

UPPER ARLINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING
Tuesday, January 22, 2008 5:00 p.m.

Minutes

The meeting was called to order at 5:00 p.m.

IN ATTENDANCE

BOARD MEMBERS: John Burtch, Bryce Kurfees (late), John Magill, Charles Motil, Brian Perera, Amy Sharpe.

OTHERS PRESENT: Don Leach, UA Mayor; Beverly Clevenger, UA City Clerk; Ann Moore, Director; Terri McKeown, Clerk-Treasurer; Kate Porter, Assistant Director; Jackee McKnight, UAPL Foundation; Ruth McNeil, Community Relations Manager; Sherman Wallace, Facilities Manager; John Forgos, John Forgos Associates; Michelle Adams, Prism Marketing; Stephanie Zmyslo, Prism Marketing; Joel Snyder, Joel Snyder Associates; Dennis Williams, Larsen Engineering; an associate with Larsen Engineering; Nancy Roth, Administrative Secretary.

INDUCTION OF BOARD MEMBERS

Beverly Clevenger, Clerk for the City of Upper Arlington, administered the oath of office to returning Board members, Charles Motil and John Burtch and new Board member, Amy P. Sharpe. The signed oaths are included as Exhibit A to the minutes. Motil welcomed Sharpe to the Board.

ELECTION OF OFFICERS

Motil noted that he had served on the Board for six years and had served three years as President. He said he has thoroughly enjoyed his service and was especially gratified to serve during 2007 when so many projects saw success. He noted the re-opening of the renovated Miller Park Branch, the successful levy campaign, and the drainage work at Lane Road. Motil also said that the new positions of Assistant Director and Community Relations Manager have brought new energy with Porter and McNeil. Motil commended the good work done by the Personnel Committee.

Motil said that the space planning project in 2008 will require extra commitment and diligence and time. He said that the right president is needed. Due to increasing demands on his personal time, Motil said he is not able to continue as President. Motil said that therefore he would nominate Burtch to serve as President, noting that Burtch has served on the Board for many years and has

great experience. Motil said that he has the utmost respect for Burtch and his judgment, dedication and integrity. Perera seconded the motion. VOTING AYE: Burtch, Magill, Motil, Perera and Sharpe. VOTING NAY: None. ABSENT: Kurfees.

Burtch opened the floor for nominations for Vice-President. Magill nominated Perera. Motil seconded the nomination. There were no other nominations. VOTING AYE: Burtch, Magill, Motil, Perera and Sharpe. VOTING NAY: None. ABSENT: Kurfees.

Perera nominated Sharpe for Secretary. Motil seconded the motion. There were no other nominations. VOTING AYE: Burtch, Magill, Motil, Perera and Sharpe. VOTING NAY: None. ABSENT: Kurfees.

COMMITTEE APPOINTMENTS

Burtch said that he would like to make the following committee appointments.

OPERATIONS: Magill and Sharpe

FINANCE: Motil and Perera

PERSONNEL: Burtch and Kurfees

He noted that Kurfees had expressed an interest in changing from the Finance Committee to Personnel. The Board members agreed to serve on the committees as proposed by Burtch.

RE-APPOINTMENT OF THE CLERK-TREASURER AND DEPUTY CLERK-TREASURER

Magill made a motion to re-appoint Terri McKeown as the Clerk-Treasurer. Perera seconded the motion. VOTING AYE: Burtch, Magill, Motil, Perera and Sharpe. VOTING NAY: None. ABSENT: Kurfees.

Magill made a motion to re-appoint Sheryl Peterson as the Deputy Clerk-Treasurer. Perera seconded the motion. VOTING AYE: Burtch, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

RESOLUTION OF THANKS

Burtch read resolution 01-08 into the record. Motil made a motion to approve the resolution. Perera seconded the motion. VOTING AYE: Burtch, Magill, Motil, Perera and Sharpe. VOTING NAY: None. ABSENT: Kurfees.

Resolution 01-08

To Thank Megan Gilligan for her Dedication & Service as a UAPL Board Member

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the service and dedication of Megan Gilligan to the Upper Arlington Public Library.

Mrs. Gilligan, as a member of the Board of Trustees from April 2005 to January 2008, gave unselfishly of her time. Her willingness to devote herself to the mission of the Upper Arlington Public Library was evidenced by her performance as a member of the Personnel Committee and Board Secretary. She demonstrated a sense of service and responsibility in all aspects of public library trusteeship. Throughout her service as a Board Trustee and Board Secretary she conducted herself with a dignity and respect for all people that assured the tradition of excellence in library and information services for our community and for the mission of the library.

That Megan Gilligan has made an outstanding and lasting contribution to the Upper Arlington Public Library and to the greater Upper Arlington community is hereby noted and witnessed this 22nd day of January 2008.

APPROVAL OF THE MINUTES

Perera made a motion to approve the minutes of the December 11, 2007 Board meeting. Magill seconded the motion. VOTING AYE: Burtch, Magill, Motil, Perera and Sharpe. VOTING NAY: None. ABSENT: Kurfees.

DEPARTMENTAL REPORT

Moore introduced Michele Adams and Stephanie Zmyslo from Prism Marketing. McNeil distributed mock-ups to the Board showing the new logo and sample branding looks. Moore noted that while community members value the library, it is not something that they think of first when listing the community assets. She said that the goal is to have the library be thought of as one of the top community assets. She said that McNeil had organized various focus groups and that Prism compiled data from those groups.

Moore said that the new look is based on comments made in those focus groups. She said that people value the knowledgeable librarians, diverse collections and the books. The focus groups revealed that the community likes change but also values tradition. She said the final logo is reflective of that blend and has a similar look to the website. She said that the look will become clean and consistent throughout the library and on all published materials.

Moore noted the tag line that will appear on published materials – “We’ve marked a place for you.” She noted that the library is noted for its bookmarks which are produced in-house. She said that this tag line references those. Moore said that ultimately, some librarians will be highlighted on some of the bookmarks as well.

McNeil asked Adams to explain the marketing philosophy behind the design. Adams said that working with the library had been a marketer’s dream because the library has already established a good reputation in the community. She said the problem has been inconsistent messaging about our product. She said that included in the marketing plan provided by Prism are templates for many items such as posters, brochures, business cards, etc.

McNeil noted that the public indicated that they valued the friendly environment, accepted evolutionary, not revolutionary change, and liked a traditional yet contemporary look. Moore noted that the phase in of the new look would be gradual, in order to cut down on cost. Current stock would be used up and at the time of re-ordering, the new logo would be used on letterhead, etc. McNeil distributed an information sheet with the phase-in timeline with cost estimates attached.

(KURFEES ARRIVED AT THE MEETING AT THIS POINT.)

Perera said that the samples were a good job of blending contemporary with traditional. He congratulated Prism on being able to reconcile two seemingly contradictory directions successfully. Burtch agreed that the new look of the logo and sample brochures was very good and that he was pleased with the end result of Prism’s work.

Motil made the motion that the Board of Trustees approve and adopt the new logo and marketing templates and plans as submitted by Prism Marketing. Sharpe seconded the motion. VOITNG AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

PUBLIC COMMENTS

There were no public comments

UAPL FOUNDATION REPORT

McKnight distributed her written report to the Board. She noted that in her year-end Foundation report that the Foundation had surpassed the \$1,000,000 goal that they had set ten years ago. She noted that there has been some confusion about the use of endowment funds for the Miller Park project. McKnight said that no endowment funds were used during the Miller Park renovation and that she would be working with McNeil to correct this misinformation in the community.

She noted that the endowment continues to accept funds. The Foundation is scheduled to meet next in May.

Moore indicated that at the last Foundation meeting concerns about the landscaping at Miller Park had been raised. She reported that she had contact Steve Cothrel, the UA Forester about adding some shrubbery near the wall than encloses the handicapped ramp. She noted that this area is actually in the right-of-way. Cothrel had indicated that he would check into the situation and get back to Moore with some recommendations.

COMMENTS FROM UA MAYOR, DON LEACH

Don Leach, newly selected Mayor of Upper Arlington arrived and spoke to the Board. He thanked the Board for their time and for their service to the community. He noted that their tasks as trustees are important. He said that this is an exciting time to be part of the Upper Arlington community.

Leach highlighted three areas on which he wants to focus. These are:

1. Celebration of what the community is and what it can be. He noted that there are challenges ahead, but that the community has a good foundation on which to build.
2. Communication. He said that improving communication in all directions within city government is a key goal for him. He said that he will work on improving communication at City Council and within other city offices.
3. Collaboration. He noted that there are many common boundaries, both physical and philosophical between the city, the schools and the library. He noted the goal would be to work together on common projects such as the Northam Park Study Group.

Burtch thanked Leach for his time in coming to the Board meeting. He noted that he has served on the Board for nearly twenty years and that this was the first time that a mayor had come to speak at a Board meeting. Burtch said that Leach's appearance sets a good tone for the coming year by beginning the collaboration process.

DIRECTOR'S REPORT

Moore's written report is included as an exhibit to these minutes.

Moore gave the Board a Resolution passed by the State Senate offering congratulations to the library on the 40th anniversary of the library. Perera noted that Senator Stivers sponsored the resolution and that both the House and Senate took action to recognize the library.

Moore said that she, Porter and McNeil would be participating in the State of UA on January 28th. Moore noted the phenomenal growth during 2007 in many

areas of the library. She said that due to the relatively stable population of UA, the growth could not be accounted for by an increase in population. She said that the programs and services offered to patrons during 2007 had proven to be very popular. She said that future changes and improvements will lead to more growth.

Moore said that the library has been involved in discussions with Upper Arlington High School and Alumni Association to digitize the UAHS yearbooks. She said that the school is now very interested in the project. The digital collection of all the yearbooks would become part of the UA Archive collection online.

Magill noted that the new technology, such as Playaways, the library has introduced during 2007 has been great and has contributed to the increase in circulation. He noted that there was a heavy increase in youth programming in 2007. He also said that the continuing outreach efforts, such as the inclusion of the program brochures in the UA News, have lead more people to be aware of the things offered by the library.

FACILITIES SPACE PLANNING COMMITTEE

FACILITIES SPACE IMPROVEMENT COMMITTEE CANDIDATE INTERVIEWS

Monday, January 7, 2008 noon
Summary Notes

IN ATTENDANCE: Charles Motil, Brian Perera, John Burtch, Ann Moore, Terri McKeown, Kate Porter, John Forgos and Nancy Roth.

The candidate firms scheduled to appear were:

- Noon – 1:00 p.m. Robert Smith & Associates
140 W. Lafayette Rd. #10
Medina, OH 44256*
- 1:15 – 2:15 p.m. CBLH Design
7550 Lucerne Dr.
Cleveland, OH 44130*
- 2:30 – 3:30 p.m. DesignGroup
515 E. Main St.
Columbus, OH 43215*
- 4:00 – 5:00 p.m. Joel Snyder Associates
744 S. High St.
Columbus, OH 43206*

The extended meeting of the Facilities Space Improvement Committee was called to order at 12:02 p.m. by Motil.

Robert Smith & Associates

Robert Smith made the presentation for Robert Smith & Associates. Motil welcomed him and thanked him for appearing.

Summary of Presentation

- *Librarian since 1965. Retired from Medina in 1998.*
- *Consulting since 1998.*
- *Smith would work directly with library personnel – no other team members*
- *Study would take 4 to 5 months. Primary focus would be to gather details, to funnel information and come up with the best solution.*
- *Some milestones would be established along the process.*
- *Available as of January 17, 2008.*
- *Currently working on one other project – strategic planning process.*
- *Method would include many conversations with staff, managers, Friends of the Library and members of the public to get information about building concerns.*
- *Would spend a lot of time with managers, both as a group and as individuals.*
- *Opportunity to re-think how library services are delivered.*
- *Community focus groups, including stakeholders, city government officials, school officials, etc.*
- *After gathering information, would take inventory of what is currently available compared to ideal size. Factor in future growth and changes due to technology.*
- *Recommendations would be data driven.*
- *Uses Libris planning software.*
- *End result would be development of a library building program – a cookbook for an architect.*
- *Process can take years from plan to architect drawings to financing to fruition. Some “refreshment” options open without construction/expansion.*

Q & A from the Committee

- Q. What was needed in order to pass a bond issue such as the \$43, 000,000 bond issue passed in Medina County?*
- A. Great service provided to patrons. The Director, many managers and staff members were active in other community organizations and civic groups. The library was seen as a valued community partner.*
- Q. How well defined was the project plan at the time of bond issue?*

A. *Plans were firm along with the price tag. There were two attempts made at passing the bond issue. The second, successful attempt included much more involvement from PR component.*

Q. *How did you transition with the architect on that project?*

A. *There was no transition. Job ended with the recommendations. No follow-up involvement with the architect.*

Q. *What are advantages of using your services?*

A. *Project is not architecture driven. Service delivery and library functionality are primary concerns. Look at what competitors offer, such as CML, Worthington and Westerville. Design includes workflow analysis so that circulation can increase without increasing staffing levels. Concerns are addressed without preconceived solutions in mind.*

Q. *What is your first offhand impression of what is lacking at the library?*

A. *Uninviting entrance. Huge circulation desk takes up a lot of prime real estate. Spaces are not open and easily identifiable. Youth department is too far from main entrance. Space is not personal and comfortable looking. Atrium chairs are lined up like soldiers and are out-dated and worn. Administrative offices take up prime space. There are two libraries within any library – the active library which included children’s department, best sellers and media and the quiet library which includes reference area, non-fiction, etc. Weeding tends to increase circulation. Develop a foundation for what you want to do and in the process get the community to buy into that vision. Don’t ask for more space to continue the same work. Must have new programs and services to offer to justify new space.*

Q. *Upper Arlington is a very vocal community. How would you engage the public?*

A. *Start with gathering information from the public. This starts people thinking about the library and its needs. After the needs assessment component is completed, the architect would need to continue to have a public component to planning. Get people excited and eager to jump on the bandwagon. Tap into what the public wants, not necessarily what librarians want.*

Q. *What tools do you use to get public input?*

A. *Focus groups and even walking around talking with patrons.*

Q. *Historically, the community is very supportive of the library. What is the shelf-life of a proposal developed if the economic factors interfere with the Board desire to move ahead ASAP?*

A. *Two to three years would be reasonable. Libris planning software could update projections.*

- Q. *If the study is software based how would experiential recommendations such as those just given, be developed?*
- A. *Libris results would be just one component of final recommendations.*
- Q. *You made a conscious decision not to associate with an architect. Why? Does a combined team save time?*
- A. *Decided to submit proposal without affiliation as this has worked well on similar projects in the past. If an architect firm submitting a proposal has a library consultant on board, you should get a good result. I can work with an architect if needed. A combined team saves some time, but there are a limited number of things in the process where this is true. Assessment of services is the larger issue and does not directly need an architect. The planning provides a good foundation for the architect.*
- Q. *There are concerns about obtaining meaningful information and involvement from the community. Have you ever used an outside consultant for this part of a project?*
- A. *Have not used a consultant in the past, but that could be done. Envision a team approach with community members buying into the process.*

CBLH Design

Presenting for CBLH Design were Marc Bittinger, CBLH Principal in charge; Tim Hunsicker, CBLH Design Principal; Dennis Williams, Larsen Engineering Consultant for Mechanical, Electrical and Technology; and Larry Corbus, Corbus Library Consultants.

Summary of Presentation

- *30 person firm specializing in libraries, health care and educational projects.*
- *Either Bittinger or Hunsiker would be involved in every meeting.*
- *Currently working on a medical project at OSU.*
- *Working with Larsen Engineering as consultant.*
- *Corbus Library Consultants have worked on over 50 levy campaigns with high success rate.*
- *Corbus utilizes lots of focus groups and is familiar with the construction process.*
- *Methodology includes:*
 - *Review of Infrastructure*
 - *Review of existing facility*
 - *Meeting with staff*
 - *Review of future growth plans*
 - *Use of staff and community focus groups; 25 – 30 groups of 10-12 people in each group.*
 - *Develop probable construction costs.*

- Assist in preparation, promotion and passage of bond issue.
- May use Libris software to develop options.
- Develop preliminary design plans and alternatives.
- Promote project
- Early involvement city officials and affinity groups, e.g., Friends, Foundation.
- Value Engineering is a concept used throughout the process
- Determine what areas within the library are “hot spots” to the community and be sensitive to that.
- Schedule for issue on the November ballot is challenging but do-able.
- Will also help to analyze operational costs of changes recommended.

Q & A from the Committee

Q. *Have you worked with an Owner’s Representative before?*

A. *Yes. There is value in having a second pair of eyes. Value Engineering is done better before a project is put out for bid.*

Q. *What are your first impressions?*

A. *There are some good opportunities. The building is not abused and has a good relationship with the site.*

Q. *Do you have experience in working with other city district libraries?*

A. *Yes. Worked with Oberlin library. Key is to approach the city for recommendations for the focus groups.*

CBLH had developed two quick computer models which they presented to the committee for viewing. The first called for a two story addition with a basement in place of the current book drop. The second called for the demolition of the old part of the building and using that footprint to build a new two story addition.

Design Group

Presenting for DesignGroup were Jack Hedge, DesignGroup Project Principal, Eric Lipschutz, DesignGroup, Senior Interior Designer and J. Russell Crabtree, Holy Cow! Consulting.

Summary of Presentation

- *Put a team together to meet your needs.*
- *National experts in library design and trends having worked in eight states.*
- *Only library expert architects working out of Columbus.*

- *Firm has reorganized into practice groups, allowing Hedge to be involved in day-to-day aspects of the project and to draw in other library experts as needed.*
- *Ability to work with local communities and governmental groups and able to build consensus.*
- *Experience with 65 planning/programming studies over 25 years.*
- *Hedge member of ALA and a speaker at PLA.*
- *Lipschutz is speaking at PLA about green libraries. Have embraced green building for many years*
- *Crabtree has worked in Ohio, Kentucky, West Virginia and Pennsylvania. Handled the community input portion of the master planning project for Grandview.*
- *Process Milestones*
 - *Capturing the voice of the consumer: Identifying stakeholders, questionnaires, reviewing existing conditions, benchmarking, and demographic research.*
 - *Focus Groups: Crabtree has conducted over 200 focus groups for libraries. Experienced at gathering information, building consensus and mediation.*
 - *Focus Group Process – Identify critical issues, specify target groups, define data set, design questions, compile invitee listing, conduct focus group; code, sort and analyze data, generate findings.*
 - *Define needs – Meet with each group to review input from focus groups. Create program of recommended spaces. Hedge reports that Libris software is faulty.*
 - *Planning options*
 - *Final Input and Education*
 - *Crabtree would come back to the community with results.*
 - *Consensus building with staff and community with 2D plans.*
 - *3D computer modeling is effective tool to help sell the plan.*
- *Trend is for library to become community gathering spot. Important to provide information about what is going on in the community.*
- *Explore how to harness technology to do some of the mundane tasks in a library.*

Q & A from the Committee

- Q. *Question for Crabtree – What types of groups do you work for? Have you done work for politicians?*
- A. *Have not worked on any individual's political campaign. Political work generally survey work for libraries with voter analysis.*
- Q. *Have you used mass mailings to gain public input?*

- A. *Generally does not use or advocate mass invitations to give input. Targeted invitations are more productive.*
- Q. *What are some examples of interior re-design you have done?*
- A. *Worthington Public Library, Westerville Library and Pickerington Library.*
- Q. *How were these projects financed and were you involved in convincing the voters to support the projects?*
- A. *Worked some with Westerville and Worthington. Provided graphics that were presented at public meetings, etc. Involved in early contacts with city planning commissions, etc. Good data important in making the case to the community.*
- Q. *Time seems to be an important issue in order to prepare for a possible ballot initiative in the fall. What is your workload?*
- A. *Can start immediately. One project to finish in Logan. Crabtree could not begin focus groups until early February. Have had experience in working with Owner's Representative.*

Joel Snyder Associates

Presenting for Joel Snyder Associates was Joel Snyder of Joel Snyder Associates and Bill Wilson, partner in Himmel and Wilson Library Consultants.

Summary of Presentation

- *Able to give the library personal attention.*
- *Focus on creating a bridge between our goals and dream for Tremont Library*
- *Snyder is life-long UA resident. Architect for 30 years and has done some projects for the City of UA. Has done planning projects with other entities, although not libraries.*
- *Wilson is partner in nationally recognized library consulting firm. Has worked in 39 states on over 300 projects over 20 year consulting career. Past clients include Cleveland Public Library, Hamilton County Library and Youngstown. Librarian by training. Has worked in libraries since becoming a page at age 15. Prior director of medium sized library like UAPL. Was state librarian for the State of Wisconsin. Along with partner, Ethel Himmel, author of PLA handbook, Planning for Results.*
- *Library is heavily used.*
- *Commit to developing a dual level master plan*
 - *Renovate within the current footprint.*
 - *Renovation with expansion.*

- *Changes in public libraries. Continue to be repository for books, but now also include electronic technology. This has changed infrastructure needs and way libraries are used.*
- *Many layers of complexity – Center of culture, Social Center of community.*
- *Public library's demise was predicted in 1980's due to technology, but reverse has proven to be true. Libraries have adapted to meet patron needs. Grown larger to accommodate physical needs of new technology. Book space remains constant.*
- *Effects of view of library as a learning commons, use of RFDI, self-checkout, etc. New formats such as BluRay, DVDs, downloadable books, printing on demand.*
- *Libraries now provide amenities such as cafes, Friends shops, and galleries. Expectation for living room atmosphere, Enhanced children's areas, quiet study space, flexible meeting spaces and dedicated teen space.*
- *Mission is not to tell the library what it should have, but to develop ideas and see which ideas are important to library and community.*
- *In future:*
 - *Librarians will be more involved in information searches.*
 - *Librarians will be expected to be experts in new technology*
 - *The library will act as more of a social hub.*
- *Only recently has the focus of libraries expanded from structure and contents of the building to reach out to the community.*
- *City of UA has new initiative called SmartGrowth that encourages compact building design. Tremont library will be impacted by this.*
- *60 years combined experience. Will receive personal attention. Wilson is master at library facilities planning; space needs assessments, development of building programs and the reprogramming of existing space.*
- *Wilson's Role:*
 - *Has done projects from large and small.*
 - *Has done many re-programming projects, including all the public libraries in Delaware.*
 - *Find out community needs*
 - *Talk with Board, staff and public*
 - *Will use individual interviews, focus groups and affinity groups, e.g., parents of preschoolers*
 - *Develop a space needs spreadsheet and then make projections based on population, circulation and new technology. Project in 5 year increments. First step is to look at what will be needed in 20 years and discuss how to get there.*
 - *Benchmark similar libraries*
 - *Will confirm library's goals*
 - *Use 2006 survey results as starting point.*

- Snyder will use relationships already established through his long-time residence.
- Web survey likely.
- Approach certain organizations, such as Chamber of Commerce or teacher's groups and ask them to participate in web survey
- Learn how things are before deciding on how they should be.
- Take to community to engage their support.
 - Presidential elections are the best time to present bond issues due to higher voter turnout.
- Schedule is doable, but there will be more overlap than in original proposal. Soft campaign can begin shortly. Could serve as model project for other UA community projects. Library as leader.

Q & A from the Committee

Q. How much time to you have to spend on the project?

A. The right amount. Would not take on more work than could reasonably be done. Have a vested interest in doing a good job and being part of a successful project.

Q. What are any special challenges or hurdles that you see?

A. Libraries are unique. Customers are intergenerational; they are open longer than most public organizations, more interaction with the community. If you tell your story well, the potential for success is great regardless of how conservative the community may be. Wilson recently worked with Lower Merion Library, an Old Line Philadelphia community that is very conservative. Have to be able to fully explain the benefits of your project.

Q. UA Library and school levies passed with large margins, but a community center proposal was soundly defeated. How much will Wilson be involved?

A. Involvement mostly around the public input portion of the project. The other partner, Ethel Himmel, has great expertise in designing questionnaires. Will be in regular communication with Snyder to help him understand library workflow and other practical considerations about libraries that would affect design. Wilson is currently involved in a large federal project which makes scheduling easier since that project has set milestones and other time is flexible. Due to technology, including email, video conferencing, etc., physical presence is not as critical as it once was.

Q. Have you worked together before?

A. No, but have had extensive conversations about the project and are comfortable with the relationship. Himmel & Wilson Library Consultants prefer to work with local architects because they have insights into the

community that an outside architect does not have. Are used to working with architects for single projects. Key is to keep roles and responsibilities clear and accept overlap.

Q. Is timetable reasonable?

A. It can be done. However, work can't be sloppy or delay-filled. The planning study process over the next 3-4 months will give a better idea if the goal of being on the November ballot is reasonable.

Q. We want to assure the success of the project, including the financing without poisoning future operating levies.

A. Best plan is to have professionals assist in marketing a bond issue campaign if that is needed.

Following the final interview, the committee agreed to rank the candidates and try to develop an acceptable ceiling for the project. The committee agreed to plan to reconvene on Friday, January 18, 2008 at 8:00 a.m.

Motil said that he was ready to offer his ranking immediately. Burtch and Perera agreed.

Motil said he would rank Joel Snyder Associates as number one, with DesignGroup second and CBLH third. Burtch said that he would rank Snyder as far superior to the others interviewed, with DesignGroup second and CBLH third. Perera said that he would rank DesignGroup as one with Snyder a very close second and CBLH a distant third.

The committee offered further discussion of the candidates. Motil said that Bill Wilson was very impressive in his approach to the needs assessment. He said that he believed that the library would get much better information through Wilson's efforts and that information is what would drive the project.

Moore said that she wanted to consider how the public would perceive the architect and that Snyder's ties with the community would be helpful.

Burtch said that Snyder is motivated and has the expertise for the project. He said that Bill Wilson is a top-notch consultant with an unexpected level of national expertise and experience. He said that Snyder followed the RFQ by committing to two approaches to the project.

Perera said that he liked DesignGroup's approach that concentrated on an interior re-configuration.

Motil said that Snyder showed a clear understanding of the library's priorities. He said that on past projects, problems with DesignGroup have cost the library extra time and money.

Motil said that it was important to keep the process moving. Perera said that the outcome with Snyder was acceptable to him since he had ranked him as a very close second. The committee asked Forgos and Moore their opinions. Ann said that Snyder's past work has been flawless and that he is easy to work with. Forgos said that he likes the proposal from Snyder and that his response to the RFQ was perfect. He noted that while he was positively surprised by the presentation from DesignGroup, that there would not be fresh eyes on the project and they did not include a library consultant on their team.

The committee agreed to authorize Forgos to begin contract negotiations with the team of Himmel-Wilson Library Consultants and Joel Snyder Associates as the first selected candidate for the space planning project. Forgos noted that the current project is for a planning study only. He said that if negotiations fail, the process is to move to the second candidate, which would be DesignGroup. The committee will meet on Friday, January 18, 2008 at 8:00 a.m. at which time negotiation results will be discussed and a proposal prepared to submit to the Board on January 22, 2008.

The meeting was adjourned at 5:35 p.m.

FACILITIES SPACE IMPROVEMENT COMMITTEE MEETING
January 18, 2008

Meeting Notes

The meeting was called to order at 8:02 a.m.

IN ATTENDANCE: Charles Motil, John Burtch, Brian Perera, Ann Moore, Terri McKeown, Kate Porter, John Forgos, Sylvia Gillis and Nancy Roth

Motil said that the purpose of the meeting was to review the results of the negotiations with Joel Snyder Associates. He noted that Snyder had submitted a very detailed fee estimate. He asked Forgos to bring the committee up to date.

Forgos said that he had wanted to see how Snyder was going to allocate resources for the project. He said that he was going to ask Snyder to revise the detailed information about the focus groups so that there was more flexibility as to what types of groups could be polled as the project progresses.

Motil asked what the hours Snyder had allocated himself during the focus group process might be for. Forgos said that his belief was that Snyder would be using that time to coordinate the groups and to review the information gathered by

Himmel and Wilson. He said that he did not believe that Snyder planned on attending the focus groups personally.

Motil asked the committee if they felt there was a need for more involvement from Public Relations specialists in the process, noting the presentation offered by Larry Corbus for one of the other candidates. Burtch noted that he had been favorably impressed with Corbus. He said if the library proceeds past the space study into a plan that would involve a bond issue campaign, serious consideration should be given to using a professional. It was noted that assistance with a bond issue was not part of the scope of service for the current RFQ.

Moore noted that the current project is for space planning and that the focus needs to be on that piece first. She noted that she has talked with Ruth McNeil about working with Himmel and Wilson on the focus groups. Moore said that McNeil has recently been part of working with the focus groups from the marketing study and has experience in that area. Moore said that she is concerned that the space planning be done well and not necessarily tied to a timeline involving a ballot initiative.

Gillis said that Snyder's cost estimate seemed to be very thorough and spoke to the RFQ issued by the library.

Forgos said that Snyder was willing to be available for the Board meeting if the committee would want him to be there. Motil said he would like Snyder to be present.

Perera said that with a new Board member at the January meeting, perhaps the committee should plan on reviewing the process at the Board meeting. Moore said that the committee has met twice since the December Board meeting and that all the Board members need to be given a brief summary of the committee's activities since the last meeting. It was agreed to give Amy Sharpe, the new Board member, a copy of the proposals from the four firms interviewed to review if she wished.

Gillis offered clarification of the time gap between the planning process and the next phase to be determined by the library. She said that the library has done a good job in preparing for the project. She noted that the current RFQ does seem to focus on the planning aspects and not on design issues. She said the library was not obligated to select the lowest cost, but can select the most qualified candidate for consulting and planning services. Gillis said that since design services were not part of the current RFQ, the library will have to issue a public notice for those services. After an RFQ is issued, the library would then go through a similar process of ranking the candidates. The library could conduct interviews with candidates or make a selection of a candidate to approach for negotiations without interviewing.

Gillis said that the library's procedure has been well within legal parameters. She noted that beginning to plan for design services would come after the planning study nears completion and the committee makes a determination of how to proceed based on that study. Gillis noted that today's meeting has made it clear to her that the committee is on the same page as to the scope of this project and the separation of this project from possible future design work. She noted that she would provide a written legal opinion prior to the Board meeting on Tuesday.

Forgos noted that for this project, Himmel and Wilson consulting would be taking the lead, with Snyder acting as a facilitator. He said that the reverse would have been true with DesignGroup. Motil noted that Snyder's hourly rate was very favorable compared with other proposals. He said that the proposal addresses everything the library asked for and that the rate is reasonable. Gillis agreed that the terms were quite reasonable. Forgos noted that his understanding with Snyder is that the project is not to exceed \$50,000. The document detailing the scope of the project will become the basis for the contract.

Burtch asked if \$50,000 was available in the budget for the project. McKeown indicated that the funds were available. Burtch noted that even if the library chooses not to go any further, the study will provide some very valuable information. Perera noted that Joel Snyder Associates was not his preferred vendor, but that the product is good. He said that he preferred a less architecturally focused proposal like the one from DesignGroup. He did note for the record that fees were not requested, but that those that were given voluntarily provided favorable results.

Moore said that Snyder's collaboration with Himmel and Wilson Consulting was a very strong point of consideration. She said their work was nationally recognized. Burtch agreed, saying that their involvement in the project was a major factor in his ranking of Snyder's proposal.

Motil said that the committee would present a summary at the Board meeting along with a recommendation that the Board approve a resolution authorizing a contract with the team of Joel Snyder Associates and Himmel and Wilson Consultants to conduct the space planning study. It was noted that the Board would be informed that the Snyder's proposal was selected by a two to one vote. McKeown asked Gillis to assist in the wording of the resolution. Gillis agreed.

The meeting adjourned at 8:35 a.m.

Motil said that the committee heard presentations from the four top candidates for the space planning study. He said that following the presentations, all the committee members felt they were ready to decide on their top candidates. He said that two of the members, he and Burtch, selected Joel Snyder Associates as

their top candidate. He said that they felt Snyder had listened to what the library wanted and had tailored that with what was needed.

Motil said that the inclusion of Bill Wilson as the library consultant was an important factor. He said that Wilson's expertise and experience will drive the project. Wilson has conducted over 300 such planning studies across the country. Motil noted that Snyder, as a member of the UA community has a vested interest in conducting a successful project and that Snyder understood the most important aspect of the project was to determine what the community really wants from their library.

Burtch explained to Leach that the last major work at the main library was in 1987. He said that systems are aging and failing. Burtch said that the library does not want to have a band-aid approach to these issues, but is pursuing an organized planned approach for needed improvements. He said that there were twelve responders to the RFQ and the committee interviewed four of the responders. He indicated that the committee voted 2 to 1 to recommend that the Board enter into a contract with Snyder. Burtch said that the committee then negotiated a price with Snyder and that statutory requirements were met without any problems. Burtch said that because there were only three Board members at the interviews, he has some concerns and wishes to reach a consensus. Perera noted that the committee had the choice of several very good vendors. He said that improvements and planning at Tremont were included in the strategic plan. He said that he felt one vendor seemed to focus more on the interior use of the building rather than an expansion of the footprint. Motil noted that the system used to rank the twelve candidates was based on the ranking system used by OSU for their projects.

Kurfees said that he trusts the recommendation of the committee and that an open vote should be held.

Magill said that he had read all the materials, proposals and meeting notes. He said he would not have voted for Snyder due to assumptions contained in the proposal that were not part of the project. He said that he found DesignGroup's proposal to be more focused and holistic. He said that Snyder's proposal seemed to assume a space deficit that may not be the case. He said he would prefer not to move forward at the present time.

Burtch again stated the need for consensus. He said that there were two parts to the proposal from Snyder, one for within the existing footprint and one for possible expansion. He asked Snyder to offer comments to the Board.

Snyder said that he followed the request from the Board as outlined in the RFQ. He said the result was therefore a two-pronged proposal. He noted that a third option was also available to the library and that was to do nothing. He said he approached the project without any preconceptions but did start with his

knowledge about the institution. Snyder noted that he is an advocate of the outlook of Tom Friedman, author of The World is Flat. He said that the globalization of the local and the impact of technology mean that the library's role in the community and in the world is changing and will continue to change at an increased rate.

He noted that the possible bond issue campaign part of the proposal was an "if" piece that would have to be folded into the planning depending on the results of the study.

Burtch said the committee recommends engaging Joel Snyder Associates for the planning project. Kurfees noted that specifics in the proposal could be tweaked during the project as necessary.

Motil made a motion to approve Resolution 02-08. Kurfees seconded the motion.

RESOLUTION 02-08
**Authorizing Contract with Joel J. Snyder Associates for a
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 including space planning for library services; 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 approved at its regular October 2007 Board meeting, the Request of Qualifications for the planning project in the form provided by the Director,

WHEREAS, the Board authorized 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,

WHEREAS, the Facilities Space Improvement Committee interviewed the top four firms providing proposals, and met to discuss the qualifications,

WHEREAS, the Facilities Space Improvement Committee hereby recommends that Joel J. Snyder Associates, in consultation with Himmel & Wilson, a nationally known library planning consultant, be selected as the consultant to develop a Facilities Long-Range Plan for

the Library, based upon the services described in the request for qualifications and as further defined in the task list developed by Joel Snyder and reviewed by the Facilities Space Improvement Committee, with compensation for those services not to exceed \$50,000,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library, Franklin County, Ohio hereby authorizes the Board President to sign an agreement to prepare a Facilities Long-Range Plan for the Library, including space planning for library services, with Joel J. Snyder Associates, using the library planning services of Himmel & Wilson, with compensation for these services not to exceed \$50,000, upon preparation and review of the agreement by the library's legal counsel.

Burtch opened the floor for further discussion. He asked Forgos if he had anything to add. Forgos said he had nothing further to add. Moore said that the library should not automatically assume that interior renovation is less expensive than expansion alternatives, regardless of who is working with the library. Forgos did note that the logistics of moving departments around and keeping the library open would be very difficult, but that predictions can't be made until there is a plan.

Burtch agreed that this study is a very preliminary step and that many other decisions will depend on the plan. He said that three things convinced him that Snyder's proposal was the best:

1. The proposal and presentation were very professionally done.
2. Snyder has brought Himmel and Wilson Library Consultants into the project and they are nationally recognized experts in library planning.
3. Snyder is plugged into the community by virtue of being a life-long resident and has many informal contacts and sources of information that will be beneficial to the accomplishment of this study.

Perera said that he wished to clarify that a planning study does not endorse any future levy action and that the library is not at that point yet.

Magill had a number of questions. He said that the task sheet provided by Snyder indicates that Himmel and Wilson's involvement ends after task 3. Snyder said that Himmel and Wilson would be involved throughout the project, not just in the focus group work. He said that they would also be actively involved in the preparation and presentation of the report. Motil noted that the committee reviewed the focus group listing of the task sheet and did not want to limit Himmel and Wilson's options in that area.

Magill asked if Snyder was prepared to start with a planning session by week's end. He noted that the final presentation to the Board is scheduled for April and asked if that was a reasonable time frame. Snyder responded in the affirmative.

Burtch called for a vote on the resolution. VOTING AYE: Butch, Kurfees, Motil and Sharpe. VOTING NAY: Magill and Perera.

Burtch thanked the Board for their discussion.

OPERATIONS

OPERATIONS COMMITTEE MEETING
Monday, January 21, 2008 9:00a.m.

Meeting Notes

The meeting was called to order at 9:02 a.m.

IN ATTENDANCE: John Magill, Brian Perera, Amy Sharpe, Ann Moore, Terri McKeown, Kate Porter, John Forgos, Nancy Roth

REVIEW OF MARKETING PLAN

Moore presented the committee with a preview of the final results of the marketing plan developed by Prism Marketing. She displayed mock-ups of the way new posters, brochures, etc., will look. She said that Ruth McNeil will be presenting the results at the Board meeting.

Moore said that Prism had conducted focus groups with members of the community and staff, conducted exit interviews, provided paper survey forms and conducted an online survey of patrons. Moore noted that the results indicated that the community wants change, but also values the traditional. The community also wants books as a focus. She said the library is known for

- having extensive and diverse collections in all departments,*
- having expert and helpful librarians, and*
- providing topical and wide-ranging bookmarks.*

Moore said that with these factors in mind, all publicity, posters, program guides, brochures, etc., will feature the book stack along with the tag line, "We've marked a place for you." She noted that some bookmarks will feature a librarian's name on them as a source for further recommendations or information. She said that this will help to personalize the library.

Moore said that the roll out of the new logo would be gradual in order to control costs. She said that as the stock of some items, such as letterhead and envelopes, are depleted, the new stock will be ordered with the new logo. She said that the website already has a similar look with the block UAPL. Moore said that there are some items such as a new professional tri-fold display used for events like Taste of UA, could be requested from the Friends. Moore noted that

a decal with the new logo will be ordered for the new van and that there may be new interior banners that she will ask the Friends to underwrite. She noted that some items, such as program posters and bookmarks, would be produced in-house.

Magill said that his impression was that the public interest and support for the re-branding was high. He said that the bookmarks are an important asset for the library and that would be a good way to make a quick impression. He commented that the planned gradual roll-out made sense.

Magill suggested that the library be sure that the colors on the Prism materials can be duplicated in-house. Moore said that the equipment available in Community Relations was pretty sophisticated and that she would raise that question with McNeil. Magill said that the signature colors of the logo could be used as other identifiers within the library such as signage, wall color, etc. He also asked if it would be possible to put titles on the spines of the stack of books. He noted that these titles, particularly on bookmarks, could be changed to reflect the subject matter of the bookmark or to highlight bestsellers, award winners, etc. Moore said she would pass along his suggestions to McNeil.

TREMONT FIRE SYSTEM

Moore noted that the fire alarm system was a part of the mechanical/electrical study conducted by Larsen Engineering. Perera said that the study made it clear that the system is outdated and that if a problem arises with it, the library would be at the mercy of the vendor for repairs. It was noted that the availability of parts for the system is a concern. He asked if the system could be replaced without conflicting with the planning study.

Forgos said that new systems are modular plug-in systems that could be moved and adjusted to accommodate any changes that might occur as a result of the space planning. He noted that the current bidding climate is good. He noted that each company does their own drawings and has their own proprietary system.

Perera noted that any system costs should also include a quote for the maintenance and service agreement components. Forgos asked if the library was looking for a system that would be compatible with the system installed at Miller Park. Magill said he thought it should be, if possible. Forgos noted that Larsen had presented a proposal in December for doing the advance work for a replacement project. Magill said that the proposal does not necessarily have to come from Larsen. He said that the committee needs to do more research, but that the Board should be informed at the up-coming meeting that the committee is planning to pursue the project. Perera noted that he does not want to be forced into the same system that is at Miller Park if there is an alternative that works better for Tremont and Lane.

Moore noted that the system at Lane is also out-dated. She said that Larsen has just looked at it in the course of their assessment. Forgos said that there are many components to a fire system, including smoke detection sensors, audio-visual alarms, pull stations and actual fire suppression systems. He said that there would be many options as to how those various components might be set up to interact with one another. Forgos said that he would ask Dennis Williams from Larsen Engineering to come to the Board meeting. He also noted that as an industry, the fire alarm industry does not move quickly and that there may be a delay of several months between awarding a bid contract and the time a vendor may actually start working on a project.

The committee agreed to proceed with more research and investigation in order to prepare for a proposal to replace the current fire system. It was agreed that the goal would be to have a proposal no later than the March Board meeting.

TREMONT PARKING LOT & NORTHAM PARK STUDY GROUP

Moore said that she was the library representative to the Northam Park Study Group. She said a public meeting had been held in December and about fifty residents attended the meeting. Moore said many topics were discussed, including some that were not strictly the purview of the study group. She said that there was a lot of discussion about the traffic in the parking lot and on Tremont Road.

Moore said that Tremont Elementary School has indicated that they plan to start making some changes to improve the safety of the drop-off and pick-up traffic as soon as school ends in June. She noted that currently the swimming pool lights are on the library's meter and she will be discussing this with Parks and Recreation.

Moore said during the library's expansion in 1987, the library entered into a lease agreement with the city that indicated that the library would pay for the creation of the parking lot and the city would then assume all responsibility for up-keep and repair. It was noted that the city has not done any appreciable work in the parking lot for many years and that work is needed. Moore said that under the current circumstances she could not agree to contribute funds to any parking lot renovation or re-engineering. She said the next meeting is scheduled for Thursday.

Magill asked if the group or the school had hired a traffic engineer to study the situation. He said the lot and its flow and access points should be designed for the periods of peak load, before and after school. He said this study would be done by a traffic engineer.

Moore said that no traffic engineer has been hired. She noted that the group was formed to look at the area from Northam to Ridgeview and from Tremont to

Andover as a whole. She said it has become focused on the parking at St. Agatha's and Tremont School's parking.

TREMONT CHILLER PROJECT UP-DATE

Moore said that the bidding climate is very favorable. She said that eighteen mechanical firms and two electrical contractors attended a pre-bid meeting last week. She said that bids would be opened on January 29, 2008. She said that Larsen Engineering expected the bids to come in under budget due to the amount of interest in the project.

MILLER PARK ACCESS RAMPS

Moore said that she had called the City Engineer's office after John Trimble from Teemok met with Jim Palmer about the access ramps at Miller Park. She said that the City made huge demands on Teemok, amounting to \$15,000 to \$20,000 worth of work. Moore said that the City has not yet responded to her phone call.

Forgos noted that Teemok was initially willing to do the remedial work on the ramps when they estimated the cost to be \$5,000 - \$8,000. He said that Teemok thought the City Engineer's demands were excessive and now will not do the work.

The committee reviewed the history of the complaint for new Board member, Sharpe. It was noted that the plans, including those for the access ramps, were approved by the City's Building Office. After construction was completed, the library was informed that the City Engineer's Office had not been given the plans for review and approval. DesignGroup has indicated that the ramps are in compliance with ADA requirements, but Palmer has indicated that they are not compliant. The City informed the library of this via a letter to John Forgos. It was at that juncture that a meeting between the City and Teemok Construction was held.

Moore said that at the UAPL Foundation meeting recently, concerns were voiced about landscaping at Miller Park. She contacted Steve Cothrel to discuss landscaping options with him and was informed that the city is planning to remove the traffic island and to make other changes at the intersection. She said that the island was viewed as a temporary structure. She said that she does not want to put any money into making changes to the ramps that the city may be tearing out in the next year or so.

Perera asked if the library had received complaints from any patrons about accessibility problems. Moore said no.

The committee agreed to maintain a waiting attitude on this issue.

FINAL PUNCH LIST FOR MILLER PARK

Moore said that she, Forgos and Danna Armstrong, Miller Park Manager, had met with John Trimble from Teemok to review what items need to be taken care of at Miller Park. She noted that one year completion date is getting close. She said there were some small items which Teemok was to address last week. Forgos said the major concern was a roof leak. Moore said that she will check with Armstrong later today to see if the punch list has been completed. She will report her findings at the Board meeting.

MECHANICAL UPGRADES AT LANE ROAD

Perera noted that the Larsen study mentioned some mechanical systems that could be improved at Lane Road. He asked if the committee should inform the Board of the committee's intent to pursue some of these improvements.

Forgos noted that the major project at Lane Road last year was the foundation and drainage work which did not leave visible evidence. He said that the mechanical systems at Lane Road should be functional for the next several years. He suggested that the library consider investing in improvements that would be more visible to the patrons, such as improving the lighting, changing the ceiling tiles and completing the landscaping. Moore said that she would like to get a proposal for landscaping the entry side of the building.

It was noted that when the mechanical/electrical survey was conducted, the evidence of the fire in the attic many years ago was of some concern. Forgos noted that if the library works on the ceilings, the damage in the attic could be dealt with then.

Magill said that the initiative for 2008 should be to bring improvements to all the buildings in the system.

Forgos said that if the economy continues its present course, it would be a good bidding climate to consider improvements to the air conditioning system at Lane. He noted that a lot of old electrical switching equipment is currently housed in the basement at Lane Road. He said he would like to see that equipment removed, noting that it would free up about 40 square feet for some other purpose.

Magill asked Moore to develop a short priority listing for Lane Road that would concentrate on improvements for patron usage and comfort. Moore said that if the basement remains dry during the rainy spring weather, she would want to do some improvements there. Magill suggested a list of about five items to present at the Board meeting. Magill and Perera agreed that the landscaping improvement was a given and did not need to appear on the list.

The committee noted that there would need to be a meeting scheduled before the February Board meeting in order to make a contract recommendation on the chiller project. It was noted that the make-up of the committee might change at the January organizational meeting of the Board.

Meeting was adjourned at 10:10 a.m.

Moore asked Dennis Williams of Larsen Engineering to up-date the Board about the current fire alarm system. Williams said that the system dated back to 1987 when the addition to the library was built. He said that replacement parts are no longer being manufactured and that repair when parts fail will become more and more difficult. He said that the system will break at some time in the future. Williams said that Larsen's mechanical/electrical survey did recommend replacement of the system.

Williams said the process is for an engineering firm to put out a full set of drawings and then give the drawings to several companies to see how their proprietary systems would be configured. He said that when a competitive bid is issued, the individual contractors would create their own drawings and obtain permits. He said that using Larsen's services for the initial phase would give the library a competitive edge in the market.

Williams said the library would need to decide what type of system is best suited for its needs. He noted that currently smoke detection is not a major part of the fire system. He said that if a more complete smoke detection system is wanted, modern components could be installed and old components currently in the air ducts can be removed. He said this would allow for more precise location of trouble when it occurs. He noted that Larsen Engineering has experience with Ohio University in this area.

Forgos said that the recommendation from the audit was to replace and expand the system. He said that current modular systems could be re-configured and added to without much trouble. He said that additional detectors could be added later. A new system would help first responders in a fire emergency in that the enunciator panel would provide a precise location of the source of smoke or fire.

Magill said he would suggest that the library issue an RFQ for the engineering component of the project. Forgos said that the estimate for that is under \$25,000 so an RFQ is not needed. McKeown confirmed that there is no statutory requirement for an RFQ. Magill said that following the RFQ, the library can issue an RFP for the actual installation of the system.

Burtch asked if the library had a dangerous situation in existence at the present time. Williams said that the current system is not dangerous at present, but it is not providing maximum protection.

The Board agreed to get an RFQ for the engineering work with the goal to award the contract at the February Board meeting. The plan would be to put the actual fire system installation out for bid at the March meeting. Forgos said he would like the actual proprietary system to be named as the bonding agent in order to protect the library. The bid book will guide the RFP for the system. Magill said that the engineering work would guide what type of system to specify from the contractors.

It was noted that Operations would be meeting before the next Board meeting.

Moore said that she has documentation of the agreement with the city which states that the city would assume responsibility for the maintenance of the Tremont parking lot. She said that she will take this with her to the next Northam Park Study Group meeting later in the week.

Wallace indicated that he has met with Teemok's John Trimble last week to review the final punch list. Many items have been completed. He said that he met with Farber Heating today and they are reviewing the heating problems in the Miller Park basement and back stairway.

Moore said she has compiled a list of the top five improvements for Lane Road that will be discussed at the next Operations Committee meeting.

FINANCE

McKeown's written report is included here.

REPORT TO THE BOARD FROM THE CLERK TREASURER JANUARY 2008

Since the December Board meeting, my assistant and I have been quite busy with the year-end process. I am pleased to report that all funds have been balanced, and the year-end for Financial Management was completed on Friday, January 11th. As I type this report, we are preparing to process our initial vendor purchase orders and checks for 2008. Last year over a 2-week time period in January, we processed 320 purchase orders and 200 vendor checks. Approximately, 180 W2 forms for 2007 will also be issued this month and mailed directly to employees and former employees of the library. The first payroll of 2008 was particularly challenging since our processing time fell over a holiday period. We instituted the changes in pay rates for approximately 140 employees, including paycheck notices for each employee with their job title, classification, new rate of pay, OPERS pickup increase, and part time notification of benefits eligibility for 2008. Now, the focus changes to preparing annual report filings, certifications, and tax reports.

In December, we received the final Library and Local Government Support Fund (LLGSF) monthly payment for the year. I am happy to report that we received exactly what we should have received. After the Franklin County Budget Commission receives certificates of year-end balances from each library, they will issue new certificates of expected revenue for 2008. I anticipate a modest increase over the 2007 received amount. I will update the 2008 total anticipated receipts for Board approval at the February meeting. Please remember that the monthly LLGSF receipts this year will be different than the monthly receipts in 2007, due to the change in the library funding formula to 2.22% of all State General Revenue tax revenues.

Enclosed in your packet is a resolution to carry forward the 2007 encumbrances to the 2008 calendar year expenditures. This resolution is required by code and represents orders placed in 2007 that will be paid in 2008.

I have been working with the library's insurance broker, Hilb Rogal & Hobbs (HRH), over the past couple of months on the library's renewal of the employee medical insurance plan. Our current plan with Anthem is effective until the end of February. The first major step in developing a new plan is to receive renewal rates on our current plans from Anthem. Unfortunately, Anthem quoted us a 35% increase in the rates for the dual-plan that we currently offer. I budgeted for a 15% increase in 2008. I have been working with HRH to obtain alternative quotes from other providers. As of now, the companies that are open to providing us quotes are United Healthcare, Aetna and Medical Mutual. We are also requesting alternative plan designs from Anthem.

This year, in order to obtain alternative quotes, the insurance companies required all participating employees (including COBRA participants) to complete individual medical questionnaires. HRH established a secure online tool called Formfire. After employees completed the questionnaire, the information was provided to the carriers so that we can obtain accurate quotes on rates. We will be working with HRH over the next week to review the options and prepare information, including comparison spreadsheets, for the Library Board to review. A special meeting has been scheduled for 8 a.m. on January 30th to make the final selection for the new plan to be effective March 1st. February is the open enrollment month for employees and meetings will be held to present the plan options. Representatives from Hilb Rogal & Hobbs will also attend the special meeting.

In January, I prepared information for employees regarding the new life insurance carrier for the library's coverage via the Metropolitan Educational Council (MEC). A MEC committee negotiated an excellent new plan that allows our full time employees to purchase supplemental life insurance with a guaranteed maximum of \$100,000, with the ability to purchase up to \$300,000 with medical underwriting. The new plan also offers more coverage for dependents. This coverage is fully paid by the employee through payroll

deduction and is in addition to the basic life insurance that the library provides for all full time employees.

After the December Board meeting, I contacted Sylvia Gillis, the library's construction legal counsel at Bricker & Eckler, to work with Dennis Williams of Larsen's Engineering, on the front-end legal documents for the chiller replacement bid packet. The project was registered as a prevailing wage project, and a legal ad was placed in the Columbus Dispatch beginning December 27th. The ad will appear weekly for the statutory 4-week minimum, with bids due January 29th.

As Brian Perera reported at the December meeting, SB185 passed the full Senate in December and is now in the House. The bill has been referred to the House State Government and Elections Committee. I will continue to monitor its progress and inform the Board of any new developments.

I am pleased to report that the Ohio Library Council has posted the professional development information for the 2-day Library Fiscal Officer training that will be held in early April. As a member of the Library Accounting Division, I have been working with a committee to develop the programs and I will also be co-presenting a couple of the training sessions.

FYI – the Ohio Library Council will be holding its annual Central Chapter Library Trustee Dinner on April 10th at the Fawcett Center at The Ohio State University. As soon as the agenda is set and registration is open, I will notify the Library Board. If you wish to attend, please let me know. The library will register and pay for each Board member who wishes to attend the dinner.

McKeown said that employee W-2 forms have been completed and would go in the mail this week. She said that a Special Board meeting will be held next week to present the health insurance options. She said that the estimates from vendors are coming down. She said she had budgeted for a 15% increase, but that initial quotes were greatly in excess of this amount. She noted that Sue Connor from HRH would be at the special meeting to answer questions from the Board.

McKeown said that Senate Bill 185 continues to make its way through the legislative process. This bill would allow for a two-week bid period rather than the current four week requirement. McKeown encouraged Board members to consider attending the OLC Trustees Dinner on April 10, 2008 at the Fawcett Center.

Motil made a motion to approve the December 2007 financial report. Perera seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

RESOLUTION 03-08
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:

\$1,000.00	R. Morris & R. Hughes in memory of Bob & Mary Morris
\$200.00	Randolph & Janet Snively

Magill made a motion to approve Resolution 03-08. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

RESOLUTION 04-08
To Continue 2007 Encumbered and Unpaid Balances

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and authorizes the Clerk Treasurer to continue the following encumbered funds for outstanding purchase orders:

GENERAL FUND

2100 General Supplies	\$9,927.27
2200 Maintenance Supplies	\$99.92
3300 Maintenance	\$3,079.00
3700 Professional Services	\$16,597.00
3800 Library Control Services	\$3,933.30
4100 Books	\$48,681.32
4200 Periodicals	\$8.00
4300 Audiovisual Materials	\$9,036.75
4500 Computer Services	\$2,448.81
4700 Material Repair	\$700.00
5500 Furniture/Equip/Software/Computers	\$13,985.32
5700 Vehicles	<u>\$21,025.00</u>
Total	<u>\$129,521.69</u>

Kurfees made a motion to approve Resolution 04-08. Magill seconded the motion.

Kurfees noted that the Finance Committee had been interested in how to create a fund to cope with the depreciation of equipment. He said that a meeting has been arranged with UA Schools representatives and UAPL Board and staff to discuss how the school system handles this.

PERSONNEL

The Clerk-Treasurer's monthly personnel report 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>
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Terminations

12/29/07	Karren Ricci-Marley			Lib Asst I/Circ	T PT
01/04/08	Margaret Greisberger			Librarian/Ref	T FT

New hires

12/17/07	Sarah Dailey	\$8.20 RA 102		Lib Aide/Ref	T PT
12/21/07	Julie Zaveloff	\$9.55 RA 103		Lib Asst I/Tech Svs	T PT
12/21/07	Joshua Stewart	\$9.83 RA 103		Lib Asst I/Circ	T PT
01/08/08	Sarah Frecker	\$7.00 RA 101		Page	T PT

Change of Status

12/30/07	Damian Kristoff	\$7.04 RA 101	\$9.83 RA 103	Page to Lib Asst I/Circ	T PT T PT
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Non FMLA Leave of Absence

12/05/07 to 01/06/08 (return to work date of 01/07/08)	Walter Streaker			Page	L PT
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End of Temporary Assignment

12/29/07 Jeff Stemen \$10.96 Lib Asst I/Tech Svs T PT
RA 103

Magill made a motion to approve the January 2008 Personnel Report. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

Burtch said that the evaluations for Moore and McKeown have not yet been completed. He said that he will complete those and would like to add this as an agenda item for the Special Board meeting next week.

ASSISTANT DIRECTOR'S REPORT

Porter noted that as requested by patrons, a color printer will be installed within the next week for patron use. UAPL Friends purchased the color printer for the library. The printer will be located in media services and color printing will cost \$0.50 per page. She said staff will monitor to see if costs are being recovered.

Porter said that new media loan periods will go into effect on March 1, 2008. She said that DVDs loan period will change from 3 days to 5 days. She noted that Youth circulation periods for media will also be increased from 5 days to 14 in order to be consistent within the Youth category.

Porter said that the CLC consortium is hosting a demonstration of the Polaris system next week at UAPL. The event will be held in the Friends Theater. Our staff will be able to attend to see this VTLS-type system. Moore said that there has been a lot of discussion over the years about a shared catalog system. She noted that with the demise of Sirsi-Dynix, many libraries are looking at new systems and re-engaging in the discussion about shared systems. She said that it is important for the library to stay in the discussion. She noted that Columbus Metro was planning to install a new Dynix product in 2009 and is now back at square one. They will keep their Discovery Place through 2011.

PRESIDENT'S REPORT

Burtch said that Don Leach's appearance at the Board meeting had given him his first idea as Board President. He suggested that the library host a State of the Library event. He said that the library has lots of positive things to showcase to bring to the public's attention. McNeil said that this type of event was being planned for the morning of April 17th. She noted that new technologies would be demonstrated and different librarians would be introduced. Magill and Burtch

suggested that an evening event might gain better attendance. It was suggested that this might also coordinate with some of the steps in Snyder's planning proposal.

NEW BUSINESS

There was no new business.

ADJOURNMENT

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

The meeting adjourned at 7:00 p.m.

John Burtch, President

Amy P. Sharpe, Secretary