

BOARD OF TRUSTEES MEETING

July 10, 2007 5:00 p.m.

MINUTES

Vice-President Perera called the meeting to order at 5:01 p.m.

IN ATTENDANCE

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

OTHERS: Ann Moore, Director; Terri McKeown, Clerk-Treasurer; John Forgos, Owner's Representative; Ruth McNeil, Community Relations Manager; Jackee McKnight, UAPL Foundation; and Nancy Roth, Administrative Secretary.

Perera made a motion to excuse the planned absence of President, Charles Motil. Burtch seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill and Perera. VOTING NAY: None.

APPROVAL OF THE MINUTES

Perera made a motion to approve the Minutes of June 19, 2007. Gilligan seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill and Perera. VOTING NAY: None.

PUBLIC COMMENTS

There were no public comments.

UAPL FOUNDATION REPORT

McKnight distributed a written report to the Board. She noted that the Foundation Board recently had a meeting at Miller Park. She commended the staff at Miller Park for welcoming the Foundation. McKnight said that the resolution of thanks passed by the Board was appreciated and now hangs at Miller Park. She said that commemorative gifts from the Foundation had been given to Dareth Gerlach and LoAnn Crane.

McKnight said that the group has some concerns regarding their bank carrying them as a for-profit corporation. She said that they will be working on straightening this out with the bank and also the IRS.

McKnight said that the Foundation is planning a project for the fall – rescheduling the program with Sue Doody that was cancelled earlier in the spring. She said that the Foundation has four nominees for the four new positions on the Board. She said that if all the nominees accept, the Board will have its full complement of fifteen members.

DEPARTMENTAL REPORT

Ruth McNeil, Community Relations Manager, presented the Board with the new Organization Profile form. She noted that this was developed in response to the recommendations of the Ad Hoc Committee for Meeting Room Use. A copy of the form is attached to these minutes. McNeil said that the form would also be available online. The front of the form is the profile information; the inside has the overview and meeting room rules; and the back page shows a sample of the sign-in sheet.

McNeil said that the completed form will capture information about groups using the meeting spaces that has not previously been available. The completed form will remain on file with the Community Relations Department. The requesting organization will receive the meeting room brochure. McNeil said that Community Relations will also track those groups who don't qualify for meeting space, but who are referred to alternate space. She noted that the referral is a service that the library provides that has not previously been tracked.

Kurfees asked if there should be a space to indicate the frequency of a group's meetings. McNeil said that the department is currently tracking that information and has developed a spreadsheet that has information about all the groups that have used the meeting spaces this year. This information includes the number of times they have used space, how long the meetings last and the type of group.

McNeil informed the Board about Volunteer UA. She said that the library is working in partnership with four other non-profit groups to organize the event which will highlight volunteer opportunities for people interested in doing volunteer work. The groups working together are UAPL, Northwest Counseling, UA Commission on Aging and the City of UA. The group will have a booth at the Taste of UA. McNeil noted that a logo has been designed and is being used.

McNeil said the goal is for the Volunteer UA event to become an annual event. She noted the health benefits of volunteerism for older adults and said that they hope to be able to have some opportunities for partnership with Ohio Health. The effort is to match potential volunteers with groups who need volunteers on a regular basis. McNeil said that following the September event, the library will serve as a repository of materials for the public about volunteer opportunities.

McNeil said that a partnership with the Lifelong Learning center has been developed. She said that the librarians will be developing suggested reading lists which will coordinate with Lifelong Learning programs. Community Relations will put the reading lists into a bookmark format and provide them to Lifelong Learning for distribution there. She noted that this is one way to take the library out of the building.

McNeil said that the Senior Center will be hosting current events discussion groups starting in November. On a quarterly basis, one of the UAPL librarians will serve as the discussion leader. She said that there are also tentative plans for a book discussion group to be developed at the Senior Center in conjunction with the library.

McNeil said that partnerships with the small business community in Upper Arlington are also being pursued. She noted that one company, C. M. IT Solutions, is developing some new training for non-IT managers. She said that the library is in discussions with the company about possibly serving as a pilot location for the training.

McNeil said that this year has been a year of celebration of the library's fortieth anniversary. She said that the theme for 2008 will be "Enriching Life." She noted that this will allow the library to highlight health and wellness issues. She said that the department will pursue partnership opportunities with Ohio Health as a natural tie-in. She said that an additional page in the quarterly brochure will be devoted to special programs aimed at parental, professional and personal "wellness."

McNeil said that the activities for the year-end anniversary activities will have a quilt theme. She said that a certified quilt judge from the area will be involved in helping to brainstorm ideas for activities and programs. McNeil said that she is also looking into applying for awards through ALA for some of the library's activities.

Magill suggested that McNeil also look outside the ALA for award applications, such as the Gates Foundation. He noted that the Summer Reading materials which were produced in-house were extremely well-done.

DIRECTOR'S REPORT

Moore's written report is attached as an exhibit to these minutes. Moore said that with the end of levy activities, the library is now beginning to take on some large projects that were on hold. She noted that one of these is a review of the phone system.

Moore told the Board that during the ALA meeting in Washington, D. C. she had been able to see and use a self-checkout station from Envisionware. She noted that it was very easy and intuitive to use and that it does work with VTLS. Moore said the Steve D'Andrea, Computer Services Manager, has contacted the company to arrange an on-site demonstration and test of the station.

Moore said that while at ALA, she spoke with the president of VTLS. VTLS has developed a product for public libraries that they want to test in the public library setting. She said that UAPL has agreed to be a test site. She said that Marcus Hensley has begun the installation and will be conducting initial tests before the staff and public are given access. She said that the new software is more intuitive for patrons and has much better search capabilities.

Moore said that Miller Park circulation and patron count continue to increase. She said that prior to the renovation, 175 – 200 people would visit each day. She said that now the average is over 300 people a day and last Thursday, the count was over 400. McNeil noted that there will be an article in the weekly paper this week about the impact of renovation at Miller Park. Moore noted that there will also be an article in This Week UA by Chris Bournea as a result of his recent interview with Moore and McNeil.

Moore noted that she will be out of town for the regular August Board meeting. She noted that Kurfees would also be out of town. Board members agreed to check their

schedules to see if August 21st would serve as an alternate date for the August meeting. Administration will follow up with an email to the Board members to poll their availability and to determine the best date for the meeting.

OPERATIONS COMMITTEE

Magill noted that the Operations Committee met the previous day. The notes from that meeting are included here.

OPERATIONS COMMITTEE MEETING *Monday, July 9, 2007 5:15 p.m.*

NOTES

#1 – CALL TO ORDER

IN ATTENDANCE: Brian Perera, John Magill, Ann Moore, Ruth McNeil, Joel Snyder, John Forgos and Nancy Roth

Magill called the meeting to order at 5:15 p.m.

#2 – REVIEW OF MARKETING PROPOSAL/PLAN

Moore said that she and McNeil had had discussions for the past three months regarding market research and development of a marketing plan for the library. She said that they have met with three companies and have received three proposals. The prices on the proposals range from \$20,000 to \$50,000. Moore noted that one company is the same marketing consultant that has been used by Columbus Metro.

Moore said that the marketing consultants would do an independent, external audit of publications, customer service and programs to help the library focus its resources. She said that the library is at a critical and exciting time due to the passage of the levy and the development of a new strategic plan, along with new managers in the library. She noted that this analysis will be more thorough to identify our patrons and also to identify those people who do not use the library. Moore said that this would be part of the process of developing a new brand identity and a new logo.

Moore said that the library may be operating on some faulty assumptions. She noted that Columbus Metro assumed that the majority of their patrons were over age 50, but that market research showed a much larger percentage of their patrons were younger than the 50 year old age bracket. She said the process would take about twelve weeks to complete.

McNeil said that the service delivery audit would allow the consultant to find out the needs of patrons. She noted that we must first find out what the true needs are in order to take action to meet those needs. McNeil said that the consultant:

- 1. would be conducting exit interviews with patrons;*
- 2. would interview staff members;*
- 3. conduct a focus group; and*

4. *prepare an on-line survey.*

McNeil said that through these mechanisms, the consultants would be able to determine who uses the library, how they use the library, their likes and dislikes and what they want and need from the library. McNeil noted that this would help meet the strategic plan goals and would help develop programming around the results.

McNeil said that she and Moore would recommend working with Prism Marketing, based in New Albany. She said their price for the work ranged from \$20,000 to \$24,000 depending on the number of focus groups they conduct. She said that the company seemed very creative and innovative and should be good at brain-storming new ideas. McNeil said that Prism would be working with the Community Relations Department during the course of the project and that Community Relations would be managing the project.

Perera asked what the end product was that the consultants would be delivering to the library. McNeil said that they would be developing a written report about the results of the market research, but would not be setting up specific programs. She noted that the library will be doing the program development in response to the information developed by the consulting firm. McNeil said that the other component the consultant will deliver will be a complete branding package, including a new logo, communications templates, and a possible tag line. She said that these items should be contemporary and capture the essence of our patrons.

Magill asked who the other bidders were. McNeil said that Clary Communications presented a plan for \$27,250 and a group called Orange Boys presented a \$47,890 proposal. Moore noted that Columbus Metro had used Orange Boys for their marketing campaign. McNeil said that the results of the marketing study could impact the planned space study as well. She said that clarifying patron's preferences for usage will help guide decisions about how the space is allocated, e.g., is a teen area needed.

Perera said he would favor presenting this plan to hire Prism to the Board. He noted that the timing for the project is good since this is historically a busy period for library usage and there will be many patrons for the researchers to poll. Magill agreed that the proposal should be presented to the Board. He said that the work that had been done to get three quotes was good and that looking at all age groups was also a positive aspect. He proposed that the Board be given a copy of Prism's proposal for their information. He noted that:

- 1. The survey would reach a new audience;*
- 2. The work would be concluded by December;*
- 3. A contemporary brand would be produced; and*
- 4. The survey had an on-line component.*

The committee agreed to recommend the proposal for approval at the Board meeting.

#3 – FOLLOW-UP WITH CITY RE: LANE ROAD

Moore said that she, Snyder and Motil had met with Tim Moloney to inquire if the city had more funds to contribute towards the parking lot project. Moloney said there were

no additional funds available. She said that Forgos had arranged for the potholes to be filled and that work was complete.

Moore said that there is now an issue with the city of some broken concrete sidewalk, grooves in a paved pathway and raking and seeding of the soil that was moved to the hill. The sidewalk was broken when the trucks relocating the soil went over concrete to get to the hill. She said that the city Parks and Rec. wants the library to assume responsibility for these items and wants them fixed.

Forgos noted that the city chose the route for the trucks to deliver the soil and that they did not give the route until the day before the dirt was to be moved. Forgos said that the city does not want to accept responsibility for any of the items listed. He noted that he had originally told the city that the asphalt repair would be done when the library did the parking lot work, but now that the parking lot is on hold, there is a question about when and how to get the work done. Forgos noted that the city has ready and easy access to asphalt currently due to the road work being done on Kenny Road. Forgos said that the concrete work could have been done at the time the concrete work was done at Lane Road, but that the library was unaware of the damage.

Perera asked when the library would normally expect to do maintenance on the parking lot. Snyder said that he had done some research and that generally an average parking lot has a life span of 20 to 30 years, with a complete resurfacing about midway through the life. As a budgetary component, it is suggested that replacement reserves be planned for 10-15 cents per square foot over the first eight years of life and after that 15-25 cents per square foot replacement reserves should be budgeted.

Snyder and Forgos noted that the parking lot is about 36,000 square feet so that initial yearly reserves would be about \$3,600 and the latter reserves would be about \$7,200 per year. Snyder said that the parking lot has not received any resurfacing after thirty years and is long overdue for extensive maintenance. Forgos noted that the funds offered by the city were probably adequate for resurfacing the lot, but the problem is that topping the lot does not address the drainage issues in the lot and the safety concerns if the blacktop is raised. Forgos said that to redo the lot correctly would be in the range of \$150,000 to \$200,000. He noted that if reserves for this work had been planned for over the last 15 or 20 years, the library would have \$70,000 saved towards the project.

Magill said that he is willing to consider a re-surfacing project but that he does not feel that the library should expand the lot to accommodate the city's need for seasonal parking. Snyder said that Moloney did recognize that the library does not need to expand the lot. Snyder and Forgos noted that the base of the lot has deteriorated which would be a problem if milling the current surface were under consideration. Forgos and Snyder said that a typical parking lot would have a 6-inch stone base, a 2-inch base coat of asphalt and a 1½ -inch top coat of asphalt. They noted that the current base has been compromised with mud and dirt working its way into the base over the past 30 years.

Snyder said that he had measured the curb height and that in most places it is about four inches. He said that it should be two inches higher for safety. Forgos noted his

concern that even with some milling, the level of the asphalt would be raised. Snyder said that there are benefits to taking an opportunity to remove the center mound in the driveway. He noted that area could then be properly drained with tie-ins to the storm sewer a few feet away. There was a brief discussion as to whether the mound had originally served a practical function and whether it was composed of construction fill from the original building of Lane Road.

Magill asked Moore or Snyder to request something in writing from the city that would outline what they were willing to contribute to the project and under what terms. He noted that it would be his desire to maintain control of the project, but that any discussion among the committee or Board would need to know the scope of the city's offer, including any restrictions or limitations.

Forgos said that fortunately since this would be a maintenance issue, it would not be necessary to get EPA approval. He said if there was a written commitment from the city, he would contact Fritz Decker, who is doing the Kenny Road re-paving and ask him to look at the lot and give the Board a ballpark estimate of cost. He recommended that the library do the other repairs requested by the city when it is practical to do so.

Snyder suggested that the library offer to administer an enlargement of the parking lot if the city wanted to pursue that at this time, but only on the understanding that the library would not bear any of the cost of expansion. He noted that this might be a good point of negotiation with the city. It was agreed that Moore and Snyder request another meeting with Moloney. Snyder suggested that a timeframe for the various steps of the project be developed to present to the city when he and Moore meet with Moloney.

It was agreed by the committee that Forgos proceed with the preparation of a landscaping package for Lane Road, including the re-seeding and rock-hounding of the city's hill. Moore noted that she is pursuing getting some donations of trees for the landscaping at Lane Road. There was discussion of the time frame involved for getting the project completed this year. Forgos noted that asphalt plants close for government projects on November 15th.

#4 – RFQ/RFP FOR MECHANICAL SYSTEMS STUDY

Forgos said that the RFP/RFQ for the mechanical study at Tremont and Lane has been written and is ready to go. He said that Key Blueprint will scan the architectural drawings to a disc so that they can be posted on the website for interested bidders to download. He said that he has talked to Steve D'Andrea about loading this information on the website. He said the scanning costs would be \$2.95 per sheet and would result in the library having both the Lane Road and Tremont plans on disc for easy access in the future.

Forgos said that the review of the systems would be looking at the life cycles of the various mechanical and electrical systems. Magill noted that using digital technology allows more bidders and smaller bidders to participate in the process. He noted that the library does not currently have a good history as to the age of the various systems installed. He noted that this study would serve as a baseline.

Forgos said that currently the information consists of what systems are original to the building; what systems is part of the addition in 1987 and the current replacement of the cooling tower. He said that this analysis is needed.

There was discussion about the Bruner survey done last year and whether their estimated costs are accurate. Forgos noted that pipe corrosion that was discovered during the cooling tower replacement. Magill noted that there has been no comprehensive survey since 1987. The committee agreed to proceed with the survey.

ADJOURNMENT

The meeting adjourned at 6:30 p.m.

Moore and McNeil reviewed the marketing research proposal for the Board. That information is also contained in the notes from the Operations Committee meeting. **Following this discussion, Magill made a motion to approve proceeding with the proposal from Prism Marketing with the understanding that the final report will be due on or before the December 2007 Board of Trustees meeting and that the cost is not to exceed \$24,000.00. Perera seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill, and Perera. VOTING NAY: None.**

Magill said that the Operations Committee had also discussed the RFP/RFQ for a mechanical and electrical systems study at Tremont and Lane Road. Forgos said that the RFP would be put forth to local engineering firms and that he would expect the cost of the study to be between \$20,000 and \$25,000. He said that it was logical to keep this study separate from a future space planning study, because the mechanical components are aging and will require attention whether or not space changes are made.

Kurfees noted that these systems also impact the “reserve” fund that the Finance Committee has been discussing. Forgos said that the plans would be made available to bidders digitally via the library website. He said that he would expect to start running ads for the project next week. Forgos said that the plan would be for proposals to be due on August 16th. It was noted that the library will now have drawings for Tremont and Lane Road on discs. Forgos said that he will ask DesignGroup for a disc of Miller Park plans as well.

Magill made a motion to proceed with putting out an RFP for the mechanical systems at Tremont and Lane Road. Gilligan seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill and Perera. VOTING NAY: None.

Regarding the parking lot at Lane Road, Magill said that the Operations Committee is seeking a written proposal from the city to clarify the circumstances and possible restrictions for their \$70,000 contribution to the project. He said that once that was clarified, the committee will look at the library’s options. Moore said that she had contacted Tim Moloney and has arranged for a meeting on Friday morning with Moloney, Joel Snyder and herself.

McKeown said that the library was in receipt of a change order from TerryCorp for work done during the foundation work at Lane Road.

RESOLUTION 31-07

To Approve Change Order for Lane Road Foundation Maintenance Project

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby approves the following change order in the contract with TerryCorp. Inc. for the Lane Road Foundation Maintenance Project:

Provide foundation and concrete block infill at openings at area well and stairwall

ADDITION TO CONTRACT **\$3,000.00**

NEW CONTRACT AMOUNT **\$48,828.00**

Magill made a motion to approve Resolution 31-07. Gilligan seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill and Perera. VOTING NAY: None.

FINANCE COMMITTEE

Kurfees said the Finance Committee did not meet. McKeown reviewed the information contained in her written report which is included here.

NOTES FROM THE LIBRARY TREASURER
JULY 2007

Ohio Governor Ted Strickland signed into law on June 30th the state's 2008-2009 operating budget. The Library and Local Government Support Fund (LLGSF) will now be 2.22% of total general fund tax revenue. The State's funding of libraries will be based on broader tax revenues, rather than just the income tax. The name of the library fund will not be changed as originally proposed. The new formula will be applied beginning with the January 2008 distribution. We are hopeful that this change will result in a modest growth in funding for public libraries.

As I mentioned last month, with the change in the formula of the State's funding of libraries, the cash flow will be different than the cash flow under the old formula. The Ohio Library Council is working with Levin & Driscoll to provide monthly projections by county. I have begun discussions with the Franklin County Auditor's office to determine how the allocation agreement with the other Franklin County Libraries will be applied to the new distribution. I will provide updates to the Library Board of Trustees as more information becomes available.

Senator Robert Schuller (R-Cincinnati) introduced in June 2007 the Ohio Library Council's omnibus library bill (SB 185). The legislation proposes to: (1) change the title of the library clerk-treasurer to fiscal officer; (2) limit the number of public libraries to the current 251; (3) include school district libraries in the open records requirements passed earlier this year in HB 9; and (4) permit libraries to use (i.e. mandate) direct deposit for employee payroll. The bill has not yet been assigned to a committee for hearings.

I submitted the library's 2008 Budget Request to the Franklin County Budget Commission as approved by the Library Board at the May meeting. The budget is required to be submitted to the Franklin County Auditor's office by July 20th. The Franklin County Budget Commission will meet the first Monday in August to approve the distribution of the 2008 Franklin County share of the LLGSF. No libraries have requested an appeal of the allocation agreement. I should receive notification by mid August of the Upper Arlington Public Library's share of the 2008 LLGSF. Once we receive the 2008 Estimated LLGSF and complete the review of the library's pay structure, I will update the five-year financial projections.

The Auditor of State's office began their audit of the library's 2005-2006 financial records on June 26th. The auditors have completed their preliminary field work. I continue to communicate with the Auditors via the phone and email to complete the process. The AOS expects to deliver their report on or about August 30th, 2007.

I will be on vacation from July 20th through July 27th (returning to the office on July 30th). Sherry Peterson, Deputy Treasurer, will be covering the finance office during this time.

As required by law, the Ohio Public Employees Retirement Board has certified employee and employer contribution rates for all local division employers (which includes the library) for the calendar year 2008. The rates are effective for all pay periods ending on or after January 1, 2008. The employee contribution will increase to 10.00%, and the employer rate will increase to 14.00%. As part of the Health Care Preservation Plan, a progressive increase in both the employer and employee contribution rates is being taken over a 3-year period of time. Here's a comparison chart:

	<i>Employee Rates</i>	<i>Employer Rates</i>
<i>2005</i>	<i>8.5%</i>	<i>13.55%</i>
<i>2006</i>	<i>9.0%</i>	<i>13.70%</i>
<i>2007</i>	<i>9.5%</i>	<i>13.85%</i>
<i>2008</i>	<i>10.0%</i>	<i>14.00%</i>

OPERS has notified all employers of a new Internal Revenue Service ruling that requires employers to provide specific written documentation about pick-up plans, and increased contribution rates. I am in the process of obtaining information from OPERS about the ruling and the steps that are required to ensure the library is compliance.

Gilligan made a motion to approve the June 2007 Treasurer's Report. Kurfees seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill and Perera. VOTING NAY: None.

RESOLUTION 32-07
General Fund Donations

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:

June 2007 Donations

In Memory of Monica Bambeck (total of \$665.00)

\$100.00	Michael Bergen
\$70.00	Steve Hager
\$20.00	Greg Ravas
\$50.00	Doug Wilson
\$100.00	Marlene Koethe
\$50.00	Byron & Nancy Wisecup
\$25.00	Tim & Debbie Seyfang
\$25.00	Christine & Janet Ravas
\$100.00	David & Marilyn Koethe
\$75.00	City of Cleveland Office of Equal Opportunity
\$50.00	Karen, Brett, Alex & Liz Cummings

General Donations

\$15.00	Kay Ellen Engman
\$15.00	Pauline Paoletti

Perera made a motion to approve Resolution 32-07. Magill seconded the motion.
VOTING AYE: Burtch, Gilligan, Kurfees, Magill and Perera. VOTING NAY: None.

PERSONNEL REPORT

Burtch said the Personnel Committee had not met.

TREASURER'S PERSONNEL REPORT

<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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Terminations

06/29/07	Elizabeth Sheridan			Lib. Spec/Youth	T FT
07/06/07	Ruth Boesch			Page	T PT

New hires

06/22/07	Roy Kline	\$8.20 RA 102		Library Aide	L PT
06/26/07	Stephanie Cofer	\$6.85 RA 101		Page	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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Change of Status

07/01/07	Beth Davis (end of temp assignment)	\$10.73 RA 104	\$10.37 RA 103	Lib Asst II to Lib Asst I	L PT L PT
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Temporary Assignment

07/16/07 thru 09/08/07	Guenther Keim	\$10.73	RA 104	Lib Asst II	M PT
07/01/07 thru 09/08/07	Karen Williams	\$10.73	RA 104	Lib Asst II & Lib Asst II/Youth	M PT T PT

Non-FMLA Leave of Absence

07/21/07* to 09/02/07 (return to work 09/03/07)	Danna Armstrong			Manager	M FT
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*estimated effective date of leave

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

Burtch requested an executive session at the end of the meeting to discuss pending litigation.

EXECUTIVE SESSION

Perera made a motion pursuant to Ohio Revised Code Section 121.22G1 to go into executive session to discuss the employment of a public employee. A roll call vote was taken. VOTING AYE: Burtch, Gilligan, Kurfees, Magill and Perera. VOTING NAY: None. Perera noted that there will be resolutions resulting from the executive session and that the public meeting would continue after the executive session.

The Board moved into Executive Session at 6:13 p.m.

RETURN FROM EXECUTIVE SESSION

The Board came out of executive session at 6:27 p.m. Perera said that the Board had before it a settlement agreement to be approved, **Burtch made a motion to approve the settlement agreement and to authorize Moore to sign the agreement on the Board’s behalf. Gilligan seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill and Perera. VOTING NAY: None.**

Two resolutions were offered as a result of the executive session. McKeown noted that the library will receive a payment from the insurance company which the library must acknowledge as an additional resource in the budget. She said that the second resolution details the appropriation of those funds. She said that \$50,000 is a salary appropriation, \$20,000 is for professional services connected to the litigation and the additional \$8,000 is for professional services connected with the newly approved marketing plan. She noted that no public funds will therefore be used for the settlement. Burtch noted for the record that the insurance company is funding the settlement, but that the law prohibits them from making that payment directly to the litigant, so the fund must be paid via the library's accounting functions.

RESOLUTION 33-07
2007 Estimated Resources Adjustment

Be It Resolved that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following changes to the 2007 Estimated Resources (Revenue):

GENERAL FUND 100

8700 Refunds & Reimbursements	+\$ 70,000
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Burtch made a motion to approve Resolution 33-07. Gilligan seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill and Perera. VOTING NAY: None.

RESOLUTION 34-07
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

1100 Salaries	+\$50,000
3700 Professional Services	+\$28,000

Burtch made a motion to approve Resolution 34-07. Gilligan seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill and Perera. VOTING NAY: None.

PRESIDENT'S REPORT

Perera noted that many of his high school classmates returning from other parts of the country for their reunion this year have commented to him about how much they appreciate the quality of the UA school system and the Upper Arlington Public Library.

ADJOURNMENT

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

The meeting was adjourned at 6:31 p.m.

Brian Perera, Vice President

Megan Gilligan, Secretary