

# Upper Arlington Public Library

## Board of Trustees Meeting

January 4, 2007

### MINUTES

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

### MEMBERS PRESENT

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

### MEMBERS ABSENT

None.

### ALSO PRESENT

Ann Moore, Terri McKeown, Kate Porter, John Forgos, Nancy Roth, Lyndsey Teter, UA News

### APPROVAL OF THE MINUTES

Perera made a motion to approve the Minutes of December 12, 2006. Kurfees seconded the motion. Voting Aye: Perera, Kurfees, Magill, Gilligan, Motil and Burtch. Voting Nay: None.

### ELECTION OF OFFICERS

Magill said that Trustees who serve as officers are subject to a two term limit according to the Bylaws. He said that all current officers have served two terms and opened the floor for nomination of officers.

Perera nominated Motil for the office of President. Burtch seconded the nomination. There were no other nominations. Voting Aye: Perera, Burtch, Magill, Gilligan, Motil and Kurfees. Voting Nay: None.

Magill turned the meeting over to President-Elect Motil. Motil asked for nominations for Vice-President. Burtch nominated Perera for the office of Vice-President. Magill seconded the nomination. There were no other nominations. Voting Aye: Burtch, Magill, Gilligan, Motil, Kurfees and Perera. Voting Nay: None.

Motil called for nominations for Secretary. Burtch nominated Gilligan for the office of Secretary. Magill seconded the nomination. There were no other nominations. Voting Aye: Burtch, Magill, Gilligan, Motil, Kurfees and Perera. Voting Nay: None.

## **COMMITTEE APPOINTMENTS**

Motil made the following committee appointments. Each committee was confirmed by a unanimous vote of the Board.

Operations Committee: John Magill and Brian Perera  
Finance/Audit Committee: Bryce Kurfees and Charles Motil  
Personnel Committee: John Burtch and Megan Gilligan

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

## **APPOINTMENT OF CLERK-TREASURER AND DEPUTY CLERK-TREASURER**

Motil made a motion to re-appoint Terri McKeown to the position of Clerk-Treasurer and Sherry Peterson to the position of Deputy Clerk-Treasurer. Perera seconded the motion. Voting Aye: Magill, Motil, Gilligan, Kurfees, Perera and Burtch. Voting Nay: None.,

## **PUBLIC COMMENTS**

There were no public comments. Motil reviewed the procedure for comments for the record.

## **DIRECTOR'S REPORT**

Moore provided a written outline to the Board which is included as Exhibit A. Moore said that the year-end statistics showed a small decline in circulation. She said that this was attributable to the closing of Miller Park during renovations. Moore pointed out that Youth and Lane circulations were up substantially in the month of December over a year ago.

Moore said that staff should be able to begin preparation work at Miller Park the week of January 22<sup>nd</sup>. Forgos said that painting at Miller Park should be completed this week. He said that carpet and flooring installation will begin the week of January 15<sup>th</sup>. The Circulation desk will be installed and computer wiring worked on that week as well.

Forgos noted that the sequence of certifications is as follows:

1. Mechanical Inspection,
2. Electrical Inspection,
3. Plumbing inspection,
4. Final Inspection, including Fire/Safety Inspection,
5. Issuance of Occupancy Permit.

Forgos noted that staff is permitted to work at Miller Park to prepare the facility without the Occupancy Permit.

There was discussion about the re-opening date for Miller Park. Moore noted that she would like to have the first day of operation be at a time when children can come, so she was considering a Saturday for the first day. She said that either February 10, 2007 or February 17, 2007 could be a possible Opening Day. She said that a preview of the facility would be planned for many of the same participants who were invited to the Groundbreaking. The preview would be scheduled for the Friday evening prior to the Saturday opening. Burtch noted that the Foundation and McKnight should be involved in the planning process. The Board reached a consensus that the preview should be tentatively planned for Friday, February 9, 2007 and the Opening Day for Saturday, February 10, 2007.

Moore noted that there is a need to schedule an Operations Committee meeting before the end of the month. She said that the committee will need to review the Lane Road Water issues study by Snyder and Forgos. She also said that the committee will need to define the scope of the work for the space study at Tremont so that an accurate RFP can be issued.

Moore said that the bids for the Tremont Cooling Tower project would be opened on Tuesday, January 16. Forgos has informed her that six bid packets have been given out to bidders. She noted that the Board will need to schedule a special meeting to award the contract so that work can begin in a timely manner.

Moore said that interviews for the Miller Park Manager position are nearing completion, with one additional interview scheduled for tomorrow. She noted that a group is conducting the interviews and will then rate the candidates.

Moore said that the most recent information from the city is that there will be a special City Council meeting on Tuesday, January 16, 2007 at 7:00 p.m. She said that the library levy presentation and first reading will be the only item on the agenda. The presentation should take about ten to fifteen minutes. The Council will go into their regular conference session immediately following the special meeting. The second reading will be on January 22, 2007 at the Council Meeting following the State of the City. The third reading and approval of the levy submission will be February 12, 2007. Moore noted that the library does not have to have a representative at the second or third reading.

McKeown said that Rebecca Princehorn has communicated with the City Attorney's office and they have indicated that there are no problems as a result of the change of dates. McKeown noted that she has delivered all the necessary certifications and paperwork to the City. She said that the City delivers the information to the Franklin County Board of Elections once it is approved by City Council.



lower the book drop slots by three inches in response to complaints from some members of the public.

## **OPERATIONS COMMITTEE**

Magill and Perera agreed to schedule an Operations Committee meeting on Friday, January 19, 2007 at 7:30 a.m.

## **FINANCE/AUDIT COMMITTEE**

Motil noted that there had been no Finance/Audit Committee meeting. McKeown said that the end-of-the-year procedures were in full swing.

McKeown said that a pre-proposal meeting had been held at UAPL on December 21, 2006 with Bexley and Worthington Libraries, along with representatives from the State of Ohio Auditor's office. She said that no audit firms came to that meeting. McKeown noted that there is a deadline of January 5, 2007 for proposals from audit firms, so the lack of attendance may mean that no bids will be made for the audit. She also noted that proposals may be submitted by firms who did not feel they needed to attend the pre-proposal conference.

McKeown said that the Ohio Auditor's office is out-sourcing 60% of their audits. She noted that this is flooding the market and private firms may not be in a position to take on additional work. She said that the Auditor's Office is budgeted for 75 positions, but currently has only 55 positions filled, so that they are relying on more outside audit firms.

McKeown said that the selection of an auditor is a two tiered evaluation process. The first is a technical evaluation of the proposal without any cost information. The second tier is a cost evaluation. She said that she would prefer to be able to balance a technical evaluation with the cost.

Burtch inquired as to whether an outside audit will increase the cost for the library. McKeown said that she had unconfirmed information that the Grandview Library audit done by a private firm was much more costly. She said the cost could be as much as triple the cost of the audit done by the State

McKeown said that she has not received health insurance renewal rates yet. She said that Aetna and other insurers generally quote the rates for their larger groups first and since the library has a relatively small group of enrollees, the information is sometimes hard to get. She noted that other insurers who may wish to submit a proposal do not do so until the current company makes their rate quotes.

**PERSONNEL COMMITTEE**

<u>Effective Date</u>	<u>Employee</u>	<u>Current Rate</u>	<u>New Rate</u>	<u>Classification</u>	<u>PT/FT</u>
<b><u>Terminations</u></b>					
12/09/06	Jennifer McBride			Lib Asst I	T PT
12/12/06	Anne-Marie Dujardin				Lib Asst
I/Circ	T PT				
12/30/06	Sarah Bibyk			Page	L PT
01/05/07	Matthew Swift			Lib Asst I/Media	T PT
<b><u>New hires</u></b>					
01/03/07	Carrie Griffy	\$9.55		Lib Asst I	L PT
<b><u>Temporary Change of Status</u></b>					
01/15/07	Beth Davis	\$10.37	\$10.73	Lib Asst I	L PT
to		RA 103	RA 104	Lib Asst II	
06/30/07					
<b><u>Non-FMLA Leave of Absence</u></b>					
01/15/07	Janet Shaw			Lib Asst II	L PT
to 06/30/07					

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

Burtch said that the Personnel Committee did not meet. He informed the Board that the Committee will be doing the annual evaluation for Moore and McKeown in the near future. He requested that Board members who had specific comments that they would like to have relayed to Moore and McKeown, contact Gilligan or him by phone. He noted that this was a personnel issue that would be subject to executive session and that email comments or other written comments might be in conflict with public records laws.

Burtch said that the proposal for services from Lynda Murray and Rick Rubin is on hold. He said that OLC has some internal debates on-going over this type of consulting work.

He noted that he serves on the OLC Board and their Personnel Committee and has supported the proposal. He noted that OLC has a lot to offer through their staff, such as the assistance the library received from Wayne Piper during the strategic planning process. He noted that Murray has also offered a great deal of insight and assistance to the library. He said he has pointed out to OLC that

1. The library (UAPL in this case) needs assistance on an individual basis
2. This particular contract would promote a closer working relationship with the Kent State School of Library Science – a stated goal of OLC.

Burtch said that OLC may decide to use UAPL as a pilot program for this type of consulting services, but that there are many details to be worked out at OLC.

## UAPL FOUNDATION

McKnight was unable to attend the meeting. There was no report.

## PRESIDENT'S REPORT

Motil thanked Magill for his commitment to the library and hard work over the past two years.

The Board agreed to schedule a special Board meeting for the purposes of awarding the Tremont Cooling Tower contract and selecting a health insurance carrier. The special Board meeting will be held on Wednesday, January 24, 2007 at 5:30 p.m.

Magill suggested that the Operations Committee be referred to as the Operations/Facilities Committee for clarity. He noted that this designation would give the public a better picture of items that might come under discussion at the committee's meetings and the purview of the committee. After some discussion, the Board agreed that no change to the Bylaws was necessary. **Motil made a motion to adopt the designation of Operations/Facilities Committee for purposes of future agendas and external communications. Perera seconded the motion.** Voting Aye: Magill, Motil, Perera, Burtch, Gilligan and Kurfees.

## ADJOURNMENT

Perera moved for adjournment. Gilligan seconded the motion. Voting Aye: Magill, Motil, Perera, Burtch, Gilligan and Kurfees. The meeting was adjourned at 5:45 p.m.

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Charles V. Motil, President

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Megan Gilligan, Secretary