough-in is complete. The electrical rough-in is complete. The lower level restrooms are ready for electrical and framing inspections and then drywall application can begin. Comments on the Lane Road water issues were deferred until the Operations Committee report.

Forgos said that work at Tremont should be completed by the end of the week. Moore noted that work to correct the drainage issue at the northwest corner of the building has been done. During the process of correcting this problem, excavation revealed a concrete slab that covered a four-foot hole. This was removed; the hole filled and the basement wall was waterproofed. The site was backfilled and has been re-seeded. Moore and Forgos said that this should solve a chronic water problem.

Moore said that next year, work at Tremont should begin to reflect the direction of the strategic plan. She said that during the UA Chamber of Commerce luncheon today, Fred Anderle of WOSU talked about civil discussion and methods he used to maintain civility during his radio show. Moore said that during the discussion which followed, Holly Goldberg of Northwest Counseling Center noted that the UAPL staff seemed to have undergone a change in that they were genuinely friendly and helpful. Goldberg noted that a few years ago, staff seemed aloof and sometimes unhelpful. Moore said that she agreed and felt that the current staff is wonderful with the patrons.

Kurfes asked for an up-date on the issue of the book drop height. Moore said that she continues to look at options. She said that she is looking at the option of modifying the current carts but that she would like to give patrons some time to adjust to the new drops. She noted that the current arrangement is helpful for staff in that the materials are roughly pre-sorted. She said that this also offers some protection for the AV materials.

Moore said that during the personnel committee meeting there was discussion about the concept of creating a Community Relations Manager position. Burtch said the committee did authorize her to continue to explore the idea. He said that the idea needs to be fleshed out, but that the committee feels it is a good idea. Burtch noted that we have been ranked as the 4th best library in the nation, but that now we need to relay that message and information to the community. Moore noted that Worthington, Westerville and Columbus Metro have such a position. Burtch said that we are one of the few libraries in the area that doesn't have a Community Relations position.

OPERATIONS COMMITTEE

Perera reviewed the Operations Committee meeting reports from 10/23/06 and 11/6/06. The notes of those meetings are included here.

*Operations Committee Meeting
Monday, October 23, 2006*

NOTES

Agenda Item #I

The meeting was called to order at 7:32 a.m.

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

Agenda Item #II

John Forgos gave an update on the construction projects at all three facilities.

- *Tremont – Forgos said that the repair work on the corner drain should be finished this week. He noted that a concrete pad had been uncovered during the excavation. The existence of this had not been anticipated and will add to the cost of the repair work. It was noted that this concrete work was a part of the reason for the drainage problems at that corner. Forgos said that work to replace the fascia on the south side of the building will begin this week. Bollards and the traffic counter will be installed this week as well.*

Magill asked about the book drop height issue. Moore indicated that she had contacted the Kingsley representative who indicated that there was a 24" book bin available. This would allow for the lowering of one of the book drops about 6 inches. However, Moore noted that the 24" bin holds only about half the books that the current carts hold. Moore stated that she has contacted the Medical Resources representative who has taken measurements to see if there may be some type of medical cart that could serve as a book bin. Moore said that she would email this information to Magill and Perera when it becomes available to her.

- *Miller Park – Forgos noted that recent weather had slowed down the work at Miller Park, but that he still expects it to be dried in by the end of the month. He said the windows were nearly all in and that Reitter was planning to start the stucco work this week, weather permitting. Forgos said that he did receive a lengthy change order from Teemok on Friday. The items included on the change order include:*
 1. *a gas line for the fireplace that was not in the drawings,*
 2. *floor joists needed due to evidence of a previously unknown fire,*
 3. *siding work needed to allow for the stucco to be done,*
 4. *automatic flush valves for the toilets,*

5. *converting a window opening to a door in order to comply with the city's code,*
6. *additional steel needed due to the beams uncovered during demolition that were at variance with the old drawings, and*
7. *proper insulation of the ceiling.*

These items total about \$18,000.

- *Lane Road – Forgos said that GHM will be starting the restroom renovation on Wednesday. There was discussion about returning the deposit checks for drawings requested by prospective bidders on the project. The committee agreed that the checks should be returned in order to maintain a positive reputation in the construction community which would benefit the library in future projects at bidding time. Magill said that the transmittal letter should also include a request that if future projects are bid that companies return the drawings.*

Moore noted that she had talked with UA Fire Department Lt. Long and arranged a preview of the renovation project with him. Steve D'Andrea and Sherman Wallace will meet with him this afternoon. Moore said that Lt. Long had also taken a look at the fire lane situation at Tremont and will discuss it with Larry Helscel, Director of Public Services. Moore said that she has arranged a meeting with Joe Valentino, Assistant City Manager, on Wednesday afternoon. She noted that this meeting is to follow up on the Board's decision not to pursue reimbursement for the storm sewer work at Miller Park. She will also discuss some of the issues at Lane Road and other plans the library has, including fire lane signs at Tremont. Perera asked about the in/out arrows to be painted on the book drop drive. Moore said she would be discussing this with at her meeting with Valentino. It was noted that the painted arrows would not be visible to patrons during snowy weather.

Forgos said the video inspection of the water lines at Lane is scheduled for Wednesday morning. He said he had not had a response from Bird and Bull yet about the topographical survey. Forgos said if he did not hear from them today, he would contact another company to get the work started. It was agreed that the library would wait to engage Joel Snyder for the drainage problem study until the results of the video inspection and the topographical survey were received. The committee agreed that the estimate from Snyder for the study was well below the threshold requiring an RFP. Forgos said that he expects the results to confirm that the major part of the problem will be the city's responsibility. The committee noted that the corrective work recommended by the study would be handled separately and would most likely have to be done via an RFP.

Magill asked about the possibility and cost of enclosing the open stairwell at Lane Road. Forgos said that it would not be a simple project since it would

require going through BZAP. He noted that because of that, drawings would have to be done and an architectural design commissioned. He said that he felt the project would cost about \$100,000. Magill noted there were problems on all four sides of the building that affected the drainage. These were underground seepage and draining inhibited by the parking lot on the south side; topographical issues on the west side, backflow when Turkey Run is at a high water mark on the east side and the problems caused by the open stairwell on the north side of the building. In the long term, Magill said that he envisioned an expansion of Lane Road to the west that could alleviate the problems there. At the present time, the committee agreed to meet again before the November Board meeting to review the results of the surveys being conducted and to formulate a recommendation for the Board meeting. Forgos left the meeting at this point.

Agenda Item III

There was discussion of entering into an agreement with Forgos to serve as a consultant for the Lane Road drainage study. The committee agreed to make a recommendation to the Board to engage Forgos in this capacity for up to 100 hours. Magill noted that another agreement would be needed if the Board decides to initiate corrective work at Lane Road.

Agenda Item IV

Steve D'Andrea presented the committee with an up-dated recommendation for upgrading the public workstations. The document included some language revisions, expanded descriptions and current vendor quotes that would remain in effect until the Board meeting. The committee commended the department for their research and the well-thought out proposal. It was noted that the total cost is about \$142,000.00. The committee agreed to make a recommendation to the Board at the November meeting to purchase rather than lease the Advanced Workstation option.

Agenda Item V

Moore said that Eric Kuns from Bruner Corporation had not provided her with the up-dated information that had been requested. That discussion was therefore tabled.

Off Agenda Discussion

There was discussion about the Strategic Plan cost estimates. Moore reviewed the document she had prepared. Costs for the five goals were outlined. Moore noted that the figures were very rough estimates. The Commons goal included possible capital projects which the committee discussed, including the unknown cost of corrective drainage work at Lane Road. Moore noted that the Cultural Awareness goal would involve primarily personnel costs. The Current Topics and Materials goal involves the increase of the portion of the budget allotted for materials procurement to 20% of the budget. The General Information goal reflects a state-wide drive to share information and link together. Moore noted that libraries are trying to encourage vendors to offer state contracts for items like databases, but that resistance from vendors has been noted.

She also noted that self-check out would be done incrementally. She also said that conversion to digital technology would probably not be complete in five years.

It was noted that some libraries are pursuing RFID technology vigorously while others are pulling back from it. She noted that the problem is that there is not an industry-wide standard in place, so that a system used by one library may not work at a second library. This creates problems for shared materials. The committee agreed that it was not desirable to be a beta tester of this technology.

Magill said that while most of the components of the five goals would be pursued and studied over time, he would like the library to move ahead with implementation of the 20% materials budgeting in the 2007 budget. He also noted that some maintenance issues were not really part of the strategic plan, but were maintenance issues to be considered a part of the regular operations budget. Moore noted that some of the costs under the commons goals included items like the energy study recommendations and possible roof replacement – not specifically an outcome of the strategic planning process.

Magill noted that the funds from the levy should be viewed as being for operational expenses and then address the top three or four priorities from the strategic plan. He suggested that the budget should take into account the personnel and materials budget needs and then start adding in the Commons issues. Perera noted the need to not budget so tightly that if LLGSF funds are reduced the library would have operational issues. He said that it would seem reasonable to base budget projections on the LLGSF funds remaining flat.

Perera requested information about the extent of the patron usage of the on-line databases. D'Andrea noted that many of the vendors of the databases do not cooperate in supplying that information. D'Andrea noted that he might be able to retrieve it from the proxy server and that he would prepare a list of the databases for Perera.

McKeown provided the committee with a timetable of actions for the levy prepared by Rebecca Princehorn. This contained the actions needed in order for the levy to appear on the May 8, 2007 ballot. It was noted that the Finance Committee is to prepare recommendations for the Board to request two certifications of assessed valuation from the Franklin County Auditor. Magill said that whoever presents the levy option to the Upper Arlington City Council should plan on doing a dry run on Friday, January 5, 2007 in order to be prepared for questions from Council. He noted the need to make a good presentation to City Council as part of the public education process for the levy.

The meeting adjourned at 8:44 a.m.

*Operations Committee Meeting
Monday, November 06, 2006 7:30 a.m.*

NOTES

Agenda Item #1

The meeting was called to order at 7:31 a.m. Present were John Magill, Brian Perera, Ann Moore, Terri McKeown, Kate Porter, John Forgos, Lynda Murray, OLC and Nancy Roth.

Agenda Item #2 – Miller Park Update

Forgos noted that Reitter Wall Systems has started preliminary work for the stucco. He said that with better weather this week, the actual stucco work could be started and some stonework might be started by the end of the week.

Forgos noted that the electrical contractor needs the agreement # between AEP and the library in order to extend electrical service to the building. McKeown was asked to provide this information to Forgos.

Forgos discussed the change order submitted for Miller Park. He said that the original amount was approximately \$18,000. He noted that after his review, the current amount is now \$15,800. Forgos said that because fewer fixtures will be used in order to be in compliance with UA Building electrical use codes, he expects a further reduction of \$2,000 - \$3,000. Forgos said that he would have final figures for the change order by the Board meeting. The change order includes floor joists, running a gas line for the fireplace, automatic flush mechanisms for the restrooms, replacement siding for a dormer peak, changing a window to a door to comply with the city's requirement for a basement exit. Forgos said the largest expense was for the use of spray-on insulation instead of fiberglass in the roof of the addition. Forgos said that this was also to comply with city regulations, but that it was also the right thing to do in order to avoid condensation problems in the future.

Moore asked if there was anyway to anticipate these types of things in future projects. Forgos responded that renovations, particularly with a building as old as Miller Park, routinely require these types of changes. He noted that many of the changes were in response to city code requirements. He said that starting in 2002, the building industry began to move to a national building code – the Uniform Building Code. He said that this is the basic minimum for construction codes across the nation and that some communities have elected to exceed the standards set by the Uniform Building Code. Upper Arlington is one of the communities electing to use higher standards. Therefore, he said that there really is no good way to anticipate some of these types of change orders.

Forgos noted that he also needed the cut sheet for the shelving at Miller so that the end panels could be constructed. Moore said that she would get that information to him. She

also confirmed that the furniture order has been placed. Forgos said the project is still on schedule to be ready for the delivery of furniture in mid-January.

Moore noted that the Foundation Board met last week and that several members then went to Miller Park for a tour. She reported that they were all very pleased with the work being done.

Agenda Item III – Lane Road Video Inspection and Topographical Survey

The committee viewed a copy of the video inspection of the drainage system at Lane Road. Several blockages were seen, in addition to areas where tree roots had invaded the pipe. Forgos noted that all the drainage pipes were either three or four inches in diameter. He noted that this was not sufficient size to drain the area that is being drained into the system. He noted that the video inspection could not be done on the perimeter drainage system due to the depth of that system. He said that it was reasonable to assume that it is in much the same condition as the downspout drainage system – with some partial blockages and roots invading the system.

Forgos said that the topographical survey showed nothing unexpected. The area is relatively flat other than the two mounds to the west of the building that force water towards the building. He also noted that the depth of the basement is lower than the depth of Turkey Run, which is a serious design problem.

Forgos said that the foundation waterproofing is inadequate and ineffective. This is not unexpected after thirty years. He noted that to excavate the complete perimeter to a depth of eight to ten feet and install new water proofing and drain system could cost between \$250,000 and \$500,000.

Magill asked about what role Joel Snyder's proposal would have in the process. Forgos said that if the Board would choose, Snyder would make a study of corrective options based on the two tests and in conjunction with the UA Engineer's Office, Parks and Recreation, and Building Departments. Forgos would then do a cost estimate of the various components for the Board to determine the best course of action.

Magill noted that more information is clearly needed and said that it made sense to bring Snyder into the process at this point. It was agreed to recommend to the Board that Joel Snyder be retained to do a complete study of the problem. Magill noted that some structural issues won't change such as the fact that the building's basement is below the water level of Turkey Run. There was brief discussion about other options that might be available at a cost of \$500,000, if the excavation options runs that high. The committee agreed that once more information is available all reasonable options should be explored.

Moore said that she had met with Joe Valentino, Assistant City Manager and Tim Maloney, Director of Parks. She said that she had informed them of the library's decision to not seek further financial assistance from the city for the Miller Park storm

sewer. She noted that results for cooperation are generally more favorable when she works through Valentino and Maloney.

Agenda Item IV – Energy Study

Moore said that she had met with Eric Kuns, Bruner representative, last week. She reported that Bruner’s estimate and work would be under state term contracts. Magill noted that he had received an email from Sylvia Gillis which offered some clarification of the extent of the state term contract and its effect on the procurement process. McKeown and Murray both noted that their understanding is that the state term contract includes labor and materials and has a prevailing wage requirement as long as the entire project is done by the same contractor – in this case Bruner Corporation.

Moore said that Bruner would need to know what items the Board intends to replace and then they would be able to provide the state contract number for that item. She noted that the cooling tower cost as quoted by Bruner includes installation and prevailing wage. That quoted cost for the cooling tower is \$42,370. The replacement of the chillers is quoted at \$126,800 and also includes installation and prevailing wage. Moore noted that the chillers’ life could be extended two or three years if necessary.

The committee agreed that they would recommend to the Board that the cooling tower work be done before next spring. The committee also agreed to a recommended timetable to plan for the capital expenses of other items included in the Bruner energy study.

<i>Capital Expenditure Project</i>	<i>Cost</i>	<i>Time</i>
<i>Cooling Tower Replacement</i>	<i>\$42,370</i>	<i>Winter 2006-07</i>
<i>Boiler Replacement</i>	<i>\$76,000</i>	<i>Summer 2007</i>
<i>Automation System Replacement</i>	<i>\$139,500</i>	<i>2008</i>
<i>Chiller Replacement</i>	<i>\$126,800</i>	<i>2008-2009</i>

Moore noted that the warranty from Bruner was for 1 year on labor and materials.

Agenda Item #V – Adjournment

The meeting adjourned at 8:26 a.m.

Perera said that discussion of the cooling tower replacement would be deferred until the December meeting. Gilligan asked if snaking the drainage system at Lane Road had been considered. Forgos said that this option might be a part of resolving the problems, but that it would not be a complete solution. He said that there is currently no indication of structural damage at Lane Road due to the water problems. He noted that the lower level restrooms will be fitted with cement board rather than drywall in order to avoid problems there.

RESOLUTION 55-06

To Approve Change Order 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:

- Credit for paint substitution on Pella windows. Use value engineering substitution for the paint finish on the windows.
- Run natural gas line from existing utilities and tie into the new fireplace.
- Partially “re-lay” masonry bearing wall and install new joists with new sub-floor sheathing.
- Remove fiberboard sheathing in old section of building and install new ½” OSB sheathing
- Upgrade fixtures for toilets and lavatories from manual to automatic (sensor type)
- Delete an exterior window on the East elevation of the building and replace with a door to meet the code requirements of the Upper Arlington Building and Zoning department.
- Install surface mounted light switches in the basement of the existing building.
- Delete fiberglass batt installation at the cathedral framed roof addition to the south of the existing building. Add sprayed in place foam insulation (Icynene) for the full depth of the rafter cavities (R-30 rating) to meet the code requirements of the Upper Arlington Building and Zoning department.

TOTAL ADDITION TO PROJECT COST

\$15,882.00

Perera made a motion to approve Resolution 55-06. Burtch seconded the motion.
VOTING AYE: Perera, Burtch, Gilligan, Magill, Kurfees and Motil. VOTING NAY: None.

RESOLUTION 56-06

To Approve an Agreement with John Forgos for Consulting Services for Lane Road Water Issues

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby authorizes and approves hiring John A. Forgos Associates, 4350 Hayden Run Road, Dublin, Ohio 43017, at an hourly rate of \$55 per hour up to a maximum of 100 hours for assistance in identifying alternatives to improve the Lane Road Branch Library water issues.

Perera made a motion to approve Resolution 56-06. Gilligan seconded the motion.
VOTING AYE: Perera, Burtch, Gilligan, Magill, Kurfees and Motil. VOTING NAY:
None.

RESOLUTION 57-06

**To Approve an Agreement with Joel Snyder for Architectural Services for Lane
Road Water Issues**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby authorizes and approves the agreement with Joel Snyder, Architect, 744 South High Street, Columbus, OH 43206, for architectural services to identify alternatives to improve the Lane Road Branch Library water issues at a cost of \$8,200.

Snyder indicated that there were several types of drainage tiles installed that affect Lane Road. Some are perforated plastic, some are 3” diameter plastic, and some are old clay drainage tiles. He said some are sagging and some are broken. He noted that the plan would be to document the problem areas on a site map which might then reveal other hidden problems. Forgos noted that the perimeter drain is inaccessible due to the way it was constructed. Moore said that City Parks Director and the Assistant City Manager are aware of the problems and the library’s plan to engage Snyder for the study.

Forgos said that the study will develop a “shopping list” of alternatives to help remedy the problems. He said he would then do a cost estimate on each component and the Board will then be able to decide how best to proceed.

Gilligan asked if the mounded area was natural. Moore said that Joe Valentino had informed her that it was debris from the construction of Fishinger Road. Burtch asked about the use of the basement area. Moore noted that it is the Youth Services area that is affected. She noted that during heavy rains, Sherman Wallace, Facilities Manager, has to take special precautions to avoid serious flooding. Wallace confirmed that during periods of heavy rain, water must be removed regularly or the water will reach the shelving area in about an hour’s time.

Burtch asked when the study from Snyder would be ready. Snyder said that he should be able to have the information to the Board at the January meeting.

Motil made a motion to approve Resolution 57-06. Perera seconded the motion.
VOTING AYE: Perera, Burtch, Gilligan, Magill, Kurfees and Motil. VOTING NAY:
None.

RESOLUTION 58-06

To Approve the Computer Services Proposal for Patron Workstations and Supporting Hardware and Software

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby authorizes and approves the Computer Services proposal to purchase sixty patron workstations and six servers, plus supporting software and operating system licenses as follows:

Hardware

60 Advanced Workstations and Monitors (CDWG)	\$84,600.00
6 Servers (Hewlett-Packard offered by CDWG)	\$31,770.00
Forms Printer	\$ 9,832.55

Software

Desktop Authority	\$ 6,200.00
Ghost	\$ 1,895.00
Windows Server + licenses	\$ 1,850.00
Cornerstone Security	\$ 1,904.10
Photoshop Elements	\$ 3,925.00

Perera made a motion to approve Resolution 58-06. Kurfees seconded the motion. VOTING AYE: Kurfees, Motil, Perera, Gilligan, Magill and Burtch. VOTING NAY: None.

Magill thanked the Computer Services department for their work on researching and developing the proposal.

FINANCE COMMITTEE

Motil offered the report of the Finance Committee meeting held on 10/24/06. The notes from that meeting follow.

Finance Committee Meeting
Tuesday, October 24, 2006
NOTES

Agenda Item #1 – Call to Order

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

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

Agenda Item #2 – Computer Services Proposal

McKeown informed the committee that the Operations Committee met on 10/23/06 and would be recommending the purchase of the Advanced Workstation option of the Computer Services proposal. The cost for this would be approximately \$142,000 for hardware and software. McKeown said that this would be covered in part by some remaining funds in the equipment budget. She said that she would propose to move some unused funds from the salaries and employees insurance line of the budget to cover the remainder. The committee agreed with this plan. The committee will propose the necessary resolution at the November Board meeting.

Kurfes suggested that a brief document be prepared outlining the reasons for the decision to purchase the computers rather than leasing them in support of the resolution. Moore and McKeown noted that these reasons were:

- Avoiding lease terms that were restrictive or unwelcome.
- Historical trends that library computer staff is able to extend the lives of equipment beyond the three year lease terms.
- Savings of interest expenditure.
- Funds for purchase are available out of the current budget.

Agenda Item #3a – Lane Road Water Issues

Moore reviewed the situation at Lane Road. She noted that renovation of the restrooms was scheduled to begin on 10/25/06. Moore said that she had scheduled a pre-construction meeting with UA Fire Department in order to inform them and head off any safety concerns or problems.

Moore said that a video inspection of the water lines at Lane is scheduled for 10/25/06 and a topographical survey should be done the following week. Moore said that Forgos expects that the various drainage problems at Lane Road will require the city and the library to work together towards their resolution. She said that Forgos believes that problems on the city's property are impacting the library. She noted that corrective measures could end up being very costly. Motil noted that the water drainage issues at Lane Road are of a long-standing nature and that efforts to correct them have not been effective. Moore said that she feels the problem should be attacked one step at a time and the first piece would be to get a complete assessment of the source of the problems. Moore noted that there had been discussion in the Operations meeting of separating out covering the exterior stairwell at Lane. She noted that this has been a source of problems due to its being open to the weather and a collection point for debris. It was noted that any action to cover the area would require architectural drawings and BZAP approval, so that it was not a simple step to take. Moore said she favored acting on the drainage issues as a whole. The Operations Committee will be meeting on 11/6/06 to discuss the results of the two tests and to plan from there.

McKeown noted that the Operations Committee will be recommending that Forgos be retained to act as a consultant for the water problem study. It was also noted that the Operations Committee may recommend that Joel Snyder be retained to conduct a complete study of the situation. Moore noted that Snyder is an Arlington resident who

has established a good relationship with many city officials. It was noted that these relationships could be important in dealing with the city in the future. Moore said that the estimate for the cost of his work – about \$8,000 – was within the legal limits of consulting work that does not require a bid process. The Finance Committee agreed that there was a need to move forward with planning for corrective measures at Lane Road.

Agenda Item #3b – Tremont Repairs

McKeown provided the committee with a breakout of the costs for the work at Tremont. The document showed that the majority of the cost for the book drop/drive lane was spent on site work, such as excavation, paving, concrete work and ADA ramps. The cost for repair work was also detailed.

Moore said that there would be a change order presented at the November Board meeting. She explained that in the process of relocating a pipe to correct a drainage problem, excavation uncovered a large concrete slab that was the old entrance and book drop. She noted that this should not have been left when the library was remodeled and that it needs to be demolished and removed now in order to ensure proper drainage. There will be an increase in change order #6 in order to complete this work. The amount of the increase is not known yet.

Kurfees noted that according to the projected budget proposed by Forgos in October of 2005, the project remains under budget. He asked about the status of the book drop height research. Moore said that current bins are 30 inches high and that there is a 24 inch alternative, but the overall size of that bin is only about half the size of the 30 inch high bin. She noted that this is too small for the volume of returns at the book drop. She said that price for this bin is about \$1,100 plus freight.

Moore said that she has requested information from Nancy Michalski from Medical Resources. Michalski has indicated that she may be able to find a cart from a medical supplier that would suit the library's needs. Moore is waiting for Michalski's research. Moore noted that the staff does appreciate having the items in the return pre-sorted through the audiovisual slot and the book slot. McKeown noted the improvement in the traffic flow.

Moore said that she continues to work with the city about the fire lane signs. She has talked with Lt. Long from the UA Fire Department and will be meeting with Joe Valentino on Wednesday.

Agenda Item #3c – Miller Park

Moore noted that the windows are nearly all installed at Miller Park and the insulation is on. Heating and plumbing has been roughed in. Weather has held up the stucco work but it should begin soon. The projection is that work will be finished in January. McKeown noted that she has made a payment to Teemok which includes the storm sewer work. She will be invoicing the city for their \$11,000 portion of that work.

Moore noted that Forgos had received a lengthy letter and change order from Teemok that includes replacement of the damaged floor joists, electrical work, additional steel beams and other changes totaling about \$18,000. Moore said the most recent development was the need to upgrade the insulation in the cathedral ceiling of the addition. McKeown noted that running a new gas line for the fireplace was part of the change order as well. Forgos just received the communication on Friday, 10/20/06 and neither McKeown nor Moore have seen the details. Forgos is still reviewing the change order with Teemok.

McKeown said that the library has been transferring cash to the Miller Park fund on an as needed basis. In order to cover the change order, an additional transfer will be needed. She said there is approximately \$58,500 remaining of the amount originally appropriated to transfer to the Miller Park fund.

Agenda Item #4 – Strategic Plan

The committee was provided with an informational document outlining estimated costs of the strategic plan. It was noted that the Operations Committee had been given the same document the previous day at their meeting. McKeown noted that Moore had met with Lynda Murray and some other individuals to assign some costs to the plan. Moore reviewed the document with the committee. She noted that she included some costs that were not strictly covered in the strategic plan, such as roof replacement and energy upgrade. She said that she felt it was better to plan for more rather than less because of maintenance issues.

Motil inquired about the cost of the proposed space study. Moore said that an approximation would be about 10% of the cost of anticipated expenditures for the actual redesigning. Moore noted that the study should be done by a professional rather than library staff, since it is anticipated to be a major project. Kurfees asked about the Board viewing the new Westerville library to see how other libraries have changed their space. Moore and McKeown noted that Worthington and Grandview were also in the process of redesigning and renovating their facilities. The committee discussed some options of the approach to the review of the interior space. It was noted that the cost estimates were for over a 5 year period.

Moore said that the cost associated with the Cultural Awareness Goal was primarily personnel based. She said that she wanted to add a Community Relations Manager position to the staff by early 2007. Moore said that she envisioned this individual being responsible for the Public Relations Department, Outreach, the webmaster and the volunteer program. In addition, the Community Relations position would take the lead in “branding” the library and getting a consistent core message out to the community.

Regarding the Current Titles and Topics Goal, Moore noted that this covered the targeted increase of the materials budget to 20% of the overall budget. Moore noted that the plan was to do this over time, but that at the Operations Committee meeting, President Magill indicated his desire to have this 20% target built into the 2007 budget.

Motil asked about the current rate and the feasibility of this plan. McKeown noted that currently the library is at about 17.5% this year. She said that since personnel costs are a major part of the budget, it was hard to make a projection until personnel issues and plans are solidified. Motil asked if more information would be available by the November Board meeting.

McKeown said that planning for a 20% materials budget in 2007 was very aggressive and would impact other areas of the budget. She said that setting a target year of 2009 was more realistic. McKeown and Moore both noted that the increase of the materials budget has a ripple effect on personnel costs and supplies due to the need to process all the new materials. McKeown and Moore noted that the current experience of getting materials ordered and processed for Miller Park has given them some insights into this. Moore said that she would favor a more gradual build-up because of the associated costs involved.

The General Information goal primarily reflects the cost of increased electronic database subscriptions. Moore noted that changes and advances in the world of technology mandate changes in the library's digital and electronic holdings. Kurfees asked about current databases and their use. Moore noted that they are a little advertised resource that the library should promote more vigorously. Motil encouraged better advertising of these resources and how to use them.

The Lifelong Learning goal consists primarily of the development of a dedicated computer lab with some instructional classes and staff assigned for more detailed and consistent assistance for patrons.

Motil noted that these estimates will continue to be refined. He said that planning based on the strategic plan is an important part of the amount of support requested from the voters via the levy issue.

Item #5 – Levy

McKeown presented the committee with a timeline of steps to get the Levy issue on the May 2007 ballot. She noted that Rebecca Princehorn had developed the information. McKeown noted that the committee had been charged with recommending two or three levy options to the full Board at the November meeting. McKeown noted that Princehorn would be at the November meeting and would supply the language for the request for certification from the Franklin County Auditor.

The request to the taxing authority by the Board is scheduled to be presented to the Upper Arlington City Council at their January 8th meeting. McKeown said that the "shall" language of the ORC will be used for this request. She said that the presentation to the city is the first opportunity the library will have in a public forum to present their rationale for the levy and the plans that have grown out of the strategic planning process.

Motil stressed the need for as much current information as possible at the December Board meeting when the full Board will need to decide which certification to present to the City Council. He noted the need for planning for financial support of the strategic plan initiatives.

McKeown noted that the future of the LLGSF has a direct impact on the financial planning for things like the strategic planning initiatives. She said that a draft report has recommended a 3% increase, but that due to the change of administration at the state level, it is uncertain whether this recommendation will be followed or not. McKeown said that she had consulted with a number of people to get opinions about the best way to plan and solicited the committee's comments.

After some discussion, the committee felt that projecting a flat LLGSF budget figure would be the best approach. Moore also said she felt this to be the most appropriate approach to take.

The committee reviewed the various levy amount spreadsheets that had been presented earlier to the Board. McKeown noted that a 2.2 replacement with an increase levy would not fund all the items outlined in the strategic plan.

Kurfees said that considering the results of the recent survey that indicated strong approval for the library in the community, it should not be difficult to pass a 2.0 mill levy. He said that being the case, it should not require too much more voter education and effort to pass a 2.2 mill levy. The committee reviewed the estimates of how the levy millage would affect homeowners. It was noted that the difference between a 2 mill levy and a 2.2 mill levy per \$100,000 value of a home was only about \$17.00 per year.

Motil said that the recommendation to the Board should be for a replacement levy not a renewal. He indicated that his personal preference would be for a 2 mill or a 2.2 mill levy. He noted the need for the Board to prepare well for the presentation to the City council. Kurfees noted the role the Foundation could potentially play in helping to underwrite the costs of some larger projects related to the Strategic Plan. McKeown noted that the current timetable allows the library to obtain up-to-date valuations to be done by the County Auditor in early December.

Following their discussion, the committee agreed to recommend that the Board seek certifications from the Franklin County Auditor of 1.8 mills, 2.0 mills and 2.2 mills. All of these options are to be replacement levies for a 5-year duration. Motil noted that the library will need to prioritize their projects dependent on the outcome of the levy. The position of the library as a universal and lifetime resource was noted by the committee.

Agenda Item #6 – Adjournment

The meeting was adjourned at 9:15 a.m.

Motil also noted that approximately \$58,000 remained of the funds appropriated for the Miller Park renovation. Motil pointed out that the cost estimates for the strategic plan were not firm figures, but only ball park estimates.

Kurfees asked about how the space study costs were structured and if they were based on a percentage of the total project. Moore said that several years ago, DesignGroup was involved in developing a master plan for the library. She noted that the physical layout would be studied in light of current library trends, including the trend for self-checkout options for patrons which would reduce the need for such a large circulation desk.

Kurfees suggested that the Board, as a group, conduct site visits to other local libraries such as Westerville who have had some recent renovations. Moore noted that some staff members have made such visits recently. Magill said that if Board members could be made aware of such visits, it might be simpler for individual Board members to go along with staff. He noted that such exposure helps the Board and staff better serve the citizens of Upper Arlington. Perera asked if there were trade publications that outlined “best practices” information. Magill asked Moore to prepare a packet of information for the Board.

Moore said that the library would need to do an RFP for the space study project due to its size and scope. She said she would like to invite the architect firm that recently did a project for the Euclid Public Library to submit a proposal. Magill said the library should consider a nationwide RFP. Motil asked about the availability of the master plan from several years ago. He suggested that plan be reviewed in the context of the new strategic plan. Magill asked Moore to make copies of the master plan available to the Board.

Motil reported that the Finance Committee recommended requesting three certifications from the Franklin County Auditor. The amounts of 1.8 mills, 2.0 mills and 2.2 mills were recommended by the committee. He said that due to the age of the Tremont and Lane facilities and maintenance issues associated with their age and also in view of the strategic plan, the committee did not feel that any lesser amounts would permit the library to offer services or maintain facilities adequately.

Magill said that he felt the goals from the strategic plan would make a 1.8 replacement levy too tight. He said that the 2.0 levy would allow some, if not all, the goals of the strategic plan to be accomplished. He said that he felt it would be best to make only one request for certification. Perera indicated his agreement with this strategy. Kurfees said that the 2.0 levy would allow some goals to be realized and that others might be items that the Foundation would be willing to support and raise funds to subsidize the vision of the strategic plan.

Gilligan asked about the future of LLGSF. Perera said that the task force is likely to recommend a new formula, but due to the change in administration in 2007, the final results are still completely speculative. He noted that most Budget Commissions are recommending caution by libraries in planning for LLGSF funds.

Burtch asked what the consequences of asking for more than one certification were. Princehorn said that the request for certification is a very preliminary step in the process and there were no particular consequences, as the library was not committed to acting on any certification, but requesting information only. She said that the UA City Council will be meeting on 12/11/06 to set their 2007 meeting schedule. The library Board of Trustees meets on 12/12/06 and will then have the information needed to plan their presentation to the City Council.

Gilligan said that she would like certifications for 2.0 and 2.2 mills. Burtch said he agreed since there is no downside to having multiple certifications. He noted that requesting the 2.2 mill, in addition to the 2.0 mill certification would allow the board to be prepared for negative changes to the LLGSF. He also said that if additional funds are available, the strategic plan has provided the library with several ways to expend the funds to benefit the patrons. Kurfees agreed that requesting certification for 2.0 and 2.2 mills was prudent.

Magill noted that the Board seemed to prefer more than one certification and that these two amounts would make sense.

Resolution 59-06

RESOLUTION REQUESTING THE FRANKLIN COUNTY AUDITOR TO CERTIFY THE CURRENT ASSESSED VALUATION OF THE CITY OF UPPER ARLINGTON, FRANKLIN COUNTY, OHIO AND THE AMOUNT TO BE GENERATED DURING THE FIRST YEAR OF COLLECTION OF A REPLACEMENT TAX LEVY FOR CURRENT EXPENSES OF THE UPPER ARLINGTON PUBLIC LIBRARY.

(R.C. Sections 5705.03, 5705.23, 5705.192)

Replacement Library Operating Levy

WHEREAS, the Library is currently levying a two (2.00) mill 5-year library operating levy approved by the voters of the City on May 7, 2002, and first placed on the tax list and duplicate in 2002 (the "Original Levy") for collection years 2003, 2004, 2005, 2006 and 2007; and

WHEREAS, this Board wishes to initiate proceedings for the submission to the electors of the City the question of a replacement tax levy for current expenses of the Library;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, two-thirds of all of the members elected thereto concurring, that:

Section 1. It is necessary to replace all of the Original Levy for current operating expenses of the Library.

Section 2. The Franklin County Auditor is hereby requested to certify the current assessed valuation of the City and the amount to be generated during the first year of collection of a replacement tax levy for the benefit of the Library at a rate not exceeding two (2.00) mills for each one dollar of valuation, which amounts to twenty cents (\$0.20) for each one hundred dollars of valuation, for current expenses of the Library, for five (5) years, commencing in 2007, first due in calendar year 2008.

Section 3. The Treasurer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Franklin County Auditor.

Section 4. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Motil made a motion to approve Resolution 59-06. Perera seconded the motion.
VOTING AYE: Motil, Perera, Gilligan, Burtch, Kurfees and Magill. VOTING NAY: None.

Resolution 60-06

RESOLUTION REQUESTING THE FRANKLIN COUNTY AUDITOR TO CERTIFY THE CURRENT ASSESSED VALUATION OF THE CITY OF UPPER ARLINGTON, FRANKLIN COUNTY, OHIO AND THE AMOUNT TO BE GENERATED DURING THE FIRST YEAR OF COLLECTION OF A REPLACEMENT WITH AN INCREASE TAX LEVY FOR CURRENT EXPENSES OF THE UPPER ARLINGTON PUBLIC LIBRARY

(R.C. Sections 5705.03, 5705.23, 5705.192)

Replacement with an Increase Library Operating Levy

WHEREAS, the Library is currently levying a two (2.00) mill 5-year library operating levy approved by the voters of the City on May 7, 2002, and first placed on the tax list and duplicate in 2002 (the "Original Levy") for collection years 2003, 2004, 2005, 2006 and 2007; and

WHEREAS, this Board wishes to initiate proceedings for the submission to the electors of the City the question of a replacement with an increase tax levy for current expenses of the Library;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, two-thirds of all of the members elected thereto concurring, that:

Section 1. It is necessary to replace all of the Original Levy for current operating expenses of the Library and levy an increase of two-tenths (0.20) mills.

Section 2. The Franklin County Auditor is hereby requested to certify the current assessed valuation of the City and the amount to be generated during the first year of collection of a replacement with an increase tax levy for the benefit of the Library at a rate not exceeding two (2.20) mills for each one dollar of valuation, which amounts to twenty-two cents (\$0.22) for each one hundred dollars of valuation, for current expenses of the Library, for five (5) years, commencing in 2007, first due in calendar year 2008.

Section 3. The Treasurer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Franklin County Auditor.

Section 4. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Burtch made a motion to approve Resolution 60-06. Gilligan seconded the motion. VOTING AYE: Burtch, Gilligan, Magill, Perera, Motil and Kurfees. VOTING NAY: None.

Magill requested that McKeown provide the Board with up-dated information sheets based on the new valuations when they become available. He requested that the Finance Committee meet prior to the next Board meeting to formulate a recommendation to the Board. Magill thanked Princehorn for her assistance and commended the Franklin County Auditor's office for their helpful stance in this process.

CLERK-TREASURER'S REPORT

McKeown's written report follows.

NOVEMBER 2006

The Finance Committee met on October 24, 2006. Please refer to the notes of the meeting for details on each topic that was discussed. The computer services proposal to replace the patron workstations, servers, and associated software was approved by the Operations Committee and the Finance Committee. The resolution in your packet lists each category and the associated costs. The full Board needs to approve the purchase before the order is placed. The Computer Services Department under the direction of Steven D'Andrea has spent a lot of time preparing a detailed proposal with excellent background information that both committees have reviewed. The current public workstations are 6 years old and need to be replaced. The recommendation is to

purchase 60 advanced workstations that will expand our service to the public inline with the strategic plan. Ann will provide more information in her report.

At the time this report was prepared, Ann was waiting for information on the change orders for the Miller Park Renovation Project and the Main Library Repairs. Information will be distributed at the meeting.

I have sent paperwork to the State Office of Cooperative Purchasing for a review of the Bruner proposal to replace the existing cooling tower equipment. I will have an update at the Board meeting. Bruner is proposing that the equipment be replaced under the State Term Schedule. The project is a prevailing wage project.

The appropriations amendment in your packet is to move money between major accounts to pay for the computer services equipment purchase and to provide additional money for professional services. I sent an invoice to the City of Upper Arlington for their share of the storm sewer work at the Miller Park library. Depending on the cost of the change orders, we may have enough money in the Miller Park Fund to pay for the change order. If not, I will be transferring money from the General Fund to the Miller Park Fund.

Planning for the operating levy is continuing. The Finance Committee narrowed their recommendation to 3 choices and will discuss the options at the Board meeting. Becky Princehorn, UAPL legal counsel, prepared resolutions for each option. The Board will need to vote on which official certification(s) to request from the County Auditor. The timeline defined by the City and Becky Princehorn is attached to my report. Becky will be at the Library Board meeting this month. I would like to note that the Franklin County Auditor's office, in particular, Judy Williamson – have been a tremendous help in planning for the levy.

Ann and I need to schedule a Finance Committee meeting before the December Board meeting. I would like to meet after the Personnel Committee and Operations Committee meetings.

McKeown commended the Franklin County Auditor's office for their assistance and helpful attitude. She also thanked Princehorn for her assistance. She also made a correction to the Appropriations resolution that had been distributed with the Board packets.

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

RESOLUTION 61-06
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:

GENERAL FUND 100

1100 Salaries	- \$ 35,000
1600 Insurance	- \$ 95,000
3500 Rent/Lease	- \$ 37,000
3700 Professional Services	+\$ 25,000
5500 Furn/Equip/Computers/Software	+\$142,000

BUILDING IMPROVEMENT FUND 402

3700 Professional Services	+\$1,000
5200 Land Improvement	+ \$1,000
5400 Building Improvement	- \$2,000

Motil made a motion to approve Resolution 61-06. Burtch seconded the motion.
VOTING AYE: Magill, Burtch, Gilligan, Motil, Perera and Kurfees.

PERSONNEL COMMITTEE

Burtch summarized the Personnel Committee meeting. The notes for that meeting follow here.

Personnel Committee Meeting
Thursday, November 16, 2006

PRESENT: John H. Burtch, Megan Gilligan, Ann Moore, Kate Porter, Lynda Murray, OLC, Nancy Roth

Agenda Item #I: *The meeting was called to order at 4:03 p.m.*

Agenda Item #II: *Consideration of Options for Staff Reward for Hennen Public Library Ranking.*

Moore said that she and Murray had discussed the possibility of rewarding the staff for the good ranking in the Hennen Survey of Public Libraries. Murray noted that being in the top five was a major accomplishment in the library world. Moore said that the library has been in the top five for the last three years. Moore suggested that the staff receive additional vacation time equivalent to one shift of their normal schedule. Burtch and Gilligan supported the plan and agreed to bring it to the Board's attention at the meeting scheduled for later in the evening. The committee agreed that the time should be available to the staff in 2007 in order to avoid creating difficulties in budgeting and in holiday scheduling. It was agreed that, if approved by the Board, Moore would work out the details with McKeown.

Burtch, Gilligan and Murray took note of the good article in the UA News that followed the Hennen rankings with an interview of Moore. Murray suggested that banners or

some other form of public notice be placed in the library to inform the patrons of the achievement.

Agenda Item III: Discussion of Community Relations Manager Position.

Moore said that it has been made clear through the Casey survey and the strategic planning process that the library needs to do a better job in getting out a consistent message to the public. She noted that the current PR department is comprised of one full time manager and three part-time employees. She noted that this may not be the best configuration of staffing resources. She said that she envisioned the Community Relations Manager as a position that would require a person to spend a great deal of time interacting with other community resources and organizations.

Moore said that the person would develop a consistent core message for the library and help departments who made presentations tailor that message to their audience. It was noted that the Community Relations manager would be in charge of developing a consistent look to all publications. Moore said that it would be expected that the Manager would oversee Public Relations, Outreach, the Volunteer program and, eventually, the webmaster.

Burtch said that he favored the creation of such a position but that he felt the plan should be fleshed out more before presentation to the full Board. He noted that there would be a need to adjust the job description for the current PR manager position and to fully develop a job description for the new position.

Moore indicated that she and Porter and Julie Whitt had been working with Murray. They have developed a job description draft. Gilligan asked if there was consideration given to using an outside PR firm and if that might be more cost effective. Moore noted the need to coordinate between the many departments and branches made this option cumbersome and likely to be more costly. She did note that she had utilized the services of Patrick Donadio recently as a consultant on some planning issues. She said that they would be meeting on 11/27/06 with the PR staff to develop a marketing plan.

Murray noted that most libraries have an internal Community Relations Manager/Department. Moore said that Worthington, Westerville and Columbus Metro all have internal Community Relations Departments. She also said that one of the reasons for recently bringing the website management in-house was so that we could update information more quickly.

Burtch asked about the credentials required for the position. Moore said that the position would require a master's degree in journalism or marketing and some library experience. Murray noted that recently Columbus Metro recruited from the private sector for these types of positions. There was discussion among the committee members about various tactics to improve the library's focus on a public message. It was agreed that the Personnel Committee would authorized Moore to continue to develop a job description and list of qualifications for the position. The committee also agreed that they would meet prior to the December Board meeting to review the material that Moore would provide to them.

Agenda Item IV: Acting Director Designations.

Moore asked whether when the Assistant Director position was created, it was the committee's intention to remove the Acting Director designation. Currently, McKeown, D'Andrea and Whitt are designated as Acting Directors. The committee confirmed that the intent was that the Acting Director designation be terminated. It was noted that since McKeown serves under contract, this does not affect her salary. Whitt and D'Andrea do receive a monetary consideration for the designation.** The committee agreed that their hourly rates should be adjusted at the beginning of the year to reflect the change.

Moore also noted that Whitt was in the process of finalizing up-dated drafts of all the job descriptions submitted after the work with Jerry Stepp last year. She said that Whitt hoped to have them done by the end of the month and would give them to the department managers for review. It was noted that the library has over 80 job descriptions and Burtch indicated that he felt that was too many.

Moore said that sample job descriptions from several other libraries have been received and Whitt will be looking at them. She said that she and Whitt will be meeting with OLC advisors to revise the current job rules. It was noted that since the job descriptions were initially prepared and reviewed by the department managers, five departments have new managers who may have different expectations and ideas for the job descriptions.

Murray noted that there is a need to consolidate some of the job descriptions. She noted that OLC will be meeting with Whitt and Moore on 11/29 to develop a strategy to return the job descriptions to the managers and have them plan some consolidation. Burtch noted that he is less concerned about the actual job description than about the category placements and the job rules.

Moore requested that the Personnel Committee provide her with a written directive which would abolish the Acting Director designation. The committee agreed to provide her with this.

Off Agenda: Moore said that in preparation for her evaluation she is preparing some notes regarding what has been accomplished during the past year and what remains to be done. She said she would give this information to the committee to review prior to her evaluation.

Agenda Item V: Adjournment.

The meeting went into executive session to discuss a legal matter at 4:36 p.m. The meeting was adjourned at 4:50 p.m.

Burtch said that Moore had requested consideration for the staff as a reward for the favorable Hennen ranking for the third year in a row. He noted that the committee agreed that this was appropriate. **Burtch made a motion that the UAPL staff members each**

receive an additional day of vacation during 2007 in recognition of their performance that resulted in the high ranking of the Hennen Public Library Survey for three years in a row. Administrative details for such vacation time are to be finalized by the Director and Clerk-Treasurer. Motil seconded the motion.

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

Kurfees suggested that the library take some additional action to inform the public and to thank the staff. He suggested the possibility of taking out an ad in the local papers. Perera suggested that the Hennen ranking was a natural piece of the levy campaign, emphasizing the quality of the library and the staff. Magill suggested that the Board consider a formal resolution to recognize the staff and the library's Hennen ranking. He suggested that this be signed by the Board and framed and put on display at the library. Perera asked that original copies of the Hennen report be made available to the Board.

Burtch made a motion directing the Director to compose a Resolution of Appreciation to the staff. Motil seconded the motion. VOTING AYE: Burtch, Motil, Gilligan, Magill, Kurfees and Perera. VOTING NAY: None.

Moore thanked the Board on behalf of the staff.

Burtch said that he would request an Executive Session at the end of the meeting.

Motil inquired about not having a New Business section on the Agenda. Magill noted that Board members are asked to provide their requests a week in advance of the Board meeting and that the item will then appear on the Agenda under New Business. He noted that this allows the Board to review materials and to prepare.

FOUNDATION REPORT

McKnight said that the new by-laws for the Foundation have been completed and approved. She said that this now completes the separation of the Foundation and the library. She said that Burtch has agreed to continue as an *ex officio* member of the Foundation Board. McKnight said that some Foundation members did tour Miller Park following their meeting and were very excited to see the progress.

Perera suggested that McKnight's report be moved to an earlier time starting next month.

PRESIDENT'S REPORT

Magill said that the library continues to move forward, recognizing that the goal is to serve the residents of Upper Arlington. He noted that in order to do this, the library must be accessible, i.e., open seven days a week. He noted the thoughtful discussion by the Board of the millage options as being reflective of the Board's desire to continue to meet the community's needs. He encouraged the Board to visit all three branches. He thanked

patrons for their use of the library which is a component of the Hennen ranking. He noted that this is indicative of the community's desire to "Explore, Gather and Grow."

Gilligan made a motion to go into Executive Session in order to discuss a legal matter. Perera seconded the motion. A roll call vote was taken. VOTING AYE: Magill, Motil, Gilligan, Burtch, Perera and Kurfees. VOTING NAY: None.

The Board went into Executive Session at 6:16 p.m.

ADJOURNMENT

The Board came out of Executive Session at 6:50 p.m. The meeting was adjourned by acclamation at 6:51 p.m.

John Magill, President

Jack H. Burtch, Secretary