

UPPER ARLINGTON PUBLIC LIBRARY

Board of Trustees Meeting
Tuesday, December 12, 2006

Minutes

President Magill called the meeting order at 5:00 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

None.

ALSO PRESENT

Ann Moore, Director; Terri McKeown, Clerk-Treasurer; Kate Porter, Assistant Director; John Forgos, Owner's Representative; Rebecca Princehorn, Attorney, Bricker & Eckler; Christine Minx, Public Relations Manager; UA Staff members; Chris Bournea, This Week UA; Carol Smathers, UA resident.

APPROVAL OF THE MINUTES

Kurfees made a motion to approve the Minutes of the November 16, 2006 Board of Trustees meeting. Perera seconded the motion. VOTING AYE: Magill, Motil, Burtch, Gilligan, Kurfees and Perera. VOTING NAY: None.

DIRECTOR'S REPORT

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

Moore introduced Christine Minx, Public Relations Manager. Minx informed the Board that the Program Committee had met earlier in the day. She said that the Program Committee recognized that 2007 is the fortieth anniversary of the Upper Arlington Public Library and the thirtieth anniversary of the Friends of the UAPL. Minx said that the committee has decided to highlight these events in their programming for 2007 beginning in the spring. The Programming Committee has dubbed 2007 as a "Year of Celebration." Minx said that the committee will develop a special logo and that programming will highlight what the library has to offer. Minx noted that the committee is excited by this fresh initiative and that this approach is consistent with the strategic plan goals of having system-wide programming goals.

Moore noted that the UAPL Friends have achieved a milestone by raising over \$100,000 for the first time. Moore said that as of the end of November, more than \$102,000 had been raised. Moore suggested that when the year end totals are announced by the Friends in early 2007, a special acknowledgement be given by the Board.

Moore said that Motil and Kurfees had toured Miller Park with her earlier in the day. Kurfees said that the project is coming along very well and that he was very impressed with the thought and design evident in the building. Motil concurred.

Forgos gave a brief update of the Miller Park project. He noted that the contractor would be taking advantage of the current good weather conditions. He said that gutter work has started; final concrete work would be done this week; restroom tiling is nearly complete; the fireplace stonework should be completed this week and that site clean-up should be started soon. Magill inquired whether the ramp required by the city was an additional ramp or a relocation of a planned one. Forgos said that it was not an additional ramp, but that additional curb cuts were required and relocated. Forgos also noted that the enunciator panel was currently not on the list of changes specified in the correction letter from the city.

Forgos reported that the Lane Road lower level restrooms would have their final inspection next week. He said he did not have a cost yet on any change orders for Lane Road. He said that the cost should be minimal. Forgos said that the upper level restroom work should go faster than the lower level, since the lower level work required some plumbing relocation that is not needed upstairs. He said that the work on the main level should be completed in about thirty days – by the end of January.

Magill asked about the architectural and permit review process by the city, in light of the several additional requirements made by the city at Miller Park and at Lane Road. Forgos noted that the city does not release the corrections needed until the contract is awarded and the permit fees are paid. Therefore, corrections to specifications have to be retro-fitted into projects, instead of being corrected and planned for in the bidding process.

Moore said that she and Forgos are looking for permanent enter/exit signs for the book drop drive. She noted that BZAP does not have to approve signs that are not lighted. Forgos noted that the signs would be reflective, but not illuminated.

Moore deferred the discussion of the Tremont Road cooling tower to the Operations Committee.

OPERATIONS COMMITTEE

Perera gave a summary of the Operations Committee meeting. Notes from that meeting are included here.

Operations Committee Meeting
Thursday, November 30, 2006 7:30 a.m.

NOTES

IN ATTENDANCE: John Magill, Brian Perera, Ann Moore, Terri McKeown, Kate Porter, John Forgos, Nancy Roth

Agenda Item #1: *Magill called the meeting to order at 7:30 a.m.*

Agenda Item #2: Cooling Tower

McKeown said she had been in communication with Roger Grime of the State Cooperative Purchasing office. She said that the contract number provided by Bruner covered only the computer control system for the cooling system. Moore said that she had contacted Eric Kuns several times to request the contract number that would apply to the cooling tower. She said that Mark Wenger, Bruner President came to the office on Wednesday morning with additional information. She said that there have been many conversations with Bruner representatives over the past several weeks requesting information that has not been provided or has been amended several times, calling its accuracy into question.

The three components of the project are 1) the cooling tower, 2) the computer control system and, 3) the installation of the unit. McKeown noted that the components from Trane are under state contract, the components from Delta may be under state contract but the installation is not under state contract. She said she had contacted Sylvia Gillis to see how that breakdown affected the need to put the project out for bid. Gillis informed McKeown that she felt we could proceed without the bid process but that the library should check further with the Cooperative Purchasing office. It was noted the project is estimated to cost \$42,000.

Forgos said that Magill and Moore requested that he obtain an estimate from another company. He said an estimate from Mid-Ohio Air Conditioning contained the same specs as the Bruner estimate and was \$2,500 lower. He noted that this company is very reputable and has been in business for a long time.

Magill noted that gathering and verifying information from Bruner has been a more difficult and time-consuming burden for the library than it should have been. He said that at this point he would like to have the project submitted for bid process so that the library does not have to independently verify information from vendors. Moore and McKeown agreed that trying to obtain information from Bruner had been very unsatisfactory and had taken an undue amount of their time. Perera agreed.

The committee agreed that a recommendation would be made at the December board meeting to put the project out for bids. It was noted that the specifications for replacement and a completion date would need to be built into the bid package.

Agenda Item #3: Miller Park Renovation:

Forgos noted that recent weather problems have delayed final concrete work. He said that ramp concrete should be poured next week. Drywall has been installed and is ready for taping and finishing. Stonework should be completed by the end of the week. Copper for the roof is due to be installed next week and exterior site clean-up will also be started next week. Some planting may begin next week, along with work on the historical marker and flagpole.

Forgos said that the UA Fire Marshall wants an enunciator panel installed. Forgos says that with the small size and open plan of the building, this is unnecessary and that he plans to contest the requirement. He also noted some difficulty in with the scheduling and pace of work from Roberts Electric.

Agenda Item #4: Lane Road Restroom Project

Forgos said that there have been some delays in the project due to the shortened holiday week, but that the lower level restrooms should be completed by Christmas. Drywall is being installed. Forgos said that he and Joel Snyder have begun working on the Lane Road water issues. Moore said that plans for purchase and installation of new meeting room equipment at Lane Road have been put on hold. She noted that the meeting room is in the basement and until corrective measures are recommended, she does not want to expend funds for items that might become damaged.

Agenda Item #5: 2007 Projects

Moore provided the committee with a listing of possible projects without affixing a cost to the items. McKeown said that there was approximately \$900,000 remaining in the Building Improvement Fund. She said it would be helpful to prioritize projects so that the library can build them into the 2007 temporary appropriations. It was noted that any projects at Lane Road should be delayed until the recommendation and possible corrective work for the drainage problems are addressed.

Moore noted that the priority at Tremont has been to improve the public areas first. She said that carpeting in Technical Services has held up well, but is now twenty years old and is showing wear. Moore said the roof over the 1987 extension is twenty years old and may need work soon. Forgos said that if redesign work is done in Adult Services and Circulation, re-roofing could be a part of that overall project.

Moore emphasized the need to move ahead with an interior space study as soon as possible after the first of the year. The committee agreed that an RFP was a reasonable step to take with little or no cost. Magill said that he would like to see the RFP advertised nationwide to possibly attract more innovative ideas and approaches. He noted that the library's national Hennen ranking would make it an attractive project to potential responders/bidders. He said that an overall cost of having an outside firm might be too expensive, but that the library should at least have the option of seeing what options are available. Moore noted that conducting this study is in line with the strategic plan and the library needs to continue to move forward. Magill noted that the roofing

might need attention before the library is ready to move ahead with actual work on the reorganization and should be kept in mind and planned for separately.

Magill also noted that the replacement of the boiler in 2007 should be added. It was also noted that the chillers will need to be replaced, possibly in late 2007 or early 2008. Magill said that bidding the projects separately seems to be an effective strategy that has resulted in good bid results and quality work. Moore noted that Forgos' work as Owner's Representative has also been an important component of the quality of the work. She said it was important to continue to have input from Forgos on up-coming projects.

Forgos said that he would work with Sylvia Gillis to construct an RFP for the interior space study. Magill suggested that other libraries who have done similar interior re-design work recently be contacted to see what process they used to attract bidders from outside the state. Moore noted that a Cleveland firm won an award for their re-design of the Euclid Public Library.

Perera said that he agreed it would be good to have a broader scope of firms, including some from outside the state, but had concerns about the cost. Magill noted that the library could keep all options open and then determine if the cost would be prohibitive or not, once the responses to an RFP were received. Magill noted that an RFP is not a bid and elements of it can be negotiated. Forgos said that typically out-of-town firms will partner with a local firm, with the local firm administering the contract, which can create problems. The committee agreed to recommend a resolution to issue the RFP at the December Board meeting.

McKeown said that the library needs agreements with Forgos for the projects at Tremont. Magill and Perera agreed this was appropriate and that the agreements should be project specific rather than blanket. The committee agreed to recommend separate agreements with Forgos for the cooling tower project and the interior space study at the December Board meeting.

Off Agenda Items:

Moore informed the committee that there are some logistical problems with storing the components for the sixty new computers while the Computer Services Department prepares them for installation. She noted that city zoning regulations allow for temporary storage units to be on site for only five days out of thirty, so that is not an option. It was suggested that the library utilize the bonded storage at Lewis & Michael where the Miller Park materials are being kept. The committee also agreed to make a recommendation at the December Board meeting to donate the used patron workstations to the Friends of the Library for re-sale.

Agenda Item #6: Adjournment

The meeting was adjourned at 8:15 a.m.

Resolution 62-06
To Put the Main Library Cooling Tower Replacement out for Bid

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Main Library cooling tower replacement to be advertised for bid for a period of four weeks, following which the Clerk-Treasurer and/or Library Director, at a duly advertised public meeting, is hereby authorized to open such bids as may have been submitted.

Perera made a motion to approve Resolution 62-06. Burtch seconded the motion.

Forgos noted that the library is required to advertise for four weeks. He said he would have the necessary bid package ready by Thursday. He said the cooling tower would likely require about a 60 day delivery time after being ordered. He noted that the timing should still allow the replacement of the cooling tower to be completed before air conditioning season arrives.

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

Forgos said that Joel Snyder would begin dialog with Tim Moloney, Director of Parks and Recreations at a meeting next week. He noted that this was a preliminary meeting only to begin trying to coordinate Lane Road options with future planning by the City.

RESOLUTION 63-06
To Approve the Owner's Representative Agreement for the Cooling Tower Replacement

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby authorizes and approves the agreement with John Forgos, John Forgos Associates, 4350 Hayden Run Road, Dublin, Ohio 43017, at an hourly rate of \$55 per hour up to a maximum of 50 hours, to act as Owner's Representative for the cooling tower replacement at the Main Library

Motil made a motion to approve Resolution 63-06. Gilligan seconded the motion.
VOTING AYE: Magill, Motil, Burtch, Gilligan, Kurfees and Perera. VOTING NAY: None.

RESOLUTION 64-06
To Approve the Disposal of Public Computers

WHEREAS the Upper Arlington Public Library Board of Trustees has authorized the purchase of 60 new computers for public usage in order to increase the technological capabilities for its patrons

And

WHEREAS these computers will replace 40 existing public usage computers which the library has owned for six years

And

WHEREAS the Friends of the Upper Arlington Public Library have traditionally accepted all discarded materials from the Library for re-sale to the public

THEREFORE BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the transfer of 30 public use computers to the Friends of the Upper Arlington Public Library for resale by the method of their choice.

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

FINANCE COMMITTEE

Motil referred the Board to the notes of the Finance Committee meeting which are included here.

*Finance Committee Meeting
Friday, December 08, 2006 8:05 a.m.*

NOTES

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

Agenda Item 1: Call to Order

The meeting was called to order at 8:07 a.m.

Agenda Item 2a: Facilities Update – Cooling Tower

Moore briefly summarized information that had been provided to the Operations Committee regarding the library's efforts to obtain complete information from Bruner regarding the cooling tower and their state contract. McKeown said that she had several conversations with the state Office of Cooperative Purchasing and with Sylvia Gillis, in attempting to determine if the library could break the project down into its components.

Moore and McKeown indicated that they had difficulty in obtaining complete information from Bruner that did not fluctuate. Mark Wenger, President of Bruner, met with Moore and McKeown the day before the Operations Committee meeting and provided additional information. Moore noted that Magill had requested Forgos to obtain an estimate from a different vendor for comparison purposes. That estimate was \$2,000 to \$3,000 less than the Bruner estimate. McKeown said that as a result of the issues, the Operations Committee decided to simply put the project out for bids and will make that recommendation at the December Board meeting. The Operations Committee noted that Moore and McKeown had spent a great deal of time attempting to obtain information that they then had to verify. Moore noted that the library had a long and positive history of working with Bruner, but that trying to obtain accurate information on this project had been difficult.

Agenda Item 2b: Facilities Update – Miller Park

Moore said that interior painting is being done this week. The grid for the ceiling tiles, work on the interior of the fireplace and the built-in book cases should begin next week. She said that the timetable still calls for re-opening in early February. Moore said that a change order will be needed in order to meet additional requirements by the City of Upper Arlington. She said that Lt. Long of the Fire Department was going to require the installation of an enunciator panel. In addition, the City also requires an additional access ramp from the street to the building. Moore said that Forgos is contesting these additional requirements, but that will likely be unsuccessful. She said that the total cost for the two items would be approximately \$10,000. She said that the paperwork will probably not be presented to the Board for approval until the January meeting.

Agenda Item 2c: Facilities Update – Lane Road Restrooms

Moore said that the work on the lower level rest rooms should be completed next week. She said that there had been some delays while the contractor waited for the city to complete electrical inspections. She advised the committee that during demolition, a wall was exposed that had not been properly fireproofed during the initial construction of Lane Road. The City inspector had required a correction which would probably add \$200 - \$300 to the cost of the project. Moore said that this order will not be presented at the December meeting, since no paperwork from the contractor has been received.

Agenda Item 3: Audit Update

McKeown said that UAPL will host a pre-bid meeting with potential accounting firms to conduct the audit. She noted that Bexley and Westerville libraries will be participating. McKeown said that she hopes that a firm with experience in conducting library audits will participate in the bidding process. She said that under the new audit process, it is still possible for the library to act independently to hire an audit firm, but that acting in concert with Westerville and Bexley would be more cost effective and would foster consistency in the audits. She said the dates being considered for the meeting are 12/18/06 or 12/21/06. Motil requested that he be informed of the meeting date so that he could have the opportunity to attend.

Agenda Item 4: Resolutions

McKeown reviewed the resolutions to be proposed at the December Board meeting. She noted that one resolution was to authorize the Clerk-Treasurer to request the Franklin County Auditor to release advance distribution of tax collection funds. She said that this allowed the library to have earlier access to the funds for use or investment.

McKeown said that the resolution to renew depository agreements was mandatory every five years. She said the library had received agreements with Huntington, National City, Fifth/Third and Arlington Banks. It was noted that the depository agreements must be held by the bank prior to the library entering into any investment, such as CD's. Having agreements with several banks allows for more flexibility to take advantage of interest rates.

McKeown said that the active deposits are currently with Huntington. She said that once the levy campaign is complete, she is giving consideration to issuing an RFP for primary banking services. She noted that there has been discussion of accepting credit card payments for fines and that she would build this into any new banking services proposals.

McKeown noted some changes to the Miller Park fund to clear the account for year end. She also informed the committee that the City of Upper Arlington had submitted a check in payment for the storm sewer work at Miller Park. She said the check was for \$11,000.

Agenda Item 5 & 6: 2007 Temporary Appropriations & Operating Levy

McKeown said that the 2007 Temporary Appropriations resolution is necessary because the end of the year balances and carry-over is not immediately known. The temporary appropriations permit the library to continue to meet financial obligations until the permanent appropriations are approved in March. She noted that the temporary appropriations and the operating levy discussion are intertwined.

The committee reviewed scenarios provided by McKeown which reflected budget forecasts through the year 2012. The scenarios were:

1. Income from a 2.0 mill replacement levy and flat LLGSF.
2. Income from a 2.0 mill replacement levy and a 3% increase in LLGSF.
3. Income from a 2.2 mill replacement levy and flat LLGSF.
4. Income from a 2.2 mill replacement levy and a 3% increase in LLGSF.

McKeown noted that the allocations provided for an increase in the materials budget in accordance with the strategic plan. She said that while the overall budget for materials would increase, there would likely be some shifting of resources from print materials to digital material and database subscriptions. She noted that under Scenario #1, by 2012, only \$39.00 of unallocated funds remained.

McKeown said that the Franklin County Auditor's website could provide individuals with complete information as to what the financial effect of a levy would be on their homeowner taxes. Motil noted that the Board would need to decide next week on which

levy option to submit to the city. He asked when the state would act on the task force recommendation for the LLGSF. McKeown said that it would be unlikely to be finalized before June 2007.

Motil noted that the Board was expecting a recommendation from the Finance Committee regarding the levy option to present to the City of Upper Arlington. He asked what Moore and McKeown would recommend. Moore said that she thought the 2.0 mill levy would be approved by the voters. McKeown indicated that she also thought the 2.0 mill levy option would be prudent and would allow the library to pursue part of the strategic plan. She noted that if LLGSF is increased by 3%, the library would be able to take on more projects.

Kurfes said that the revenue and expenses projected should be analyzed in light of the strategic plan. He said that a 2.2 mill levy would allow the library to follow through on more components of the strategic plan. He noted that the levy decision is a reflection of the library's commitment to the strategic plan.

Moore said that the amount of money available for facilities projects had a direct impact on the direction of those projects. She said that in discussion with Forgos regarding the Lane Road water drainage issues, possible solutions to the problem varied greatly depending on whether solutions with higher costs could be considered, i.e., replacing the exterior drainage system or closing off the basement and expanding the facility. Motil said that he also thought the 2.0 mill levy option was likely to win voter approval. He noted that neither the 2.0 mill nor the 2.2 mill levy option would support all of the components of the strategic plan. He said the large scale facilities up-dates and improvements were very costly and not accurately considered as operating expenses. He said that a 2.0 mill levy would allow for materials and program initiatives to be met. Then the Board could discuss future facilities projects and consider the option of issuing bonds in one or two years to support those particular components of the strategic plan.

McKeown agreed that the large scale improvements to the facilities as outlined in the strategic plan were not appropriate to be considered as part of an operating budget. Motil requested that a brief bullet list be compiled for the Board highlighting the effect of the strategic plan on the budget projections. He noted that this information would also be helpful as voter information regarding the need for the levy. Kurfes suggested that McKeown collapse the worksheets that had been discussed by the committee as information for the Board, highlighting such facts as reaching a 20% materials budget would cost \$300,000 more per year.

Motil and Kurfes indicated that they would like to review the executive summary prior to the Board meeting. It was agreed that the committee would reconvene on Tuesday, December 12, 2006 at 9:00 a.m. to finalize the document for the Board.

Off Agenda Items

It was noted that the UA City Council agenda and meeting schedule would be announced on Monday. Moore noted that she anticipated that the City Council meeting that would

normally be scheduled for January 8, 2007 would be re-scheduled due to the OSU-Florida State championship game. The levy presentation would take place at that meeting when it does occur.

Moore informed the committee that the Friends of the Library have broken a record by raising over \$100,000 as of the end of November. The committee put forth the suggestion of planning some type of recognition event honoring their efforts.

Agenda Item 7: Adjournment

The meeting adjourned at 9:15 a.m.

*Finance Committee Meeting
December 12, 2006 9:00 a.m.*

Meeting Notes

IN ATTENDANCE: *Charles Motil, Bryce Kurfees, Ann Moore, Terri McKeown, Kate Porter, Nancy Roth*

POINTS OF INFORMATION

Motil called the meeting to order at 9:06.

McKeown provided the committee with two spreadsheets containing budget projections. One spreadsheet assumed that the LLGSF would be flat and the second one assumed the passage of a 3% increase in the LLGSF. Both spreadsheets assumed the 20% materials budget as recommended by the strategic plan. Both also assumed a 10% increase in Salaries costs in 2007 as called for by the strategic plan. McKeown noted that a yearly increase of 3% in subsequent years was reflected in the spreadsheets, but not the 6% outlined in the strategic plan. She said that neither a 2.0 mill levy nor a 2.2 mill levy would be sufficient to fund a 6% annual increase in that area.

Moore provided the committee with a listing of major projects recommended in the strategic plan along with their estimated costs. She noted that there were capital costs and operational costs and that those costs would be spread out over the five year span of the levy.

Motil noted that the spreadsheets make it clear that if the LLGSF remains flat; there is not much surplus available for funding strategic plan initiatives. Kurfees suggested that the information sheet should note that all the projects listed are currently unfunded. Motil asked what the probability was for the 3% increase to the LLGSF. McKeown said that the library community was hopeful, but that there is no way to be certain until the state budget process is complete.

The committee discussed refinements and clarifications to be made to the information sheets to be presented at the Board meeting. Kurfees asked what the committee's recommendation to the Board would be regarding the levy amount. Motil said that he would recommend a 2.0 mil replacement levy. He also said that the Board should be made aware that as projects arising from the strategic plan and their associated costs became more definite, the committee would explore putting a bond issue before the voters to fund those projects. Moore and McKeown agreed with this recommendation. Kurfees also indicated his agreement.

Moore said that the library and the Board should use 2007 to refine cost estimates and to plan for implementation of these elements of the strategic plan by placing a bond issue before the voters in the future. She noted the need to work closely with Upper Arlington Parks and Recreation during this planning because that city department has some long-term plans that intersect with some of the library's projects.

Kurfees asked McKeown to add in the revenue projections associated with a 2.0 mill levy into the spreadsheet, along with the other modifications agreed to in discussion. He also asked McKeown to email the revised information to the committee so that they can be prepared for the Board meeting. Motil noted that he liked the information because it clearly showed that a levy is needed just to maintain the status quo and that costs of implementation of many parts of the strategic plan will have to be handled in a different way.

The meeting was adjourned at 9:35 a.m.

Motil summarized the 12/12/06 Finance Committee meeting held earlier in the day. He highlighted the fact that neither a 2.0 mill levy nor a 2.2 mill levy would fund all the initiatives contained in the strategic plan. He noted that some projects were more appropriately viewed as capital projects, not operating objectives and that the library should plan for and consider funding these through a bond issue or other long term financing.

RESOLUTION 65-06

RESOLUTION REQUESTING THE CITY OF UPPER ARLINGTON, FRANKLIN COUNTY, OHIO TO SUBMIT TO THE ELECTORS OF THE CITY THE QUESTION 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;

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; and

WHEREAS, the Franklin County Auditor has certified that the replacement tax will generate \$3,108,064.87 during the first year of collection, based on the current assessed valuation of the City of \$1,541,067,224;

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 hereby found, determined, declared and recited, that (a) the Library was established prior to June 20, 1978, by resolution adopted by the City Council of the City as a free public library to serve the City; and (b) this Board wishes to initiate proceedings for the submission to the electors of the City the question of a tax levy for current expenses of the Library.

Section 2. It is hereby found, determined and declared that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax list and duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Library, and it is necessary to replace all of the Original Levy tax in excess of such limitation for current expenses of the Library.

Section 3. This Board hereby requests the City Council of the City to pass a resolution under Section 5705.23, Ohio Revised Code, and other applicable provisions of law to submit to the electors of the City at an election to be held therein on May 8, 2007, the question of such replacement tax levy.

Section 4. Such replacement tax levy shall be 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 five (5) years.

Section 5. Such replacement tax levy shall be placed upon the tax list and duplicate for the current tax year, commencing in 2007, first due in calendar year 2008, if a majority of the electors voting thereon vote in favor thereof.

Section 6. This Board finds, determines and declares that the replacement of the levy of the tax, if approved by the electors, is necessary to the proper furnishing and rendering of free public library services in the City and for the residents of the City.

Section 7. The Treasurer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the City Council of the City.

Section 8. It is hereby found and determined that all formal actions of this Board concerning and relating to the passage 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 65-06. Burtch seconded the motion.

In answer to a question from Perera, Motil confirmed that the levy would be for five years. Magill noted that according to the information provided by the Franklin County Auditor, the levy would cost the average Upper Arlington resident about \$4.80 per month. Gilligan said that she would agree that the request for 2.0 mills is prudent and responsible. She said that the 2.0 mill choice recognizes that UA citizens have many other demands, including a school levy planned for the fall ballot and trash rate increases.

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

Moore noted that the UA City Council meeting is scheduled for Tuesday, January 9, 2007. It was noted that this would be the meeting when the Board would present the levy request to the city council and was in conflict with the regularly scheduled Trustees meeting. **Motil made a motion to change the UAPL Board of Trustees meeting date to Thursday, January 4, 2007 at 5:00 p.m. Kurfees seconded the motion.** VOTING AYE: Magill, Motil, Burtch, Gilligan, Perera and Kurfees. VOTING NAY: None.

McKeown thanked Becky Princehorn for attending the meeting and for her assistance in preparing the legal paperwork for the levy application.

CLERK-TREASURER'S REPORT

The Clerk-Treasurer's written report is included here.

NOTES FROM THE CLERK TREASURER DECEMBER 2006

The Finance Committee met on December 7, 2006. Please refer to the notes of the meeting for details on each topic that was discussed. The Finance Committee will be meeting again on Tuesday morning, December 12th, to review an executive summary of the major items that will be presented at the Board meeting to define the items in the strategic plan that will be addressed as part of the operating levy.

I received the official Certificate of Estimated Property Tax Revenue from the Franklin County Auditor's office based on the new valuations, which were updated in early December. The new valuation used for calculating the estimated property tax revenue is

\$1,541,067,224. The previous valuation was \$1,538,510,084. I included copies of both estimates and copies of resolutions for each option for the Board to decide which one the Board will vote to send to the City of Upper Arlington. The Finance Committee will lead the discussion at Tuesday's Board meeting.

The Auditor of State's office contacted me on Thursday, December 7th to schedule a pre-proposal conference with outside audit firms. We are hosting the meeting at our library later this month. Westerville Public Library and Bexley Public Library will also be at the meeting. It will be our opportunity to meet the firms that are interested in conducting our financial audit and to ask questions. After the meeting, the audit firms interested in doing the audit will submit their proposal. The proposals will be submitted to the library and the Auditor of State for evaluation.

We did receive a check from the City of Upper Arlington for their portion of the storm sewer work as originally agreed. Therefore, I did not have to transfer any money into Miller Park from the General Fund during the month of December.

The following Resolutions have been prepared for Board approval:

Finance Committee

November Financial Reports

General Fund Donations: Please note that we received a donation in honor of Robert V. Gilroy. Bob was the former Manager of the Adult Service Department.

2006 Appropriation Amendment: Included are changes for all 3 Funds. In the General Fund, the major change is to increase the Digital Resources line (4500) in order to purchase a digital video product called MyLibraryTV. The transfer change in the General Fund and the changes to the Miller Park go together. At this time, we do not need to transfer additional funds into the Miller Park Fund. Since the available cash is lower, we also need to change the appropriations in the Miller Park Fund. We cannot spend any money that is not available in the fund, so I need to change the appropriations before the end of the year. The changes in the Building Improvement Fund (402) reflect the changes necessary to put the cooling tower out for bid.

Authorization to have County Auditor Release Advance Distribution of Tax Dollars: This resolution is to authorize me to request the Franklin County Auditor to release 90% of the operating levy tax revenue collected on a weekly basis. I send a weekly request for an advance as soon as the tax bills are mailed to property owners.

Designation of Public Depositories: This resolution is to renew our depository agreements with financial institutions. The agreements are for 5 years, and are required by law. The financial institutions must abide by requirements under Ohio Revised Code 135, Uniform Depository Act. The memorandum of agreements acknowledge the institution will abide by the guidelines, and the appropriate funds will be set aside to ensure the deposits of the library's money.

2007 Temporary Appropriations: This resolution is our initial allocation of funds for next year. An exhibit is included that compares the proposed figures with the current year appropriations and prior years' history. In March, we will present the Permanent Appropriations that will include the actual year-end available balances for each fund.

Personnel Committee

December Personnel Report

2007 Pay Ranges - Included in your packet is the recommendation of the committee that establishes the pay ranges for 2007. The items changed are noted in red. The minimum wage increases to \$6.85 per hour beginning January 1st, 2007. The minimum rate for the Pages (101 Range) needs to be increased from the current rate of \$6.50 per hour.

2007 Wage Increase - The Personnel Committee discussed individual increases for 2007 at their meeting in November. Included in your packet is the committee's proposal, increase would be the pay period beginning December 17, 2006, with a pay date of January 5, 2007. For employees hired before November 1st, the committee is recommending that each employee receive the amount noted for the range that their position is in. The exception would be for Pages currently making \$6.50 per hour. Pages currently making \$6.50/hr would increase to \$6.85/hr.

Perera made a motion to approve the November 2006 financial reports. Gilligan seconded the motion. VOTING AYE: Magill, Motil, Burtch, Gilligan, Perera and Kurfees. VOTING NAY: None.

RESOLUTION 66-06
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 donations:

\$200.00 Frederick & Pamela Thurston

\$100.00 Martin Peter & Marjorie Sayers in honor of
Robert V. Gilroy

Motil made a motion to approve Resolution 66-06. Gilligan seconded the motion. VOTING AYE: Magill, Motil, Burtch, Gilligan, Perera and Kurfees. VOTING NAY: None.

RESOLUTION 67-06
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

4200 Periodicals	-\$ 1,500
4500 Computer Services (Digital Mat'l)	+\$10,000
4700 Library Material Repair	-\$ 500
5200 Land Improvement	-\$ 8,100
7100 Dues/Membership	+\$ 100
9900 Transfers	-\$ 58,500

BUILDING IMPROVEMENT FUND 402

3200 Communications	+ \$2,000
3700 Professional Services	+ \$2,500
5400 Building Improvement	- \$4,500

MILLER PARK FUND 403

3200 Communications	-\$ 72
3700 Professional Services	-\$ 3,573
3900 Other Purchased Services	-\$ 4,545
5200 Land Improvement	-\$17,300
5400 Building Improvement	-\$22,224
5500 Furniture/Equipment	-\$ 1,500

Kurfes made a motion to approve Resolution 67-06. Burtch seconded the motion.
VOTING AYE: Magill, Motil, Burtch, Gilligan, Kurfes and Perera. VOTING NAY:
None.

RESOLUTION 68-06
**Authorization to have County Auditor Release Advance
Distribution of Tax Dollars**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library authorizes the Clerk-Treasurer of the Library, Terri J. McKeown, to receive tax advances and settlements from the Franklin County Auditor for the year 2007.

Motil made a motion to approve Resolution 68-06. Burtch seconded the motion.
VOTING AYE: Magill, Motil, Burtch, Gilligan, Kurfees and Perera. VOTING NAY:
None.

RESOLUTION 69-06
Designation of Public Depositories and Award of Public Moneys

BE IT RESOLVED by the Board of Trustees of the Upper Arlington Public Library:

That the active deposits of the Upper Arlington Public Library be awarded to the Huntington National Bank commencing January 1, 2007 upon executing and delivering security required by law.

That the interim deposits may be awarded to the following Upper Arlington Public Library public depositories for the five-year period commencing January 1, 2007 through January 1, 2012:

The Arlington Bank
Huntington National Bank
Fifth Third Bank
National City Bank
STAR OHIO

Kurfees made a motion to approve Resolution 69-06. Gilligan seconded the motion.
VOTING AYE: Magill, Burtch, Gilligan, Perera and Kurfees. VOTING NAY: None.
ABSTENTION: Motil.

RESOLUTION 70-06
**2007 TEMPORARY APPROPRIATIONS
INCOME**

GENERAL FUND 100

GENERAL PROPERTY TAXES	1,983,118.00
STATE INCOME TAXES (LLGSF)	3,185,000.00
TAX CREDITS/REIMBURSEMENTS	286,541.00
PATRON FINES/FEES	195,000.00
INTEREST	80,000.00
DONATIONS	3,500.00
MISCELLANEOUS	<u>5,000.00</u>
TOTAL	5,738,159.00
 EST BAL 1/01/07	 <u>1,626,478.00</u>
 TOTAL INCOME + BALANCES	 7,364,637.00
 LESS RESERVE FOR ENC	 <u>(168,150.00)</u>

AVAILABLE FOR APPROPRIATION	7,196,487.00
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BUILDING FUND 402

TRANSFERS IN (from General Fund)	-0-
EST BAL 01/01/07	<u>912,636.00</u>
TOTAL INCOME + BALANCES	912,636.00
LESS RESERVE FOR ENC	<u>(4,000.00)</u>
AVAILABLE FOR APPROPRIATON	908,636.00

MILLER PARK RENOVATION FUND 403

DONATIONS	-0-
TRANSFERS IN (from General Fund)	10,000.00
EST BAL 01/01/07	<u>287,470.00</u>
TOTAL INCOME + BALANCES	297,470.00
LESS RESERVE FOR ENC	<u>(287,470.00)</u>
AVAILABLE FOR APPROPRIATON	10,000.00

GENERAL FUND

1000 SALARIES & BENEFITS	
1100 SALARIES	2,724,000
1400 RETIREMENT	636,000
1600 INSURANCE	310,000
1900 OTHER BENEFITS	<u>12,000</u>
TOTAL	3,682,000
2000 SUPPLIES	
2100 ADMINISTRATIVE	165,000
2200 MAINTENANCE	20,000
2300 VEHICLE/FUEL	<u>1,200</u>
TOTAL	186,200
3000 PURCHASED & CONTRACTED SERVICES	
3100 TRAVEL & MEETINGS	30,000
3200 COMMUNICATIONS	55,000
3300 MAINTENANCE	231,000

3400 PROPERTY INSURANCE	40,500
3500 RENTS/LEASES	3,000
3600 UTILITIES	183,000
3700 PROFESSIONAL SERVICES	100,000
3800 OCLC	55,000
3900 OTHER SERVICES	<u>1,000</u>
TOTAL	698,500
4000 LIBRARY MATERIALS	
4100 BOOKS	499,420
4200 PERIODICALS	76,900
4300 AUDIOVISUAL	265,605
4500 COMPUTER SERVICES	147,700
4700 MATERIAL REPAIR	<u>1,500</u>
TOTAL	991,125
5000 CAPITAL OUTLAY	
5200 LAND IMPROVEMENT	1,500
5400 BLDG IMPROVEMENT	20,000
5500 FURN/EQUIP/STAFF SOFTWARE	<u>175,000</u>
TOTAL	196,500
7000 OTHER OBJECTS	
7100 DUES/MEMBERSHIP	12,000
7500 REFUNDS	<u>2,000</u>
TOTAL	14,000
TOTAL GENERAL FUND	5,768,325
TRANSFER TO OTHER FUNDS (#403)	10,000
GRAND TOTAL GENERAL FUND	5,778,325

BUILDING IMPROVEMENT FUND 402

3000 PURCHASED & CONTRACTED SERVICES	
3200 COMMUNICATIONS	10,000
3700 PROFESSIONAL SERVICES	80,000
3900 OTHER PURCHASED SERVICES	<u>3,000</u>
TOTAL	93,000
5000 CAPITAL OUTLAY	
5200 LAND IMPROVEMENT	200,000
5400 BLDG IMPROVEMENT	<u>615,500</u>
TOTAL	815,500
GRAND TOTAL BUILDING FUND	908,500

MILLER PARK RENOVATION FUND 403

5000 CAPITAL OUTLAY	
5400 BLDG IMPROVEMENT	10,000
TOTAL	10,000
 GRAND TOTAL MILLER PARK FUND	 10,000

Kurfees made a motion to approve Resolution 70-06. Burtch seconded the motion.
 VOTING AYE: Magill, Motil, Burtch, Gilligan, Kurfees and Perera. VOTING NAY:
 None.

PERSONNEL COMMITTEE

The written notes from the Personnel Committee meeting are included here.

*Personnel Committee Meeting
 Tuesday, November 30, 2006 9:00 a.m.*

Meeting Notes

*PRESENT: John Burtch, Megan Gilligan, Ann Moore, Kate Porter, Terri McKeown,
 Julie Whitt, Nancy Roth*

Agenda Item #1: Call to Order

The meeting was called to order by Burtch at 9:05 a.m.

Agenda Item #2: Discussion of 2007 Wage Increase

The committee discussed the impact of the new state minimum wage of \$6.85 per hour effective January 1, 2007. Whitt said that the starting pay for pages was currently below the new minimum. McKeown indicated that eight employees would be affected by the new minimum. Whitt said that she had gotten a legal brief from Vorys, Sater, Seymour and Pease which she distributed to the committee. She noted that the law requires an annual adjustment for inflation. Whitt said that historically the library has offered slightly higher than minimum wage in order to compete with fast food employers.

Whitt provided a brief summary with two options for adjusting to the new law. Option #1 adjusted the minimum in Pay Range 101 to \$6.85 per hour with the mid-point and maximum remaining the same. Option #2 adjusted the minimum in pay range 101 along with adjusting the midpoint and maximum. It was noted that Option #1 creates an artificial range that might not reflect the wage market as originally intended when constructed last year. It was also noted that this could be remedied in the future as the compensation structure is reviewed.

Burtch noted that the adjustment would need to be on the agenda for the December Board meeting in order for the library to be in compliance beginning at the first of the

year. Following some discussion as to how Jerry Stepp had calculated the original midpoints, it was agreed by the committee that the recommendation to the Board would be to make an adjustment to the minimum of Pay Range 101, but to retain the current midpoint and maximum of that range.

The committee began discussion of the possible pay increase for the staff for 2007. McKeown distributed spreadsheets for two options – a 2.5% increase and a 3.00% increase to the midpoint. She noted that both the employer and employee portions of PERS will increase in 2007. The employer portion will increase from 13.70% to 13.85%. The employee portion, which the library also pays, will increase from 9.0% to 9.5%. McKeown said that this employee portion should be considered a part of the compensation package for library employees. It was noted that most libraries do not pay the employee's portion of PERS.

Gilligan asked if staff members were made aware of how much the library pays into PERS for them. There was discussion about the best way to explain the benefits package to staff. McKeown noted that the library does not provide staff with a statement of the specific PERS donation, but that PERS does send an annual statement. A general notice is sent notifying the staff of the pickup percentage amount. There was discussion about options for better marketing to staff of this benefit.

McKeown said that she and Moore would recommend the 2.5% option. It was noted that this increase is based on the mid-point of each pay range to determine the actual dollar amount to be applied to all staff members in the pay range, and that therefore individual percentages will vary. McKeown noted that with expected staffing changes, this would increase personnel costs by 9.77% of the budget for 2007. She said that a 3.0% raise would take the costs to over 10%.

Whitt noted that more staff members are below the midpoint than above it. She said this was primarily due to having so many part-time employees and the turnover in these part-time positions. McKeown noted that historically pay increases are not given to new hires that begin work after November 1st. It was agreed to continue this practice. McKeown noted that Finance will be reviewing the proposed budget to make sure that funds are allocated correctly. She noted that Miller Park will be opening to increased staffing that will have an impact on the budget. Moore said that this will ensure that no staff member has to work alone at Miller Park at night or on weekends.

McKeown noted that the Strategic Plan calls for a 10% increase in the Personnel budget for 2007, with a 6% increase each year thereafter. She noted that this reflects increases in staffing, not pay raises. She also noted that the continued increase could not be supported under a 2.0 or 2.2 mill levy.

Burtch noted that due to the high Hennen ranking and due to inflation, the staff deserves the 2.5% increase for 2007. The committee agreed to recommend to the Board that a pay increase of 2.5% of the midpoint of each pay range be approved at the December Board meeting.

Agenda Item #III: Community Relations Manager

Moore presented the committee with a Memo from her and Porter, drafts of job descriptions for the Community Relations Manager and Print Media Specialist, and an organizational chart. Moore said that the library is behind the times in terms of marketing. She said that she envisions the new department to have a very different focus than currently, with much more interaction with other community organizations. She said that due to the scope and depth of knowledge expected in the community relations manager's position, she felt the position should be in Pay Range 110. Moore stated she has discussed this position with Lynda Murray and Rick Ruben, Dean of the KSU School of Library Science.

The committee reviewed the organizational chart for the Community Relations Department. Burtch noted that the Outreach Services should be added to the chart. The need to formalize a volunteer program was noted. Moore said that currently Whitt coordinates volunteers, but that it should be removed from Human Resources. She noted that there have been problems when volunteers assume they will be given special consideration for employment.

The strategy and methods for recruiting a person for the position were discussed. Whitt noted that there are some trade associations that are available. She said that networking with Columbus Metro was a possibility. Burtch asked about the timetable for the position. Moore said that it would take some time, but she hoped that two or three months would be adequate. She noted that this could be longer depending on the candidate's need to give notice. Moore noted that she and the PR department are working with Patrick Donadio to develop a 6 month marketing plan and to transition into the re-organized department.

Burtch noted that he felt the creation of the position was the Director's option, but that having Board confirmation would be a good idea. He noted that the salary needs fit into the budget constraints for next year. He and Gilligan agreed to recommend the confirmation of this position at the December Board meeting. It was noted that the position is consistent with the strategic plan and with current practices at other similarly sized libraries.

It was noted that the current position of Public Relations Manager would be replaced with the position of Print Media Specialist. Moore said that the redefinition would remove the supervisory components of the manager position, but would continue other duties. She said that the department as a whole will be more active and that the staffing structure is likely to change as time goes by. The committee agreed that the Director should be authorized to make the necessary adjustments to the pay ranges if the position is confirmed by the Board.

Agenda Item IV: Job Description Updates

Moore said that Whitt had completed the revisions to all the job descriptions – 74 in all. She said that job descriptions from Westerville, Worthington and Westlake Porter had been obtained for comparison purposes. Moore said that she had also meet with Lynda

Murray and Rick Rubin yesterday to review the revisions. Moore noted that of the libraries contacted two had no written pay rules and one, Worthington, was in the process of changing their pay rules to empower the Director to make the decision regarding compensation affected by promotions/demotions. Moore said that the work on the criteria and process for re-classification is on hold until the compensation structure is reviewed.

Burtch asked about the involvement of the managers in the revision of the job descriptions. Moore said that in the past, when a position became vacant, the manager and Whitt would review and revise it if necessary before posting the opening. The department managers will be given these revisions to review at the December 13th Department Heads meeting. Whitt indicated that they will be given a week to review them and that she will ask them to return them to her by December 20th. Moore indicated that Murray and Rubin are planning to attend that meeting as a part of their review of the compensation structure. When the managers return the job descriptions, Whitt will see if some can be collapsed. The impact of having five new managers on staff in terms of these reviews was noted. Burtch affirmed the need for the managers to be a part of the process.

The committee discussed the proposal from Rick Rubin and Lynda Murray to provide managers' training sessions in 2007. Moore said she highly recommends that the library proceed with this step. She noted that with five new managers in place along with the new strategic plan, the library is primed to take advantage of some high-level training to focus on working more effectively. Burtch agreed that the library needs to proceed with the plan. The committee agreed to recommend approving the consulting contract with OLC for these services at the December Board meeting.

Agenda Item V: Executive Session

At 10:25 a.m., the committee moved into executive session in order to discuss pending litigation and specific personnel concerns.

Agenda Item VI: Adjournment

At 11:00 a.m. the committee came out of executive session and adjourned the meeting.

CLERK-TREASURER'S PERSONNEL REPORT

<u>Effective Date</u>	<u>Employee</u>	<u>Current Rate</u>	<u>New Rate</u>	<u>Classification</u>	<u>PT/FT</u>
<u>Terminations</u>					
11/30/06	Jessica Strubel			Page	T PT
12/09/06	Jennifer McBride			Lib Asst I/Circ	T PT
12/14/06	Jenny Platz			Lib Asst I	L PT

New hires

11/28/06 Cynthia Hudson \$9.55 Lib Asst I/Circ T PT

Rehire

11/13/06 Michael Kaylor \$10.23 RA 103 Custodian T FT

Change of Status

11/24/06 Michael Price \$6.50 RA 101 \$9.55 RA 103 Page to Lib Asst I/Circ T PT

Non-FMLA Leave of Absence

11/02/06 Anne-Marie DuJardin Lib Asst I/Circ T PT
to 11/26/06

12/03/06 Sheila Patel Lib Asst I/Circ T PT
to 12/24/06

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

Burtch said that the Personnel Committee realizes that the Pay Ranges and Classes need some adjustments, but that more study is needed. He said that the committee decided to initiate a more complete review of the classification system and to try to also develop definitions of each pay range. He noted that the library is in conversation with Lynda Murray and Rick Rubin regarding a proposal for consulting services for this process during 2007.

Burtch said that adjustments have been made to the pay range for Pages to bring the library into compliance with the new minimum wage law going into effect in January 2007. He noted that this adjustment does fit within the budget.

RESOLUTION 71-06
2007 Pay Ranges

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the attached pay ranges to be effective the pay period beginning December 17, 2006. (See Exhibit K.)

Gilligan made a motion to approve Resolution 71-06. Burtch seconded the motion.
VOTING AYE: Magill, Motil, Burtch, Gilligan, Kurfees and Perera. VOTING NAY:
None.

RESOLUTION 72-06
2007 Wage Increases

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following wage increases for employees hired before November 1, 2006.

<u>Level</u>	<u>Hourly Increase</u>
1	\$.19
2	\$.24
3	\$.28
4	\$.33
5	\$.38
6	\$.44
7	\$.53
8	\$.57
9	\$.66
10	\$.73

The new rates will be effective with the pay period beginning December 17, 2006 that will be paid on January 5, 2007.

Burtch noted that the proposed wage increase of 2.5% to the midpoint of each range is slightly more than the 1.7% rate of inflation. He said that in recognition of the staff's contribution to the high national rankings for the library this increase was merited by the staff.

Burtch also pointed out that the library will be paying the increase in the employee's portion of the PERS contribution. He said that this is something that few other libraries do. He noted that this increase for 2007 is .5%, bringing the employee's share of PERS to 9.5%. In addition, he noted that the library is legally obligated for the employer's portion which also will increase in 2007.

Burtch said that this PERS benefit should be made clear to the staff. He said that the committee has requested that McKeown or Moore prepare a notice for each employee which would outline the monetary value of this benefit.

Kurfees made a motion for to approve Resolution 72-06. Burtch seconded the motion.
VOTING AYE: Magill, Motil, Burtch, Gilligan, Kurfees and Perera.

Burtch said that the committee has become convinced of the need for the creation of a Community Relations Department and the position of Community Relations Manager. He noted that the committee had requested information from Moore which she supplied, outlining the responsibilities and focus of such a department and position. Burtch said that the funding needed for this still falls in the 10% budget increase for wages.

Burtch said that the position and department will be instrumental in helping achieve many elements of the strategic plan. He noted that the Manager position will report directly to the Director and will have supervisory responsibility for five other areas. Burtch said this would spread some responsibilities around and should allow people the time needed to do a good job. He said that the survey conducted in the summer made it clear that the library is valued by the community, but that its wide variety of services is an unsung element when people think about what makes Upper Arlington attractive.

Perera said the outreach component of the position is needed. He suggested that the library plan to review the effectiveness of the department and manager position after a period of time. Magill inquired what means for measuring effectiveness is being planned. Moore said that she has been working with Patrick Donadio about tracking the public response to future community relations initiatives. She noted that there are plans to send the winter program booklet to every home in Upper Arlington. The library will then review program attendance to see if more people from the community participate.

Magill asked about the Community Relations Department's projected interaction with other library departments. Moore said that the Department will be involved with other departments across the library. She said the goal is to promote a consistent message to the public throughout the library and that the Community Relations Department would take the lead in this. Perera said that the goal of strengthening the library's position in the community was a good idea.

RESOLUTION 73-06

To Approve the Creation of the Community Relations Department and the Position of Community Relations Manager

WHEREAS the Board of Trustees of the Upper Arlington Public Library has approved a Strategic Plan that calls for increased and more involved relationships with other community organizations, and

WHEREAS a survey conducted by Casey Communications in connection with the strategic planning process revealed that members of the Upper Arlington community have positive comments about the Upper Arlington Public Library, but do not have a complete knowledge of the services offered by the Upper Arlington Public Library, and

WHEREAS today's libraries must compete with retail establishments and internet services and resources,

BE IT HEREBY RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby recognize the need for and confirms the creation of a Community Relations Department and the position of Community Relations Manager as proposed by the Director.

Perera made a motion to approve Resolution 73-06. Gilligan seconded the motion. VOTING AYE: Magill, Motil, Burtch, Gilligan, Perera and Kurfees. VOTING NAY: None.

Burtch noted that the committee has also dropped the “Acting Director” designations. He said that with the creation of the Assistant Director position, this designation is no longer necessary. Moore said that the individuals who have served as Acting Director – Terri McKeown, Steve D’Andrea and Julie Whitt – have been very helpful and effective in dealing with various issues in instances when Moore has been unavailable. Moore thanked them for their services. She noted that she and Porter will share a pager in order to be accessible in an emergency. Moore said that she has also informed staff that they can always call her at home.

RESOLUTION 74-06

To Authorize the Director to Make Necessary Adjustments to the Pay Range Classifications as Necessitated by Resolution 73-06

Whereas the Board of Trustees of the Upper Arlington Public Library has approved the creation of a Department of Community Relations and the position of Community Relations Manager,

BE IT HEREBY RESOLVED, that the Board of Trustees of the Upper Arlington Public Library does authorize the Director to make any and all necessary adjustments to the 2007 Pay Range classifications to accommodate any new positions.

Gilligan made a motion to approve Resolution 74-06. Kurfees seconded the motion. VOTING AYE: Magill, Motil, Burtch, Gilligan, Kurfees and Perera. VOTING NAY: None.

UAPL FOUNDATION REPORT

Moore said that Jackee McKnight, Foundation Director was unable to attend the Board meeting. She said that McKnight had informed her that the Foundation Endowment Fund has received a commitment of a \$100,000 donation.

PRESIDENT’S REPORT

Magill thanked Moore, McKeown, UAPL staff and current and past Board members for their assistance and support during his two terms as President. He noted the library’s

responsibility to nurture a place where all are welcome to “explore, gather and grow.” He said that the Board’s action in passing the 2.0 mill levy request is evidence of the library’s commitment to sustain a national reputation. He noted his desire for the library to continue to be a sanctuary for story-tellers and listeners. He emphasized his belief in the library’s critical role in society with a quote from E. L. Doctorow.

Perera thanked Magill for his leadership as President. He noted the extra time commitment involved for those in a leadership role of community service work.

Burtch offered an addendum to the Personnel report. He said that Julie Whitt, Human Resources Manager, had re-written the current seventy-four job descriptions. He noted the Personnel Committee’s desire to have the managers be a part of this process and said that the managers will be given the job descriptions for review and comment. He said that the plan is to have Rick Rubin explain to the managers, the role of a job description and how to use them within the context of the organization. Moore noted that if Rubin is unable to make the department heads meeting scheduled for tomorrow, the distribution of the job descriptions may be delayed, but that they will be given out as soon as possible for feedback from the managers.

Kurfees asked if managers are evaluated by their staff. Moore informed him that they are not, but that they are evaluated by their own managers. Kurfees asked why the classification descriptions were not a part of the report from the consultant who developed the system last year. Burtch and Moore both indicated that there were a number of problems with the process last year, but that at this point the best thing would be to move on and work with Rubin.

Burtch said that at the present time, there was no need to enter into Executive Session as planned for on the Agenda. He also noted that he had been present for Holiday Happiness and thought it was a great experience, particularly the program by Mark Reinhart which involved all generations of patrons. Moore noted that about 3,000 people came to the library during Holiday Happiness and that it was a demonstration of the library’s ability to become a center of the community as suggested during the strategic planning process. Magill thanked the staff for their hard work in preparing for Holiday Happiness.

ADJOURNMENT

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

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

John Magill, President

John H. Burch, Secretary