

UPPER ARLINGTON PUBLIC LIBRARY

Board of Trustees Meeting
Tuesday, April 10, 2007 5:00 p.m.

MINUTES

President Motil called the meeting to order at 5:03 p.m.

IN ATTENDANCE

BOARD MEMBERS: Charles Motil, Brian Perera, Megan Gilligan, John Burtch, Bryce Kurfees and John Magill

OTHERS PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Terri McKeown, Clerk-Treasurer; John Forgos, Owner's Representative; Sherman Wallace, Facilities Manager; Wendy Bethel, Adult Services Manager; Ruth McNeil, Community Relations Manager; Nancy Roth, Administrative Secretary and Dennis Knepley, UA Resident.

APPROVAL OF THE MINUTES

Gilligan made a motion to approve the minutes of the March 13, 2007 Board of Trustees meeting. Magill seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil and Perera. Voting Nay: None.

PUBLIC COMMENTS

Mr. Dennis Knepley addressed the Board on the issue of noise. Mr. Knepley noted that he was a regular patron of several area libraries and that he has noticed the noise level increasing in the past few years. He asked if the Board had a policy about noise in the library. He also noted the Board's indication to do a space use study in the future and said that he hoped noise reduction or isolation would be a consideration during that study.

Mr. Knepley noted that noise comes from machines, such as the new bar code scanner at Lane Road, from staff and from patrons. He said that some staff members have voices that carry when they converse on the phone or talk with other staff members in the course of library business. He also noted that the concentration of computers in one area causes an aggregation of keyboard noise. Mr. Knepley asked about cell phone usage in the library as well as if attempts are made to keep children quiet.

Motil thanked Knepley for his comments. Perera asked to have the Operations Committee review the cell phone use policy and general noise policy at their next meeting.

UAPL FOUNDATION REPORT

Moore said that McKnight was unable to attend due to her husband's recent heart surgery. She said that McKnight asked her to inform the Board that a Foundation Board meeting will be scheduled in May.

DEPARTMENTAL PRESENTATION

Wendy Bethel, Adult Services Manager was introduced to the Board. Bethel gave the Board a presentation about the new Book Club Bags. Bethel said that UA is a very active book group community. The library hosts one book group at Tremont, but there are many others in the community. Bethel said that the library wanted to reach out to these groups and that the Book Club Bag is one way to do this.

The Book Club Bags consist of ten paperback copies of a book and a reading guide with discussion questions. She said that the bags can be checked out for two months, which gives a book group time to read and circulate the books and then meet for discussion. There are currently ten different titles available, consisting of current popular books, including fiction, non-fiction, historical fiction, etc. The availability of the bags was promoted by letter to all the book groups that Adult Services knew and by inclusion in library literature.

Bethel said the program started in February and was immediately popular. She noted that each bag has circulated once and some are on their second circulation. She said that the department hopes to increase the number of titles to twenty. She noted that because of the way the Book Club Bags are cataloged, it will not be difficult to switch titles out in the future. She noted that thus far, there has not been a problem with having all the copies returned in the bags.

Kurfees asked how many book groups there were in Upper Arlington. Bethel said that her department was aware of about thirty-five groups. Kurfees said the program seemed like a good idea. Motil and the other Board members agreed. Motil thanked Bethel for the presentation and congratulated her and the Adult Services department on the program.

DIRECTOR'S REPORT

Moore's written report is attached to the minutes as Exhibit A. Moore introduced Ruth McNeil, the new Community Relations Manager. McNeil thanked the Board and said that she is excited to be working for the library. She said that she was looking forward to the opportunity to raise awareness of the library in the community. She thanked the

Board for the opportunity and noted that she felt at home already. Motil welcomed McNeil and said that the Board is excited about the future.

Moore noted that April 18th is OLC Legislative Day. She said that she would be attending.

Moore said that the Levy Committee will be meeting soon. She said that she, McKeown, Porter, Motil and Dan Boda, Levy Chair, will be meeting with the UA News editorial Board on Thursday.

Moore said that the library is sponsoring the UA Chamber of Commerce lunch on 4/19 as part of National Library Month. She said that hosting the event allows the library to have an information table and brochures at the luncheon.

OPERATIONS COMMITTEE

Magill said that the Operations Committee had not met. Forgos said that Vaughn Industries was at work on the cooling tower. He said that a change order is expected for about \$5,800.00 to replace some pipes that had rusted through. Forgos said that the tower components are expected to arrive on Friday. The installation will take about a week.

Forgos said that the Lane Road Restroom project is officially closed.

Forgos said that twelve companies have requested plans for the Lane Road Water Infiltration project. Nine contractors came to Lane Road for a pre-bid conference this morning. Moore said that the bid opening is scheduled for 4/17/07 at noon. Forgos said he would be reviewing the bids and credentials in preparation for the Special Board Meeting on 4/19/07. Forgos said once the contract is awarded, the library can review the budget and renew the discussions with the city about the Lane Road parking lot.

Moore noted that the city moved the arbor vitae from the north side of Lane Road. She said it was re-planted at one of the fire stations. Magill suggested that Sylvia Gillis have the contracts for the project ready so that all that would be needed would be to fill in the low bidder and the amount.

Forgos said that the signs for the drive-through would be installed tomorrow. He said that the book drop facades will be refaced soon.

Moore said that over 6,000 patrons visited Miller Park in March for an average of about 200 each day. She noted that at the time of her visit today, one group of storytime children and parents were leaving as another group arrived and that people were parked on the road as a result. She said that people now come to Miller Park and stay, rather than using it for a quick pick-up or drop-off.

FINANCE COMMITTEE

Kurfees said that there had been no Finance Committee meeting. McKeown said that the Levy is Issue 11 on the ballot. She said that the Franklin County Auditor's Office has updated their website so that homeowners can see the effect of local levy proposals on their property taxes. She noted that this a good tool.

McKeown said that the 2008/09 funding proposal from Governor Strickland calls for a change of the funding base for libraries which he would call the Local Library Fund. The new base would be all general tax revenue. Perera said that the proposal is very similar to the recommendation made by the taskforce last year. He noted that there was no built in inflation correction the first year.

McKeown said that the source of future funding, whether LLGSF or other future legislation, will remain indefinite for a while longer, until the state legislature takes action. Perera said that the proposal should be in place by June. McKeown noted that she had included in the Board packet an information sheet from the OLC website that lists forecasts of the tax receipts upon which the fund would be based.

Burtch noted that the OLC Legislative Day is the same day that Debbie O'Connor of the Geauga County Library is scheduled to testify at a committee hearing. Moore confirmed this and said that was one reason for the selection of the date, so that the committee hearing will be filled with members of the library community.

McKeown said that the Board has to act on the budget request made to the Franklin County Budget Commission in May. She pointed out that the regular Board meeting is on Election Day and that the passage or failure of the levy would impact the request. For this reason, she said that the Board would need to meet after Election Day. She said that the budget request must be submitted to the city by the end of May. Following some discussion, the Board agreed to move the next Board meeting to Thursday, May 17, 2007 at 5:00 p.m. Perera asked that the office notify the city of the change in date.

McKeown offered the Board a reminder of the OLC Trustees dinner at the Fawcett Center on April 26, 2007. She said that Gilligan was planning to attend. Board members were asked to contact McKeown if they wanted to register for the event. McKeown's written report is included here.

NOTES FROM THE CLERK TREASURER **APRIL 2007**

*Governor Strickland's Budget Proposal for Fiscal Years 2008 and 2009 was submitted to the Ohio General Assembly and made available to the public on March 15th. Attached is a summary provided by the Ohio Library Council. Governor Strickland's proposal changes the way that libraries are funded and changes the name of the fund to "Local Libraries Fund". The proposal broadens the base of library funding to **all** General Revenue tax revenues. Library funding is expected to remain flat through calendar year 2007. A modest increase is being projected for 2008 and for 2009. Any*

increase will be dependent on an overall increase to General Tax Revenue. I will continue to monitor the process as it is discussed in the Ohio General Assembly. As of this time, I am recommending that we continue to project State Library Funding to be flat.

The Library Accounting Division of the Ohio Library Council will be presenting a 2-day training opportunity for Library Fiscal Officers on April 19th and 20th. The first day will focus on current topics of interest. The second day will be a full day of investment training that will fulfill the continuing education requirement of Ohio Revised Code 135. In addition, we are also working on completing a major overhaul of the Ohio Library Council's Library Accounting Manual. Upon its release this summer, we will be conducting a training session for library fiscal officers to review the updates to the manual.

The Donation Resolution in your packet is for a \$1200 donation received from the Upper Arlington Rotary for Youth Literacy Boxes. The Youth Department has begun to create the Youth Literacy Boxes as demonstrated at an earlier Library Board of Trustees meeting.

At May's Library Board meeting, Ann and I will be presenting the 2008 Annual Budget Request. This budget is a needs budget that is presented to the Franklin County Budget Commission. It is our request to obtain the necessary allocation of the Franklin County share of the State Library Funding for 2008. The Board must adopt the Budget Request at the May meeting since it is required to be submitted to the City of Upper Arlington by May 31st. The budget is due to the Franklin County Budget Commission by July 20th. Subsequently, the Franklin County Budget Commission will meet the first Monday in August to vote on the distribution of the 2007 Franklin County share of State Library Funding. The library currently has an agreement with the other Franklin County libraries that is automatically renewed on an annual basis, unless two libraries submit a written notification by June 30th that they intend to contest the agreement.

Burtch made a motion to approve the March 2007 Financial Report. Gilligan seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil and Perera. Voting Nay: None.

RESOLUTION 21-07
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 donation:

March 2007 Restricted Donation

\$1200.00 UA Rotary – for Youth Services Literacy Boxes

Perera made a motion to approve Resolution 21-07. Burtch seconded the motion.
VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil and Perera. Voting Nay: None.

PERSONNEL COMMITTEE

FINANCIAL REPORT TO PERSONNEL COMMITTEE
4/10/07

<u>Effective Date</u>	<u>Employee</u>	<u>Rate</u>	<u>Current Rate</u>	<u>Classification</u>	<u>New PT/FT</u>
<u>Terminations</u>					
03/22/07	Mary Hayes			Marketing Coordinator	T PT
03/27/07	Susan Lense			Librarian/Ref	T PT
04/03/07	Steven Owley			Network Operations Coordinator	T FT
<u>Deceased</u>					
03/13/07	Linda Stoops			Library Aide	L PT
<u>New hires</u>					
03/12/07	Rebecca Singer	\$6.85 RA 101		Page	T PT
03/22/07	Rebecca Huffenberger	\$10.40 RA 104		Lib Asst II	M PT
03/26/07	Ruth McNeil	\$1807.70 biweekly \$47,000 annual RA 110		Community Relations Manager	T FT
03/27/07	Kathleen Bailey	\$8.20 RA 102		Library Aide/Ref	T PT
04/09/07	Joyce Rond	\$12.58		Circulation Supervisor	T FT

RA 105

<u>Effective Date</u>	<u>Employee</u>	<u>Rate</u>	<u>Current Rate</u>	<u>Classification</u>	<u>New PT/FT</u>
<u>Change of Status</u>					
03/26/07	Christine Minx	\$1800.00 biweekly \$46,800 annual RA 109	\$1800.00 biweekly \$46,800 annual RA 108	Public Relations Mgr to Communications Specialist	T FT T FT
04/02/07	Beth Clark	\$11.89 RA 104	\$11.89 RA 104	Lib Asst II/MP to Lib Asst II/Ref	M PT T PT

Non-FMLA Leave of Absence

03/20/07 Shahin Shoar Media Svs Mgr T FT

Burtch said that the Personnel Committee did not meet. He made a motion to approve the April 2007 Personnel Report. Kurfees seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil and Perera. Voting Nay: None.

ASSISTANT DIRECTOR'S REPORT

Porter said that as requested by Perera and Magill, a more obvious link to the library's subscription reference databases has been added to the website. Porter gave a demonstration of the New York Time Historical archive database. She said that this has been a popular site with patrons. During March, there were 77 hits on the database from inside the library and 60 hits from patrons' homes. The database contains all the issues of the New York Times from 1851 through December of 2003.

Porter demonstrated the different search capabilities for the website. She noted that the information is available in several formats, including a full page replica of the original article and a print only version. Porter noted that the library had received an email note from Susan Yutzey, Director of the UAHS Learning Center. She said the library will continue to partner with the schools to meet the students' research needs.

Porter distributed a database listing that had been requested by the Board, noting that the listing was now available to patrons as well.

PRESIDENT'S REPORT

Motil commented that he was looking forward to the May election. He urged the members to be sure to go to the polls and vote.

ADJOURNMENT

Magill made a motion to adjourn the meeting. Burtch seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil and Perera. Voting Nay: None. Meeting was adjourned at 5:50 p.m.

Charles V. Motil

Megan Gilligan