



## Board of Trustees Meeting

Tuesday, May 13, 2008 5:00 p.m.

### MINUTES

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

#### IN ATTENDANCE

BOARD MEMBERS: John Burtch, Bryce Kurfees, John Magill and Amy Sharpe.

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Terri McKeown, Clerk-Treasurer; Ruth McNeil, Community Relations Manager; Sherman Wallace, Facilities Manager; John Forgos, Owner's Representative; Jackee McKnight, UAPL Foundation and Nancy Roth, Administrative Secretary

Kurfees made a motion to excuse the absences of Charles Motil and Brian Perera. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill and Sharpe. VOTING NAY: None.

#### APPROVAL OF THE MINUTES

Sharpe made a motion to approve the Minutes of the April 8, 2008 Board of Trustees meeting. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Magill and Sharpe. VOTING NAY: None.

#### PUBLIC COMMENTS

There were no public comments.

#### UAPL FOUNDATION REPORT

McKnight distributed her written report to the Board members present. McKnight noted that an article had appeared in the UA magazine featuring the Clark donation of children's books to Miller Park. She thanked McNeil for her initiative in getting the article included in the publication.

McKnight said that she had met with Moore and Danna Armstrong, Miller Park manager, about the installation of a donor recognition plaque at the branch. She said that the donors were interested in having a less formal plaque. She presented a mock-up of plaques that show a group of children with balloons. The balloons would be of differing sizes and colors and would have the donors' names inscribed on them. McKnight said there would be about thirty-five balloons to be divided on two flanking walls in the children's area.

McKnight noted that this would be separated from the plaque requested by the major donor. She said that one would be a very unobtrusive Lucite plaque at the donor's request. Kurfees said that as long as the balloon plaques were professionally done, that it would add color and interest in the children's area. The Board members were in agreement to allow the plans to go forward.

McKnight said that she is continuing to work on donations for additional landscaping at Miller Park. She noted that there has been a \$1,000 donation. Moore said that the price quote for the work is \$1,800. Moore said that she and Jan Mell would be planting flowers at Miller Park in planters purchased thanks to a separate donation.

McKnight said that the Foundation Board would be meeting at the end of May.

### **ASSISTANT DIRECTOR'S REPORT**

Porter said that starting July 1<sup>st</sup>, the library will have new release DVD's available near the entrances of each location. This collection will be an express collection for patrons that is cataloged separately from the regular collection. The differences are:

- Circulate for only 2 days.
- Cannot be renewed.
- \$2.00 fine per day.
- Fines enforced for seniors and Board members.
- Cannot be placed on hold.
- Cannot be checked out by staff, Outreach patrons or teachers.
- Limit of 2 per card.

Porter said that a new language database will be added to the collection. This database is called Mango. She said it offers eleven languages with both text and video tools. Porter also reported that a new database called Bookflix has been added which is aimed at younger children. She said this database offers videos with text alongside so that children can read along. Porter said that the use of databases has increased 38% over last year. Kurfees noted that he had bookmarked the databases he uses frequently to access them quickly.

### **DIRECTOR'S REPORT**

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

Moore noted that the Taste of the Library event was a very nice opportunity for the library to showcase itself. She commended McNeil for her work in arranging the event.

Moore said that she will be attending an OLC workshop next week for two days. The conference focuses on management and administration.

Moore said that chiller was turned on successfully last week and seems to be working. Wallace said that Bruner has been on site daily to fine tune the controls and to assure that it is working properly. Moore noted that Bruner has given the library a three year warranty on the chiller. She noted that Carrier has also certified the unit as operational for their one year warranty. Moore commended Wallace for his successful efforts in keeping the building relatively comfortable during the time the chiller work was in progress. Wallace noted that the cooler weather was very helpful.

Moore noted the article in the April Columbus Monthly that featured information about the Book Club bags which have proven to be very popular.

Moore said that the Friends will have a sale starting this weekend.

Moore said she met with other central Ohio library directors at Worthington to continue discussion about possible collaboration. She said that directors from Delaware and Newark attended the meeting this time. She noted that Scott Fothergill is also involved with the group. The group plans to meet again next month.

## **OPERATIONS COMMITTEE**

Moore noted that there was no Operations Committee meeting held. Moore said that no bids were received for the Lane Road Stand-By Generator project. She said that this has never happened to the library or to Forgos. She, McKeown and Forgos had talked with Sylvia Gillis who outlined the library's options. Moore said there were three options:

1. Re-bid the work as it is.
2. Combine the work into a larger package of work to be done at Lane Road.
3. Declare an urgent necessity to purchase a generator and hire someone to install it.

Forgos said that he did not know why no bids were received other than the small size of the project. He said that the generator itself would cost about \$20,000. He said the estimate of the project of \$45,000 would leave only \$25,000 for the remaining costs of the project, including concrete work, permits, and fencing. He said this did not leave a lot of room for profit for the bidders. Forgos noted that an email communication from Titan Electric was received with a bid of \$38,000, but that this communication did not include several items of necessary paperwork, so it had to be considered non-responsive.

Forgos said that he had conversations with Jess Howard Electric and Affordable Electric who are interested in doing the work. He said that he had not yet had a conversation with Titan Electric.

Burtch asked if the library did have an urgent necessity. Kurfees said that if three companies were interested perhaps the library should re-bid it.

Forgos said that the Board would have to declare an urgent necessity before any further negotiations can be made with the three interested companies. It was noted that the cost of advertising for a re-bid would be about \$1,500 and that the outcome is likely to be the same.

Magill asked what the estimate was for the additional ceiling and lighting work at Lane. Forgos said the total cost was around \$200,000. He said that to bundle the generator into that work would mean substantial delays, because the bundled projects would require drawings be made and approved by the City which could take some time. McKeown noted that the bid period changes from four weeks to two weeks effective June 20<sup>th</sup>.

Forgos said that the original plan was to look at the planning study results as they affect the Lane Road branch before proceeding with the interior work. He said that the library already knows what needs to be done at Lane and that Lane will really be a footnote in the planning study.

Kurfees said that it does not appear to be abusive to declare an urgent necessity since the bid process was not successful. Burtch said that his sense of the Board's preference from the last meeting was that the generator be installed sooner rather than later to safeguard the improvements made to the foundation last year. He said that this has not seemed to have altered. McKeown said that the urgent necessity was a legitimate option proposed by Sylvia Gillis, legal counsel.

The Board reached consensus that there did not seem to be any purpose to re-bidding the project. Forgos said that of the two remaining options, he would agree that urgent necessity made more sense.

Magill said that the Board could declare an urgent necessity for the estimate amount and that if no one was willing to do the work, the Operations Committee could come back to the Board with a new proposal.

**Magill made a motion that, in accordance with the Ohio Revised Code and having failed to receive a responsive bid for the Lane Road Library Stand-by Generator Project, the Upper Arlington Public Library Board of Trustees declare an urgent necessity for the purchase and installation of a stand-by generator not to exceed a cost of \$45,000, in order to protect the foundation improvements made at the Lane Road Branch Library. Sharpe seconded the motion. VOTING AYE: Burtch, Kurfees, Magill and Sharpe. VOTING NAY: None.**

McKeown brought it to the Board's attention that the contract with John Forgos for his work on the Library Planning Project has neared the authorized maximum previously approved by the Board. She said that Forgos has submitted a proposal for an additional 100 hours of work at a rate of \$55.00 per hour. She noted that this amount would still be under the \$25,000 ceiling. Forgos said that he will not be able to proceed further until he gets the final planning study.

Burtch asked if the Planning Study would include cost estimates. McKeown retrieved a copy of the contract with Snyder and indicated that cost estimates were a part of his contractual obligation. Moore said that she expects estimates from Snyder, but would still like those reviewed by Forgos for accuracy and detail. Burtch agreed that a second set of eyes would be desirable. Magill said that he wants to be able to make like comparisons and to make sure that costs are contained. Kurfees said that regardless of the contract with Snyder, he would still like Forgos' estimate and involvement.

**Sharpe made a motion to extend the contract with John Forgos Associates for an additional 100 hours of professional services. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Magill and Sharpe. VOTING NAY: None.** Magill added that he would expect a thorough and complete breakdown of costs.

## FINANCE

The minutes of the Finance Committee are included here.

*FINANCE COMMITTEE  
Friday, May 2, 2008 8:00 a.m.*

### **Meeting Notes**

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

*The meeting was called to order at 8:10 a.m.*

## 2009 REQUEST TO FRANKLIN COUNTY BUDGET COMMISSION

*McKeown distributed a spreadsheet detailing the 2009 budget request to the Franklin County Budget Commission. She noted that the Commission determines the distribution of the Public Library Fund (formerly the LLGSF). She said currently an agreement among the Franklin County libraries is in place that would determine the allocation for each library. She said that this will continue yearly unless two libraries indicated in writing that they intend to withdraw from the agreement. Such a letter must be submitted to the County Budget*

*Commission by June 30<sup>th</sup>. McKeown said that she did not anticipate any of the libraries would submit intent to withdraw letters.*

*McKeown distributed a pie chart which showed the percentage of the Public Library Fund that each library receives. She noted that CML receives the largest percentage of the fund. Southwest Public Library receives the next highest percentage, followed by UAPL. She said the percentages have held steady for the past five years or so.*

*McKeown said that the library is required to submit the request to the Budget Commission and the City of Upper Arlington. She said the budget is a “needs” budget which reflects the funds needed if the library were to do everything needed along with the initiatives reflected in the strategic plan and the Larsen study.*

*Perera asked McKeown if the Public Library Fund accounted for about 50% of the library’s revenue. McKeown said that this was true. Motil noted that it used to comprise about 60% of the revenue. McKeown indicated that this was indicative of the flat tax base of the Public Library Fund. She noted that during an economic downturn, library usage increases as a no-cost alternative for entertainment and reading material.*

*McKeown said that the request for Public Library Funds is \$3,400,000 but the actual distribution will probably be about \$3,200,000. McKeown said that in the event the Budget Commission has extra funds, she wanted to have the larger request on record for consideration. She said that the certification will be announced to the libraries in August.*

*McKeown said the last page outlined the identified projects, not including the results of the planning study. Motil asked about the increase of the Other Services item, in the Building Improvement Fund. McKeown noted that a part of this increase was for anticipated building permit fees for the anticipated projects.*

*The committee approved the request to be presented at the May Board meeting.*

## **DIRECT DEPOSIT**

*McKeown asked for Board support to authorize her to pay all employees by direct deposit as allowed by Senate Bill 185 effective June 20<sup>th</sup>. She said that she would recommend that this policy apply to new hires starting on 6/20/08 and current employees by 9/1/08. She said that only about twenty employees currently do not have direct deposit. It was suggested that employees be given some advance information about bank options via the newsletter.*

*McKeown said that employees can have multiple divisions of their checks if they want some funds to go into checking and some funds deposited into a savings*

account. She noted that the Board would need to pass a resolution to authorize this policy. The committee agreed that this would be appropriate. McKeown said she would prepare a resolution for the May Board meeting.

## **SECOND SIGNATURE ELIMINATION**

McKeown requested that the committee consider recommending the elimination of a required manual second signature for checks over \$30,000. She noted that the Board has to approve expenditures over \$15,000. She said that most libraries have no limit on their check signing. McKeown noted that the Board is provided with a copy of the check register each month, so that oversight is still a part of the process.

Motil said he would still like to have some cap on one signature checks. He asked who was authorized to make ACH (Automated Clearing House) transactions. McKeown said that currently only she and Sherry Peterson, her assistant, could initiate such transactions. McKeown stated that aside from payroll, only Federal Taxes and OPERS payments are made via ACH.

Perera said that he would not object to the elimination of the second signature on paper checks because the Board would have already approved expenditures over \$15,000. He noted the inconvenience involved when McKeown has had to bring vendor checks downtown for his signature. Motil said that he would want dual control over ACH transfers, noting that the banking community has to deal with ACH fraud everyday and that dual control is one way to combat this problem. He said that increasing the limit requiring a second signature might be an alternative. Perera noted that this resolution is for paper checks only. It was noted that McKeown was bonded up to \$100,000.

The committee decided that the McKeown's request and the alternatives should be discussed at the full Board meeting in order to see how other Board members feel about the issue. McKeown was asked to get some written information from OLC about the common practice in other libraries.

## **VENDOR'S LICENSE**

McKeown reported that the library has obtained a vendor's license. She said that the license is for the Tremont location only. She noted that a resolution will be presented at the Board meeting to create the appropriate revenue and expense accounts for the collection and payment of sales tax. She noted this is to facilitate the sale of re-usable canvas book bags and possible other items in the future.

McKeown noted that the current cash registers are not compatible with the needs for sales of items. She said that she is looking into the purchase of cash register software.

### **MILLER PARK FUND**

*McKeown said that the committee needs to be thinking about closing out the Miller Park fund. She said that there is some minor landscaping still to be paid but the fund should be closed out this year. Perera asked if there were funds left that appeared to be donations received. McKeown said that all donations had been expended for construction during the renovation project. The committee agreed that when all bills are paid, the fund should be closed.*

### **FINANCING PLANNING/LARSEN STUDY/ CATALOGING SYSTEM**

*McKeown said she is waiting for the results of the space study before transferring funds into the building improvement fund. She said that the Board may want to create a separate fund for the improvements, depending on the results of the planning study. She said that traditionally these types of budget transfers are done at the end of the year. Perera and Motil agreed that it makes sense to wait until the planning study results and recommendations are available before making any transfers.*

### **UPGRADING ACCOUNTING HARDWARE**

*McKeown said that she is looking into upgrading the hardware used for accounting tasks. She said the current equipment is five years old. She noted that there are issues with the track feed printer and that file back-ups are taking longer. She said that in 2002, the cost was \$3,000 for the current hardware, without the printer and check signer. She said that this was part of a \$15,000 major software upgrade. She said she would be looking for a new computer, printer and check signer. McKeown estimated that the cost would be under \$5,000.*

### **PROPERTY/EMPLOYMENT//VEHICLE/LIABILITY INSURANCE RENEWAL**

*McKeown said that the current policy is due for renewal on September 1, 2008. She said that the library's agent is Bob Fenner of the Thomas-Fenner-Woods agency. She said that the current property and liability policy is with Westfield and that Traveler's handles the employment liability policy.*

*McKeown said that she has received information about a new option called the Ohio Plan which is administered by the Hylant group. She said the plan is designed strictly for governmental entities. She said that it might be time to look at this plan.*

*Perera asked what the negatives would be and what the current annual cost is. McKeown said that in 2007 the insurance costs were \$27,900. She said several entities have enrolled in the Ohio plan. She said she would recommend staying*



*with Thomas-Fenner-Woods at the present time, but looking into the Ohio Plan. Motil and Perera agreed to this approach. Moore said she would like to know what the impact on the policy might be when claims have been submitted.*

## **FIRST QUARTER REVIEW**

*McKeown distributed a spreadsheet showing the first quarter cash flow of revenue and expenses. She pointed out the difference in cash flow in 2008 compared with 2007, noting that the county had distributed tax credits much earlier than last year. She said those funds were not distributed until May last year. It was noted that a partial explanation of this is the OAKS (Ohio Administrative Knowledge System) installation that was taking place about this time last year. McKeown said that she will continue to monitor the flow and will be interested to see how it may even out later in the year.*

*As a side note, Perera asked that the Personnel Committee address the issue of OPERS employee contribution paid by the library at their next meeting.*

*The meeting adjourned at 8:47 a.m.*

McKeown's written report is included here.

### **NOTES FROM THE LIBRARY TREASURER MAY 2008**

*Included in your packet is a resolution to approve the 2009 Budget Request to the Franklin County Budget Commission. This budget represents our needs for calendar year 2009, and is our first request for state funding for libraries (LLGSF or Public Library Fund). We are requesting \$3,400,000 in funding for 2009, which is an increase from the \$3,225,000 certified for 2008. The budget request must be adopted at the May Board meeting and submitted to the City of Upper Arlington prior to May 31<sup>st</sup>. The budget is then submitted to the Franklin County Auditor's Office by July 20<sup>th</sup>. 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 funding of libraries. Currently, the Franklin County Libraries have an allocation agreement and I anticipate it will be valid when the allocation is determined.*

*Attached to my Board report are 2 pie charts. The first chart illustrates the current Franklin County distribution of library funding, among the 7 libraries within Franklin County. Delaware also receives a small distribution outside of the formula that is based on per capita for one street in Franklin County, which is a part of the Olentangy Local School District in Delaware County. The second pie chart illustrates the sources of General Fund revenue. In 2008, 49% of UAPL's funding will come from the LLGSF/Public Library Fund.*

*In April, the library began receiving memorial contributions in the memory of Helen Etzel, who passed away April 10, 2008. A family member included this note along with several donation checks: "She loved your library and it was such an important part of her life – especially in her later years when she needed the books delivered. She still read 2-3 books a week before she passed. Please thank everyone who participated in the program." We received \$515 in Helen Etzel's memory in April, and continue to receive donations in May.*

*The following resolutions have also been prepared for Board approval (see the May 2<sup>nd</sup> Finance Committee meeting notes):*

*2008 Appropriations Amendment*

*Amend Library Facsimile Signature Policy*

*Direct Deposit Policy*

*We received notification from the Ohio Library Council on May 7<sup>th</sup> that the May LLGSF distribution is higher than previously anticipated. OLC believes that this has occurred because the Tax Department is processing income tax returns more quickly. OLC is cautioning libraries that the June distribution will be lower than originally projected because of the early processing. Overall, it's good news for libraries, especially those that rely solely on state funding.*

*I will be traveling to the Hudson Library & Historical Society on May 15<sup>th</sup> & 16<sup>th</sup> to meet with Library Fiscal Officers throughout the State. The Library Accounting Division (LAD) will also be meeting to review the evaluations of the 2-day training in April, and to plan future training opportunities. We will be holding a New Fiscal Officer workshop at the Westerville Public Library the end of July. I am also very pleased to report that OLC/LAD has tentatively scheduled a two-day program on budgeting to be held in May 2009 in Columbus. This program is in conjunction with PLA's Certified Public Library Administrator program. I have been encouraging OLC to bring this program to Ohio – and I hope that we can send a group of UAPL employees to this training next spring.*

In the absence of Motil and Perera, McKeown reviewed the Finance Committee report for the Board. McKeown noted that she would like to defer discussion and action on the Library Facsimile Resolution until a meeting when Finance Committee members Perera and Motil could be present.

McKeown commended the Franklin County Auditor's Office for their efficient work in expediting the distribution of funds. She noted that the staff in the Auditor's office has always been most helpful. McKeown informed the Board that the carrier for the library's dental insurance has authorized a premium holiday for the month of June. She said that the insurance is carried through a MEC consortium contract with CoreSource and that the current trust for the insurance has been managed so well it made the premium holiday possible.

Magill noted that he is wholeheartedly in favor of retaining the library's current insurance agent of record and current policies. McKeown noted that looking into the Ohio Plan is just a way to measure our current plan.

McKeown noted that the Finance committee had requested that the Personnel Committee address the question of the OPERS employee contribution that is currently paid by the library. She said there are some additional benefit issues that the Personnel Committee will need to address.

Kurfees made a motion to approve the Treasurer's Financial Report for April 2008. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill and Sharpe. VOTING NAY: None.

**RESOLUTION 10-08**  
**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:

\$250.00	Monday Night Football Book Club
\$1000.00	UAPL Foundation – from Peter & Marjorie Sayers Family/Columbus Foundation Fund
\$515.00	In memory of Helen M. Etzel John Burley \$50.00 Pauline Brimmer \$35.00 Harry & Marilyn Filipp \$50.00 Grace Santilli \$75.00 Howard Haddow \$25.00 Jean Clark Trust \$25.00 Erle & Jeanne Etzel \$50.00 Edwards Family \$30.00 Virginia Verhoff \$25.00 Roger & Carolyn Newstrom \$25.00 Kenneth W. Kellner \$75.00 Karl & Annegret Meier \$50.00

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Magill made a motion to approve Resolution 10-08. Sharpe seconded the motion. VOTING AYE: Burtch, Kurfees, Magill and Sharpe. VOTING NAY: None.

**RESOLUTION 11-08**  
**2009 BUDGET REQUEST TO FRANKLIN COUNTY BUDGET COMMISSION**  
**INCOME**

*GENERAL FUND 100*

1200 GENERAL PROPERTY TAXES	2,700,000
2100 INTERGOVERNMENTAL (PLF)	3,400,000
2200 PROPERTY TAX CREDITS	397,500
3100 PATRON FINES & FEES	180,000
4100 INTEREST	50,000
6000 DONATIONS	4,000
8800 REFUND/REIMB/MISC.	<u>5,500</u>
TOTAL	6,737,000
UNENCUMBERED BAL 1/1/2009	<u>1,524,500</u>
TOTAL RESOURCES	8,261,500

*BUILDING IMPROVEMENT FUND 402*

9000 TRANSFER IN FROM GEN FUND	893,000
UNENCUMBERED BAL 1/1/2009	<u>262,000</u>
TOTAL RESOURCES	1,155,000

*MILLER PARK RENOVATION FUND 403*

9000 TRANSFER IN FROM GEN FUND	-0-
UNENCUMBERED BAL 1/1/2009	<u>-0-</u>
TOTAL RESOURCES	-0-

**RESOLUTION 11-08**  
**2009 BUDGET REQUEST TO FRANKLIN COUNTY BUDGET COMMISSION**  
 EXPENSES  
*GENERAL FUND 100*

1000 SALARIES & BENEFITS	
1100 SALARIES	2,915,000
1400 RETIREMENT	700,000
1600 INSURANCE	421,000
1900 OTHER BENEFITS	<u>20,000</u>
TOTAL	4,056,000
2000 SUPPLIES	
2100 ADMINISTRATIVE	252,000
2200 MAINTENANCE	30,000
2300 VEHICLE/FUEL	<u>4,000</u>
TOTAL	286,000
3000 PURCHASED & CONTRACTED SERVICES	
3100 TRAVEL, MEETINGS & TRAINING	80,000
3200 COMMUNICATIONS	72,000
3300 MAINTENANCE	330,000
3400 PROPERTY INSURANCE	37,000
3500 RENTS/LEASES	5,000
3600 UTILITIES	215,000
3700 PROFESSIONAL SERVICES	200,000
3800 LIBRARY MATERIAL CONTROL SVS	69,000
3900 OTHER SERVICES	<u>5,000</u>
TOTAL	1,013,000
4000 LIBRARY MATERIALS	
4100 BOOKS	700,000
4200 PERIODICALS	80,000
4300 AUDIOVISUAL	400,000
4500 COMPUTER SERVICES	266,000
4700 MATERIAL REPAIR	5,000
4900 OTHER LIB MATERIAL	<u>30,000</u>
TOTAL	1,481,000
5000 CAPITAL OUTLAY	
5200 LAND IMPROVEMENT	25,000
5400 BLDG IMPROVEMENT	110,000
5500 FURN/EQUIP/COMPUTERS/ SOFTWARE	350,000
5700 VEHICLES	<u>25,000</u>
TOTAL	510,000
7000 OTHER OBJECTS	
7100 DUES/MEMBERSHIP	15,000
7200 TAXES/ASSESSMENTS	2,500
7500 REFUNDS	<u>5,000</u>
TOTAL	22,500

**RESOLUTION 11-08**  
**2009 BUDGET REQUEST TO FRANKLIN COUNTY BUDGET COMMISSION**  
**EXPENSES**

9900 TRANSFER TO CAPITAL PROJECT FUND	893,000
GRAND TOTAL GENERAL FUND	8,261,500

*BUILDING IMPROVEMENT FUND 402*

3000 PURCHASED & CONTRACTED SERVICES	
3200 COMMUNICATIONS	10,000
3700 PROFESSIONAL SERVICES	200,000
3900 OTHER PURCHASED SERVICES	<u>10,000</u>
TOTAL	220,000
5000 CAPITAL OUTLAY	
5200 LAND IMPROVEMENT	35,000
5400 BLDG IMPROVEMENT	<u>900,000</u>
TOTAL	935,000
GRAND TOTAL BLDG IMPROV FUND	1,155,000

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Magill made a motion to approve Resolution 11-08. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Magill and Sharpe. VOTIGN NAY: None.

**RESOLUTION 12-08**  
**2008 Appropriation Amendment**

Be It Resolved that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following change to the 2008 Appropriations:

***GENERAL FUND 100***

Appropriations

7200 Taxes/Assessment	+500
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Kurfees made a motion to approve Resolution 12-08. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill and Sharpe. VOTING NAY: None.

**RESOLUTION 13-08**  
**Direct Deposit Policy**

WHEREAS, the Governor of the State of Ohio signed and approved Senate Bill 185, which will become law June 20, 2008;

WHEREAS, Ohio Revised Code Section 3375.351 will be changed to allow the fiscal officer of the library to pay all employees by direct deposit, if direct deposit is chosen as the desired form of compensation by the board of library trustees;

WHEREAS, each employee must provide the fiscal officer with a written authorization for payment by direct deposit including the designation of a financial institution that is equipped to handle direct deposits and the number of the account into which the deposit is to be made;

WHEREAS, the authorization remains in effect until it is withdrawn in writing by the employee or dishonored by the financial institution.

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public hereby authorizes the library fiscal officer to pay the compensation of **all** new employees hired as of June 20, 2008 by direct deposit and to pay the compensation of **all** current employees by direct deposit as of September 1, 2008.

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Kurfees made a motion to approve Resolution 13-08. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill and Sharpe. VOTING NAY: None.

**PERSONNEL COMMITTEE**

Burtch said that the Personnel Committee did not meet. The Treasurer's Personnel Report is included here.

<b><u>Effective Date</u></b>	<b><u>Employee</u></b>	<b><u>Rate</u></b>	<b><u>Current Rate</u></b>	<b><u>Classification</u></b>	<b><u>New PT/FT</u></b>
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**Terminations**

03/30/08	Sudarshan Sampath			Page/Circ	T PT
04/08/08	Stefanie Sikich			Lib Asst II/Youth	T PT
04/30/08	Michael Price			Lib Asst II	L PT

05/01/08 Jane Poulson Youth Librarian T PT

**New hires**

04/14/08 Jennifer Faure \$12.58 RA 105 Lib Assoc I - Adult Programmer T PT

04/21/08 Jennifer Ventling \$10.73 RA 104 Lib Asst II/Youth T PT

05/06/08 Alina Butler \$10.40 RA 104 Lib Asst II M PT

05/06/08 James Kuckelheim \$10.40 RA 104 Lib Asst II L PT

Kurfees made a motion to approve the Treasurer's Personnel Report for May 2008. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill and Sharpe. VOTING NAY: None.

**PRESIDENT'S REPORT**

Burtch said that he had two items. He said that the Citizens for Community Values had filed for a preliminary injunction. He said that the library's legal response is due tomorrow. Burtch said that he has read and reviewed the response prepared by the library's attorneys. He said that it is about 50 pages long and includes affidavits from Moore, McNeil and Jan Mell. He said that the response was very thorough and was an interesting academic constitutional argument. Burtch said that the plaintiffs will have a few weeks to file a reply to the library's brief and then the library will file a written reply to that. It will then be reviewed by a judge who will make a decision in the case.

Burtch advised the Board about the Planning Study timetable. He said that the final report should be ready for the Board on 5/27/08. He noted that the Board will meet on 6/10/08 at 1:30 p.m. for the presentation. He said that there would be a very brief business meeting before the presentation.

Burtch said he expects that the report will be about 200 pages long. He noted that the Board will have about two weeks to review and absorb the information.

Burtch noted that the members of the group that dined with him and Moore at the mayor's home indicated that they would like to see the plan when it is ready. He said that he would like to specifically invite those people to the June 10<sup>th</sup> meeting. He asked for comments from the Board about this plan. Magill said that he is in agreement and that the invitation exhibits the library's openness and desire for



cooperation with the city. Moore said that she plans to ask the managers to send one representative from their department to the meeting as well. The Board agreed that the invitations should be issued.

### **NEW BUSINESS**

Moore said that due to the vacation schedule of the administration staff and the 4<sup>th</sup> of July holiday closure, it would be a hardship for Administration to prepare for the scheduled July 8<sup>th</sup> meeting. She asked the Board to consider moving the meeting to July 15<sup>th</sup> or some other later date in the month. Burtch asked the members to look at their calendars and see what options would work for them. Moore said that Administration would follow up via email with the individual members.

### **ADJOURNMENT**

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

The meeting adjourned at 6:22 p. m.

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John H. Burtch, President

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Amy Sharpe, Secretary