

UPPER ARLINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING
Tuesday, September 11, 2007 5:00 p.m.

Minutes

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

IN ATTENDANCE

MEMBERS PRESENT: Charles V. Motil, Brian Perera, Megan Gilligan, John Magill, John Burtch and Bryce Kurfees.

OTHERS PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Terri McKeown, Clerk-Treasurer; John Forgos, John Forgos Associates; Ruth McNeil, Community Relations Manager; Steve D'Andrea, Computer Services Manager; Kate Hastings, Youth Services Manager; Sherman Wallace, Facilities Manager; Nancy Roth, Administrative Secretary; Barb Ten Hoeve, Pizzuti Solutions; Shannon Hamons, Pizzuti Solutions and Bill Snowman, UA Resident.

"YOU MAKE A DIFFERENCE" WINNERS

The Board was introduced to this year's "You Make a Difference" award winners. The Board offered their congratulations and appreciation to the winners. Those winners present were: Liane Fenimore, Adult Services; Jeffrey Stemen, Technical Services; Ellen Seeburger, Youth Services; Annette Heffernan, Circulation. Sue Emrick, Miller Park was unable to attend.

APPROVAL OF THE MINUTES

Perera made a motion to approve the Minutes of the July 10, 2007 Board of Trustees meeting. Burtch seconded the motion. **VOTING AYE:** Burtch, Gilligan, Kurfees, Magill, Motil and Perera. **VOTING NAY:** None.

DEPARTMENTAL PRESENTATION

Kate Hastings, Manager of the Youth Services Department presented the Board with an information sheet about the Summer Reading Program. It is attached as Exhibit A. She said that Danna Armstrong had constructed a new data base to help track the program. Hastings noted that the reading hours showed a dramatic increase.

Hastings said that this year was the first year that Volunteens had helped man the prize table. She said this was very successful. She noted that the Book Buddies program using Volunteens was also very popular and successful. She noted that many teens

continued to volunteer several hours in addition to the ones they needed for their school required community service.

Hastings said that this year's summer reading program was more interactive and had a strong game element. She said that Jeffrey Stemen designed the program booklets and they were a big hit with the participating youth. Hastings noted that she had received many positive patron comments.

Hastings said that the UA Rotary had funded the preschool segment of Summer Reading. She noted that this was the first year that preschools had been targeted for participation and that it was very successful. She noted that this initiative was a part of the early literacy campaign by the Youth Services Department.

PRESENTATION BY PIZZUTI SOLUTIONS

Barbara Ten Hoeve and Shannon Hamons from Pizzuti Solutions gave the Board some background about their company. Pizzuti Solutions is the development consultant branch of the Pizzuti Companies, a real estate development company. They said that their division has been in existence for 2 ½ to 3 years. Pizzuti Solutions primarily deals with public projects, planning and managing them from inception to completion, working on the public and private interface of such projects as well as monitoring the design and construction phases. They noted that they have been involved in projects as small as \$10,000 to the \$100,000,000 Franklin County Courthouse project.

Ten Hoeve said that Pizzuti Solutions was involved in the planning for the recent library In-Service Day. She said that the morning of In-Service Day, the departments met to discuss their needs and what was working and what was not working within each department. She said that each department made a presentation to the whole group after this exercise.

In the afternoon, Ten Hoeve said, departments were asked to think creatively and to create visions for the future. She said that they noted five common themes when the departments made their presentations to the group in the afternoon. These were:

1. Building Community Partnerships
2. Accommodating Future Technology
3. Ensuring Easier Customer Care
4. Creating a More Flexible Space
5. Ensuring Better Communications

Hamons and Ten Hoeve suggested that the next step would be for the library to issue an RFQ for a Development Manager to move the space study/renovation project forward and to assist in getting input from other stakeholders in the community. Motil said that he envisions two scenarios for the project, one that is modest and one that is more extensive and aggressive. He asked how frequent and what type of communication could be expected from a Development Manager. The Pizzuti representatives said that in their firm, frequency and type of communication was

dependent on the needs of the client. They noted that during the construction phase of a project, there were generally weekly meetings scheduled for the whole team. They noted that the goal was to catch issues and resolve them early in the process in order to avoid costly change orders.

Gilligan asked what the role of a development manager is at the various stages of a project and at what point does a development manager become involved in a project. Hamons said that he would provide the library with a matrix that outlines the role of the development manager at each phase of a project, including the development of a financial plan to achieve the project.

Burtch asked if Pizzuti has been involved in other library projects. Hamons responded that the company has not, but that the lead architect and construction manager have worked on library projects contained within other construction projects, such as company libraries.

Perera asked about the timing of having a development manager come on board. Hamons said that the recommendation would be to have a development manager before anything else is done. Motil thanked the Pizzuti representatives for their time.

PUBLIC COMMENTS

Motil noted that Bill Snowman, UA resident wished to address the Board. Motil read the procedures for making public comments prior to Snowman's statement. Snowman referred the Board to a recent article in the Columbus Dispatch regarding hidden censorship. He asked what the policy and procedure is when a book's inclusion in the collection is challenged.

Porter outlined the process for Snowman, noting that patrons register a written objection which a staff committee then reviews and makes a recommendation. She said that the party initiating the complaint is notified of the outcome. Snowman asked if there was an opportunity for the public to be involved or notified. It was noted by Moore and Porter that the process was internal. Snowman voiced his concerns about possible censorship of which the public might be unaware in these circumstances. Moore stated that she was not aware of any book having been removed from the collection on the basis of a patron complaint and request for review.

Motil thanked Snowman for his comments and concern.

UAPL FOUNDATION

Jackee McKnight was not able to attend the meeting. There was no report from the Foundation.

DIRECTOR'S REPORT

Moore's written report is attached as Exhibit B. She also noted that the third session of the Managers' Training was scheduled for the next day. This session concerns Wage and Salary Administration.

Moore said that twelve Norway spruce trees had been planted at Lane Road and the grass would be seeded next week.

Moore informed the Board that she has agreed to participate in the Northam Park Study Group. This is an initiative through the UA Parks & Recreation Department. The first meeting will be next week and will involve representatives from UAPL, Tremont Elementary, St. Agatha's and the Senior Center.

Moore told the Board that two sump pumps at Tremont had failed last week and had to be replaced. She said that in addition, a chiller compressor failed last week and a second one failed today. She said that Bruner has indicated that repair/replacement of the chiller compressors will be a labor intensive job. She said that these types of occurrences point out the need for the complete mechanical assessment being undertaken soon.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

*OPERATIONS COMMITTEE MEETING
Thursday, August 23, 2007 5:00 p.m.*

Notes

IN ATTENDANCE: John Magill, Brian Perera, Ann Moore, Kate Porter, Terri McKeown, Lynda Murray, John Forgos, Steve D'Andrea, Sherman Wallace and Nancy Roth

Magill called the meeting to order at 5:05 p.m.

MAIN LIBRARY

In-Service Day Review

Moore asked Murray to give an up-date of the preliminary results of the Pizzuti Solutions report on In-Service Day. Murray said that Jack Hedge had given the staff a presentation about trends in library design. The presentation was similar to the one he had given to the Board earlier in the year.

Murray said that Pizzuti had gathered staff comments about the Tremont facility. These comments were focused on what things were working within the department and the

library as a whole and what things were not working. Murray said that Pizzuti was pleased with the amount of information they were able to get from the staff. She said that a Pizzuti representative would be at the September Board meeting to present the results to the Board.

Moore said that there was time during In-Service day for staff to ask questions and that these questions ranged from what the difference was between a patron and a customer to why Pizzuti was present at In-Service day. Moore said that the staff engaged in the process and that the overall result was constructive.

Murray said that the next step usually is for a library to bring a company on board to help them develop a strategy for accomplishing a new space plan, once the Board decides whether or not to move forward. Perera asked if the Operations Committee is expected to make a recommendation to the Board and if so, what form does it take and what does the project look like.

Murray said that generally a company such as Pizzuti helps with formulating that decision and plan. She said that the community component has been done through the strategic planning process last summer and the staff component was completed. Magill noted that the patron survey soon to be done will also add information to be considered.

Moore said that the patron survey is really for marketing purposes and does not focus on space planning. She said that Tremont is the primary facility of the library and that it has been twenty years since any major work has been done. She said that the library has continued to adapt to the challenges of infrastructure needs for new technology, but that little more can be done with the current set-up. She said that with the input from the strategic planning process and staff input, it is a good time to plan to move forward with making major changes to the space at Tremont.

Moore noted that in the information from SOLINET that will be provided to the Board, it is clear that many libraries are asking the same questions and dealing with the same problems as UAPL. She noted that Worthington is moving ahead with renovations of two of their facilities and starting a "storefront" branch, as well. Murray noted that CML has continuous renovations going on at one facility or another. Murray said that the next step is to enlist help from a professional organization that can help determine the scope of the project and see it through to completion.

Magill said that there would be two components to be considered – the planning component and the design component. He said that he would like to see a design component that would attach estimated costs to the various aspects of the project so that the Board would have a better ability to assess funding options and feasibility.

Magill asked who evaluates the RFP/RFQ's. Murray noted that the material from Columbus would include the evaluation tool for the committee to consider using. It was noted that the committee could do the review and make a recommendation to the Board or the full Board could be involved in the review process and selection of a candidate.

Murray said that an RFQ/RFP from Charlotte, NC was available for the Board to use as a template. She said that CML has an open RFP that she will forward to Administration as an additional example. There was some discussion about a possible timetable, but the consensus was that the Committee would need to meet again after reviewing the Charlotte and CML RFP's before they would make a recommendation to the full Board.

Mechanical Study RFP/RFQ

Forgos said that the library received four proposals from firms that were all qualified and reputable. The four firms were:

- | | |
|------------------------------|-----------------------|
| 1. Roger Fields & Associates | \$16,000 |
| 2. Larsen Engineering | \$17,500 |
| 3. Heapy Engineering | \$16,000 |
| 4. W.E. Monk & Co. | did not attach a cost |

Forgos noted that Heapy was involved in the 1987 addition and renovation, which might make them appear to be a logical choice due to their familiarity with the building. However, he noted that it was also possible that they might be reluctant to find problems that would be linked to their 1987 work or assessments. He noted that Fields was a small firm so that the library would get very personal attention from them. All the firms submitting information were combination firms with both electrical and mechanical engineers. Forgos said that he felt all the firms were equally capable of doing the work.

Magill noted that the committee would need to have a legitimate basis for its choice, since the costs were so close, whether that determining factor would be experience, or personal contact or some other factor. Forgos agreed that he would contact Monk to see about a cost and that he would do a more in-depth review of the proposals and make a recommendation at the next Operations Committee meeting.

Phone System Up-Date

Moore said that Administration and Computer Services staff have started to research replacement of the phone system. She said that the current system lacks certain features that she would like to have, including the ability to transfer calls to and from the branches, no overload cut off on in-coming calls.

D'Andrea said that his department has begun researching Voice over IP systems. He noted that the library has sufficient infrastructure to support this type of system. He also said that PBX-type systems are no longer being made or supported. D'Andrea said that he and Jason Brunswick from his department and Nancy Roth had visited Smith Medical to get input from a business user of the Cisco system. He said that following that meeting, three different groups met with the Cisco system engineers to get more information and have a demonstration of the voice over IP.

Moore and D'Andrea said that the cost of a new system is still unknown. D'Andrea said that there is still much research to be done. The next step would be to have Cisco come on-site and do an assessment and work up a quote. Moore said that the library is also trying to coordinate the project with E-Rate funding, although that consideration is not driving the project. She said that the intent here was just to bring the committee up to date on the planning being done for 2008. Magill commended Moore and D'Andrea for their advance planning and research on the project.

MILLER PARK

The committee discussed a letter sent to John Forgos from Jim Palmer of the UA City Engineer's Office. The letter listed several issues with the ramps at Miller Park, stating that they were not in compliance with ADA requirements. Forgos said that he disputes the claims made in the letter. He said that the ramp, including the need for a second ramp, was noted in a correction letter of October 2006. He said that a December 2006 correction letter made no mention of the ramps, thereby indicating that the corrections made were adequate. He noted that the inspection done by the City on 1/25/07 did not list the ramps as an issue. There was discussion about the timing of sidewalk construction in the area and information given by the Plans Examiner's Office. Forgos also noted that since the project at Miller Park has been completed, his contractual obligation is over and that the city should address their concerns directly to the library.

Murray noted that ADA compliance issues are federal, not local. She noted that the library should take the matter seriously. Perera said that the library should begin some dialog with the city about the issues. Teemok Construction and DesignGroup are waiting for paperwork to review the situation. Moore said that she would contact the City Engineer's office and begin trying to work out a solution.

LANE ROAD

Seeding and Landscaping

Moore said that re-seeding at Lane Road had been delayed due to the extremely hot, dry summer. She said it is now time to proceed with this. She said that complaints from patrons about the lack of landscaping were beginning again, now that there has been more rain. She said she would like to get five or six trees planted in addition to the re-seeding. Magill asked if the tree choice had to be approved by the city. Moore indicated that she had talked with Steve Cothrel about putting in 6 foot spruces and he did not have any problems with this.

The committee noted that the re-seeding cost had already been approved by the Board. The cost of the trees would fall within the amount that the Director can approve without waiting for the Board to take action. It was agreed that Sherman Wallace, facilities manager, would get quotes for the purchase and installation of the trees and proceed with the landscaping. The committee also agreed that the library would bear the cost of re-seeding the hill in the park where the dirt from the excavation had been dumped.

Parking Lot

Moore said that following the last Operations Committee meeting, Forgos had contacted Decker and gotten a ballpark estimate for re-paving the Lane Road Parking lot. That estimate was \$59,660 for the basic milling and repaving of the lot; and \$31,234 for the removal of the mound and subsequent creation of additional parking spaces.

Forgos noted that this combined cost of about \$91,000 did not include the installation of a storm sewer drain or lighting. Moore said that the zoning laws now require that dumpsters set on a separate pad and be enclosed by a fence. She said this would add to the cost of the project. Forgos said the final price tag for all these components would be about \$125,000.

Moore said that she had had contact with Doug Green from the City Engineer's Office indicating that it might be possible to add this project to some up-coming city projects if the library was interested. She noted that the City is utilizing a newer process called full-depth reclamation, which uses the milled waste as the base for the new surface, cutting down on the expense of the work. The committee agreed to wait until spring to see what develops.

The meeting was adjourned at 6:17 p.m.

Perera reviewed the highlights of the notes for the Board. Moore said that she and Forgos had met with Doug Green, the City Engineer. She said that the meeting had gone well. Forgos said that Teemok will be taking care of the changes to the sidewalk ramps, replacing two trees and seeding an area of the lawn. Forgos said that Teemok will bear the cost of the changes to the ramps.

Magill said that Forgos has made a recommendation to the Committee to engage Larsen Engineering for the Mechanical and Electrical Survey. Magill noted that their rate for "out of scope" work was substantially less than other bidders. He said that rather than using a turnkey approach to these projects, he prefers to segregate the components as in a mosaic and that this would be a building block for the space study.

Perera thanked Forgos for his work in reviewing the proposals. He said that he agreed with the recommendation because not only did Larsen have a local presence, but the firm was more likely to be able to give the library the personal attention that was needed.

Forgos said that Larsen has a local office very close to Lane Road and is likely to be able to offer more personal attention to the project. He said that that also offered a value-added service by offering a technology assessment as well. Forgos noted that

there will be no vendor's interest attached to their results, since they are strictly an engineering firm.

Motil requested a motion to offer Larsen Engineering a contract for the project. Perera made a motion that that the Board of Trustees for the Upper Arlington Public Library approve a contract with Larsen Engineering for a mechanical and electrical assessment of the Tremont Road Main Library and the Lane Road Branch. The contract is to include an Alternate bid for the technology assessment referenced in their bid for a total cost of \$17,500. Magill seconded the motion.

Discussion: Burtch asked D'Andrea if the technology assessment would be helpful to his work or if it were redundant. D'Andrea said that it would be helpful. Wallace also said that it would be very helpful to him, as Facilities Manager.

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

Forgos said that he hoped to have results for the Board within sixty days.

NEW BUSINESS

Motil said that although there was not an agenda item for new business, he had some business to discuss in connection with the space study in general. He noted that there seemed to be issues on a monthly basis related to the aging systems at Tremont. He said that clearly the mechanical/electrical study was needed. Motil noted that nothing substantial has been done to the Main Library since 1987.

Motil said that in past years, the library had done studies and formulated a strategic plan which was not acted upon due to the primacy of the Miller Park renovation. He said that currently the library has lots of momentum on which to build, with the new strategic plan, the levy passage and the new marketing initiative. He took note of the very successful renovation of Miller Park and the recent work done at Lane Road. He said that there is a need to now focus on the Main Library. He said the goal is for the library to be the best library possible and that this will take work in order to keep the momentum going.

Motil said that to help ensure this, he would like to entertain a motion to create an Ad Hoc Committee on Facilities Space Improvement, to be composed of one member from each of the three standing committees. He noted that the committee may also want to include work on the basement at Lane Road now that the water issue seems to be resolved. He said that this committee would be charged with the overall planning, supervision and coordination of the space planning. He said the committee would:

1. Work on the preliminary planning study.
2. Create the RFP/RFQ for the space planning study
3. Evaluate the responses to the RFP/RFQ and make a recommendation to the Board.

4. Work with the consultant on the space study to develop both a modest plan and a more comprehensive plan.
5. Offering regular up-dates to the Board.
6. Follow through on the full scope of the complete project.

Motil said that one reason for the creation of this committee was that it would streamline communication. He noted that if each committee were to review their respective pieces each time, the project could take five years. Motil asked Perera to represent Operations, Burtch to represent Personnel and Motil would represent Finance. The Committee would work with Moore and McKeown. Motil asked the proposed members if they would serve on the committee.

Perera said that the approach seemed reasonable and appropriate and that he would serve. Burtch said that he would also serve, but that he felt Motil could appoint the committee without a motion. Motil agreed that he did have the authority to create the committee but that he would like a motion put forth.

Burtch made a motion to create a Facilities Space Improvement Committee composed of one member from each standing committee. Gilligan seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Motil and Perera. VOTING NAY: Magill.

Motil said that the first task is the development of the RFP for a development manager and project manager. Magill said that more appropriately we should look for a design team first, as a project manager implies that there is a construction project to manage and that is still unknown. He said that this would layer a cost onto the project that would not be necessary at this time.

Burtch said that he is interested in seeing what Moore will get from Pizzuti Solutions as to the timing and role of a development manager. He said that it is unclear when to involve a development manager in a project of this type. Burtch said that if Pizzuti Solutions has a document that outlines the various roles and responsibilities and the timing of a large project, it will be helpful to see.

Motil said that this does need to be better understood and that he is not advocating the immediate hiring of a developer. He said that he would expect this to be one of the first things the committee discusses. He said that he would like for the committee to meet in the next couple of weeks. He noted that one important thing is to keep the project moving forward. A tentative date of September 19th at 8:00 a.m. was set.

FINANCE COMMITTEE

McKeown's written report is included here.

**NOTES FROM THE CLERK TREASURER
SEPTEMBER 2007**

The Franklin County Budget Commission issued a revised certificate of estimated resources for 2007, reducing the LLGSF from the initial certification of \$3,401,224.34 (provided in August 2006) to \$3,200,658.91. The new certification is based on the LLGSF formula adopted during the State's budget process in June. We expected the reduction in the LLGSF, and actually planned for an amount very close to the new certification. Therefore, we do not need Board action to modify the LLGSF for 2007.

The Franklin County Budget Commission met on August 6 and voted on the distribution of the 2008 Franklin County share of the LLGSF (see the attached certificate). The distribution for Franklin County is estimated to be \$322,924 more than the 2007 revised certificate received in August 2007. The UAPL distribution is actually estimated to be less than the new 2007 certification. After several discussions with the clerk of the budget commission, I learned that the distribution is based on the 2007 certification issued in August 2006; therefore, it is a reduction in LLGSF. A formula then was used to calculate the distribution among the Franklin County libraries. The distribution will be recalculated in December 2007 once the 2007 actual LLGSF receipts are known. A new certification will be issued early next year with a revised allocation. In the meantime, we will be planning 2008 Temporary Appropriations later this year, and we must use the August 2007 certification for the 2008 LLGSF. Therefore, we will be planning the initial 2008 appropriations with a reduction in the LLGSF.

The Ohio Library Council has been working with the Ohio Department of Taxation and Driscoll & Fleeter to provide monthly estimates by County of the cash flow of under the new formula for LLGSF, which will begin January 2008. The cash flow will differ. Under the old formula, February was the largest distribution of the year. Under the new formula, it appears that the distribution will be more equalized throughout the year – with the largest distribution being received in June. OLC will be holding a web cast on September 18th to provide information on the new funding formula and cash flow estimated for libraries to use for planning purposes.

I am pleased to report that I have been re-appointed to the Ohio Library Council's Library Accounting Division. The Library Accounting Division plans continuing education programs for library accounting personnel including training that fulfills the investment education required under ORC 135. The committee also updates the Library Accounting Manual as needed, works with the State Auditor's office on problems and issues in library accounting, and provides publications on areas of interests.

Next week, I will be attending the Ohio Government Finance Officers Association annual conference at the Hilton Easton in Columbus, OH. This meeting is a great opportunity to network with government finance officers throughout the state and receive training on topics that are pertinent to my position.

The following resolutions have been prepared for Board approval:

Finance Committee

General Fund Donations - Please note the donation of \$1,662 from the UA Rotary.

2007 Appropriation Amendment The Finance Committee discussed the recommended changes to the library materials and the maintenance/insurance lines (see the meeting notes for details). Since the meeting, additional funds are needed in the supply line to purchase more new patron information packets. The library ordered 5,000 copies in February 2007, and has nearly depleted the supply. An average of 30 new library cards has been issue each day in 2007.

Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor. The resolution for the tax levy is a resolution that is provided by the Franklin County Budget Commission. It is an indication of what we can expect to receive from our operating levy next year. 2008 is the first year of collection under the replacement 2.0 mill levy approved by the voters in the May 2007. The resolution is required by law to be voted on and adopted by the Library Board by October 1st.

Insurance Coverage. The Finance Committee discussed the insurance renewal information provided by Bob Fenner of Thomas Fenner Woods for the library's property and liability insurance coverage effective September 2007 through September 2008. I was very pleased that the rates are close to what we paid last year. With the approval of Finance, I secured the coverage prior to September 1st. Included in your packet is a resolution to formally approve the coverage. Most of the insurance coverage is with Westfield Insurance, with the exception of the Employment Practices/Directors & Officers coverage, which is with Traveler's Insurance. The insurance policy also covers computer hardware and software and the library van.

Creation of the UAPL Records Commission. A newly revised Ohio Records Law goes into effect September 29, 2007. Ohio public libraries are required to create a records commission. The newly created records commission will need to meet to adopt a more defined records policy and readopt the library's records retention schedule. The Ohio Attorney General has provided a model policy. OLC is currently reviewing the policy with its legal counsel and will cover the law during the Sept 18th webcast. Once the library's records commission adopts the policy, it will need to be provided to the public and a poster will need to be displayed at all library locations.

In addition to the information in her written report, McKeown added that she has not heard from the Auditor of State's office yet in regards to the audit. She said that she expects to hear from them soon as to the conclusion of the audit.

Motil referred the Board to the Finance Committee minutes which are included here.

FINANCE COMMITTEE MEETING
Wednesday, August 29, 2007 8:00 a.m.

NOTES

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

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

LLGSF DISTRIBUTION

McKeown said that the library was in receipt of the new LLGSF certification for 2007. She said that the initial certification was for 3.4 million dollars. The new certification is for 3.2 million dollars which McKeown noted is in line with what the actual expectation was. She noted that the budget was based on the 3.2 million dollar figure so that there was not a need to make any cuts.

McKeown said that actual monthly revenue is down by about 1.6% in comparison to 2006 due to the calculations made by the County in distributing the funds. She said that the County will make an adjustment in December, when the actual Franklin County LLGSF distribution from the Ohio Department of Taxation is known. McKeown said that she is concerned about the changes in the basis for the LLGSF that take effect in 2008. She said that the current figures show a reduction in 2008, but that there probably will be an adjustment made in January 2008.

McKeown cautioned that the new basis for the fund offers no guarantees. She said that it is hoped that various state initiatives will result in more funds to be distributed, but that is an unknown variable at the present time. She noted that the 2008 LLGSF distribution is less than the 2007 amount and that this is the figure that must be used for budget planning.

McKeown noted that OLC, Ohio Department of Taxation and the firm of Driscoll and Fleeter, have been working together to create projections of monthly cash flow for the counties under the new LLGSF. She noted that the changes will have more of an impact on libraries whose only source of revenue is the LLGSF. She noted that UAPL can request advances on the levy collection to help balance the change in the timing of the cash flow of the LLGSF.

McKeown noted that the Board will need to pass a resolution at the September meeting accepting the levy rate of collection and authorizing the Franklin County Auditor's Office to collect the funds.

McKeown said that OLC is having a web cast on 9/18/07 to discuss details and to provide more information about cash flow planning with the new LLGSF.

OHIO'S NEW OPEN RECORDS LAW

McKeown said that new legislation takes effect at the end of September regarding open records in Ohio. She said that OLC hosted an information seminar in August that she attended along with Kate Porter, Sherry Peterson and Nancy Roth. She noted that the web cast on 9/18/07 will also provide further guidance on compliance. McKeown said that the library is mandated to form a Records Commission and that this commission is to be composed of the Board of Trustees and the Treasurer or Fiscal Officer for the library.

McKeown said that the new law appears to be the result of pressure by several newspapers, particularly on township and county entities that have held closed sessions, etc. She said that the Records Commission must meet separately from the regular Board meeting, although it can meet before or after for the convenience of the members. She said that the committee must meet at least once a year by statute.

McKeown said that the commission must approve a records retention policy and schedule, which then has to be approved by the State Historical Society and the Auditor of State's Office. She noted that the State Historical Society holds the state archives for state government and that they look for documents of historical significance. McKeown said that when such records are due to be destroyed, the Historical Society may want them for their archives. This vehicle gives them that opportunity.

McKeown said that the library must also inform the public of the retention policy along with open records requests procedures. She said that the library must physically post this information at all three branches and that it should also be on the website. McKeown said that she would recommend waiting for clarification before making any major changes. She said that the library could approve the current records retention schedule. When further recommendations and guidelines are developed, the library could then refine its retention schedule. She noted that records have been created since the schedule was revised in 2004 that are not dealt with in that policy, such as security videos.

The committee agreed that the Board should form the Commission at the September meeting and that this should appear on the Agenda as an action item.

FINANCIAL AUDIT FOR 2005 & 2006

McKeown said that the field work for the audit has been completed. She said that the auditors are in the final stages of review. The contract states that the audit is to be completed by August 31, but they may not make that deadline. McKeown said she has not been made aware of any areas of concern thus far.

CHANGES IN APPROPRIATIONS FOR SEPTEMBER BOARD MEETING

McKeown said that there were some changes in the library materials budget allocations that will be proposed for approval at the September meeting. She said that she has been working with Porter on these changes. McKeown distributed a spreadsheet that outlined the changes.

Porter noted that the three major changes represented a shuffling of money that was already allocated for materials, but which specific fund had changed:

- 1. An additional \$1,037 for Lane Road for Adult books shifted from Lane Road periodicals and public software.*
- 2. An additional \$19,250 shift of funds into Research Services. This represents the subscription fees for additional online databases that are available to library cardholders. \$9,000 of this amount came from Tremont Reference books because the purchase of the electronic version negates the need for the print version. The remaining \$10,250 came from Tremont Periodicals, primarily by not continuing to purchase the microfilm version of the New York Times since we now subscribe to the online New York Times archives.*
- 3. \$8,000 was shifted from Digital Books/Videos to Tremont & Lane Adult Books on CD's. This was to accommodate the purchase of books in a new format called "Play-away." Porter had a demonstration copy of a book in this format for the committee to view. The Play-away format is similar to an I-pod or MP3 player. The patron supplies the headphones for a self-contained unit that is a digital player, sized smaller than a deck of cards.*

Kurfees noted that the library should promote the availability of these new format items and additional databases. Moore said that the items would be advertised in print and on the website when they become available. She noted that Ruth McNeil was working with Chris Bournea on a story about what is new at the library.

Moore noted that the library had been given a donation by Lori Clark who was a former school librarian. She is donating about 1,000 children's books to the Miller Park library. Moore said that the library has received the first half of these books this week and they are being processed for inclusion in the Miller Park collection.

The committee discussed the 20% materials budget goal. McKeown indicated that the library is at about 18% and that will start to increase in 2008. Motil asked about the basis of that percentage, wondering if special funds were raised for large projects if that

would change the base on which the target percentage was calculated. McKeown said that the 20% goal is based on the Operating budget, not the overall budget.

McKeown said that she will be adding some money to the Maintenance budget because the liability insurance quote was lower than expected. She said that there will also be some adjustment to the building improvement fund in order to allocate funds for the mechanical and electrical review at Tremont.

PROPERTY & LIABILITY INSURANCE RENEWAL

McKeown distributed a premium comparison to the committee. The premiums were for liability and property insurance for all the facilities. The total package cost is comparable to the previous year. She said that she is going to proceed with locking in the premium quote since the rates are very favorable.

LEVY PROMISES – FINANCIAL REVIEW

McKeown distributed a spreadsheet to the committee showing projections for the General Fund for the next five years. She said that following the space analysis to be done at Tremont, the library will have to look at what changes can be made within the existing budget and if more changes are needed, how to find funds for additional projects.

McKeown said that the spreadsheet reflects the implementation of a 20% materials budget and some of the additional staffing and staffing support costs being considered by the Personnel Committee. She noted that since staff-associated costs are such a large part of the budget, future estimates are very fluid, depending on what action the Board takes on compensation, etc. in the future. She pointed out that based on current projections, at the end of 2012, the library will not have any money left.

McKeown noted that the 50% increase in electronic databases outlined in the strategic plan has nearly been met. She said that there are some items in the strategic plan that the library may be able to accomplish, but that she is not convinced that all the objectives can be met with the current revenue sources available now.

Motil asked if McKeown had concerns about the cost of the space study itself or if she was concerned about the cost of the improvements. McKeown said that the strategic plan referred specifically to a space study. She noted that other items in the strategic plan refer to items that require space alteration and that it is those items that she questions whether the library can fund.

Motil asked how much had been budgeted for the space survey. McKeown said that there is no budget estimate for the space study at the present time. She said that there will be about \$600,000 remaining in the building improvement fund after the mechanical/electrical survey is completed. She said she would recommend that the

cost of the space study come out of the building improvement fund. Moore noted that the projections were based on the LLGSF remaining flat over the next five years.

McKeown said that current maintenance demands are also a factor to be considered. The committee noted that the optimal approach would be to wrap up as many maintenance issues into a larger project if the library proceeds with a renovation of Tremont. Moore noted that much of the equipment in use is very out-dated and is approaching the end of a reasonable life-span. She cited the computer system used to control the heating and air-conditioning which is DOS based.

McKeown said that part of the mechanical/electrical study would be to get an idea of the life expectancy of those systems. She noted that she met with Sherman Wallace to discuss developing a facilities plan that would address long-term maintenance issues. She said that he is attending a conference in September to help develop this strategy. Motil suggested that Wallace contact the Ohio Public Facilities Commission. He said that office may have some recommendations for a maintenance schedule for public buildings.

McKeown noted that the recent replacement of the public computers was a costly item. Since the life of these computers is three or four years, she noted that it might be likely that they will have to be replaced sometime within the new levy period. Moore noted that a new phone system is being researched and will also be a significant expenditure. Neither of these items is reflected in the spreadsheet.

Kurfees said that it was good policy to assess fixed future costs and to plan for them up front. Motil asked if the library was in line to address other strategic plan goals other than the space renovation. McKeown said that the library was aware that there was not enough money for all the goals and that we must prioritize them. She also noted that as future funding may be tied to circulation, it was important to track circulation accurately, including patron usage of electronic media, databases and other electronic resources that are not actually checked out from the library.

Kurfees pointed out that the library has many offerings for patrons about which they may have no prior knowledge. He said that the library needs to advertise its assets. McKeown said that word of mouth can do a lot to disseminate the information about resources available to library patrons.

OTHER ITEMS

Moore said that she would like the committee to consider looking into enabling patrons to pay fines via credit/debit cards. She noted that staff and patrons alike have been requesting this option. She said that she understood that McKeown was not ready to discuss this at this meeting. Moore said she would like to have it on the agenda for the next Finance Committee meeting. She said that D'Andrea has arranged for a demonstration of Envisionware software in September and that this software will

interface with Virtua and could support credit card payments. McKeown said that another consideration was to have patrons pay fines online.

Motil and Kurfees both indicated that this should not be difficult to accomplish. Motil suggested that the library look at Skipjack which has software used by many commercial banks.

Kurfees suggested that as an addendum to the space study, the library ask whoever conducts that study to take a quick look at Lane Road, as well. Moore noted that the study about Lane Road that was done about five years ago could be pulled out and updated without too much work.

Moore reported that there have been no leaks in the basement at Lane. She also said that twelve spruce trees would be planted at Lane next week and that re-seeding would follow the planting of the trees. Kurfees asked now that the basement was dry, if the library would be improving the furnishings there. Moore said that there did need to be some improvements made, but no specific plans had been made yet.

The meeting was adjourned at 9:11 a.m.

Kurfees noted that the Finance Committee also discussed online payment of fines at their meeting. He also informed the Board that the Committee was given a preview of the new Playaway format for audio books.

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

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

RESOLUTION 35-07
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:

July 2007 Donations

\$100.00 Book Club donation in memory of Louis Winer

\$25.00 Cathy Erickson/Clifford in memory of Clifford
Hartline

August 2007 Donations

\$1,662.00 U.A. Rotary

Kurfees made a motion to approve Resolution 35-07. Gilligan seconded the motion.
VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil and Perera. VOTING NAY: None.

RESOLUTION 36-07
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

3300 Maintenance	+\$11,000
3400 Insurance Property & Liability	-\$11,000
2100 Supplies	+\$ 5,000
3600 Utilities	-\$ 5,000
4100 Books	- \$ 7,963
4200 Periodicals	- \$10,650
4300 Audiovisual	+\$ 8,000
4500 Computer Media/Databases	+\$10,613

BUILDING IMPROVEMENT FUND 402

Appropriations

3700 Professional Services	+\$20,000
5400 Building Improvement	-\$20,000

Kurfees made a motion to approve Resolution 36-07. Burtch seconded the motion.
VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil and Perera. Voting Nay: None.

RESOLVED, That there be and is hereby levied on the tax duplicate of said Library the rate of each tax necessary to be levied within and without the ten mill limitation for tax year 2007 (collection year 2008) as follows:

SCHEDULE A

Summary of Amounts Required from General Property Tax Approved by the Budget Commission, and County Auditor's Estimated Tax Rates

Fund	Amount to be Derived from Levies Outside 10 Mill Limitation	Estimate of Full Tax Rate to be Levied Outside 10 Mill Limit
General Fund	\$3,092,486.88	2.00
TOTAL	\$3,092,486.88	2.00

and be it further

RESOLVED, That the Clerk of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Burtch made a motion to approve Resolution 38-07. Perera seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil and Perera. VOTING NAY: None.

RESOLUTION 39-07

Creation of the Upper Arlington Public Library Records Commission

Be It Resolved that the Board of Trustees of the Upper Arlington Public Library hereby creates a library records commission composed of the members and clerk of the board of library trustees per Ohio Revised Code 149.411. The commission shall meet at least once every twelve months and shall be responsible for overseeing the library's compliance with the Ohio Records Law as defined in Chapter 149 of the Ohio Revised Code.

Kurfees made a motion to approve Resolution 39-07. Perera seconded the motion. VOTING AYE: Burtch, Gilligan, Kurfees, Magill, Motil and Perera. VOTING NAY: None.

PERSONNEL COMMITTEE

The notes from the Personnel Committee meeting are included here.

PERSONNEL COMMITTEE MEETING

Wednesday, August 1, 2007 3:00 p.m.

NOTES

IN ATTENDANCE: Jack Burtch, Megan Gilligan, Dr. Rick Rubin, Lynda Murray, Ann Moore, Kate Porter, Terri McKeown, Julie Whitt

Moore called the meeting to order at 3:02 p.m. She noted that materials had been distributed to the committee.

Rubin said that he had brought some additional material depending on what focus the library wanted to take from the last meeting. He said that the notes of the previous meeting articulated some basic wage and salary questions that go to the heart of what the library may want from a classification system. He said that the library had job titles, but no real classifications as they are generally understood.

Rubin offered definitions of the following:

- *JOB DESCRIPTION – what a particular job entails.*
- *JOB EVALUATION – relates to the placement of a position on the salary scale.*
- *JOB CLASSIFICATION – describes the relationship among job descriptions.*

He noted that Job Classifications can contain grades. He said that employees may move to different grades within a classification as their position/duties change.

Burtch said that the ten classifications currently in use by the library were developed last year following the study done by Jerry Stepp. He said that after the classifications were developed, the committee then assigned pay ranges within each classification. He said that the classifications were not given a description. Burtch said that the first charge from the last meeting was to develop classification definitions. The second was to assess whether each employee was in the proper classification.

Rubin said that a classification description generally includes the following:

- *A summary or scope of the class*
- *A definition of the class*
- *A listing of the distinguishing characteristics of the class*
- *The minimal knowledge, skill and abilities need to perform jobs in the class*
- *A sample of the duties within the class.*

Rubin noted that the library will need to know what makes one current classification worth more in pay than another one. What concepts are involved in making such an evaluation?

Burtch asked if we are where we should be or if there was a better way to approach revising the pay and wage system. Rubin said that he did not think that there was a need to re-invent the wheel and that the library is on the right track.

Moore said that the library had looked at two models for classification descriptions. She said that Worthington had been one of these, but their system did not relate well. Whitt said that the other model she used was Mahoning County.

Rubin said that a range was a description of a salary scale. A classification should contain jobs with shared characteristics. He noted that more than one classification can contain the same range.

Rubin distributed a sample of factors commonly used to evaluate positions to place them in a classification. These included:

- Job knowledge*
- Problem solving requirements*
- Complexity of required tasks*
- Amount of contact with other people and their relative importance to the organization, e.g. , contact with the mayor*
- Relative independence of work - performed under close, some or little supervision*
- Supervision of others*

Rubin then distributed a sample of grades based on factor point analysis. He noted that positions are ranked on a 1000 point scale based on factors such as those listed above. He said that as jobs are evaluated, their point value places them in a grade level. He said that as grades develop, the pay range associated with those grades should have nearly the same distance percentage between each midpoint.

Rubin spoke about where the pay scale numbers come from. He noted that they come from salary surveys and from benchmark jobs. He explained that benchmark jobs were chosen and then the market price for these positions was determined. A midpoint was calculated from there. Rubin presented an example of this based on the Library Assistant position. He said that he did salary survey and found that \$7.18 was a common midpoint for that benchmark position. He noted that the Board of Trustees determines how wide a salary scale should be.

Rubin said that he was not suggesting that the library do this at the present time, but that he wanted to demonstrate that there were rational explanations for how salary ranges are developed and that the library should be trying to take these factors into consideration. Rubin said that he suspected the current system contains hidden grades that are not evident or defined yet, but are there.

Whitt said that it would have been easier to write the classification descriptions if the grades had been defined. She said she would not have been constrained by the job titles and trying to ascertain what commonalities could be defined.

Rubin said that to start to bring the current system in line with this approach the library would need to:

- 1) Bring the classes together by examining them for commonalities and*
- 2) Make sure to identify the characteristics that are unique to each classification.*

Rubin said that under the factor point analysis, the math would then sort out the hierarchy into rational, defensible order.

Murray noted that the more that is laid out, the easier the system is to explain to staff members. She said that when this portion is complete, then the committee can look at other pay issues such as bonus and/or merit pay. She said that the idea of getting the work done in advance of the December Board meeting is the right approach, particularly since personnel costs have such a large impact on the budget. She noted that future building planning would be affected by the impact of personnel costs on the budget.

Burtch asked if within each proposed grade, a person could max out. Rubin said that it was possible. He offered an example that assumed steps in each grade. The Board could choose to have a 2% distance between each step. An employee may move up a step and the Board may also choose to make periodic adjustments to the overall to keep pace with market forces, such as an overall 1% increase. He noted that with these overall adjustments it is more unlikely for employees to max out.

Rubin said that public employees tend to prefer stability and that a step system offers this. He said that employees in the private sector tend to prefer more flexibility. He noted that the key was in having a clear, defensible system in place. He said that the more mystery there was about a pay system, the more dangerous the terrain.

Rubin listed several aspects of Pay and clarified what each was.

- PAY Rate – How much a position is paid.*
- PAY Level – Where in the scale a position falls.*
- PAY System – How pay is administered.*
- PAY Rules – Ground rules governing compensation, such as internal promotions, etc.*
- PAY – Actual salary paid out.*
- PAY Philosophy – How the Board determines what to pay, e.g., market rate; market recruitment rate*
- PAY Comparison – How the position pays in comparison to others within the library or with other libraries.*

Rubin noted that any one of these aspects can make an employee satisfied or dissatisfied. Therefore, the library must have control and an open explanation for all of them.

Rubin said that merit systems were addressed in his handout on page six. He noted that “pay for performance” systems have a bumpy history. He said that they generally increase productivity. He said that they also have lots of liabilities and that if not administered well, can actually de-motivate employees.

Rubin said there is also a competency based system that is not used very often. He said that each year an employee is given a new skill or competency to master. If they are successful, they are rewarded. Murray noted that this type of system would presume that each employee had the same opportunity to meet a competence goal. Rubin noted that the professional librarians have competencies set by their professional organizations.

Gilligan asked that if a merit system were used, how many people out of 120 employees would get a raise. Rubin said that some public libraries call all increases a merit raise, but that this usually masks a cost-of-living increase. He said that merit could be seen as only a few employees getting an increase such as the top 10%. He said that then increases could be substantial for those few. He noted that could cause problems among the staff. He said that the other option would be to give a cost-of-living increase along with an additional percentage that could be designated as merit with a broader application – such as giving it to everyone who does not receive a sub-standard review.

Rubin noted that merit looks backward at past performance, not forward. Incentives look forward and tend to increase productivity. He said that the advantages of a longevity system were:

- Very simple system to administer
- Performance reviews are easier and take less time,
- Legal liability is reduced
- Employee jealousy and bad feelings reduced, although high performance employees may tend to resent less motivated employees who receive the same increase or compensation.

Rubin listed the advantages of a pay-for-performance system:

- When done correctly, people work harder.
- Increase satisfaction, motivation and commitment of high performers.
- Decreases turnover among high performers.
- Allocates public money to those doing the most amount of work.

Rubin cautioned that instituting a pay-for-performance system should be planned for two years in advance. He said that it is important to make sure that the Board and staff have consensus that these are intelligent criteria to be used. He said that the mechanics have to be open to scrutiny and defensible. Rubin noted that managers must be well-trained in order to implement a pay-for-performance system.

Murray noted the library is not ready to move to a pay-for-performance model yet. She said she would want managers to do evaluations for a year using a pay-for-performance format before actually adopting the system in order to protect against lawsuits. Burtch

noted that the decision had been made that a merit system was not going to be considered for 2008. He said he liked merit systems but that the library was not ready. Murray noted that it was important to have on-going conversations with managers in preparation for a switch to a merit system. Burtch said that he agreed that managers should be involved in discussion in 2008.

Rubin pointed out that for maximum punch for a bonus system, the bonus should be close in proximity in time to the precipitating event. He gave an example of a youth librarian doing an exceptional program that got news media attention who would then receive a bonus in her next paycheck. He said that bonuses that come at the end of the calendar year are less effective at motivating employees.

Murray asked if once the structure is revised and definitions are set, are there still issues hanging for specific cases. Burtch asked if procedures need to be put into place for employees to make their complaints to the personnel committee or if could the Board defer those calls to the Director. Rubin said that there should be provisions for appeal. He said that this should be done early in the process.

Rubin said that there are ways to handle longevity issues so that employees will not top out. He said that he was not suggesting the library do a point system review of the positions. He said that would literally restart the classification system. He said that finding the common characteristics in each job is a good start. He said the problem seems to be that the library has already locked in certain descriptions to certain ranges. Rubin said that identifying the unique characteristics that define each range and see how those characteristics are being paid out in the marketplace is an important step.

There was some discussion about adjustments to the current classification of a group of employees that have been identified for possible adjustment. Whitt noted that she was interested in doing a benchmark comparison for some of the positions, but that this becomes difficult due to the changing direction that some libraries are taking and also because some libraries build the PERS contribution into the employee's base pay, so that comparisons are not equal.

Burtch said that the important question is - are we losing employees to other libraries because of salary issues. Moore said the library is not losing employees and is attracting good candidates. Murray said that part of the reason is because of the PERS payment system the library has.

Rubin said that the 60% of budget for personnel was normal and on the modest side, compared to other facilities. He noted that this was keeping turnover down and that turnover is very expensive. Rubin noted that turnover among bad employees was desirable. The goal of a compensation system is to encourage good employees to stay while encouraging dysfunctional ones to leave by withholding raises.

Whitt said that salary surveys have not been particularly helpful due to the unique nature of each library in defining positions. She noted that titles may be the same, but

actual job expectations can vary between libraries to the point the salary comparisons are no longer valid. Murray and Moore noted that the ETM group is working on a salary survey. Rubin suggested that the local or state Chamber of Commerce might be a resource in that they sometimes do salary surveys. He noted that for some non-professional positions, the marketplace for employees extends beyond libraries, to schools and private businesses.

Burtch said that he did not think that there was a problem with outside competitiveness at the present time. He said that the problems this year have been with internal issues. He said his goal would be to have a system in place so that if an internal complaint is registered, the administration or the Personnel Committee could explain why a particular position was classified as it was and why the pay range was fair. Murray agreed that it was important for the committee to understand the logic behind the system.

McKeown said that part of the problem is that new employees have been given an explanation about how and why they fit into their particular classification, but that no such similar explanation was given to current employees when the classification system was adopted.

Rubin referred the committee to a section in his handout regarding “workplace justice.” He noted three types of perceptions at work:

- 1) DISTRIBUTIVE JUSTICE is the perceived fairness of outcomes – did people get the right merit or pay.*
- 2) PROCEDURAL JUSTICE is the perceived fairness of the decision making process – the outcome may not be in dispute, but the process by which it was developed may be seen as wrong.*
- 3) INTERACTIONAL JUSTICE is the perceived fairness of the interpersonal treatment of people – the explanation given to people as to why they were treated the way they were and the communication process involved.*

Rubin said that if every aspect of “workplace justice” is perceived as being fair, the process will work. If any one aspect is perceived as unfair, there will be problems.

Murray outlined three next steps:

- 1) Amend the current written documentation of the classification system in place.*
- 2) Discuss the proposed compensation for 2008 to be proposed to the Board in December.*
- 3) Begin planning to look at 2009-2010 to initiate a system that uses staff evaluations to support rewards for staff contributions and that does not reward those who don't contribute. Work with managers to educate them on the new evaluation process/procedure.*

Rubin said that the appeal process also needs to be discussed and researched. He noted that the definition of “complaint” was a key in this process. He noted that an

appeal or complaint should be based on an individual application of the system and not a complaint of the system itself.

Murray said that the library may also want to address the PERS contribution question. She said that the current policy of paying 100% of the employee portion of PERS is generous, but that with PERS percentages on the rise, it may not be feasible to continue to do so. She said that implementing a ceiling would help to avoid problems if additional increases are enacted in the future.

McKeown said that the library needs to look at some documentation as to the effect of new IRS regulations on PERS and the mechanics of paying the employee portion. She said she had requested this information.

Rubin agreed that the current policy is extremely generous. He said that if the library does not already do so, it should be sending employees a yearly statement indicating to them how much this benefit is worth to them in dollars and cents.

Whitt said that she felt she now had a better idea of how to proceed to refine the current system and to develop written classification definitions. She said that she also felt she would be able to refine the system by breaking positions into grades that would help people to make sense of their rating. She said that she would be checking with other libraries about certain positions to see how our placement and pay ranges compare.

Moore indicated that there was a need to have an executive session at the end of the meeting.

Burtch made a motion to go into executive session to discuss a specific personnel matter. Gilligan seconded the motion. The Committee went into executive session at 4:22 p.m. The Committee came out of executive session at 4:58 and the meeting was adjourned.

Burtch noted that the Personnel Committee has found it very useful and instructive to work with Rick Rubin to review the pay system. He said the goal was to have a proposal for the Board prior to the December Board meeting. Moore said that she would like to schedule another meeting for the committee with Rubin before the October Board meeting. Moore said that Julie Whitt is working on some benchmark research and the preparation of written pay rules, as well as written classification descriptions.

PERSONNEL REPORT FROM CLERK-TREASURER

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

Terminations

07/31/07	Peggy Campbell			Lib Asst I/Circ	T PT
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<u>Effective Date</u>	<u>Employee</u>	<u>Current Rate</u>	<u>New Rate</u>	<u>Classification</u>	<u>PT/FT</u>
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Terminations

08/03/07	Mary Beth Browning			Lib Asst II/Youth	T PT
08/06/07	Rebecca Hufferberger			Lib Asst II	M PT
08/25/07	Kate Finneran			Page	T PT

Disability Retirement

08/10/07	Susan Roberts			Circulation	T FT
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End of Temporary Position

08/31/07	Steven Owley			Network Op. Coord	T PT
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New hires

07/20/07	Matthew Schirtzinger	\$6.85 RA 101		Page	T PT
08/13/07	Phillip Brickner	\$12.20 RA 105		Comp Svs Asst	T PT
08/31/07	Caitlin Erwin	\$6.85 RA 101		Page	T PT

Temporary/Oncall

08/13/07	Lindsey Smith	\$10.40 RA 104		Lib Asst II/Youth	T PT
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Temporary Assignment

07/16/07 thru 09/08/07	Guenther	\$10.73	RA 104	Lib Asst II	M PT
08/06/07	Karen Williams	\$8.42 RA 102		Library Aide/Tech	T PT

<u>Effective Date</u>	<u>Employee</u>	<u>Current Rate</u>	<u>New Rate</u>	<u>Classification</u>	<u>PT/FT</u>
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Temporary Change of Status

07/17/07 thru 09/03/07	Susan Emrick	\$14.47 RA 106	\$20.00 RA 109	Lib Assoc 2 to Interim Mgr	M FT M FT
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Change of Status

08/06/07	Karen Williams	\$8.42 RA 102	\$10.73 RA 104	Library Aide/Tech to Lib Asst II	T PT M PT
08/26/07	Ellen Seeburger	\$13.12 RA 105	\$1230.00 biweekly \$31,980 annually	Lib Assoc I to Librarian/Youth	L PT T FT

Non-FMLA Leave of Absence (updated)

07/07/07 thru 09/03/09 (return to work date 09/04/07)	Danna Armstrong			Manager	M FT
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FMLA Leave of Absence

07/27/07 thru 09/03/07 (return to work date 09/4/07)	Mary Austin				T FT
08/09/07 (return to work date is currently pending)	Robyn Kress			Lib Asst I/Tech Svs	T FT

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

ASSISTANT DIRECTOR'S REPORT

Porter informed the Board that DVD's and videos were now available for patrons to put on hold as of 9/10/07. She said that the Circulation Manager and Media Services Manager would provide an initial assessment and up-date to the Board at the October meeting.

Porter passed around a sample of the Playaway format audio book. She noted that with the passage of the appropriations amendment, the library could now proceed with

purchasing some titles in this format. She said the initial order would be for between fifty and one hundred items.

Porter gave the Board a demonstration of WorldCat, a product of OCLC that links and allows searches for materials in over 10,000 libraries in 112 countries. She noted that UAPL is an original member of OCLC. She noted that WorldCat is the base for some other products from OCLC, including WorldCat Local. She said that this was demonstrated last spring and could link the various systems in Central Ohio. She said that UAPL staff has given OCLC some ideas and thoughts about this that have been useful to OCLC.

PRESIDENT'S REPORT

Motil said that with the establishment of the Ad Hoc Facilities Space Improvement Committee, the intent is to remain very transparent in all phases of the project.

OTHER BUSINESS

Perera noted that circulation in August showed an increase of 30,000 items. He said that while about one-third of that could be attributed to the re-opening of Miller Park, the remainder is a reflection of the influx of new materials being displayed so as to encourage patrons to pick up an item to check out. He said the displays have been noticeably better. Gilligan said that the increase is also indicative of the creative and good programming at the library in addition to the support for Book Clubs now being offered. She noted the crossover effect with Life-Long Learning.

Perera said that while attending a recent City Council meeting, he was congratulated by an Arlington resident on behalf of the library for hiring Ruth McNeil as the Community Relations Manager. Perera said that McNeil was held in high esteem by this individual who felt that she would be able to do many positive things for the library. Perera said that he wanted to pass this information and praise along to McNeil.

ADJOURNMENT

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

The meeting adjourned at 7:11 p.m.

Charles V. Motil, President

Megan Gilligan, Secretary