

UPPER ARLINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING
Tuesday, November 13, 2007 5:00 p.m.

Minutes

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

IN ATTENDANCE

BOARD MEMBERS PRESENT: John Burtch, Megan Gilligan, Charles Motil, John Magill (late) and Brian Perera.

MEMBERS ABSENT: Bryce Kurfees. Burtch made a motion to excuse Kurfees' absence. Perera seconded the motion. VOTING AYE: Burtch, Gilligan, Motil and Perera. VOTING NAY: None.

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Terri McKeown, Clerk-Treasurer; Ruth McNeil, Community Relations Manager; Danna Armstrong, Miller Park Branch Manager; Sherman Wallace, Facilities Manager; Jackee McKnight, UAPL Foundation Director and Mr. Bill Snowman, UA Resident.

APPROVAL OF THE MINUTES

Burtch made a motion to approve the minutes of the October 9, 2007 Trustees meeting. Perera seconded the motion. VOTING AYE: Burtch, Gilligan, Motil and Perera. VOTING NAY: None.

DEPARTMENTAL PRESENTATION

Danna Armstrong, Miller Park Branch Manager was introduced. Armstrong presented an overview of the eight-month's accomplishments at Miller Park since the re-opening. She said that three adult programs were created and were well received. She said that fifty-six groups have been hosted in the meeting room and 60,855.5 people have visited the library. On two dates – July 5th and July 11th, over 400 people visited the library. Over 7,000 items have been added to the collection. She noted that four out of the six hemlocks have been kept alive.

Armstrong said that 3,342 children enjoyed 134 programs. Over 100,000 items have been circulated as of November 6th. She noted that cross-country runners, park visitors and dog walkers often use the library. She said that patrons seem to really enjoy the new building. Burtch asked if she was surprised by the adult program success since Miller Park has generally been known as a children's

library. Armstrong said that the adult programs offered have been craft related programs, which have attracted stay-at-home mothers in the area.

Perera asked if there was a backlog for the meeting room space. Armstrong said that because the meeting room is small – a maximum capacity of eight people, that large groups look elsewhere, including the main library. Moore asked about the Reading to Rover program. Armstrong said that it has been extremely successful. She said that therapy dogs are brought to the library and children read to them. Motil thanked Armstrong for her work and her presentation.

PUBLIC COMMENTS

Mr. Snowman said that the library representative who spoke at the Senior Center earlier in the day had made an excellent presentation about how books are brought into the library. He said that the minutes from the last meeting gave good detail about the process for review of materials. He noted that there was no statement about notification to the public of the review or the outcome of a review, which he stated was his concern.

Perera noted that at an earlier Board meeting it was determined that no materials had ever been removed from the collection due to a patron objection and review process. Mr. Snowman reiterated that his concern was how a member of the public would know if an item was removed from the collection.

Burtch said that it has not happened to date and the question was whether a policy needed to be developed to cover something that has not happened. He said that he was not anxious to initiate a policy dealing with this in a public way. He said that this would encourage more challenges and disputes about materials. Burtch said that the UAPL clearly has the philosophy that is consistent with the ALA policy that books are not banned by the library. He said if the library errs, it would err towards inclusion in the collection rather than exclusion. Burtch and Perera indicated that it would be appropriate for Operations Committee to discuss the issue. Perera said that he was in agreement with Burtch in that he did not want to institute a policy that would result in more challenges to materials. Burtch said that a removal action probably ought to come to the Board for ratification, but that the idea needs to be fully considered.

Moore noted that the Collections Development policy is a part of the Operations Manual and can be reviewed as a part of the Operations Committee function. Motil said that the Board would continue to review the matter through the Operations Committee.

Burtch returned to the previous topic of the presentation by Danna Armstrong. He asked if the library has publicized the success of the newly remodeled branch and the collection and programs offered there. McNeil said press releases have been submitted and contacts with the press have been made. She said that the

hope is that on Wednesday and Thursday of this week there will be articles in the local papers. She said that if the press releases were not published, the Community Relations Department would continue to try to get the information into the press.

Moore said that Armstrong had a celebration with her staff and that all staff members within the library system have been made aware of the success of Miller Park. She said it was likely that there will be landmark numbers system wide by the end of November. She said that we are on course to break circulation records by the end of the month.

UAPL FOUNDATION REPORT

McKnight offered the Foundation report. She said that Sue Doody would be giving a presentation on Friday in the Friends Theater. She said that classes from UA High School have been invited. She said that Doody is a great mentor and friend of young people.

McKnight said that the Legacy Tree would have two new ornaments this year. They will be offered by the Foundation for \$7.00.

McKnight said that the endowment campaign is continuing and that she is hoping for some large year-end gifts. She noted that she was waiting for a refund from the library. McKeown noted that the Appropriations Amendment contained a refund to the Foundation for a donation meant for the Foundation but sent to the library in error.

McKnight said that the silent auction would be displayed in Moore's window, including some OSU items signed by the coaches.

Magill noted that while the Foundation may enact a policy regarding donations, that policy is not binding on the Board of Trustees of the library. McKnight indicated that she understood and agreed with this, but wanted the Board to be aware of the attempt to keep the misunderstanding from happening again.

DIRECTOR'S REPORT

Moore's written report is included here.

Director's Report
November 13, 2007

This month we are celebrating the success of the new Miller Park Library. On November 6 Miller Park Library reached a circulation milestone. During its first eight months of operation, Miller Park has circulated over 100,000 items! Its annual circulation has never reached this number in all of its years of operation.

Congratulations to our outstanding staff and thank you to our loyal patrons for making this dream a reality. Here are a few interesting comparisons to Miller Park in October 2005.

	2005	2007
Adult	1016	1385
Media	5172	6137
Youth	1513	3167
Total October Circ.	7995	10,936

Danna Armstrong, Miller Park Manager, will be speaking briefly to the Board at this meeting.

Facilities

The Mechanical/Electrical Study for the Main Library and Lane Road is well underway. Larsen Engineering has spent several days at both facilities. Sherman Wallace, John Forgos and I will meet with them on Friday November 9 to discuss possible solutions. We will give a progress report at the Board meeting.

The RFQ for the Facilities Space Study is also in process. On Monday October 15 we mailed the RFQ to selected architects and consultants. Forgos and I have had some calls expressing interest in the project and/or requesting further information. Further advertising will be done now that the November elections are over. The deadline for application is December 3, 2007.

Personnel

On October 24 the department managers had their last workshop with Rick Rubin. The topic of this session was Motivating Employees. Several managers have noted how valuable this training has been. Several have stated "this has been like taking a graduate course in human resources management". We will continue to have discussions on what we have learned from Rubin at the department managers' meetings and with the Personnel Committee.

The Personnel Committee will meet at 4PM on November 13, immediately before the Board meeting.

Community

In honor of the Library's 40th Anniversary Ruth McNeil has initiated a wonderful Community Quilt Exhibit that will be on display until December 12. Patrons and staff alike are enjoying the beauty and warmth of this traditional American

artwork. It has been a pleasure to meet the owners of these treasured pieces and to hear the stories of how these quilts came to be. A special surprise hangs in my office window. Earlier this fall the library received a small wall quilt in the mail. The quilt's creator, Vickie Douglas, stated that she created this wall hanging in honor of the UAPL's 40th anniversary. It features 40 hearts in celebration of our 40 years of service to the community. What a lovely surprise! The exhibit will culminate on Wednesday, December 12 with an anniversary reception at 6:30 p.m. followed by a presentation by quilt expert Amy Korn at 7 p.m. Be sure to stop by the Main Library and experience this unique display.

Marketing Plan

On Thursday October 18 Ruth McNeil, Kate Porter and I met with Prism Marketing to review the progress on the marketing plan. Ruth has been in close contact with Prism throughout the entire project. She will have a brief update at this meeting.

Upcoming events and other notes

Our annual holiday event, Holiday Happiness, will be held on Saturday December 1 this year. This celebration has become a UAPL tradition and many people mark their calendars to come every year.

The Friends Thanksgiving sale runs from Sunday November 11 through Sunday November 25. At their November 5 meeting the Board members celebrated Steve Johnson's twenty years of service as their president. The Friends' Board hopes he will be their president for many more years.

Sue Doody will speak at the UA Main Library on Friday, November 16 from 1-2 p.m. One of the first women entrepreneurs in the Midwest to open a fine dining restaurant, Sue will be the featured speaker for the Upper Arlington Library Foundation's Fall Event.

Moore noted that the mechanical and electrical study has been going on for the past month. She said that there have been several meetings and that Wallace has spent quite a bit of time with the team from Larsen Engineering. She said that a meeting is scheduled for November 27th. She said that the RFQ for the space study is pending and that she has received a number of calls from around the state and one response from a Florida firm.

Moore said that she would turn the remainder of her report over to McNeil for a preliminary report on the marketing plan.

McNeil provided the Board members with a briefing document and an executive summary from PRISM Marketing. McNeil reviewed the briefing outline that is attached as an exhibit to the minutes. She noted that PRISM would be making a final presentation at the December Board meeting. The briefing outline represents a preliminary report. She said that the briefing outline discusses:

- a. What the library is doing well
- b. Recommendations for improvements
- c. Opportunities
- d. Strategies for marketing the library.

McNeil noted that there were four key findings from the result of exit interviews, focus groups and staff surveys. The first finding is that the library is well loved by the community. She noted that this finding was expected, but that it was important to document this so that it can be used as validation for future planning and initiatives. The second finding is that the library offers a large number of programs for children, teens and adults. McNeil said that it was observed that the programs are offered without a measurable end in mind, i.e., to date the library had not obtained exit surveys to get feedback from patrons.

Motil asked about benchmarking programs that are offered by other libraries, noting that many libraries may offer the same programs or the same types of programs that UAPL offers. McNeil noted that this is the type of information that the library needs to begin to gather and to consider. McNeil said that OLC could be a resource for benchmarking, but also noted that the library needs to consider independently what constitutes the success of a program.

McNeil said that the third finding is that change is welcomed in the current environment but it is welcomed as an evolutionary process rather than a revolutionary one. She said that would drive any new look or enhanced message developed from the marketing survey. She said the recommendation to focus on internal communications with staff members would aid informing the public. She said that once the branding and identity are developed, the staff members are the ones who will be presenting it to the public.

The fourth finding that McNeil highlighted was the importance of consistency throughout the organization. She said that the library has three locations and many different departments. She noted that the library says a lot in a lot of different ways. McNeil said the goal is to standardize the library in its messages to the public. She noted that this is an initiative that is welcomed by staff and the public according to the research.

McNeil reviewed the results of the staff survey. She said that staff members want to be aware of information and changes and to take part in the process. She noted that staff wants to be involved in training for new technology.

After completing the review of the briefing outline, McNeil noted that the final product from PRISM will include a logo, vision statement, and promotional materials that will be designed to highlight the library's assets, including the diverse collection, a knowledgeable staff, a welcoming environment and the connection between all three locations. Preliminary artwork options for the logo

and brochures were shared with the Board. McNeil noted that the presentation by PRISM in December would be more detailed.

McKnight asked if the library had considered producing a welcome video to play in the entrance at Tremont. Moore and McNeil noted that this had been considered. McNeil said that now that the library would have a consistent message and look, this option will be reviewed. She noted that this would be a good tool to use at outside events as well. Moore said that she would like to use such a video on the website as well. McKnight said that it would help in her work in promoting the Foundation.

Magill asked when the rollout of the new brand and look would be. McNeil said that an exact date has not yet been determined. She said that February 2008 is being considered and the venue and means for initiating the new look is still being considered. She said that some things could start being phased in. She said that one thing PRISM is providing is a best business practice timeline for implementing the changes. She noted the cost involved in changing stationary, etc.

Magill asked about the plan and purpose of the December Board meeting presentation. McNeil said that Board would be asked to approve the marketing plan, including the standard guide, the logo, etc. She said that actual templates would be available to the Board and that the Board would also be able to have some dialogue about the implementation aspects.

Motil asked Moore if she has been involved in the development of the visual standards. Moore said that McNeil has been the primary contact with PRISM. She noted that McNeil has met with her frequently following her contacts with PRISM and that she and McNeil have met also with Porter throughout the process.

Burtch asked if the vision statement had been shared with staff yet. He voiced a concern about being asked to vote on the package in December. Motil also indicated that he felt a need to be able to absorb the new information and that a vote in December felt a little fast to him. Magill said that the re-branding activities are separate from the vision statement. He said that he also would like more time to consider the new vision statement.

McNeil said that plan has been that once the Board received the feedback, the staff focus groups would then be given the same information. She said that between now and the December meeting, this will be attempted. She said that the project was not commissioned to create a vision statement, but that it grew out of this project. She said that it could be removed from the current initiative and reviewed and re-worked, and added at a future time.

Motil said that he would consider a group from the Board taking more time with the vision statement. Moore encouraged the Board to take time to review and look at the vision statement. She suggested that members email their thoughts to her or to McNeil and that the length of the statement had been a concern that she and Porter and McNeil had discussed. She said that she would like the Board to meet with PRISM in December to consider the new look for publications to go forward with that part of the plan.

Moore said that she thinks that Operations Committee should consider the vision statement. Motil agreed that this would be appropriate. Magill asked if the Board wanted Operations to make a recommendation regarding the branding segment. He said that the vision statement issue would be a continuing conversation but not part of the December meeting. He suggested that the Operations meeting be scheduled in the afternoon to facilitate larger participation by the public. Magill also requested that the Operations agenda be published on the library website so that the public will know the issue to be discussed.

FACILITIES SPACE IMPROVEMENT

Motil said that there is nothing to report yet. He said that the RFQ is pending with responses due on December 3rd. Burtch asked how the meeting with Hawk from Licking County went. Moore said that it was a very good meeting. She said that he shared many of his strategies for the library to maintain control of their expectations as the process unfolds. She said that he has offered to come back for a second meeting. Moore also noted that she has been informed that Hawk and a former CML director are considering working together to submit a response to the RFQ. She said that they walked through the facility at Tremont, but that he also discussed with her the document that he prepares ahead of time for the consultants. She said that the library has decided to have the selected consultant meet with the managers before beginning the project.

Burtch asked if the library had had any contact with Clark County Library. He noted that they had recently done a \$5,000,000 expansion. He suggested that we might get some input from them. Moore said that another Ohio library had conducted a space study last year similar to what UAPL is planning now. She indicated that she plans to visit that library. Motil asked Moore to let him know when she plans to go to that library.

Moore said that the plan is for her and Forgos to develop a short list of three or so applicants from those submitted. The Facilities Committee will then consider the short list. She said that she would not expect this to be completed before the next Board meeting. It was agreed that the committee would meet between the December Board meeting and January to look at the short list of candidates.

OPERATIONS COMMITTEE

Magill said that the committee did not meet.

FINANCE COMMITTEE

Motil said that the committee did not meet. The Treasurer's written report is included here.

NOTES FROM THE CLERK TREASURER NOVEMBER 2007

Life Insurance Update

Since the October Board meeting, I received more information about the new Metropolitan Educational Council life insurance plan. MEC switched plans to AIG (American General) effective November 1st, 2007. The Basic Life Insurance rate has been reduced to \$0.070 per \$1,000 with a 3-year guarantee. The Supplemental Life and Dependent Life rates did not change.

AIG is opening up enrollment at this time, and current employees can choose to pick up Supplemental and Dependent Life Insurance with an effective date of January 1st, 2008. Employees may purchase up to \$300,000 with a guaranteed issue of \$100,000. Both amounts have been increased from the previous plan. Employees may also purchase up to 4 units of dependent life coverage.

As I write this report, I am preparing information to distribute to all employees. The library provides Basic Life Insurance coverage for all full time employees in an amount equal to their annual salary rounded down to the nearest \$1,000 up to a maximum of \$50,000. Currently, 10 employees out of a total of 47 full time employees purchase Supplemental Life coverage, with 5 of those employees purchasing Dependent Life Insurance coverage. Deductions for coverage are handled through payroll.

Long Term Care Insurance

Ann and I met with Dick Wood (former UAPL Board member) to review a proposal to offer employees and their family members the option of purchasing Long Term Care Insurance. The City of Upper Arlington began to offer this opportunity to their employees in August 2007. Ann and I will be discussing this insurance policy with the Personnel Committee on November 13th.

2005-2006 Financial Audit

I received an official copy of the 2005-2006 Financial Audit, which was released to the public on October 11, 2007. The Auditor of State has posted the audit on

their website <http://www.auditor.state.oh.us/>. Look for it under “Audit Search.” I will bring a hard copy to the Board meeting if you would like to review it after the Board meeting.

Resolutions

2007 Appropriations Amendment

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 the General Fund to provide funds for consulting work on the library’s website (Research Database Development). Additional funds are needed in the meetings line to pay for airfare & registration for 4 individuals to attend the Public Library Association Conference in March 2008. A small amount is needed in the maintenance supply line. Finally, we received a donation in October that was deposited into the Library’s banking account that was intended for the UAPL Foundation. We need to remit the \$5,000 donation to the Foundation, since the individual wished the money to be donated to them.

Other News

Ann and I would like to schedule a meeting with the Finance Committee meeting prior to December Board meeting. We will be reviewing the Library Budget with emphasis on developing the 2008 Temporary Appropriations for approval at the December Board meeting.

McKeown noted that the final audit report is available. She said the library received a very clean audit with no major concerns. She said that the Finance Committee would need to have discussion about how the library will present financial statements – whether to continue to report on a cash basis or to move to OCBOA. She noted that it is time to revisit this. McKeown said that the OCBOA report offers useful information to the public.

Motil asked if the library’s current accounting software would be compatible for the preparation of an OCBOA report format. McKeown said that there is software available, but that her opinion was that the reports could be prepared in-house without additional software. She did note that it takes more time to prepare these reports and there are additional audit costs. She said that OLC is working with the Auditor of State’s office to clarify some basic definitions that would affect the OCBOA style reporting.

Perera said that it is worth looking at whether the library can produce the new report format without a lot of additional expense while maintaining the internal cash based system. Perera pointed out that it is important to understand that the

wording of the audit report that mentions an adverse report does not refer to any failing by the library but refers to the use of a different system of reporting.

There was discussion among the Board members about the process involved in assuring that donations are directed to the entity intended by the donor. There was discussion and explanation of a recent incident where the donor's gift went to the library instead of to the Foundation Endowment fund as intended. As a result of the discussion, the Board did not feel the need to institute any new policies, but encouraged open communication between the library, the Foundation and the Friends, so that errors could be cleared up quickly and easily.

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

RESOLUTION 44-07
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:

\$44.00 McDonalds – in support of summer reading club

Burtch made a motion to approve Resolution 44-07. Gilligan seconded the motion. VOTING AYE: Burtch, Gilligan, Magill, Motil and Perera. VOTING NAY: None.

RESOLUTION 45-07
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

1600 Insurance Benefits	-\$ 9,000
3600 Utilities	-\$ 4,000
2200 Maintenance	+\$ 500
3100 Mileage/Meetings	+\$1,500
3700 Professional Services	+\$6,000

7500 Refunds

+\$5,000

Perera made a motion to approve Resolution 45-07. Burtch seconded the motion. VOTING AYE: Burtch, Gilligan, Magill, Motil and Perera. VOTING NAY: None.

PERSONNEL COMMITTEE

Burtch reported that the committee did meet prior to the Board meeting. He said that the committee continues to work on the wage classification system. He noted that Rick Rubin gave his final presentation to the managers and that it was well received by the managers. He said that the committee has no motions to present at the present time. He noted that the goal of beginning a factor point analysis system for 2008 was not realistic. He said that the committee will continue working on this and that they hope to begin initiating it for 2009.

Burtch said that in December the committee would have recommendations for the current wage classification system for pay increases based on the mid-point of each range. He said that the committee has redefined each range so that it is more apparent why positions are in each range. He noted that eight individuals will be reclassified into higher ranges and that the recommendation for those reclassifications would be presented at the December Board meeting.

Burtch said that Dick Wood has approached the library with a plan to offer long term care insurance to library employees. Burtch noted that Wood would handle the administration of the plan and the informational meetings for interested staff members. Burtch said there would be no cost to the library. He said that the committee has not made a final decision yet, but that there does not seem to be a down side to offering this opportunity as an added benefit to the staff. Burtch noted that such insurance is very expensive and this plan would offer a ten percent premium reduction for library employees.

Burtch said that the committee also discussed the PERS employees share that the library currently pays as a benefit for employees. He noted that the committee would be recommending that this continue, including the .5% increase scheduled for January 2008. He said that the committee would take this into consideration when recommending wage increases for 2008.

McKeown noted that the increase in the minimum wage scheduled for January affects one of the pay ranges. She noted that the committee would be taking that into consideration in their recommendations next month. She also corrected a spelling error in the Personnel Report.

Perera suggested that other vendors of long-term care insurance be given equal access to present their plans to employees. Burtch noted that Wood had

presented this plan to the city and they have adopted it as an option for their employees. McKeown noted that Wood initiated the contact and the plan would not be financed through payroll deduction. She noted that plan is entirely outside any administration by the library and that it would also be available to family members of library employees.

Magill said the library is an agent of the city and the city went through a vetting procedure before endorsing this program. He suggested that the library check with the city and if it appears that their procedure would answer possible complaints, the library go ahead and offer this as an option for employees. The Board concurred with this suggestion. McKeown indicated that she would contact the responsible party at the city and report back to the Board.

The Treasurer's Report to the Personnel Committee is included here.

<u>Effective Date</u>	<u>Employee</u>	<u>Current Rate</u>	<u>New Rate</u>	<u>Classification</u>	<u>PT/FT</u>
<u>Terminations</u>					
10/29/07 (last day worked 09/22/07)	Angela Herbert			Lib Asst I/Circ	T PT
11/13/07	Steven D'Andrea			Comp Svs Manager	T FT
11/13/07	Kathleen Bailey			Library Aide/Ref	T PT
<u>New hires</u>					
10/26/07	Matthew McCaw	\$9.55 RA 103		Lib Asst I/Media	T PT
10/29/07	Maggie Ervin	\$12.20 RA 105		Lib Assoc I/Youth Outreach	L PT
<u>Change of Status</u>					
10/29/07	Michael Price	\$9.55 RA 103	\$10.73 RA 104	Lib Asst I/Circ to Lib Asst II	T PT M PT
<u>Temporary Change of Status</u>					
10/30/07	Marcus Hensley	\$2090.25 biweekly RA 109	\$2250.00 biweekly RA 110	Systems Mgr to Interim Mgr Computer Svs	T FT
<u>FMLA Leave of Absence</u>					
10/03/07 to 11/09/07 (return to work date to be determined)	Robyn Kress			Lib Asst I/Tech Svs	T FT

10/23/07 Nancy Roth
(return to work date to be determined)

Admin. Secretary T FT

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

ASSISTANT DIRECTOR'S REPORT

Porter said that the Playaways will be debuted on Thursday and their availability will be publicized.

Porter said that she and Marcus Hensley went to the CML processing center. The CLC group has been looking at different products to enhance library catalog systems. She said that they were able to attend the Aquabrowser demonstration. She said that this product enhances the search capabilities of library cataloging software. Porter said that they would be checking into other similar types of products.

PRESIDENT'S REPORT

Motil said that he did not have a formal report. He noted that he was very pleased with the information about Miller Park.

NEW BUSINESS

Motil said that there were two items under New Business. He invited Perera to discuss database usage. Perera said that the Board had discussed getting a chart of the database use vs. cost. He said that if a particular database is very expensive and only gets a few hits each month, the library should consider whether it is worthwhile to continue to offer that database to patrons. He said that the library should also take into consideration what databases are available at other libraries and that the library may seek to minimize duplication. He suggested that the possibility of shared licensing with other libraries be investigated.

Motil asked how many databases the library currently carries. Moore said that Porter has done some work on this subject. She said that the library currently subscribes to forty-eight databases. She suggested that it might be helpful to have Porter address this in her report to the Board in the near future, as there are many aspects of discussion. Magill asked that some discussion proceed at this meeting and re-iterated Motil's question about the number of databases the library carries.

Porter said that two were added this week and that she would have to do some research to get an accurate count. She noted that the listing on the website includes e-books and databases that the library does not have to pay for by virtue of the OPLIN membership, and some in-house databases. Porter said that some items, such as e-books, are one-time purchases while other carry a subscription fee.

Motil said that he assumed that the databases that carry a continuing expense are what the Board is most interested in reviewing. Porter said database subscription is viewed similarly to collection development and that frequency of use should not be the sole determining factor in keeping or discontinuing a subscription. Porter said that the database budget is a part of the materials budget and a cut in the database budget would mean a cut in the materials budget; something that the Board and the library do not want to undertake.

Magill and Motil said that this was not necessarily the case. Magill said that the resources could be reallocated within the materials budget. Porter said that she was reacting to an email which proposed using the funds for another purpose. Porter noted that the strategic plan also called for an increase of fifty percent to the database budget by the end of 2009.

Magill said that the PRISM report suggests that while the databases may be of high import, they are of lesser value to patrons than some other things. Moore said that this varies widely among patrons.

McKeown distributed financial information about the history of the materials budget from 2000 through 2007. She noted the breakout among the types of materials - books, media, databases, periodicals; departments - youth materials, adult, reference materials and locations – Tremont, Lane and Miller Park. She said that trends can be seen in this information, e.g., in 2000 much of the media budget was spent on videos and in 2007 nothing was spent on videos. She said that this reflects a natural shift as materials technology changes to which the library should react.

Porter said that librarians are constantly evaluating the place of databases in the collection. She noted that with the withdrawal of Rosetta Stone, other language learning options would be studied. Moore noted that there are many people who come to the library and only use the books. She said that there are others who come only to use the research databases and to check their email.

McNeil said that one thing the PRISM documents points out is that the library is not effectively using the website to highlight its unique collection. She said that the research databases are a part of that unique collection. She said there is an opportunity for the library to better publicize the database opportunities of the library. She said that the staff feedback indicates that a lot of emphasis is put on programming and that the staff would like emphasis put on resources and

services, including the databases. McNeil said that the library has an obligation to educate patrons about additional options within the library setting and this includes new and emerging technologies.

Perera requested that the Board be given a listing of those databases which the library has purchased outright, which are provided through OPLIN membership and which ones required a yearly subscription fee. Porter said that Marcus Hensley was able to create a report of in-house and remote use of the databases. She noted that the increase in the database budget also reflected the discontinuation of microfilm purchases due to the initiation of the NEW YORK TIMES database. She said she views databases as a valuable resource and that she would hate to see a cut in that line of the budget.

McKeown noted that viewing the website as the fourth branch of the library helps put this in perspective. Moore noted that the hits to the website are about six times the number of people who actually walk in the doors of the library. She said that OPLIN does continue to try to obtain consortium pricing for electronic resources.

Magill said that he would like to get more breakdowns by fund fields. He said that he wants to spend some time reviewing this.

Perera said that the library was fortunate in the high levy passage rate. He said that he wants to be certain that if a member of the public asks how the increase was spent, that the library can readily answer the question.

McKeown said that as part of that picture, she would distribute an historical report showing a snapshot of where the library has been, particularly in relationship to the LLGSF and the various levies. She said that this reflects the year 2000 onward. She noted that change in percentage of the budget covered by the LLGSF. She said that the LLGSF used to provide more funds than what was needed for salaries and benefits. She said that in 2007 that is no longer the case.

McKeown said that the plan put forth to the voters was to increase the materials budget in relationship to the entire budget. She said that the current ratio is eighteen percent. She said that earlier plans were to increase it to nineteen percent in 2008 with a goal of twenty percent in 2009. She asked the Board for their input on this plan. Perera said that the Board did express this as a goal and that if it can be achieved quickly, that would be best. He noted that Finance should discuss this at their meeting.

Magill said that he believes that people come to the library primarily for the books, DVDs and cds. He said the Prism report and the anecdotal evidence about Friday night patron usage support this opinion. He said that he would like this usage to continue to drive the budget. He said he would like to see the

materials budget increased to twenty percent in 2008 and that other things would have to accommodate that as a first priority. Moore said that she thinks the increase in use of the facility is due in large part to putting more funds into the materials budget.

McKeown said that in 2006 and 2007 there was a greater concentration of funds for materials due to planning for the opening collection of Miller Park. She noted that the library learned from planning for the Miller Park collection that a large increase in the materials budget has effects on other parts of the budget, such as processing supplies, staff time use, etc. Motil said that the library should keep its promise to the voters and have a twenty percent materials budget before the next levy.

Perera asked if PDF downloads that are checked out are counted as circulations. Porter said that they are counted in the statistics.

McKeown said that she had recently attended a meeting of a self-help gas program in which the library can participate through the Metropolitan Educational Council. She noted that they are in the process of negotiating a new longer-term contract for gas within a consortium composed mainly of Central Ohio schools. She said that the new contract should be ready for the Board to ratify at the December Board meeting. She said that program has saved the library significant money over the past several years. The new contract would be a five-year contract.

Motil said that he generally is not in favor of long-term gas contracts. He noted that many groups who have participated in such contracts have paid more for energy in the long run. Perera also indicated that some municipalities have not done well in long-term contracts. McKeown said that MEC has saved over \$12,000,000 in energy costs through their gas contracts since 2002.

EXECUTIVE SESSION

Perera made a motion for the Board to go into Executive Session in order to discuss a specific personnel issue. Magill seconded the motion. VOTING AYE: Burtch, Gilligan, Magill, Motil and Perera. VOTING NAY: None. The Board went into Executive Session at 7:15 p.m.

ADJOURNMENT

The Board came out of Executive Session at 7:25 p.m. The meeting was adjourned by acclamation at 7:25 p.m.

Charles V. Motil, President

Megan Gilligan, Secretary