

UPPER ARLINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING
Tuesday, March 11, 2008 5:00 p.m.

Minutes

President Burtch called the meeting to order at 5:07 p.m.

IN ATTENDANCE

BOARD MEMBERS: John H. Burtch, Bryce Kurfees, John Magill, Charles V. Motil, Brian Perera and Amy P. Sharpe.

OTHERS PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Terri McKeown, Clerk-Treasurer; Sherman Wallace, Facilities Manager; Ruth McNeil, Community Relations Manager; Pam Cole, Lane Road staff member; Annette Heffernan, Circulation staff member; John Forgos, John Forgos & Associates; Joel Snyder, Joel Snyder Associates; and Nancy Roth, Administrative Secretary.

APPROVAL OF THE MINUTES

Motil made a motion to approve the minutes from the February 12, 2008 Board meeting. Sharpe seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

PUBLIC COMMENTS

There were no public comments.

STAFF COMMENTS

Moore introduced Annette Heffernan, Circulation Supervisor and Pam Cole, a member of the Lane Road staff. Moore said that she had asked them to compile comments from the staff about the focus groups. Heffernan said that most comments were positive. She said the time in the focus groups was enjoyable and worthwhile. She said that the staff felt the groups were well conducted and that the facilitators were great.

Heffernan said the facilitators were approachable, comfortable and knowledgeable. She said that the staff appreciated that they took notes because that meant that they were interested in the responses. She said that it was empowering for the staff to be involved in the process. It was good to listen to other people's ideas and that everyone seems to be on the same page. She said

that the staff wants a facility that reflects who and what they are. Heffernan said that the staff wants the Board to take whatever time is necessary to create a great facility.

Cole said that her conversations with the Lane Road staff echoed Heffernan's comments. She said that staff felt it was exciting to be involved in the process and that it was fun to dream and to think big. Cole said that staff felt good about being asked for their opinions.

Motil asked if there was one item or idea that jumped out from the staff comments. Heffernan said that noise was a big issue and that staff was concerned about developing a quiet study area for patrons. Cole said that other items included self check-out, 24-hour telephone renewals and improved lighting.

Burtch thanked Cole and Heffernan for their time and their comments. He said that the Board will continue to give the staff opportunities for feedback and involvement in the process. He said that he intends to ask the staff to review the report from Himmel and Wilson.

LIBRARY PLANNING STUDY STATUS REPORT

Snyder summarized his written report for the Board. The written report is attached to these minutes as Exhibit A. Following his summary, Snyder offered to answer questions from the Board.

Sharpe asked if there were any big surprises. Snyder said that he was a bit surprised at the overwhelming feeling from the public that the library serves as a de facto community center. Moore said that there were a number of really good focus groups. She said the Small Business group that was held on Tuesday morning was particularly good. She said that members of this group stayed after the focus group was finished and discussed the library with enthusiasm. She noted that some of the staff groups also continued their discussions after the formal part of the meeting was concluded.

Moore noted that the group of teens who participated were particularly interested and enthusiastic. She noted that Himmel & Wilson had obtained email addresses for these teens who would like to offer comments on the project as it proceeds. Snyder noted that the eagerness of the teens leads him to believe that a teen space will quickly be utilized by the UA students. He said that creating the right teen space is an opportunity for the library to offer a unique feature in the area.

Magill asked how much research documentation will be included with the report from Himmel and Wilson. Snyder said that there will be lots of documentation included with the report.

Magill said that there seemed to be no comments or focus on the collection. Snyder said that in general, people were impressed by the collections. He said that is part of the reason that the library is used by so many people outside the community. Magill asked if they were geo-coding the card holders. Snyder said that they were doing this. He noted that the media collection is viewed as being quite good.

Kurfees asked how the focus groups for senior citizens went. Snyder said that as expected, they had a more traditional view of the library and really valued the personal attention from staff.

Burtch asked if the Board would get the report enough in advance of the proposed April 22nd Special Board Meeting to thoroughly digest it. Snyder said that the goal is to complete the report by mid-April. Burtch asked the Board if they felt that was time enough to study the document, considering their other obligations. Snyder noted that Himmel and Wilson will be present to answer questions from the Board. Snyder said that some options and information may become obsolete as time passes, such as price estimates. The Board noted that there were no real options on the table until the report is reviewed and a plan developed.

Burtch said that he would like to have plenty of time to review the report. He said that the Board has made a commitment to do the project carefully and well rather than quickly. He said he would like to plan a special Board meeting or possibly a Board retreat setting or working session in which several hours could be devoted to discussing the report and recommendations. Motil said that he liked the idea of a retreat with considerable time between the receipt of the report and the meeting. It was the consensus of the Board that when the report is submitted to them, they will review their schedules to set a time for a special Board meeting.

Burtch said that one of the unanticipated benefits of the focus groups has been the interest and enthusiasm that has been generated in the public and the staff.

Moore noted that the success of the focus groups was due in large part to the efforts of Nancy Roth in contacting over five hundred potential participants and scheduling and coordinating the groups. She thanked Roth for her work. Burtch added the thanks of the Board.

UAPL FOUNDATION

Jackee McKnight, Executive Director of the UAPL Foundation, was unable to attend the meeting, so there was no report. Burtch said that McKnight asked him to inform the Board that she has a donation of \$1,000 for landscaping at Miller Park. He said that McKnight will be in touch with Moore to relay the details of the donation.

ASSISTANT DIRECTOR'S REPORT

Porter said that in the Finance Committee meeting, she was asked to provide the Board with information about the success and cost of the use of Unique Management. She said that the information was prepared, but she learned that some of the information needs to be reviewed by Marcus Hensley before she presents it to the Board. She noted that since Hensley was out of town this week, she would present that information at the next Board meeting.

Porter said that staff development has been a priority. She said that staff has been encouraged to attend training sessions and professional conferences. She noted that Marcus Hensley and Jason Brunswick are currently attending the second week of Windows server training. Porter said that four staff members will be going to PLA. Four more staff members will be attending the Computers in Libraries meeting in April. Porter said that more staff members are involved in OLC classes and chapter conferences. Many staff members are also participating in the MAPS classes through the John Glenn School of Public Management.

Porter said that she had participated in the open forum on WOSU's Fred Andrie program on Friday. She noted that the opportunity to join other libraries on the program is a good way for the library to make our services known.

Porter said that the KSU School of Library Science will be having career night at the State Library of Ohio. Two staff members will be going to that event. She said that in the past this has been very worthwhile.

DIRECTOR'S REPORT

The Director's written report is attached to these minutes as Exhibit B. In addition, Moore said that a web survey is now active on the library's website. She said that some community groups, such as the Chamber of Commerce and Rotary, have put a link to the survey on their website as well. She noted that Himmel and Wilson will be able to track the sources of the responses to the survey separately, so that they will know how many came via another website and how many came directly from the library website.

Moore said that there is no date for the chiller delivery and installation yet.

Moore said that the UA Historical Society has worked with a publisher to digitize and publish a book of old photos of Upper Arlington. This is a part of the publisher's Images of America series. The book is to become available in May and the Historical Society would like to plan an event at Miller Park Library. Moore said that the Historical Society would like to sell the book at the event and

offer refreshments, including wine. She said that book sales have been done before in the library, but that library staff does not handle the finances.

Moore said that the library has not changed the policy regarding the prohibition of alcohol. She said she would like to allow the event and would like to allow the group to serve wine. McNeil noted that a second public event is planned at the main library, but that the Miller Park event would be an invitation-only event for those who provided photos for the project and Historical Society members. She said there would be no refreshments at the public event.

Burtch said that the issue should be taken up at the next Operations Committee meeting with an eye to revising the policy. He said that Operations should then make a recommendation to the Board at the next meeting.

Magill asked if the library's liability insurance would cover this event. McKeown said she would check with the insurer. Burtch asked if having wine available was a primary concern for the Historical Society. McNeil said that her impression was that they were more concerned about the location and having the event at Miller Park than in being allowed to have alcohol. Moore indicated that she would be meeting with some UA city officials tomorrow and would inquire about permits, etc.

Side Note: *As a result of Moore's meeting on 3/12/08 at the city, it was determined that Miller Park was leased from the city and attached to a city park and therefore the City regulations regarding parklands applied to Miller Park Branch Library as a part of the park. Since alcohol is banned in city parks, it cannot be permitted in the library and the City has the overriding authority on this issue.*

Magill asked how much money the library has lost with the adoption of Blu-Ray as the new industry standard for DVDs. He also asked about the replacement strategy. Porter said that many of the HD-DVDs will work in a regular DVD player. She notes that Blu-Ray and HD-DVDs have only been purchased since December and the library's current collection is still limited. She said that no additional HD-DVDs will be purchased and the Blu-Ray collection will increase over time.

OPERATIONS

Magill said that the Operations Committee had not met since the last Board meeting. He informed the Board that future committee meetings would be held at 7:00 p.m. He noted that the Board had been provided with the memo and recommendation from Forgos.

Forgos said that he had talked with Roger Eastep at the City Development Office. He said that Eastep indicated that all phases of the proposed Lane Road

attic and ceiling work and the generator installation would require permits and engineering drawings. Forgos said that he recommends increasing the capacity of the back-up generator so that it could accommodate maintaining the computers, electricity and heat in the event of a power outage. He said that this increase drove the estimated price of the generator project to \$35,000 - \$37,000, so that the project would have to be subject to public bidding.

Forgos said that in order to avoid duplicate permit fees, engineering fees and bid advertisement fees he would recommend consolidating the work into one package, with the understanding that the generator would be the first item completed. He said that he would project it would take about 90 days for entire project to be completed at an estimated cost of \$250,000. He said that the work needed in the attic is more extensive than he first thought. He said that some roof members were broken and need to be replaced; that insulation was inadequate and had been displaced when other work had been done on the building. He also noted that the ventilation system had been disconnected at some point and was not functioning.

Perera said he would like a breakdown of the costs. Burtch asked if there is anything in the attic work that needs to be done immediately. Forgos said there was nothing that could not wait a while. Motil said that since that part of the project has become more costly than first thought, the library may want to wait until the planning study recommendations are available and to include the attic and ceiling repairs with any projects that arise from the planning study. The Board reached a consensus that this approach would be preferable.

Magill made a motion to move forward with the preparation of bid documents for the installation of a back-up generator and concrete pad at the Lane Road Branch Library. Perera seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

Burtch said that the additional information about the attic and ceiling repairs should go through Operations for a recommendation.

Forgos said that he has a commitment from the excavator from the Lane Road drainage project promising to bring in topsoil to help level out where the fill has settled around Lane Road. He said that this would be done when the weather improves.

FINANCE COMMITTEE

McKeown reviewed the minutes of the Finance Committee meeting and the Treasurer's report to the Board. Those minutes are included here.

FINANCE COMMITTEE MEETING
Thursday, March 6, 2008 8:00 a.m.

Meeting Notes

The meeting was called to order at 8:00 a.m.

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

LIBRARY FUNDING UPDATE

McKeown said that an OLC web cast in February provided an update on library funding. The web cast stated that state revenue estimates were being reduced. The OLC web cast also discussed the impact of the tax rebate and the income tax cut for veterans on the new library funding system. She said that since the new formula for library funding is tied to the general tax revenue collected, these cuts will have a direct impact on the amount of funds available to libraries.

McKeown said that the library has received two distributions under the new formula of 2.22% of all State General Revenues. McKeown noted that the new formula affects cash flow. She said that under the old formula, the library generally received a large distribution in February. She said that under the new formula, the distribution in February was about half of that in prior years due to the structure of the new system.

McKeown said that OLC is working to anticipate and predict the difference the new system will make as the state is on a July to June fiscal year and the library is on a January to December fiscal year. She said that OLC does not anticipate any changes from January to June of this year. She said that OLC has suggested that libraries might see changes of 2 – 3% less beginning in July. McKeown said that she recommends using the 2007 actual LLGSF amount as a starting place for planning. She said she will continue to monitor changes in the library funding distribution.

McKeown asked Perera for his comments. Perera said that the State had reduced estimates for revenue by several hundred million dollars. He said that people are not making major purchases due to the increased cost of energy, gas and food. Moore said that she had met with Representative Jim Hughes who had talked about the impact of people not buying cars.

McKeown noted that during difficult economic times, the library sees increased usage as it is a no cost entertainment option. McKeown distributed an historical chart showing the revenue and the expenditures in general categories from 1992 forward. She noted that the LLGSF has been nearly flat since 2002. She also

noted the increased percentage of the budget represented by library materials. Moore noted that the increased percentage for materials is more in line with OLC recommendations. McKeown noted that it is a demonstration that the library is keeping its promises to the voters.

McKeown also noted that the levy revenue is dependent on people paying their property taxes and that hard economic times may mean that some people do not do this. She also noted that the library is not given any foreknowledge of tax abatements given to businesses. These abatements affect the revenue raised by the levy.

2008 PERMANENT APPROPRIATIONS

McKeown distributed a spreadsheet showing a multiyear comparison of the appropriations budget and a spreadsheet detailing the library materials budget.

McKeown noted that the revenue amounts reflected the amount certified from the levy. She noted that the miscellaneous revenue and refunds included \$3000.00 from the sale of the old van to the Bexley School District and reimbursement from the City of Upper Arlington for the swimming pool lights. A COBRA reimbursement was also included in that line.

McKeown noted that on the expenditure portion of the spreadsheet, salaries are being affected by continuing vacancies in two managerial positions. It was noted that this has resulted in a savings for the library. There was brief discussion by the committee of these two vacancies and the plans for filling them. Moore noted that as has become routine, both positions and their component duties are being assessed before steps are taken to fill them.

McKeown noted that insurance costs have increased this year partly due to the increase in the library's Workers Compensation rates. It was noted that this year saw an increase to \$35,000.00 in the Worker's Comp due to a prior claim. McKeown said that this increase should be temporary. McKeown said that seven additional staff members signed up for health insurance in comparison to the open enrollment in 2007. Two employees enrolled because the rates were more reasonable than their spouses' coverage. McKeown also noted that the life insurance coverage for employees was switched from Unum to a policy through MEC. She said that employees can add supplemental life insurance coverage to this policy without cost to the library.

McKeown said that the new van uses more gas than the old van. She said that the library has applied for a GETgo card and fleet discount. She said that the increase in the contract services line reflects an increase in maintenance of computer services projects. She said much of the increase is tied to the UA yearbook digitization project. The increase also includes upgrades in firewalls and anti-virus software.

Porter discussed the Library Materials appropriations details. She noted the following increases:

- \$5,000.00 increase to Adult books, including plans for an express collection.
- \$1,250 increase to Youth books, including Lane Road outreach
- \$300 increase to Lane Road periodicals
- \$2,000 increase to Tremont CD's which is for language and other instructional CD's - not music.
- \$7,000 increase to DVD's to help cover the increased cost of the BluRay format
- \$1,000 increase to books on CD's which will include the purchase of more Playaways.
- \$5,625 increase to Other Library Materials designated for items like the Sony Reader and the Kindle.

McKeown said that the goal of a 20% materials budget was understandable, but that she would advise a gradual increase to that amount. She noted that the increase in materials has associated costs outside the materials budget such as processing supplies and staff costs. Moore noted that with the stability of library funding being in question due to the economy, it would be best to wait until the fall to see what funds might be added to the materials budget when the costs of other projects are clearer.

FIVE YEAR FINANCIAL FORECAST

McKeown distributed a 5-year Financial Forecast Spreadsheet. McKeown noted that 2009 has 27 paydays. McKeown said that based on current projections beginning in 2009, expenses will be greater than yearly revenue. She said that by 2012, there will be a budget deficit. She said that the library needs to start strategizing about ways to save money. She said that it is clear that funds for major building projects are not available from the operating budget.

Perera said that establishing a ceiling on the PERS contribution the library pays has been discussed at various times. He suggested that the Board may need consider following up on that avenue. McKeown said that staff would need to be prepared for this and that no additional increases are on the horizon from PERS. She said that self-checkout could possibly save money in salaries.

Moore noted that Marcus Hensley is looking into the Bay Scan check-out system. This system works with VTLs. She said the systems costs \$8,000 - \$10,000 per station. Moore said that the focus groups have indicated that patrons and staff are ready for self-checkout. She said that in the long run it would result in a smaller circulation staff, with some staff being diverted to other departments. Moore said that the security gates would interfere with self-checkout and would

have to be turned off. She noted that the system could be adjusted to whatever changes might be done to the interior of the building.

McKeown noted that there may be a need to adjust the materials budget if major interior work is approved. Moore noted that the library is researching and looking into a different Integrated Library System other than VTLS, but that now is not the time to make that change due to the volatility of the library funding situation and the possibility of renovation work. Moore also noted that public printing has exceeded its cost and that changes need to be made in that system.

Motil said that perhaps a business center area could be a part of any new space planning. He said this could offer a broader range of services that the library currently has for patrons, along with controlling the costs more effectively. Moore said that consolidation of the computers in one area would save money as well.

Motil asked for an update on Unique management. He asked if they were making money for the library. Moore and Porter agreed that the primary concern they had was the return of overdue materials. They agreed that Unique was effective in getting people to return materials. Moore said that she would get a more detailed report about Unique for Motil.

McKeown asked if the committee would recommend moving money from the General Fund into the Building Fund in 2008. She noted that the money may need to be transferred back to the General Fund in future years to cover operating costs.

McKeown said that she will begin the preparation of the 2009 budget request to the County Budget Commission that the Board will need to approve in May. She said that she does not anticipate any changes to the distribution formula. She said she expects the other libraries to continue with the current agreement.

Motil asked about the meeting with the UA Schools that had been planned. Perera said that the meeting was cancelled. He said he had a phone conversation with the Treasurer for the schools. Perera said when the Treasurer found that the library has to certify need in the budget request, the Treasurer indicated that the library could not handle a reserve fund in the way that the schools do, so the meeting became moot.

The committee agreed that it made sense to transfer some funds from the General Fund to the Building Fund. Motil asked McKeown to prepare a recommendation of an appropriate amount to transfer for the next Finance Committee meeting.

Moore said that she is concerned that the library remains relevant. She noted that in many areas, the library used to lead and that now it is behind. She said that waiting for the recommendations of the planning study is important.

Perera asked what the dollar amount would need to be added to the materials budget accomplish a 20% materials budget. The committee agreed that approximately \$120,000 additional would be needed to reach that figure. McKeown pointed out the spillover effect of such an increase. She said that the library needs to watch the budget as the year progresses.

VENDORS LICENSE

McKeown said that the library would like to apply for a vendor's license so that sales tax can be collected for items that might be offered for sale. An example would be reusable canvas book bags. Perera said that the library needs to make sure that the patrons are aware that there will not be fees for materials

The meeting was adjourned at 9:15 a.m.

McKeown's written Treasurer's Report is included here.

REPORT TO THE BOARD FROM THE CLERK TREASURER MARCH 2008

Included in your packet is a resolution for the 2008 Permanent Appropriations. The Finance Committee met on March 6th to discuss the proposed changes. The Franklin County Budget Commission has recently recertified the amounts for the General Property Tax and the LLGSF. Please note that we are anticipating that we will actually receive an amount comparable to the 2007 actual LLGSF receipts. I would like to highlight that the proposed budget adds an additional \$26,300 to Library Materials, for a total of \$1,209,725. This amount is approximately \$146,000 more than the 2007 Permanent Appropriations for Library Materials. The other appropriation changes will be discussed at the Board meeting. The Permanent Appropriations need to be approved by the Board and submitted to the Franklin County Budget Commission by April 1, 2008. Changes can be made after April 1st, by Board resolution, as necessary.

The open enrollment for the Anthem medical insurance plan ended February 29th. In comparison with the enrollment during last year's open enrollment, 6 more employees elected to enroll in the library's plan for a grand total of 41 participating employees. The majority of the employees enrolled in the core plan, with only 9 employees selecting the buy-up plan.

Senate Bill 185 was voted out of the House of Representatives' State Government and Elections Committee on February 19th. The full House is expected to vote on the issue this month, and then it will go to the Governor for signature into law. The bill will become effective 90 days after signature.

On April 3rd and 4th, the Library Accounting Division of the Ohio Library Council will be holding two days of training for Library Fiscal Officers. I will be co-presenting on both days. This training is held annually and has been very popular. As of March 4th, 76 attendees have registered.

Magill asked what the \$5,600 in other materials represented since the library had only one Sony Reader and one Kindle. Porter said that an actual number and ratio of these units has not been decided yet.

Perera noted that in pursuing a vendor's license, the library needs to make it clear to patrons that we are not charging a fee for any of our services.

Perera said that the committee also asked Personnel to look into the idea of having a webmaster on staff. Moore said that she and Porter and Whitt have met with Scott Fothergill, IT Director at Columbus Metropolitan Library. She said that he is retiring after thirty years. Moore said that some consulting work may develop. She said that the library is at a critical point with the Computer Services Department. She said that the library needs to look at all areas involved in computer management, not just the catalog. She said that she wants a solution that will still be workable in three years, not one that is outmoded in three months.

Moore also noted the loss of revenue from the public printing stations. She said that it will be costly to install a system to prevent this type of loss, but that the cost would be recouped over time. She said that she will be pursuing more information about these type of systems.

Motil noted that over the years, the travel and meeting budget has generally not been utilized to its full extent. He noted the importance of having a well-trained staff. He said that line item in the budget should be fully expended and that technology training is part of what the library should do. McKeown noted that the budget for training has been increased and that more staff members are going to classes. She noted that the budget last year was utilized. Moore said that a well-trained staff is important to the growth of the library.

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

RESOLUTION 08-08
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:

\$50.00 Shirley Caldwell in memory of Marion Garren

\$50.00 Lynn Rawhouser & family in memory of
Marion Garren

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

RESOLUTION 09-08

**2008 PERMANENT APPROPRIATIONS
INCOME**

GENERAL FUND 100

GENERAL PROPERTY TAXES	2,708,287.63
STATE PUBLIC LIBRARY FUNDING	3,225,585.48
TAX CREDITS/REIMBURSEMENTS	397,625.51
PATRON FINES/FEES	190,000.00
INTEREST	90,000.00
DONATIONS	5,000.00
MISCELLANEOUS	<u>23,000.00</u>
TOTAL	6,639,498.62
 BALANCE 1/01/08	 <u>1,677,570.57</u>
 TOTAL INCOME + BALANCES	 8,317,069.19
 LESS RESERVE FOR ENC	 <u>(129,521.69)</u>
 AVAILABLE FOR APPROPRIATION	 8,187,547.50

BUILDING FUND 402

TRANSFERS IN (from General Fund)	-0-
BALANCE 01/01/08	<u>864,166.65</u>
TOTAL INCOME + BALANCES	864,166.65
LESS RESERVE FOR ENC	<u>(36,356.12)</u>
AVAILABLE FOR APPROPRIATION	827,810.53

MILLER PARK RENOVATION FUND 403

DONATIONS	-0-
TRANSFERS IN (from General Fund)	-0-
BALANCE 01/01/08	<u>40,116.87</u>
TOTAL INCOME + BALANCES	40,116.87
LESS RESERVE FOR ENC	<u>(39,031.25)</u>
AVAILABLE FOR APPROPRIATION	1,085.62

EXPENSES

GENERAL FUND

1000 SALARIES & BENEFITS	
1100 SALARIES	2,750,000
1400 RETIREMENT	678,000
1600 INSURANCE	351,000
1900 OTHER BENEFITS	<u>12,000</u>
TOTAL	3,791,000
2000 SUPPLIES	
2100 ADMINISTRATIVE	210,000
2200 MAINTENANCE	25,000
2300 VEHICLE/FUEL	<u>2,000</u>
TOTAL	237,000
3000 PURCHASED & CONTRACTED SERVICES	
3100 TRAVEL & MEETINGS	60,000
3200 COMMUNICATIONS	60,000

3300 MAINTENANCE	275,000
3400 PROPERTY INSURANCE	31,000
3500 RENTS/LEASES	3,500
3600 UTILITIES	175,000
3700 PROFESSIONAL SERVICES	175,000
3800 LIBRARY MATERIAL CONTROL	55,000
3900 OTHER SERVICES	<u>1,500</u>
TOTAL	836,000
4000 LIBRARY MATERIALS	
4100 BOOKS	600,300
4200 PERIODICALS	66,550
4300 MEDIA/AUDIOVISUAL	364,250
4500 RESEARCH/DIGITAL SERVICES	170,300
4700 MATERIAL REPAIR	1,500
4900 OTHER LIBRARY MATERIAL	<u>6,825</u>
TOTAL	1,209,725
5000 CAPITAL OUTLAY	
5200 LAND IMPROVEMENT	1,500
5400 BLDG IMPROVEMENT	20,000
5500 FURN/EQUIP/STAFF SOFTWARE	<u>200,000</u>
TOTAL	221,500
7000 OTHER OBJECTS	
7100 DUES/MEMBERSHIP	12,000
7500 REFUNDS	<u>3,000</u>
TOTAL	15,000
GRAND TOTAL GENERAL FUND	6,310,225

BUILDING IMPROVEMENT FUND 402

3000 PURCHASED & CONTRACTED SERVICES	
3200 COMMUNICATIONS	10,000
3700 PROFESSIONAL SERVICES	175,000
3900 OTHER (FEES/PERMITS)	<u>15,000</u>
TOTAL	200,000
5000 CAPITAL OUTLAY	
5200 LAND IMPROVEMENT	35,000
5400 BLDG IMPROVEMENT	<u>592,500</u>
TOTAL	627,500
GRAND TOTAL BUILDING FUND	827,500

Kurfees made a motion to approve Resolution 09-08. Perera seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

PERSONNEL COMMITTEE

Butch said that the Personnel Committee had not met since the last Board meeting. The Clerk-Treasurer's 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

02/15/08	Kate McCartney			Lib Asst II/Youth	T PT
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02/29/08	Wendy Bethel			Adult Svs Manager	T FT
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Rehire

02/12/08	Kathleen Bailey	\$10.40 RA 104		Lib Asst II/Media	T PT
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Magill made a motion to approve the Clerk-Treasurer's Personnel Report. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

PRESIDENT'S REPORT

Burtch noted that a suit had been filed in Federal Court against the library. He noted that Board members have received email copies of the various documents. He said the suit involves meeting room use and the alleged denial of a meeting room to a particular group. He said that he had reviewed the work that the Ad Hoc Meeting Room Policy Committee had done last year. He said that the policy is consistent with federal law and with other libraries and with prior opinions of the 9th District Court.

Burtch said the suit is being pursued through the Alliance Defense Fund which lost a similar case in California. He said that when that case was lost, the ADF appealed and requested an en banc hearing which was not granted. They then appealed to the US Supreme Court who refused to hear the case. Burtch said that he was disturbed that the group involved did not engage in further discussion with the library, but immediately filed suit. He noted that there was a great deal of publicity even before the library was served. He noted that to date, the library had not been served with any legal papers or notices.

Burtch said that he had talked with the library's insurance company. He said that several law firms were recommended by the insurer, including Schottenstein, Zox and Dunn. He noted that the library's statutory legal counsel was the Franklin County Prosecutor's office and that their representatives may want to become involved as well as the legal specialist from Schottenstein, Zox and Dunn.

Kurfees said that he was personally acquainted with members of the group, Citizens for Community Values. He said that he was disappointed that they chose to handle the situation in this manner. He said that the review of the policy done last year was thorough and appropriate. He said that he fully supported the actions taken by Moore and McNeil. He asked if the Board had objections to his making contact with the group and trying to mediate the situation. Burtch said he would be happy to have that type of conversation take place.

Perera asked how often groups provide additional information after arranging for a room. He said that this situation and the timing involved made him feel like the library had been set up.

McNeil noted that the individual applying for the room signed the form saying that they had reviewed the rules for room usage. She said that the initial conversation with the group's representative concerned the availability of the room and did not indicate the religious elements involved.

Kurfees said that he would proceed with talking to his contacts in the group and would report back to the Board.

Burtch said that as part of the Mayor's initiative for better cooperation and communication, UA Mayor Don Leach has invited a group to dinner at his home. He said that he and Moore will be dining with Ginny Barney, City Manager; William Catalano, Board of Education President and Dr. Jeffrey Weaver, Superintendent of Schools. Burtch noted that Mayor Leach is committed to discussing opportunities for collaboration among the various entities in Upper Arlington.

NEW BUSINESS

Kurfees asked that more stable name plates be provided to the Board members.

Kurfees said that he had talked with Tim Maloney about the installation of a sidewalk between Thompson Park and Lane Road. Kurfees asked if the library would consider helping to fund such a project. Kurfees said he has observed mothers struggling with strollers and that it seems like a dangerous situation.

Perera said that he has questions about the legality of the library using its funds for non-library expenditures. Magill said that providing a sidewalk is the city's responsibility and that it would not be a proper use of library funds. Burtch said

that he would commit to bringing the issue to Don Leach when they meet. Moore noted that she and McNeil are meeting with Ginny Barney, UA City Manager tomorrow and that she would raise the question with Barney.

ADJOURNMENT

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

John H. Burtch, President

Amy P. Sharpe, Secretary