

## **UPPER ARLINGTON PUBLIC LIBRARY**

**Board of Trustees Meeting  
Tuesday, February 20, 2007 5:30 p.m.  
(Postponed from 2/13/07)**

### **MINUTES**

President Motil called the meeting to order at 5:35 p.m.

### **IN ATTENDANCE**

BOARD MEMBERS: Charles Motil, Brian Perera, Megan Gilligan, John Burtch, John Magill, Bryce Kurfees (late)

OTHERS: Ann Moore, Director; Kate Porter, Assistant Director; Terri McKeown, Clerk-Treasurer; Lynda Murray, OLC; John Forgos, Owner's Representative; Joel Snyder, Joel Snyder Associates; Jackee McKnight, UAPL Foundation; Kate Hastings, Youth Services Manager; Angie Grandstaff, Youth Services Librarian; Sherman Wallace, Facilities Manager; Mary Austin, UAPL staff; Nancy Roth, Administrative Secretary

### **APPROVAL OF THE MINUTES**

Perera made a motion to approve the minutes of January 4, 2007. Magill seconded the motion. VOTING AYE: Perera, Magill, Motil, Gilligan and Burtch. ABSENT: Kurfees.

Perera made a motion to approve the minutes of the January 24, 2007 Special Board meeting. Gilligan seconded the motion. VOTING AYE: Perera, Magill, Motil, Gilligan and Burtch. ABSENT: Kurfees.

### **PUBLIC COMMENTS**

There were no public comments.

### **YOUTH SERVICES PRESENTATION**

Kate Hastings and Angie Grandstaff presented information to the Board regarding early childhood literacy and reading-readiness initiatives. The Board was provided with a handout regarding literacy tips. Hastings informed the Board that she and Grandstaff are partnering with OLC in their effort to promote reading-readiness in public libraries. The goal of this project is

1. to train library professionals,
2. to have library professionals train parents and child care professionals
3. to partner with other civic organizations, schools, etc. to promote literacy.

(Kurfees arrived at this time)

Hastings said that with the support of the Upper Arlington Rotary, she and Grandstaff have developed literacy kits for use in child care facilities, schools or homes. The kits would promote the six literacy tips which were outlined in the handout provided to the Board. Hastings said that the Rotary works with West Broad School and that they are excited about the project and want to do more along this line. Hastings noted the connection of this project to the Strategic Plan objectives of Life Long Learning, Current Topics & Titles and General Information.

Grandstaff showed the Board a prototype of the kit. The kit was contained in a covered plastic bin. She said each would contain materials that would be theme based. It would include 4 or 5 books, some type of flannel board story materials, puppets or other items to aid the child in developing their narrative skills. There is also an extension sheet with suggested activities that support the six literacy tips. Grandstaff said these extension activities could be musical or movement type activities

Grandstaff said that ten kits have been funded by Rotary that can be checked out for preschools or early elementary. Hastings noted that the goal is to also use the kits to train others in the 6 principals. Hastings said that this year the Summer Reading program will also provide a nearly literacy component. In answer to questions from the Board, Hastings said that they would be demonstrating the use of the kits. She also noted that OLC was exploring the development of continuing education credit for child care workers who receive training in the Literacy Tips and that UAPL could be a part of that initiative.

The Board thanked Hastings and Grandstaff for their presentation and their work on the program.

## **DIRECTOR'S REPORT**

Moore provided some statistics on Miller Park after being open eight days. 3,349 items had been checked out, including 1,866 movies, 916 children's books and 469 adult books. She said Miller Park was averaging 200 patrons per day.

Moore said that interviews for the Community Relations Manager position have begun. She noted that over 130 résumés were submitted for the position. Three interviews were conducted last week and three more are scheduled for this week.

Moore said that the new Spring program booklet was ready to go out to UA residents tomorrow. She noted that program attendance seems to be up following the first wide distribution in January. She said that the library will continue to monitor the effectiveness of this strategy.

Moore highlighted some year-end statistics for the library. She said that there were 5,910,000 hits to the website, over 1,000,000 patrons came through the doors and there were 63,000 hits to the UA Archives from the website. Moore's written report is attached as Exhibit A.

## **OPERATIONS COMMITTEE**

John Magill summarized the Operations Committee meetings on 1/19/07 and 2/8/07. The notes from those meetings are included here.

### **OPERATIONS COMMITTEE MEETING**

*Friday, January 19, 2007 5:00 p.m.*

#### **Meeting Notes**

*The meeting was called to order at 5:00 p.m. by John Magill*

#### **IN ATTENDANCE**

*John Magill, Brian Perera, Chip Motil, Ann Moore, Terri McKeown, Kate Porter, John Forgos, Joel Snyder, Nancy Roth*

#### **Agenda Item #1 – Book Drop Update**

*Forgos said that the book drops have been lowered several inches. He said that the exterior panels look rough for now, but that when the spring weather comes, new panels will be installed and painted. Forgos said that possible entry/exit sign options have been given to Moore for her to select. Moore said that she will look at them and take them to the UA Development office to make sure they have no objections to the type or style. She noted that four signs will be needed.*

#### **Agenda Item #2 – Miller Park Update**

*Forgos said that Miller Park was ready for fixtures and furniture to be moved in next week. The final inspection is scheduled for the end of the week. He said that Teemok has cleaned up half of the parking lot and it has cleaned up well. Forgos said that the historical marker, the memorial plaque and the flag pole are all back.*

*He said that the construction keys will be turned over to the library and the library will need to have the facility re-keyed and a security system installed. Moore said that she has a quote from ADT for the security system. Perera asked if an enunciator panel had to be installed. Forgos answered in the affirmative and said that it was in place.*

*Forgos provided Moore with information about the people counter. Administration will order the counter and Forgos will install it.*

*Forgos said that Stan Milenkovic of Teemok Construction has offered to pay up to \$1,000 for a dedication plaque for Miller Park. Forgos noted that Teemok's name must appear on the plaque. Magill suggested that a dedication plaque could also emphasize the history of the building. Forgos suggested that laser etchings are now being done from old photos and that having this on the plaque might be a nice touch. Perera and Motil also agreed that a plaque would be a good idea. Suggestions for its placement at Miller Park were discussed briefly. The committee agreed that Moore should pursue this and compose the text for the plaque.*

### **Agenda Item #3 – Lane Road Change Orders**

*Forgos said that there are two change orders for the Lane Road Restroom Project. The first change order is for the extension of the fire partition, at a cost of about \$4,400. The work has been completed. Forgos noted that the City later said that they were in error about requiring the correction since pre-existing conditions do not require correction.*

*The second change order is for extending the exhaust fan ductwork. Forgos noted that there had been a fire at Lane Road in the past. Current inspectors checked above the ceiling tiles to see if there had been fire damage and found that the exhaust fan was not properly vented. This cost of this correction is approximately \$1,900. Forgos noted that in the process of checking the ceiling, it was also discovered that the batting and insulation had not been properly replaced after the fire. In addition, he noted that the insulation was faced with Kraft paper and is not up to code. He said that this issue would need to be addressed in the future for safety's sake.*

*Snyder said that he would get the paperwork for both change orders to Administration on Monday. The committee agreed to add the approval of the change orders to the agenda of the Special Board Meeting scheduled for 1/24/07. Forgos and Snyder said that the project should be completed by the end of February.*

### **Agenda Item #4 – Cooling Tower Bid Results**

*Forgos distributed a bid tabulation sheet to the Committee. He noted that Vaughn Industries and General Temperature Control were within \$450 of one another, with Vaughn being the lowest bidder. He noted that Bruner did not base their bid on the specifications in the RFP specifications and that he had determined that their bid was non-responsive.*

*Forgos noted that Vaughn Industries is a large corporation with a \$52,000,000 bond capacity. They are an ODOT approved company and have done many government projects. He said that Vaughn is a very reputable firm and that they provided him with a lengthy list of past projects.*

*Forgos said that General Temperature Control is also a large and reputable firm.*

*Forgos said that he would recommend accepting both Alternate #1 and #2, because stainless steel construction can add ten years to the life of the equipment. The variable speed fan also increased the efficiency and life of the components.*

*Magill noted that the library is required to offer the contract to the lowest bidder, which would be Vaughn Industries. However, he suggested that since the bids are so close the resolution prepared for the Board should also include accepting the bid from General Temperature Control, in the event that Vaughn decides not to accept the contract or some other issue precludes them from taking on the project. He noted that this would allow the library to proceed without further Board action and therefore, would not delay initiating orders for equipment, etc. Forgos noted that there is about a six week delivery time for the unit. It was noted that Sylvia Gillis will need to be instructed to prepare the contract.*

#### **Agenda Item #5 – Lane Road Water Study**

*Joel Snyder presented the committee with a finished document containing the results of water/drainage study at Lane Road. He said that the initial concerns were the moisture in the basement and the north exterior stairwell bowing. He said that the study is a product of site visits, the topographical study, the camera survey and the original blueprints. He noted that the camera was able to penetrate only the sub-surface drains which carry the roof and downspout runoff. The camera was not able to penetrate the foundation drainage system which is buried deeper.*

*Snyder said that the end result of the study is that the sub-surface drains are clear enough to allow for the water to drain. The issue is that the grading around the building is inadequate to carry water away from the building and that the site is flat. In addition, he noted that other topographical conditions actually force water back towards the building and trap water near the building. Proper grading should be about one half inch for every foot.*

*Forgos said that the primary source of the water problems is the foundation drainage system and the lack of an adequate moisture barrier on the exterior of the cement block wall of the basement. He and Snyder noted that today's building standards would not consider a felt lining to be waterproof. He noted that the original blueprints call for sand backfill, but that there is no evidence that this was done. It was noted that the drain tile installed at the time was probably*

*clay tile and may even have been perforated clay tiles. He noted that these tiles have probably broken down and may also be filled with silt and rubble entering through the perforations and breaks.*

*Forgos noted that there had been some thought of closing off the basement as a solution to the drainage problems. He said that this would not be a realistic alternative. He and Snyder noted that mold problems would still result and cause issues in the building. Snyder said that 80% of the problem was in the drainage tiles and 20% due to the incorrect grading of the site.*

*Snyder indicated that it did not appear that the footers of the building had been undermined, but noted that was a possibility if the situation is not remedied. He noted that some cracks and sagging are evident, but that they do not appear to affect the structural integrity of the building. It was also noted that the brick facing on the south wall of the building is below grade and that water permeates the brick. There was extensive discussion among the committee regarding the details of the current mapping of existing drainage lines.*

*It was noted that OSHA requirements for excavation ten feet deep are to have a ten foot wide trench, unless the sides are reinforced. Forgos and Snyder noted that such an excavation would be necessary to properly waterproof the exterior of the foundation. Since this would destroy the foundation plantings, etc, it would be feasible to include the re-grading near the building as part of the backfilling of the trench.*

*Forgos said that the time to begin corrective excavation work would be now, since the air conditioning unit would have to be removed for the duration of the work and should not be done during the summer months. Forgos and Snyder indicated that the work could be done stages in order to minimize disruption to patrons.*

*There was discussion about how the parking lot and the mound to the west of the building might affect the problem. There were questions about the terms of the lease the library has with the city. These terms could affect the library's ability to deal with the topographical impediments and could specify areas of responsibility that lie with the city, rather than the library. Snyder said that he had met with Tim Moloney, Director of Parks and Recreation. Snyder said that Moloney indicated that there are plans that involve the parking lot. Motil said that the library would need to work with the city to coordinate plans. Forgos noted that the work needed should be considered to be maintenance work and therefore, no building permit should be needed. He estimated the cost to be \$150,000 - \$200,000 resulting in a 98% fix.*

*Magill suggested that the committee present a synopsis to the full Board without any recommendation at the present while getting a preliminary design reviewed.*

*Snyder pointed out that of the recommendations contained in his study, A and B were band-aid solutions. Motil said that it is important to see what plans the city has for the area and to let them know what our needs and concerns are regarding the corrective measures the library needs to take.*

*Snyder said that he would be willing to arrange another meeting with Moloney to begin a more specific dialog. It was agreed by the committee that Snyder should proceed with this and that Moore and Motil would go to the meeting with him. They will try to meet with Moloney before the February Board meeting in order to report to the Board. Moore said that she would get a copy of the lease to Magill so that specifics of the lease agreement could be studied.*

### **Agenda Item #6 – Scope of Tremont Space Study**

*Forgos said that DesignGroup did a master plan in 2002, addressing space planning not in connection with any other plan. The recently approved strategic plan does not merge well with that master plan. He said that if the search for a planning consultant is done nationwide, the earliest any ad would appear would be March. The advertising expense would be \$4,000 - \$5,000. He said that he would suggest two publications for the ad; ENR and Architectural Record. He suggested that the library plan to have detailed downloadable information available to interested bidders via our website. He noted that this would minimize difficulties for Administration in the event that numerous requests for information are received.*

*Forgos noted that the consultant that does the study does not necessarily have to be the one who is awarded the actual design contract. He noted that an out-of-town firm who might be awarded the design contract would probably establish a joint-venture relationship with a local company. He noted that the library would have no control over their choice of a joint-venture partner. Magill said that it should be possible to construct a contract that would allow the library to have control over the contractor that might be utilized by an out-of-town firm.*

*There was discussion as to whether the plan was to issue a Request for Qualifications or a Request for Proposals or both. Magill said that his preference would be to do a combined RFQ/RFP. Forgos said that the study itself will run \$25,000 to \$40,000.*

*Magill asked what the library would be asking them to do for us. He suggested that a regional approach might be more reasonable. He said that the consultant would need to:*

- 1. read the strategic plan,*
- 2. analyze the space*
- 3. what are the opportunities and/or constraints of the space*
- 4. propose ideas for how to use the space*

*Moore said that she needs to know the extent of the Board's financial commitment to this initiative. She said that when the master plan was done in 2002, a lot of time and energy went into its formulation. But when actual dollar amounts were attached to the elements of the plan, "sticker shock" set in and there was no action taken. Motil asked what the implementation costs were for that 2002 study. Moore said the costs were estimated at \$10,000,000 - \$12,000,000 at that time.*

*Moore said she did not want to have a similar stalled result. She said that she needs to know what her limits are, so that she does not engage in discussions about high-cost projects when the Board is expecting to look only at lower cost options. She notes that if expectations and limits are not clear, it would be a waste of time and money to invest in the study.*

*Moore noted that many of the projects have a domino effect in their impact on other portions of the space at Tremont. Moore noted that she sees many needs at the library. Forgos said that approach was also a factor. Would the Board be in favor of a more phased in approach or an approach that would be done all at once? Magill said he would favor a phased approach that would allow the library to manage their capital and identify priorities. He noted that he would favor focusing the first efforts in the Adult Services area.*

*Motil said that over the past twenty years the library has been doing small fixes. He said that the library should be prepared to enter into a larger scale project in the area of \$5,000,000. He said that plan should be put before the voters with the understanding that there may be an 18 month to 2 year construction period. Motil noted that if the voters do not get behind the improvements/renovation, the library will have to continue piecemeal fixes as things age and deteriorate. He said that doing as much as possible all at once would be cheaper in the long run, but that ultimately, the voters would have to decide.*

*Perera asked how much of the phased approach would be able to be accomplished through regular levy funding, assuming the levy passes in May. Motil said that most of the operating funds generated by the new levy will be needed for other issues like the Lane Road drainage problems. Perera noted that any ballot initiative for support of a renovation project would be more than a year away. He suggested that detailed discussion of the Tremont space study should be deferred until the May operating levy is decided, so that the voters are not confused.*

*Motil said that he agreed with Magill that the library needs to be more specific about what they want from a space study. He noted that any consultant should be aware of the elements outlined in the strategic plan as a baseline for their work.*



*The committee agreed that a regional initiative for RFQ/RFP's would be the most cost-effective and productive approach. Magill suggested that Operations meet again to discuss the specifics to be included in the RFP and to compose a draft. Motil noted that there is plenty of time to do this. He said he would also like to talk with city officials to enlist their partnership in this initiative. Motil noted that there might be plans under consideration at the city that would affect our planning.*

*Perera said that he agreed with this approach. He noted that if the city had plans for the park area beyond the scope of our study, they might be open to offering some financial support of a capital project for the library. Magill suggested the other Board members be asked to come to the February meeting with ideas of items they think should be considered as a part of the space study for the Operations Committee to include in their draft.*

*Motil said that it would behoove the library to delay any decision until June of 2007. Magill noted that discussions could be conducted in April and May, with the goal of issuing an RFQ/RFP in June. Perera noted the need to keep the strategic plan as a point of reference, along with the acknowledgement that there was public participation in the strategic planning process.*

*Magill summarized the steps:*

*February – Operations and Board members discuss needs and offer suggestions*

*March – Continued discussions at Operations and Board meeting. Operations Committee begins to formulate draft of RFP.*

*April – Operations completes draft of RFP.*

*May – RFQ/RFP issued for 60 day period.*

*June/July – responses to RFQ/RFP received and evaluations begin.*

*The committee agreed with this approach.*

*Meeting adjourned at 6:30 p.m.*

## **OPERATIONS COMMITTEE MEETING**

Thursday, February 08, 2007 7:30 a.m.

### **Notes**

#### **IN ATTENDANCE**

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

*John Magill called the meeting to order at 7:33 a.m.*

#### **MEETING ROOM POLICY DISCUSSION**

*Moore distributed background information to the committee which included the current UAPL Meeting Room policy and information regarding other libraries' policies that was compiled by Christine Minx, PR Manager. Perera and Magill noted that it was helpful to have the background information as preparation for the discussion on the agenda for the 2/13/07 Board meeting.*

*Murray said that meeting room policy is a difficult issue and that policies across the state vary from those that are totally open to those that do not allow any meetings. She noted that a library in Troy that adopted an open policy now is dealing with community concerns because a group of Wiccans are using the library space. She said that in Defiance the KKK has used the library meeting space and staged a rally that began on the library grounds.*

*Murray also pointed out that there are differences between meetings and programs that need to be considered when formulating a policy. She said that any decisions should not be based on content.*

*Magill and Perera both indicated that they would like to get an indication of how the Board feels about the need, if any, to revise the current policy. (Murray left the meeting at this point.)*

#### **RESULTS OF THE MEETING WITH THE CITY**

*Moore said that on 1/31/07, she, Porter, Forgos, Motil and Joel Snyder met with Tim Moloney to discuss planning at Lane Road. Forgos said that in general, the City of UA does not care if the mound to the west of the Lane Road Library is moved, but that the cost and responsibility would be the library's. He reported that Moloney said the fill could be added to the sledding hill already in the park or hauled away. Forgos said that the city says the mound contains "clean" fill, but noted that there is no way to be certain of that at the present time. The committee agreed that it would be important to take soil samples before disturbing the mound.*

*Forgos said that Moloney liked the idea of a future book drop drive on the west side of the building. Forgos said that the city had plans to cap the parking lot. He noted that this should not be done because the blacktop is already too high and that adding more would mean that vehicles could too easily drive onto the sidewalks. He noted that the mound in the middle of the parking lot could be removed to add more parking. He said that he and Snyder are going to look at the layout of the parking spaces.*

*Forgos said that a review of the lease revealed that most of the parking lot and the mound to the west are under the library's purview under the terms of the lease.*

*Forgos said that the city is in agreement with the waterproofing work and views it as maintenance so that there will be no need to get a construction permit from the city. He noted that this would save about \$2,200 to \$2,300 on the cost of the project. He said that he has a proposal from Snyder to compile bid packages for the waterproofing work, which would include input from a structural engineer and a geo-technical engineer to ensure the safety of the project. He said Snyder's proposal quoted a cost of \$11,700. Forgos said he would estimate the complete waterproofing project to be \$150,000 - \$200,000. Forgos said that this would include the cost of removing the old fill and importing clean fill if the current fill is unusable.*

*Magill asked about removing the mound on the west side at the same time. Forgos said that re-grading the site for future planning should be done at this time. Magill noted that the bid should specify the re-grading of the site for future expansion and/or book drop drive.*

*Forgos noted that now was the time to get started on the preliminaries for the project since excavation could not start until April. He said that the concern would be to get the air conditioning units moved for the excavation and re-connected before the arrival of summer. Forgos said that he would need to be on site for much of the time due to the sensitive nature of the project in order to assure the integrity of the work. He said that he and Snyder would advise bidding the project in three parts:*

- 1. Excavation*
- 2. Waterproofing*
- 3. Landscaping*

*Forgos said that if the north side is completed first, the landscaping from the south side could then be replanted on the north side. This would save money on the project. He noted that moving the air conditioning units was a small project. He said that the bid packages would treat that as an alternate and if the quotes were too high, he would be able to hire outside the bidders.*

*The committee agreed to recommend that the Board pass resolutions to:*

- 1. Authorize the Lane Road Waterproofing Project*
- 2. Accept the Proposal from Joel Snyder to Prepare Bid Packages*
- 3. Approve an Agreement with John Forgos to act as Owner's Representative for the Lane Road Waterproofing Project.*

***Off Agenda:*** *Forgos said that he has a final change order for Miller Park from Teemok for \$17,400. He said the order includes about thirteen items, including the enunciator panel which the city required, re-location of the water meter, addition of ceramic tile in the restroom, curb cuts for handicap ramps and other items. The committee agreed to recommend a resolution to approve the change order.*

*Forgos said that he had received and approved the shop drawings for the Tremont Cooling towers so that their manufacture could begin.*

### **SHELVING FOR TREMONT YOUTH SERVICES AREA**

*Moore said that she had a quote from Medical Resources for shelving for the Youth Services Area at Tremont. She said that the current shelving is from the 1970's and has become unsafe. She said that some shelves have collapsed. As a part of the quote, the company will remove the existing shelving and transport it to a local facility to whom the library may wish to donate the shelving. Moore noted that in the past, the UA Rotary has taken such donations for West Broad Street School and then given a donation the UAPL Friends. Moore also noted the possibility of contacting the Burbank School to see if they would like the shelving. The committee agreed that this would be good as it would keep the resources in the community. There was also discussion about donating the old shelving to a rural library within the state.*

*Moore noted that the quote was based on state term contract pricing. Porter agreed that the current shelving needed to be replaced. Moore said that the new shelving would also allow for a re-arrangement that would improve the librarians' abilities to keep the children in view. The committee agreed to recommend a resolution for the purchase of the shelving.*

### **ADJOURNMENT**

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

Magill highlighted the tentative schedule for obtaining a space plan study as discussed by the Operations Committee on 1/19/07. Motil noted that the schedule is important in order to keep moving on the project, but that the city's desire for dialog about plans for the park area may delay various stages of the planning.

Magill noted that the Committee recommends approval of the final Miller Park change order. He gave a brief outline of the trenching project proposed for Lane Road as discussed in the Notes of 2/8/07, noting that the committee recommends passage of the resolutions dealing with this project.

Magill said the committee also recommends approval of the purchase of new shelving for the Youth Services Department. He noted that Moore was able to negotiate a very favorable quote under state contract pricing that is being held pending approval by the Board, despite a scheduled price increase.

RESOLUTION 05-07

**To Congratulate the Friends of the Upper Arlington Public Library for 2006 Fundraising**

WHEREAS, the Board of Trustees of the Upper Arlington Public Library recognizes the generous support of the Friends of the Upper Arlington Public Library for programming and equipment needs at the Upper Arlington Public Library, and

WHEREAS, the Friends of the Upper Arlington Public Library fundraising efforts for 2006 resulted in reaching the milestone of raising \$106,725.00 in 2006 and raising over \$1,000,000.00 since their inception, therefore

BE IT THEREFORE RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts with sincere thanks their many donations and offers sincere congratulations to the Friends of the Upper Arlington Public Library.

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Motil read Resolution 05-07 into the minutes. Perera made a motion to approve the resolution. Gilligan seconded the motion. VOTING AYE: Motil, Perera, Gilligan, Magill, Kurfees and Burtch. VOTING NAY: None.

Resolution 06-07

**To Initiate the Waterproofing Project at the Lane Road Branch Library**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the necessary repair, excavation, re-grading and waterproofing work at the Lane Road Branch as outlined in the Joel Snyder study at an estimated cost of \$150,000 to \$200,000.

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Perera made a motion to approve Resolution 06-07. Magill seconded the motion. VOTING AYE: Motil, Perera, Gilligan, Magill, Kurfees and Burtch. VOTING NAY: None.

RESOLUTION 07-07

**To Approve an Agreement with Joel Snyder for Bid Preparation Services for Lane Road Waterproofing Project**

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 services to prepare bid documents for the Lane Road Waterproofing Project, according to the agreement attached as a permanent exhibit to this resolution. Services to be billed in the amount of \$11,700.

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Perera made a motion to approve Resolution 07-07. Gilligan seconded the motion. VOTING AYE: Motil, Perera, Gilligan, Burtch, Kurfees and Magill. VOTING NAY: None.

RESOLUTION 08-07

**To Approve an Agreement with John Forgos for Bid Preparation and Owner's Representative Services for Lane Road Waterproofing Project**

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, for services to prepare bid documents and to act as owner's representative for the Lane Road Waterproofing Project, according to the agreement attached as a permanent exhibit to this resolution.

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Perera made a motion to approve Resolution 08-07. Gilligan seconded the motion. VOTING AYE: Motil, Perera, Gilligan, Burtch, Kurfees and Magill. VOTING NAY: None.

It was noted that the intent is to bid the project in three packages – one for the excavation work, one for the waterproofing and one for the landscaping work. Perera noted that the project could be done while keeping the building open.

Kurfees asked if the library should be setting aside funds for future maintenance issues like this. Burtch noted that the library does not spend all the funds received and that cushion has been historically used for these types of issues. Motil agreed that the idea of establishing a type of future maintenance account should be considered and discussed at the next Finance Committee meeting.

RESOLUTION 09-07  
**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:

- Add parking lot stripping per plan
- Extend hand rails in stairwell per plan
- Add hand rails at entrance per plan
- Firestop mechanical shaft per plan
- Revise lighting per plan – reduced the number of florescent fixtures reconfigured wiring for exit lights and egress lights
- Add ceramic tile in toilet rooms
- Add handicap ramps to sidewalks
- Change basement color scheme
- Delete WP-1 finish at east walls
- Add floor leveling pre-cast concrete
- Add 2 FA devices, and EM light at Pella door, annunciator per UAPD, EM light basement and work light at AC units
- Add damper in RA for air balance
- Add for electric ground to water meter
- Add conduit for future data needs

**TOTAL ADDITION TO PROJECT COST** **\$17,456.00**  
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Perera made a motion to approve Resolution 09-07. Magill seconded the motion. VOTING AYE: Motil, Magill, Perera, Kurfees, Burtch and Gilligan. VOTING NAY: None.

Resolution 10-07  
**To Approve the Purchase of Shelving for Tremont Youth Services**

BE IT RESOLVED that the Upper Arlington Public Library Board of Trustees does hereby approve and authorize the purchase of shelving units for the Youth Services Department at the Tremont Road location from Medical Resources under the terms of the Quotation attached as a permanent exhibit to this resolution.

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Perera made a motion to approve Resolution 10-07. Gilligan seconded the motion. VOTING AYE Motil, Magill, Perera, Kurfees, Burtch and Gilligan. VOTING NAY: None.

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

## **FINANCE COMMITTEE**

Motil said that the Finance Committee has not met since the January Board meeting. Motil made a motion to approve the December 2006 Financial Report. Perera seconded the motion. VOTING AYE: Motil, Perera, Gilligan, Magill, Kurfees and Burtch. VOTING NAY: None.

Kurfees made a motion to approve the January 2007 Financial Report. Burtch seconded the motion. There was discussion on the motion. Magill asked about the increase in digital resources subscription fees. He asked about their usage and what services seemed to be used and valued most by digital patrons.

Moore said that in January alone there were 2,062 hits on the library's digital resources. She noted that UAPL is behind other local suburban libraries in its digital resources. She said that these on-line resources really are the library's fourth branch. Moore said that the most used database is Reference USA. Rosetta Stone, a language learning database, is also popular along with Ancestry Library which is popular for genealogical research.

Perera requested that the Board be provided with a copy of the Computer Services report listing the various databases and their usage. Moore said that she would get that information to them. The Board discussed the need to promote these databases and to educate patrons in their usage. Porter noted that all libraries face the issue of educating patrons in the use of various tools and resources.

VOTING AYE to approve the January 2007 Financial Report: Motil, Magill, Gilligan, Burtch, Perera and Kurfees. VOTING NAY: None.

### RESOLUTION 11-07 **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:

#### **December 2006 Donations**

\$5,000.00	Anonymous
\$50.00	SCBWI – Central & Southern Ohio (group of aspiring & published writers & illustrators for children)



\$100.00	George & Ruth Paulson
\$50.00	Eva M. Ballmer
\$20.00	Margaret Janz & Judith Albers
\$50.00	Lee & Bette Solis

**January 2007 Donations**

\$25.00	Wilma J. Lewis
\$3,500.00	Wal-Mart

\*\*\*\*\*

Kurfees made a motion to approve Resolution 11-07. Burtch seconded the motion. VOTING AYE: Kurfees, Burtch, Motil, Magill, Gilligan, and Burtch. VOTING NAY: None.

RESOLUTION 12-07

**To Continue 2006 Encumbered and Unpaid Balances**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and authorizes the Clerk Treasurer to continue the following encumbered funds for outstanding purchase orders:

**GENERAL FUND**

2100 General Supplies	\$2,709.89
2200 Maintenance Supplies	\$3,056.09
3300 Maintenance	\$18,366.73
3700 Professional Services	\$17,930.00
4100 Books	\$99,625.79
4200 Periodicals	\$24.00
4300 Audiovisual Materials	\$21,043.52
4500 Computer Services	\$11,366.25
5400 Building Improvement	\$1,150.00
5500 Furniture/Equip/Software/Computers	<u>\$144,057.83</u>
Total	<u>\$319,330.10</u>

**BUILDING IMPROVEMENT FUND**

3200 Communications	\$2,600.00
3700 Professional Services	\$15,244.47
5200 Land Improvement	\$2,670.56
5400 Building Improvement	<u>\$77,485.45</u>
Total	<u>\$98,000.48</u>

## MILLER PARK RENOVATION FUND

3700 Professional Services	\$60,106.33
5200 Land Improvement	\$33,000.00
5400 Building Improvement	\$264,883.25
5500 Furniture/Equipment	<u>\$48,463.00</u>
Total	<u>\$406,452.58</u>

\*\*\*\*\*

McKeown noted that the encumbered balances were for items ordered in 2006, but which will be paid for in 2007. Burtch made a motion to approve Resolution 12-07. Gilligan seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Motil, Perera and Magill. VOTING NAY: None.

### RESOLUTION 13-07 **2007 REVISED ANTICIPATED REVENUE**

#### **GENERAL FUND 100**

GENERAL PROPERTY TAXES	2,004,584.48
STATE INCOME TAXES (LLGSF)	3,200,000.00
TAX CREDITS/REIMBURSEMENTS	265,261.88
PATRON FINES/FEES	190,000.00
INTEREST	80,000.00
DONATIONS	5,500.00
MISCELLANEOUS	<u>5,000.00</u>
TOTAL	5,750,346.36

BAL 1/01/07 1,880,862.73

TOTAL INCOME + BALANCES 7,631,209.09

LESS RESERVE FOR ENC (319,330.10)

AVAILABLE FOR APPROPRIATION 7,311,878.99

#### **BUILDING FUND 402**

TRANSFERS IN (from General Fund) -0-

BAL 01/01/07 1,006,298.66

TOTAL INCOME + BALANCES 1,006,298.66

LESS RESERVE FOR ENC (98,000.48)

AVAILABLE FOR APPROPRIATION	908,298.18
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**MILLER PARK RENOVATION FUND 403**

DONATIONS	-0-
TRANSFERS IN (from General Fund)	15,500.00
BAL 01/01/07	<u>408,595.75</u>
TOTAL INCOME + BALANCES	424,095.75
LESS RESERVE FOR ENC	<u>(406,452.58)</u>
AVAILABLE FOR APPROPRIATION	17,643.17

\*\*\*\*\*

McKeown noted that Resolution 13-07 reflects the actual year-end balances and provides the basis for the Permanent Appropriations to be adopted in March. Gilligan made a motion to approve Resolution 13-07. Kurfees seconded the motion. VOTING AYE: Burtch, Magill, Gilligan, Motil, Kurfees and Perera. VOTING NAY: None.

RESOLUTION 14-07  
**2007 Appropriation Amendment**

Be It Resolved that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following changes to the 2007 Appropriations:

**GENERAL FUND 100**

**Appropriations**

9900 Transfers Out	+ \$5,500
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**BUILDING IMPROVEMENT FUND 402**

**Appropriations**

5400 Building Improvement	- \$500
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**MILLER PARK RENOVATION FUND 403**

**Appropriations**

5400 Building Improvement	+ \$7,600
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McKeown noted that the change in the Building Improvement fund was lower than anticipated at year end because the legal ad for the cooling tower was more than projected. The changes in the General Fund and Miller Park Renovation Fund would allow for payment of the Miller Park change order.

Gilligan made a motion to approve Resolution 14-07. Kurfees seconded the motion. VOTING AYE: Gilligan, Kurfees, Motil, Magill, Burtch and Perera. VOTING NAY: None.

Motil noted the contributions made by John Forgos to the success of the Miller Park Renovation and Expansion Project. He also brought to the Board's attention that Forgos' fee was less than estimated. After brief discussion, the Board directed Moore to thank Forgos more formally.

McKeown said that Tom Lindsey from the city had indicated that he would be taking the paperwork to the Board of Elections on February 15th. McKeown said that the city will have a Police and Firemen Pension levy on the ballot. If the Board of Elections determines that the May election is a special election, the city will share the cost with the library.

McKeown said that a Finance Committee meeting is needed to review the permanent appropriations.

McKeown asked Murray to comment on the status of the LLGSF. Murray said that the current administration is not inclined to accept the recommendations made by the planning committee last year. She said that it is unlikely that there will be any increase in the LLGSF in the near future. McKeown noted that the library did budget and levy planning based on a flat LLGSF. Murray explained a letter-writing campaign that OLC was supporting. Library trustees from across the state are being encouraged to write their state representatives on their business stationery, noting that the current structure diverts approximately \$900,000 from local governments. Murray noted that a template for the letter writing campaign was available to those interested.

**PERSONNEL COMMITTEE**

Treasurer's Personnel Report

<b>Effective Date</b>	<b>Employee</b>	<b>Rate</b>	<b>Current Rate</b>	<b>Classification</b>	<b>New PT/FT</b>
<u>Terminations</u>					
01/05/07	Matthew Swift			Lib Asst I/Media	T PT
01/28/07	Brandon Zeeb			Lib Asst I/Circ	T PT

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

02/05/07	Leopoldo Longalong		\$6.85	Page	T PT
03/26/07	Danna Armstrong	\$1692.31 Biweekly \$44,000 Annual RA 109		Branch Manager	M FT

Temporary Position

01/15/07 to 06/30/07	Guenther Keim		\$9.83 RA 103	Lib Asst I	L PT
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Change of Status

01/14/07	Ellison Lindamood	\$14.13 RA 105	\$14.13 RA 105	Circulation Supervisor**	T FT to T PT
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\*\* (until Full time Circulation Supervisor Position is filled)

02/04/07	Amy Sutton	\$8.73 RA 102	\$11.13 RA 104	Lib Aide/Ref to Lib Asst II	T PT M PT
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Change of Status

02/04/07	Ellen Buesing	\$11.12 RA 104	\$11.12 RA 104	Lib Asst II/Youth to Lib Asst II	T PT M PT
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02/04/07	Beth Clark	\$11.89 RA 104	\$11.89 RA 104	Lib Asst II/Ref to Lib Asst II	T PT M PT
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02/04/07	Julie Reeder	\$11.04 RA 104	\$11.04 RA 104	Lib Asst II to Lib Asst II	L PT M PT
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02/04/07	Sue Emrick	\$14.03 RA 106	\$14.03 RA 106	Lib Assoc II to Lib Assoc II	L PT M PT
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02/11/07	Patricia Smith	\$6.85 RA 101	\$9.55 RA 103	Page to Lib Asst I	T PT T PT
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Burtch made a motion to approve the February Personnel Report from the Clerk-Treasurer. Gilligan seconded the motion. VOTING AYE: Burtch, Magill, Gilligan, Motil, Perera and Kurfees. VOTING NAY: None.

**Resolution 15-07**  
**To Approve the Proposal from OLC for Consulting Services**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts and approves the proposal submitted by Lynda Murray, Ohio Library Council, 2 Easton Oval, Suite 525, Columbus, Ohio 43219 to provide consulting services in support of the 2007-2009 Strategic Plan. The outline of these services is attached as a permanent exhibit to this resolution.

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Burtch made a motion to approve Resolution 15-07. Gilligan seconded the motion. There was discussion. Burtch noted that this motion was to retain the services of Lynda Murray and Rick Rubin, through the OLC, to provide training for the managers. He noted that the Board had discussed the proposal at an earlier meeting, but that OLC had to work out the mechanics of the arrangement. He noted that Murray and Rubin would be dealing with training the managers in performance reviews, motivating employees.

Burtch noted that Murray and Rubin would also be reviewing the compensation structure and providing the In-Service Day program. Murray noted that the library has several great new managers and that this is an opportunity to train them in a cohesive manner. She noted that she and Rubin had provided this type of service to several other libraries.

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

Burtch noted that he would be requesting an Executive Session at the end of the meeting.

**ASSISTANT DIRECTOR'S REPORT**

Porter demonstrated a new subscription downloadable database for the Board. The database is MyLibrarydv from Recorded Books. The database provides video downloads for library patrons. Porter noted that the website is easy to use and allows access to movies, cooking and travel videos and literary programs. She provided the Board with a fact sheet about the program.

## UAPL FOUNDATION

McKnight offered congratulations to Moore, the Board and UAPL staff for the successful opening of Miller Park. She said that some pledges are still out and are due in 2008. She noted that endowment solicitations will continue after the levy campaign. She said that the Foundation would be willing to offer assistance in the levy campaign as well.

Motil noted that beginning next month, the Foundation report will appear earlier in the agenda.

## PRESIDENT'S REPORT

Motil offered his congratulations to everyone involved in the Miller Park project. He noted that the preview and opening day activities were quite successful. He thanked all those responsible for their hard work.

## NEW BUSINESS

Kurfees said that the information regarding meeting room use that was compiled and sent out was good information. Moore noted that Christine Minx, Public Relations manager, had compiled the information. Other Board members also indicated their appreciation of receiving the information. Kurfees said that he would recommend the library have a more open policy.

Burtch said that he also felt a more open policy should be explored but that there were many problems associated with this that would need to be studied and taken into consideration. He noted that the allocation of limited space is a problem and that decisions as to use of space cannot be based on content. He said that the elements of staff time in booking, tracking and review need to be taken into consideration, as well.

Magill noted that the library will need to keep in mind the difference between access to information versus promoting an event. The library can promote only library programs. He noted that some sort of non-endorsement statement would need to be included in any change of policy.

Motil commended the work that Minx did. Motil appointed an *ad hoc* committee to review the policy and make recommendations to the full Board. Motil appointed Burtch, Kurfees and Magill to the Committee. He also asked that Minx serve on the committee as well. Motil requested that the committee report back to the Board no later than the May 2007 meeting. Moore noted that the Community Relations manager, when hired, should also be a part of this committee. The Board agreed.

## EXECUTIVE SESSION

Burtch made a motion for the Board to enter Executive Session to discuss a specific personnel matter. Gilligan seconded the motion. VOTING AYE: Burtch, Gilligan, Motil, Kurfees, Magill and Perera. VOTING NAY: None.

The Board entered Executive Session at 7:15 p.m.

The Board came out of Executive Session at 7:35 p.m.

**Burtch made a motion that Moore, McKeown and Porter each received a 2.5% salary increase retroactive to January 1, 2007. Perera seconded the motion.** VOTING AYE: Burtch, Gilligan, Motil, Kurfees, Magill and Perera. VOTING NAY: None.

## ADJOURNMENT

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

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Charles V. Motil, President

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Megan Gilligan, Secretary