

## **UPPER ARLINGTON PUBLIC LIBRARY**

BOARD OF TRUSTEES MEETING  
Tuesday, October 9, 2007 5:00 p.m.

### **Minutes**

President Motil called the meeting to order at 5:04 p.m.

### **IN ATTENDANCE**

BOARD MEMBERS PRESENT: Charles Motil, Megan Gilligan, John Magill and John Burtch.

BOARD MEMBERS ABSENT: Brian Perera (excused) and Bryce Kurfees.

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Terri McKeown, Clerk-Treasurer; Shahin Shoar, Media Services Manager; Steve D'Andrea, Computer Services Manager; Sherman Wallace, Facilities Manager; Ruth McNeil, Community Relations Manager; Nancy Roth, Administrative Secretary; John Forgos, John Forgos Associates; Jackee McKnight, UAPL Foundation; William Snowman, UA Resident

### **APPROVAL OF THE MINUTES**

Burtch made a motion to approve the Minutes of the September 11, 2007 Board meeting. Magill seconded the motion. VOTING AYE: Burtch, Gilligan, Magill and Motil. VOTING NAY: None.

### **DEPARTMENTAL PRESENTATION**

Shahin Shoar, Manager of Media Services was introduced to the Board. She said that she had been working for a year to be able to offer patrons reserves on media materials. Shoar said that a part of the Strategic Plan was to offer better access to the collection, so that this effort was in line with the Strategic Plan.

Shoar said that Media Services had been accepting phone calls from patrons requesting that items be pulled for them to pick up, but that this practice had caused many problems. She said the call in practice had caused chaos in the department due to the large volume of phone calls. She noted that Media staff had to make many, many trips to Circulation with items as they were requested. She said that the practice was also unfair to those patrons who actually came to the library and browsed, since items were pulled off the shelves for patrons who had called.

Shoar said that the new holds system is now codified and consistent with the library's practice for holds on other materials, including allowing patrons to put their name on a list if an item was not available. She said that it made sense to start now since the collection has grown. Shoar said that the process to develop holds for media materials was not as fast as she would have liked, but that it was done in a thoughtful, planned way. She said that many issues had to be decided, such as space allocation at Circulation and Media, security casing changes, shelving, etc. Shoar noted that the new cases are easier to read, re-shelve and have a built-in security lock.

Shoar said that a great deal of time was needed to re-case all the DVD's and re-label them. She noted that her staff worked hard on the re-casing project in order to be ready for the September 10<sup>th</sup> start. Shoar noted that the project called for close work with Tech Services to make cataloging and labeling changes. She also noted the contribution made by Marcus Hensley to the project. Marcus was able to develop a batch command to update the records in Virtua. Shoar said that Community Relations developed eye-catching posters to advertise the new service to patrons.

Shoar also thanked the Circulation department, noting that the Manager, Vita Marinello, was completely on board with the project and was willing to work with Shoar to meet the deadline. Shoar said that she was very happy with the outcome. The department has seen a reduction in phone calls and that patrons seem to be pleased with the service. Shoar said that since starting the holds on September 10<sup>th</sup>, they are averaging 65 requests per day. She said that she would expect this to increase as patrons become more aware of the option.

Magill said that the new cases were a huge improvement and take up far less space than the old ones. He said that the service is being used by patrons, including his family members. He noted that 65 requests per day come to over 1,900 requests per month. It was noted that this is a good way to increase the circulation of materials in an efficient way. The Board thanked Shoar for her presentation.

## **PUBLIC COMMENTS**

There were no public comments. Motil noted that Mr. Snowman was present to obtain follow-up information about the process for review of materials. Porter read the current policy regarding patron requests for review of materials. She noted that the requesting party is required to have read the material that is the object of the review and that the library will not review the same material to more than one review unless the basis for the review differ substantially. Porter said that when a request for review is made, it is referred to the manager of the department where the material is housed. That department manager will form a group composed of other managers and staff members to review the material in

question and to then make a recommendation for action, if any. The patron who initiated the request is then notified by mail of the outcome.

Gilligan asked what types of materials are generally subjected to a review. Porter responded that requests for review are very infrequent and that no real pattern is discernable. She said that requests for review of materials are not a big issue for the library. Porter did distribute a sample of the form for requesting a review of materials to the Board and to Mr. Snowman.

## **UAPL FOUNDATION**

McKnight distributed her written report and the minutes from the Foundation Board meeting. These are attached as Exhibit A. She noted that Ted and Laurie Clark have donated nearly 1,000 books to the Miller Park Library. McKnight said that the four new Board members have been added to the Foundation Board. They are Bill Anderson, Michael Edwards, Mary Ann Krauss and Dan Boda. She noted that all of these individuals have been very involved in the Miller Park restoration and expansion. McKnight said that Anderson has offered to donate the concrete needed for the new ramps at Miller Park.

McKnight said that Sue Doody was scheduled to appear at the main library on November 16<sup>th</sup>. This is an appearance that was re-scheduled from the spring. McKnight said that Doody has indicated that any profits from the sale of her book at the event will be donated to the Foundation.

McKnight also noted that contributions to the endowment fund are continuing to be solicited.

## **DIRECTOR'S REPORT**

Moore's written report is attached to these minutes as Exhibit B.

Moore noted that she and Christine Minx attended the Friends' semi-annual volunteer luncheon. She said that the group was on track to raise \$100,000 again this year.

Moore said that she would be meeting with Steve Hawk on Friday for a walk-through of the main library. She said that Hawk has been involved with seventeen building or remodeling projects during his employment at the Akron-Summit Library. Moore noted that one of the projects was a \$75,000,000 main library. Hawk is now the Director of the Newark Public Library. Magill requested that the Board receive a report on Hawk's recommendations and comments.

Moore noted that it continues to be a wonderful year for library usage and circulation. Moore said that the 5% increase that was the target for 2007 should easily be met. She said that Youth Services Manager, Kate Hastings had just

sent her an email. Hastings said in her email that the total youth programming count for 2006 was 9,453. The programming count as of the end of September for youth programming is 10,761.

## **FACILITIES SPACE IMPROVEMENT COMMITTEE**

Notes from the two committee meetings are included here.

### *FACILITIES SPACE IMPROVEMENT COMMITTEE Wednesday, September 19, 2007 8:00 a.m.*

#### **Meeting Notes**

*IN ATTENDANCE: Charles Motil, Brian Perera, Jack Burtch, Ann Moore, Kate Porter, Terri McKeown, Steve D'Andrea, John Forgos, Nancy Roth*

*Motil called the meeting to order at 8:00 a.m.*

*Motil said that he envisioned the committee being involved in the Tremont planning project and resultant renovation or expansion from the beginning to the end, including preparing RFP/RFQ documents, making recommendations to the Board, selecting vendors, etc. He said that the goal was to expedite the project. He noted that a prior study done five years ago ended up being sidelined with no results. He said that the project needs to keep moving. Motil said there is commitment to the project both internally from the staff and externally from the community.*

*Moore said that she is committed to the space study planning, but that the first step would seem to be to evaluate the current footprint before dealing with expansion issues. Perera said that the strategic plan that was developed last year called for a space use study at Tremont and that this was what the voters were promised during the levy campaign.*

*Motil said that a "modest" plan for Tremont would be one contained within the current footprint of the building. An "aggressive" plan would be one that included expansion of the current footprint. He said that he would like to see both options studied.*

*McKeown said that it would be helpful to have someone look at areas at the library that may be underutilized, such as the reference area light wells. She said that this might provide some needed space with minor extensions to the building.*

*Forgos said that a first step would be to see how to best use the current building. He noted that there are library planning consultants who have experience in how libraries actually function, who can do the space planning component. He noted that these individuals are not architects. He said that this type of planner could*

*do the study, including suggestions for how to use the space in the near term and also suggestions for how to utilize the space in the future. Forgos said that he would estimate the cost of the study to be about \$20,000. He noted that this would not include drawings.*

*Forgos said that another possibility would be to engage a library planning consultant with the understanding that the consultant would then work with an architect to develop drawings reflecting the recommendations of the library planning consultant. He noted that the library architecture itself is not particularly complicated, so if a library planning consultant were involved, it would open the door to architects without specific library experience to become involved in the project.*

*Forgos noted that the library does not have much "swing space," i.e. space that could be used to continue the functions of the library while construction work is being done. He said that clearly this would have an impact on the planning. He said that space use recommendations and architectural drawings could reasonably be expected by April 2008 at a cost of around \$50,000. Forgos said that the library could issue an RFQ for a library planning consultant or for a library planning consultant/architect combination.*

*Burtch asked if library space planning was a part of library school curriculums. Moore said that she has been to seminars outside the school curriculum.*

*McKeown said that we do need someone to help us pull all the input together and proceed with the planning. Forgos noted that he has heard of a large firm on the East Coast that will review plans online or by mail once they have been developed. He said that if good plans are developed by a library planning consultant, there is no need to have a library specialist architect.*

*Moore said the library needs to develop an RFQ/P for a planner. McKeown said that this would help the library define the scope of the project and how to make it happen. She said that we could then cast a wide net for a planner.*

*Motil said that the library does need help collecting the data from the community and working with an architect and construction professionals. McKeown said that the timing seems to be right. She said that some action has been taken towards the goals of the strategic plan, but that there is not a lot more than can be done until the space issues are resolved.*

*Burtch asked how the library would get an RFQ/RFP into the stream of the professions who would be looking for this type of project. Forgos said that making it available through the website would be one way. It was also suggested that specific letters of invitation be sent to firms. Burtch asked if the library staff has the resources to find out what firms are out there to invite to submit a*

*proposal. Moore said that staff should be able to do the research necessary to develop a list.*

*Motil asked if the library should have a development manager to coordinate things with an architect and the construction manager. Perera said that would depend on the scope of the project decided upon. He said he did not think that development manager was needed at present.*

*Forgos explained the difference between a construction manager and a general contractor. He said that if the library utilizes a construction manager, all of the contracts would be held by the library and the library would be responsible for all the paperwork, subcontractors, prevailing wage certifications, etc. He noted that this would be a burden for a project of this type. Forgos said that using a general contractor, the library would hold only one contract – that with the general contractor. He said that the general contractor would do all the sub-contracting and would hold the liability for the project. He said that historically, having a construction manager adds about 6.2% to the cost of a project.*

*McKeown said that the library needs to learn from the Miller Park experience and to try to do some things differently so that it doesn't take five years to accomplish. Moore said that the library needs to take the first step to move the process along.*

*Forgos said that if the committee wanted he would be able to do a cost estimate for the project once the planner and architect do their work and have that available by Spring 2008. He said he could suggest options on financing, also. Motil said that he did not think that financing was an issue that would be hard to deal with within the investment banking community. Perera said that he would prefer not to be talking about funding or specific financing until after the UA school levy is voted on in November. It was agreed that committee would not offer speculation as to the source of funding or the extent of funding that might be needed until more details are known.*

*Moore said that she agreed with McKeown that the library should cast a wide net and be open to having fresh eyes look at the library. The committee agreed to review a proposed RFQ/RFP for a library planning consultant which Moore will forward to them. The committee agreed to meet in two weeks, on Wednesday, October 3<sup>rd</sup> at 8:00 a.m. The goal for that meeting will be to discuss the RFQ/RFP and develop a recommendation for the October Board meeting.*

*The meeting adjourned at 8:40 a.m.*

FACILITIES SPACE IMPROVEMENT COMMITTEE  
Wednesday, October 03, 2007 8:00 a.m.

**Notes**

*IN ATTENDANCE: Charles Motil, Brian Perera, John Burtch, Ann Moore, Terri McKeown, Steve D'Andrea, Sherman Wallace, John Forgos, Nancy Roth*

*Motil called the meeting to order at 8:00 a.m.*

*Forgos Consulting Proposal*

*The committee was given copies of a proposal from John Forgos for consulting services on the space planning project. Perera said that his concern was that the library handles this proposal as it has the other projects with which Forgos has been involved. He asked how past projects were titled. It was noted that in the past, Forgos has been retained as the Owner's Rep for specific construction projects. McKeown asked for clarification between what Forgos proposes to provide to the library and what the prospective applicants might offer in their proposals.*

*The committee agreed that his role for this segment of the space planning study would be advisory in nature. The committee reviewed the specific elements in the proposal and made suggestions for changes. The committee agreed that the length of the contract would be only through the RFQ/RFP process, including an early termination by the Board if circumstances dictate that the project be abandoned. Forgos had no objections to the changes requested.*

*The committee agreed to present the revised proposal to Sylvia Gillis for legal review. Pending her comments, the committee agreed to present the proposal to the Board at the October 9<sup>th</sup> meeting with a recommendation for approval.*

*Space Planning Worksheet*

*Moore noted that she and D'Andrea had met and began a listing of issues to be addressed through the space planning study. She said that some items came out of the staff comments from In-Service day, while others were the result of working within the confines of the space for many years. She said this would help prevent items of concern from being overlooked or forgotten.*

*Forgos noted that this represented a lot of groundwork that the consultant would not have to duplicate. He noted that the consultants would not have to start at ground zero. Motil indicated that hopefully this would have a beneficial effect on the cost of the project.*

*RFQ/RFP Draft*

*The committee reviewed a draft of the RFQ/RFP prepared by Moore and Forgos.*

*Moore said that the elements of community input were important. She said that seeking and describing a two-level plan was also a critical part of the document. The committee reviewed in detail the various components of the documents. Perera noted that the mechanical study to be completed will provide good information for the applicants. Moore noted that the Background section in the RFQ/RFP is important since the intent is to cast a wider net for applicants and those not from the immediate area need some basic information.*

*Perera asked about the need for a separate Friends area. He said that it would be important to avoid any legal entanglements in providing them space. Moore noted that some libraries have established lease agreements with their Friends organizations. She noted that there would need to be legal consultation regarding Friends space when the time comes to ensure that there are no problems.*

*Relating to the final bullet point in section one of the Scope of Services, the committee agreed that the applicant may provide suggestions for presentation of information, but that the library would control the content. Burtch noted that the library might want the applicant to be present at public meetings, even though library staff would be the primary communicators.*

*Motil asked if the library would want the applicant to be involved in meeting with the city on zoning issues, etc. Forgos said that the involvement with the city for permit issues and zoning will take place much later in the process and should not be a part of this RFQ/RFP. He noted that this would be a part of the design and implementation of the actual space planning study. It was noted that this phase would be a separate project altogether.*

*Perera asked the fee structure for the applicants. Forgos noted that the library is not legally able to request a fee quote from applicants. He said that the library must select a candidate and then negotiate a fee with that candidate. McKeown noted that design services must be advertised. She asked if they were a part of the current RFQ/RFP. Forgos said that this project would not result in any architectural schematics, although there is a reasonable expectation that some conceptual drawings will be included. Motil said that the design piece of any renovation would be bid separately at some point in the future, should the Board decide to proceed.*

*The committee agreed to present the final revision of the RFQ/RFP to Sylvia Gillis for review. The committee agreed to present that revision to the Board at the October 9<sup>th</sup> meeting for their comments with a recommendation for approval.*

*Moore was asked to prepare a listing of recommended publications in which to advertise the RFQ/RFP and to present this information to the Board. There was some discussion about the timing of the advertisements and deadlines for the*



*submittal of proposals. Moore noted that the information would also be available on the library's website.*

*The meeting was adjourned at 8:45 a.m.*

Motil noted that the committee had discussed the Pizzuti presentation and were in agreement that the scope of services described by Pizzuti was not something that the library needed at the present time. He said that he had hoped to hear more from Pizzuti about the In-Service Day feedback. He said that the committee had discussed how best to utilize Forgos' expertise and familiarity with the library. Motil said that as a result, the committee has recommended approval of an agreement for consulting services from Forgos. He noted that Sylvia Gillis had conducted a legal review of the agreement.

RESOLUTION 40-07

**Agreement for Advisory Services for Facilities Long-Range Plan**

WHEREAS, the Board of Trustees of the Upper Arlington Public Library (the "Board") believes that it is important to develop a Facilities Long-Range Plan for the Library, focusing on the Main Library; and

WHEREAS, the Board believes that it is in the best interest of the Board to retain the services of an advisor to assist it and the Facilities Space Improvement Committee with the development of a Facilities Long-Range Plan;

WHEREAS, the Board has worked with John A. Forgos and Associates in the past and believes that the company is qualified to perform such an advisory role;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Upper Arlington Public Library that the Agreement for Advisory Services between the Board and John A. Forgos and Associates is approved in the form presented by the Director in an amount not to exceed \$18,480.00 for services related to the development of a Facilities Long-Range Plan for the Library, focusing on the Main Library.

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Burtch made a motion to approve Resolution 40-07. Gilligan seconded the motion. Motil asked for discussion.

Gilligan commended Forgos on his past services to the library and noted the value of his contributions. She asked for clarification as his role in the current

process. Motil said that Forgos would act in an advisory capacity. Motil said that Forgos would attend meetings as requested by the committee, assist in the preparation of the RFQ and in evaluating the responses, as well as brainstorming with the committee.

Magill asked if Forgos would be advising the committee or the Board or both. Motil said that Forgos would be working directly with the committee and would provide the Board with information as requested by the committee.

Gilligan asked when the cost of various consulting services starts impacting on the cost and the actual availability of funds for a project. Forgos said that the library needs help in deciding what changes need to be made to the facility. He noted that after this is done, another RFQ would be issued for the actual design services of an architect to accomplish the plan that the Board approves. Motil noted that this agreement with Forgos is open-ended. He said there is an end date of 4/1/07, but services can be terminated at any time if this phase is completed earlier or if the Board decided not to proceed.

Magill said that it is important to maintain an awareness of how and when costs are incurred and how they impact the actual costs. He noted the difference between "hard costs" and "soft costs." He said that as the process continues, the Board should keep this in mind so that decisions made are cost-effective.

Forgos noted that if the library is able to find a good consultant through this RFQ, his services may not be necessary for the remainder. Motil said that based on the library's prior relationship with Forgos, the committee is comfortable with the agreement and with the expertise that Forgos brings to the project. Forgos said that his goal is to help the library get the most value for their money. Moore said that some advance work has already been done and referred the Board to the staff input from In-Service Day and the planning worksheet that she and D'Andrea had compiled.

A vote on the Resolution was taken. VOTING AYE: Burtch, Gilligan, Magill and Motil. VOTING NAY: None.

Motil said that the next resolution was about the planning process itself and not the end result of bringing the plans to fruition. He said that for this portion of the process, the Committee did not feel that the library needed the scope of services as they had been outlined by Pizzuti. Motil said that this part of the process was about developing options, conceptual drawings and a timeline. There was discussion about the RFQ and whether a set fee could be requested in the RFQ. McKeown said that the library was able to request a fee schedule for this type of service.

Moore noted that the submission date had been revised to December 3, 2007. She said that the earlier November 1<sup>st</sup> submission date had not been practical.

Gilligan asked about the expected cost of the services in the RFQ. Forgos answered that he expected the cost to be between \$20,000 - \$25,000 for this portion of the project. There was some discussion about where to advertise the RFQ. Moore noted that she had found a library consultant website that posted such items without fee. She said that print ads were very costly and, due to monthly publication schedules of professional magazines, were not a timely way to get the information disseminated. Moore said that she had contacted her fellow directors to request recommendations for firms to which to send the RFQ. Motil noted that some of the library's vendors might also be able to make recommendations.

RESOLUTION 41-07  
**Approval of RFQ Document for Facilities Long-Range Plan**

WHEREAS, the Board of Trustees of the Upper Arlington Public Library (the "Board") believes that it is important to develop a Facilities Long-Range Plan for the Library, focusing on the Main Library; and

WHEREAS, the Board wishes to engage the services of a planning consultant to assist with the development of a Facilities Long-Range Plan;

WHEREAS, the Board has reviewed the Request for Qualifications provided by the Director and wishes to approve this document and to authorize the solicitation of planning consultants to assist with the development of the Facilities Long-Range Plan;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Upper Arlington Public Library as follows:

1. The Board approves the Request for Qualifications for the planning project in the form provided by the Director.
2. The Board authorizes the Director to solicit interest from qualified planning consultants and to bring a recommendation to the Board for a planning consultant to work with the Board, through the Facilities Space Improvement Committee, to develop a Facilities Long-Range Plan for the Library, focusing on the Main Library.

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Burtch made a motion to approve Resolution 41-07. Gilligan seconded the motion. There was further discussion about the motion.

Magill asked a series of questions about the RFQ and the language. He noted that while he is in favor of the project but that he did not favor the RFQ as written.

Magill asked why a ten year time frame had been noted in page one of the RFQ and what were the definitions of the service priorities and who would be defining the priorities. Motil responded that the ten year time frame was meant to be forward looking, but that there was nothing magical in the number. Moore noted that the service priorities would be based on community, staff and other input.

Gilligan asked about the use of the strategic plan. Moore said that the strategic plan would serve as background information for the planning project. Burch noted that staff comments from In-Service day and the worksheet compiled by Moore and D'Andrea would also be useful.

Magill noted that the next to the last sentence in the second paragraph was vague. Motil noted that the object was to be able to evaluate responses from those who replied. He said that the committee was trying not to be too prescriptive since they were seeking a creative and flexible approach to the project. He noted that the nature of this RFQ means that it cannot be as detailed and precise as those dealing with construction projects, etc.

Magill asked about associated costs referred to in page two of the RFQ. Forgos said that the committee will be looking and the development costs from a feasibility point of view. Magill noted that the strategic plan should be the foundational document for the work.

Magill asked how the current conditions are defined as noted on page 3 of the RFQ. Moore said that these would vary from department to department, citing the infra-structure issues involved in having Circulation adopt self-checkout.

Magill noted that some items in the RFQ are the same or very similar to the study done by DesignGroup in 2002. He asked if that study still had merit. Forgos indicated that some items are still valid. It was noted that this document could also provide source material for the new study.

Magill questioned the need for additional market research. He asked how this would differ from the work being done by Prism Marketing. McNeil noted that the current work by Prism has a different focus. She said there was a need to capture a different audience than the Prism survey has. Moore said that the focus of the Prism research was focused on how to better market the library and not on the library's needs or space issues. McNeil said that some of the focus groups had raised some of the space issues but that they were ancillary to the main topic of a marketing strategy. Motil said that the intent was to cast a wider net with public meetings along with meetings with city government officials, civic groups, etc.

Magill asked about the ranking of the scope of services on page four. He asked what the scoring rubric would be and if priorities are being set. Moore said that

the items listed build on each other. She said that a scoring mechanism is being developed to be used by the committee.

Magill reiterated that he is in favor of the project but that he does not favor the RFQ. He said that the RFQ is not fair to the prospective participants, that there is no scoring mechanism and that it is too nebulous. He said that not all the materials were available to the Board for review.

Motil responded that the RFQ was not prescriptive intentionally because the committee wanted to encourage flexibility. He noted that the scoring of the responses may include some intangibles that may be hard to define. He noted that the library does not have experience with issuing an RFQ of this nature. He agreed that there is a need to prioritize, if not in the RFQ, then among the Board members. He noted that the items are linked. Forgos said that if the RFQ were more detailed, we would already know what we need and would not need to issue the RFQ for these services. He said that the library cannot specify what it does not know. Discussion of Resolution 41-07 ended.

VOTING AYE: Burtch, Gilligan and Motil. VOTING NAY: Magill.

McKeown raised the issue of whether the vote complied with Robert's Rules of Order. Motil said that the vote would stand while Administration verified its compliance the next day. **(NOTE: The UAPL Trustees bylaws Article IV, Section 9, confirmed the validity of the vote.)**

## OPERATIONS

Moore noted that Operations did not meet. She said that the mechanical study would begin the following week. She said that the grass seeding at Lane Road had been completed.

## FINANCE

McKeown's written report is attached here.

### NOTES FROM THE CLERK TREASURER **OCTOBER 2007**

#### ***Insurance News***

*I received notification in September from the Metropolitan Educational Council that the Group Life Insurance premiums were being reduced as of October 1<sup>st</sup>. The 2-year guaranteed Basic Life Insurance rate was reduced from \$0.10 per \$1,000 to \$0.075 per \$1,000. The Supplemental Life rate was reduced from \$0.15 per \$1,000 to \$0.12 per \$1,000. The rate for Dependent Life coverage did*

*not change. The library currently provides Basic Life Insurance coverage for all Full Time Employees. Employees can opt to add supplemental life and dependent life insurance. Deductions for the coverage are handled through payroll.*

*The MEC committee sent notification early this week that a further reduction in the Basic Life Insurance coverage rate will be effective with the November premium. The committee opted out of the contract with the current life insurance carrier (Fort Dearborn) within the 30-day grace period, and is making a change to AIG for a lower 3-year guaranteed rate. I was also informed that the supplemental guaranteed issue amounts and maximum amount of supplemental life insurance coverage would also be increased. MEC is working on preparing informational literature to distribute to employees as soon as possible. The overall annual Basic Life insurance savings to UAPL will be approximately \$500. While the savings is small, it's always good news when insurance rates are reduced!*

*In September, I received a check for \$70,000 from Travelers Insurance for the settlement approved by the Library Board of Trustees in July 2007.*

### **2005-2006 Financial Audit**

*The Auditor of State has completed their audit of the 2005 and 2006 Financial Records. I received the draft report on September 17<sup>th</sup> and I'm pleased to report that we have a clean audit. After consultation with the Finance Committee, we waived the post audit conference. I made a couple of recommendations to the Auditors in the language of the written report, and received an updated draft report on October 3<sup>rd</sup>. The final audit report should be issued this month. Once the report is issued, I will forward a copy to each Board member. It will also be available electronically on the Auditor of State's website.*

### **Resolutions**

*Per direction from the Facilities Space Improvement Committee, I worked with Sylvia Gillis on a legal review of the Request for Qualifications for the Main Library Planning Project. A copy of the RFQ is ncluded in your Board packet. I also worked with Sylvia to prepare an agreement with John Forgos to provide advisory services during the RFQ process. Two resolutions have also been prepared for Board approval. Once the Board approves the resolutions, I will have Board President Motil sign the agreement with John Forgos on behalf of the Board.*

*FYI - I will be attending the Ohio Library Council's annual conference Thursday, October 11<sup>th</sup> and will be picking up business cards and information from Architects and space planners so we can include them on the contact list for the planning project.*

*In your packet is a Resolution to make a few changes to the 2007 Permanent Appropriations. We need to move money into the Professional Services line in both the General Fund and Building Improvement Fund. We also received a donation in late September that was deposited into the Library's banking account that was intended for the UAPL Foundation. I would like to remit the \$350 donation to the Foundation, since the individual wished the money to be donated to them. We also need some additional money in the Refunds line to pay for patron refunds.*

### **Other News**

*I prepared a Library General Fund Financial Summary sheet for the UAPL Foundation meeting in September. Barbara Mueller contacted me to provide some information to help educate new Foundation Board members. Ann and I will continue to provide them with information as the library's needs become more defined throughout the Main Library Planning Project.*

*The Ohio Library Council released the new Ohio Library Accounting Manual in September. As of member of the Library Accounting Division, I worked with a committee of Treasurers throughout the State to offer the first version of the manual that is available on a CD and is searchable electronically. One copy of the manual was provided to the Fiscal Officer at every library in Ohio. It is also available online at the Ohio Library Council's website.*

Motil asked about the check issued to Grandview Public Library. Porter said that Grandview was administering a grant for digital books and that the check represented UAPL's share. Magill made a motion to approve the September 2007 Financial Report. Burtch seconded the motion. VOTING AYE: Burtch, Gilligan, Magill and Motil. VOTING NAY: None.

### **RESOLUTION 42-07** **General Fund Donation**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts into the General Fund with sincere thanks the following donation:

\$50.00 Charles & Marilyn Cozad in memory of  
Mary J. Eberhard

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Burtch made a motion to approve Resolution 42-07. Magill seconded the motion. VOTING AYE: Burtch, Gilligan, Magill and Motil. VOTING NAY: None.

RESOLUTION 43-07

**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*

3600 Utilities	-\$4,500
3700 Professional Services	+\$5,000
7100 Dues/Membership	-\$1,500
7500 Refunds	+\$1,000

**BUILDING IMPROVEMENT FUND 402**  
*Appropriations*

3700 Professional Services	+\$9,000
5400 Building Improvement	-\$9,000

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Gilligan made a motion to approve Resolution 43-07. Magill seconded the motion. VOTING AYE: Burtch, Gilligan, Magill and Motil. VOTING NAY: None.

McKeown said that the OLC accounting manual for libraries was now available electronically on CD and on the OLC website. She noted that the revision was a long project and that the manual is much improved. McKeown said that she had been responsible for re-writing the payroll section of the manual.

**PERSONNEL**

Burtch said that the committee had met immediately prior to the Board meeting. He said that the committee is diligently looking at the pay schedules and pay scales.