

Board of Trustees Meeting

Tuesday, April 8, 2008 5:00 p.m.

MINUTES

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

IN ATTENDANCE

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

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Terri McKeown, Clerk-Treasurer; John Forgos, John Forgos Associates; Ruth McNeil, Community Relations Manager; Sherman Wallace, Facilities Manager; Jackee McKnight, UAPL Foundation; Sue Porter, Schottenstein, Zox and Dunn (Executive Session only) and Nancy Roth, Administrative Secretary

APPROVAL OF THE MINUTES

Perera made a motion to approve the Minutes of the March 11, 2008 Board of Trustees meeting. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

PUBLIC COMMENTS

There were no public comments.

LIBRARY PLANNING STUDY

Moore reported that she had met several times with Joel Snyder, along with Porter and McKeown. She said that they were reviewing lots of details and data provided by Snyder. Moore noted that there is a vast amount of detailed information to absorb. She said that they are reviewing space options, including meeting room space, programming space and other space needs to be considered. She said all this information will be fine-tuned into the report that the Board will receive.

Moore said the plan is to get the final version to the Board around 5/5/08, in advance of the May 13th Board meeting. She said that a special Board meeting would be planned before the Memorial Day weekend to formally present and discuss the report.

Burtch said that the Board will need time to absorb the report due to its extremely detailed nature and the broad scope involved. He agreed with Moore that it will be very, very detailed. He noted that the report will be two-pronged – with recommendations about how to provide everything that patrons and staff want by going outside the current footprint and recommendations about what can be done within the current footprint.

UAPL FOUNDATION

McKnight noted that many of the Foundation members have been out of town over the winter, but that Foundation activities will be picking up towards the end of the month. She noted that the Foundation continues to seek endowments. She said that the mix-up involving the Sayers annual donation has been resolved.

McKnight said that an offer of a \$1,000 donation for landscaping at Miller Park has been made but the prospective donor would like the Foundation to garner donations to match that amount for landscaping. McKnight said that an individual is interested in doing the landscape work in exchange for signage acknowledging this. She said that she has not checked the signage issues out with the city yet.

ASSISTANT DIRECTOR'S REPORT

Porter distributed a report that the Board had requested regarding Unique Management and their collection efforts in the library's behalf. Porter reviewed and explained the information in the report for the Board. She noted that the library decided to engage Unique in 2004. She said that CML also uses this company. She said that Unique is based in Jeffersonville, Indiana and that they specialize in collections for libraries.

Porter noted less than 1% of the library's cardholders ever have contact with Unique. She said that by the time accounts are turned over to Unique, the library has already sent at least two notices to the patron. She said that accounts are sent to Unique based on the value of items long overdue or the cumulative amount of their fines. She noted that a \$10.00 fee is assessed on accounts that are sent to Unique.

Porter said that electronic information is sent to Unique at the end of each day. She stressed that they do not have access to our computer system or patron information beyond what is transmitted each day. Porter said that the focus is on getting the materials returned whenever possible. She said that to accomplish this, the library may negotiate a lower balance to clear the account. She said that handling long overdue materials and unpaid fines in this way is much more cost-effective for the library and has resulted in more items being recovered.

Moore noted that CML charges a higher fee when their patrons have to be sent to Unique. Magill noted that using this service has taken the onus off of the Circulation staff and allows them to be seen by patrons as problem solvers rather than enforcers. Burtch asked if there had been any complaints about the collection tactics used by Unique. Porter said that while people are not happy about being turned over to collection, there have been no complaints about the tactics used by the company. She noted that Unique employs many seminarians from a nearby seminary at their call center. She said that these employees have a particularly deft touch when dealing with the patrons. The Board thanked Porter for her report.

DIRECTOR'S REPORT

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

Moore reminded the Board of the stakeholder's breakfast event scheduled for Thursday, April 17th at 8:00 a.m. She encouraged them to attend this event. She noted that Mark Mangini will offer a presentation about the library's electronic databases. She said that Kim Lightle will also be promoting the Beyond Penguins and Polar Bear project.

Moore said that she will be attending the opening of the new Worthington Park library next week. She said that the new Bright Board has been installed over the checkout area at Circulation and has rotating informational slides.

Moore also took note of the latest edition of the Library Link. Moore pointed out the new format which incorporates the branding ideas and initiatives. The Board agreed that the publication was very well done.

Moore said that work on the Tremont Chiller Replacement project was on schedule to start next week.

Moore said that she wanted to up-date the Board about the Computer Services Manager position. She said that she has delayed filling this position, but has had conversations with the staff members of that department. She said that she feels it is important to think about what this position needs to be two or three years from now and beyond. She said that she has been gathering information and ideas from the staff.

Moore said that in addition, she has had conversations with Scott Fothergill, who has been the IT manager at CML for many years. She said that he is retiring as of April 11th and is interested in doing some consulting work for libraries. She said he has vast experience in managing large computer systems. She said she plans to work with him after he retires to look at planning for the future. She said that a meeting is scheduled at the end of April with Fothergill and the CS staff. She said she would also like him to give a presentation to the Board.

Moore said that she has met with some other libraries recently and there is interest in developing a shared cataloging system. She said that if such a system is well constructed, each participating library should be able to retain its own individual identity. She noted that a shared system could cut expenses and expand the resources of its members. She said that the interested libraries already share patrons, so this is a logical outgrowth.

Sharpe asked if we have a contract with Fothergill. Moore said that the planning process will have several steps and that the library will contract for each step separately as needed. Kurfees said that the work with Fothergill and the shared catalog are two powerful initiatives. He commended Moore for her work.

EXECUTIVE SESSION

Sue Porter, legal counsel for the Board from Schottenstein, Zox and Dunn, arrived at the meeting. Burtch said that he would entertain a motion to enter Executive Session in order to discuss pending litigation. Kurfees made a motion to enter Executive Session. Perera seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

The Board went into Executive Session at 5:35 p.m.

Burtch reconvened the regular Board meeting at 6:20 p.m.

OPERATIONS COMMITTEE

Sharpe reviewed the minutes of the Operations Committee meeting which are included here.

OPERATIONS COMMITTEE MEETING

Tuesday, April 1, 2008 6:30 p.m.

Meeting Notes

IN ATTENDANCE: Amy Sharpe, Ann Moore, Kate Porter, Terri McKeown, Sherman Wallace, Dennis Williams, John Forgos and Nancy Roth.

ABSENT: John Magill.

Sharpe called the meeting to order at 6:37 p.m.

CHILLER PROJECT

Williams presented an update on the Tremont Chiller Replacement Project. He said that there had been some communications problems with Bruner. He said that he had scheduled a pre-construction meeting last week with Bruner but that the email notice sent to them was not delivered. He noted that he was able to contact Mark Wenger by phone and did get a positive response. The meeting was then held the following day with Bruner representatives in attendance.

Williams said that Bruner had given him the certificate of insurance, the subcontractor's list and the schedule for the project. He noted that the unit has been ordered and is due to ship from Syracuse on 4/11/08. He said that the project is currently on track to meet the schedule as laid out by Bruner. Williams said that he had reviewed the shop drawings for the project and returned them to Bruner on 3/27. Forgos asked who was listed as the electrical contractor for the project. Williams said that R. R. Kinsey Company is the subcontractor.

Williams said that Bruner does have their permit from the City of UA and that he has reminded them that the electrical contractor will also need to have a UA permit. He said the schedule calls for the new chiller to be ready for start-up on May 7, 2008. It was noted that Bruner may work four 10-hour days rather than five 8-hour days in order to facilitate the project. Williams noted that according to the contract, if overtime is necessary, Bruner must pay for it. He said

that the library has requested that the jackhammer work needed to be done before 9:00 a.m. Moore also noted that no jackhammer activity can be done on Thursday, April 17th due to the Stakeholders Breakfast being held in the Atrium. Moore noted that she had also asked Bruner to delay demolition of the old chiller until that new unit was actually delivered to Bruner.

Forgos asked about the new concrete pad being poured for the chiller. He expressed concern about the curing time planned for the new pad. He asked what the weight of the new chiller was. Williams said that the specifications for the unit indicate a weight of 5,700 pounds. Williams said that the Bruner schedule indicates a curing time of three days.

Williams said that Bruner plans to invoice at the end of April and to submit a final invoice at the end of May. It was noted that the contract contains a retainage clause. Moore and McKeown indicated that the complete bill will not be paid until the chiller is operational and all the final paperwork is submitted to McKeown.

Forgos and Williams indicated that the fans for the system will still be operable during the installation. This should help to circulate the air throughout the building. Wallace has been advised to have fans available for the staff. Williams noted that Bruner had indicated that they have portable air conditioning units available if the library needs them. He said that Bruner did not indicate what the cost for the use of these might be.

LANE ROAD PROJECTS

Forgos said that it was his understanding from the March Board meeting that the Lane Road projects, other than the back-up generator, would be put on hold pending the end results of the planning study. Forgos said that after running into some planning problems for the generator project, he was now ready to release the project out for bids. He explained that a new electrical panel will have to be installed and the old one removed. He also said that the new generator would be about 3.5 feet by 7 feet, so the current enclosure will have to be enlarged to accommodate it.

Forgos said that Guardian and Generac are the primary generator manufacturers in the Central Ohio area. He said that they deal in residential generators that are not appropriate for the library's use. He said that Cat, Cummins and Kohler are the primary manufacturers of industrial generators. He noted that these manufacturers all have units that would be appropriate for Lane Road. He said that Kohler and Cummins have about a 60-day lead time. Forgos said that Cat has generators immediately available. He said that the bid would be released to electrical contractors although some general contracting work would be required which might affect those willing to submit a bid.

The group discussed the option of declaring an urgent necessity for the generator only. Forgos noted that this would allow the library to order the generator and save some time in the process. It was noted that the contracting portion of the project would still be subject to the bid process since the total project cost is anticipated to be over \$25,000. The cost of a generator from one of the three industrial manufacturers is estimated to be \$16,000 to \$18,000. It was agreed that Forgos would prepare the two options for the Board meeting on 4/8/08. Depending on whether the Board declares an urgent necessity or not, Forgos said he would be ready to release the bid the following day.

Forgos noted that the generators under consideration have an automatic 10 second delay. If power is off for longer than 10 seconds, the generator will engage. He also said that the units

have automatic self-maintenance. Forgos said that 5 year extended warranties for all three are available.

ADJOURNMENT

It was decided to defer Building Status discussion until Magill could be present at an Operations Committee Meeting as he had requested its inclusion on the agenda. The meeting adjourned at 7:10 p.m.

Forgos said that he has had further conversation with Dennis Williams. He said that his concerns about the curing time for the concrete pad for the chiller have been adequately addressed by Williams.

Sharpe said that the major question for the Lane Road generator project was whether to advertise it as a turnkey project or whether the Board should declare an urgent necessity to purchase the generator independently and bid only the installation work. Forgos noted that the library has to be careful in the specs in order to make certain that the correct generator is used. He said that the information in the report from Operations is correct. He noted that two of the three manufacturers have a 60-day lead time and that one has units immediately available.

Forgos said that a worse case scenario would have the project completed sometime in September. He said that if a Caterpillar unit is used, the project may be completed in four to five weeks. He said he plans to take bids on Monday, May 12th.

Moore said that she remembers two incidents when the Board declared an urgent necessity. McKeown said she remembers one incident and said that it is hard to justify an urgent necessity when the library currently does not have a back-up generator. Moore said that she would recommend a turnkey project.

Magill said that he agreed. Forgos said that he was planning to also take bids on extended warranties as an Alternate on the project. **Magill made a motion to put the Lane Road Back-up Generator Project out for bid with a \$45,000 maximum and an Alternate for an extended warranty. Perera seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.**

FINANCE COMMITTEE

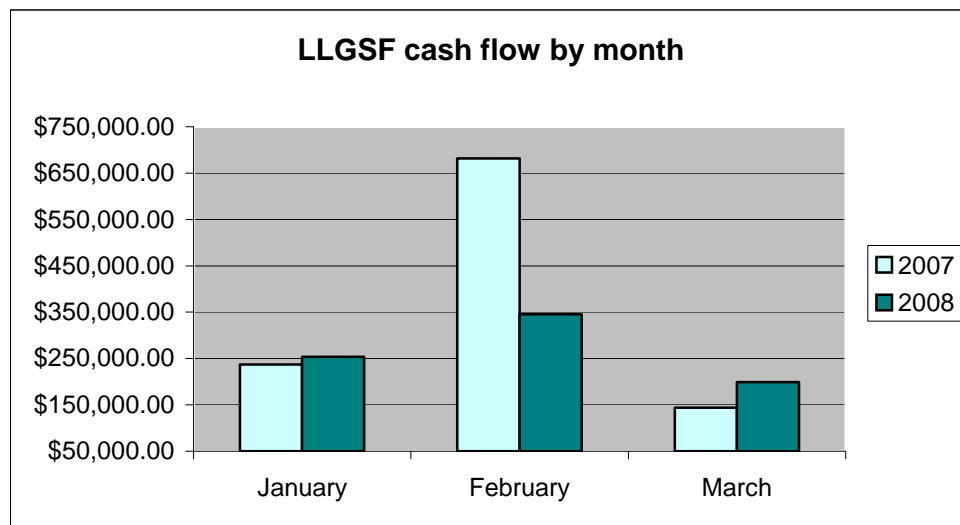
McKeown said that the committee did not meet. She noted that the Committee will need to schedule a meeting before the next Board meeting in order to prepare for the Franklin County Budget Commission. She reviewed the "needs" budget process, noting that she did not expect any of the participating libraries to register a written intent to dispute the current formula for the distribution of the State Public Library Funding. McKeown's written report is included here.

**REPORT TO THE BOARD FROM THE CLERK TREASURER
APRIL 2008**

Senate Bill 185 has been approved! The House passed the bill on March 12th and Governor Strickland added his signature to it on March 21st. It will effective in 90 days. To refresh your memory, Senate Bill 185:

- *Renames the position of the public library “clerk” to “fiscal officer.”*
- *Changes the name of the Library and Local Government Support Fund to the Public Library Fund.*
- *Authorizes fiscal officers of public libraries to pay all library employees by direct deposit if approved by the Library Board.*
- *Adds school district free public libraries to the specified public libraries that must have a library records commission.*
- *Shortens, from four to two weeks, the time period required for advertising for sealed bids for library public improvements exceeding a cost of \$25,000.*
- *Prohibits any private library association from participating in the proceeds of the county public library fund unless the association was organized and operating before January 1, 1968, and participated in the proceeds before December 31, 2005.*
- *Codifies in permanent law the Ohio Public Library Information Network.*

As of January 2008, Ohio Libraries receive 2.22% of ALL Ohio General Tax Revenues. The cash flow is very different under this new formula. Below is a chart that illustrates the difference by month for the Upper Arlington Public Library for the first quarter:



Fortunately, the library’s overall first quarter receipts for 2008 are up in comparison to 2007, due to the collection of the new 2 Mil Replacement Operating Levy.

The Library Accounting Division of the Ohio Library Council will be presenting a 2-day training opportunity for Library Fiscal Officers on April 3rd and April 4th. The first day will be a full day

of investment training that will fulfill the continuing education requirement of Ohio Revised Code 135. The second day will focus on current topics of interest. I will be co-presenting on both days.

*I am requesting that the Finance Committee schedule a meeting in early May. In preparation for the May Board meeting, the committee will need to prepare the 2009 Annual Budget Request. This budget is a **needs** budget that is presented to the Franklin County Budget Commission. It is our request to obtain the necessary allocation of the Franklin County share of the State's Public Library Funding for 2009. The Board must adopt the Budget Request at the May meeting since it is required to be submitted to the City of Upper Arlington by May 31st (since the City is the library's taxing authority). The annual budget is due to the Franklin County Budget Commission by July 20th. Subsequently, the Franklin County Budget Commission will meet the first Monday in August to vote on the distribution of the 2009 Franklin County share of the State's Public Library Funding. The library currently has an agreement with the other Franklin County libraries that is automatically renewed on an annual basis, unless two libraries submit a written notification by June 30th that they intend to contest the agreement.*

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

PERSONNEL COMMITTEE

Burtch said that the Personnel Committee did not meet. Kurfees made a motion to approve the Treasurer's Personnel Report, which is included here. Sharpe seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: none.

To: Personnel Committee

From: Terri J. McKeown
Treasurer

Date: April 8, 2008

<u>Effective Date</u>	<u>Employee</u>	<u>Current Rate</u>	<u>New Rate</u>	<u>Classification</u>	<u>PT/FT</u>
<u>New hires</u>					
03/28/08	Sarah Wegener	\$10.73 RA 104		Lib Asst II/Youth	T PT

<u>Effective Date</u>	<u>Employee</u>	<u>Current Rate</u>	<u>New Rate</u>	<u>Classification</u>	<u>PT/FT</u>
<u>Transfer</u>					
04/06/08	Michael Price	\$11.06 RA 104	\$11.06 RA 104	Lib Asst II to Lib Asst II	M PT L PT

PRESIDENT'S REPORT

Burtch said that he had no report at the present time.

NEW BUSINESS

Kurfees thanked Administration for the new name plates.

ADJOURNMENT

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

The meeting was adjourned at 6:35 p.m.

John H. Burtch, President

Amy P. Sharpe, Secretary