



**Board of Trustees Meeting**  
Tuesday, October 14, 2008 5:00 p.m.

**MINUTES**

President Burtch called the meeting to order at 5:00 p.m.

**IN ATTENDANCE**

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

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Terri McKeown, Fiscal Officer; Sherman Wallace, Facilities Manager; Ruth McNeil, Community Relations Manager; Nancy Roth, Administrative Secretary.

**APPROVAL OF THE MINUTES**

Perera offered a correction to the minutes of September 9, 2008. He noted that the reference to the Corporate Activity Tax should be Commercial Activity Tax. Perera made a motion to approve the corrected minutes of September 9, 2008. Sharpe seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

Kurfees made a motion to approve the minutes of September 29, 2008. Perera seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

**OFF-AGENDA ITEM**

Burtch said that he would like to deviate from the agenda for an announcement from McKeown. McKeown said that she had presented Burtch with a letter of resignation yesterday. She said that her last day would be November 7, 2008. She noted that she was grateful to the Board and the library for the opportunities and support over the years. She said that she had been offered a position with Grandview Heights Library and has accepted that position.

Motil and the other Board members offered their congratulations to McKeown. Burtch noted that since the position is a Board appointment by state statute, the Board would have to act to accept McKeown's resignation. Magill made a motion to accept the resignation of Terri McKeown from the position of Fiscal Officer for the Upper Arlington Public Library. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

Burtch said that by state statute, a Fiscal Officer must be re-appointed to the vacant position within 30 days, although it may be an interim appointment. He said that the Personnel Committee needs to meet in order to discuss the process for filling the vacancy. He noted that he had talked with Lynda Murray at OLC who has indicated that she would be willing to help in the library's search for potential candidates for the position.

Burtch said that since Operations and Finance are busy dealing with the renovation issues, Personnel should take the lead in the search for a Fiscal Officer. Magill noted that the 30 day time frame starts upon McKeown's vacating the position, which would be November 7<sup>th</sup>. Kurfees asked McKeown if she would put out the word among her contacts that the position was open. Magill said that another special Board meeting may need to be scheduled in order to pass a resolution to post the opening. Moore said that she would make contact with Sylvia Gillis to assure that the proper procedure is followed.

Burtch noted that Murray had suggested that the job description be reviewed by the Personnel Committee and adjusted if appropriate. He noted that McKeown has done some things that are not typically done by other Fiscal Officers. Moore said that she would email the current job description to the Board. Burtch said that McKeown has assured him that payroll and accounts payable functions will be handled adequately for the time being. He suggested that the Personnel Committee prepare to offer a proposal for an interim Fiscal Officer at the November 11<sup>th</sup> Board meeting. The Personnel Committee agreed to meet on Thursday, October 16<sup>th</sup> at 8:00 a.m.

## **PUBLIC COMMENTS**

There were no public comments.

## **UAPL FOUNDATION**

Jackee McKnight was unable to attend the meeting so there was no report from the Foundation.

## **ASSISTANT DIRECTOR'S REPORT**

Porter told the Board that the library would be hosting eight Nigerian and Ugandan librarians on Wednesday and Thursday. She said that this initiative is being done in partnership with the Mortenson Center for International Libraries and VTLS. She said the librarians want to see Virtua in use and that VTLS will have trainers here to work with the librarians.

Porter noted that the Board had asked the managers to set some priorities for the renovation project. She said that at the September managers meeting, the group was given a listing of about twenty-nine items to prioritize. She said that the managers discussed the items and then voted for the five most important items to be considered in

the renovation project. She noted that the group felt that all the items were important and desirable in a renovated facility. Porter said that the group felt that some items would just naturally be included in a renovation and therefore did not need to be included in voting. Porter reviewed the items as they were listed in Sharpe's written report to the Board, which is attached as exhibit to these Minutes.

Burtch said that the next step would be for the selected architect to plug this additional information into the planning and design of the renovation. Moore noted that there were pros and cons for each item on the list. She said that the hope is that good and thoughtful decisions are made about what should be included in a new design.

## **DIRECTOR'S REPORT**

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

Moore said that there has been a great deal of interest in the pending RFQ. She said that submissions are due by 4:00 p.m. tomorrow and will then be delivered to the Board members for review prior to Saturday's meeting. Moore said that ten (10) firms were directly invited and that seven (7) of those contacted the library for additional information. She said that fifteen (15) additional firms made contact after the legal notice came out and nine (9) of those requested the additional information on discs.

Moore said that four firms arranged for on-site visits. She noted that Wallace had conducted these tours and thanked him for his help. She said that two of these firms were from the Cleveland area; one was from Worthington and one was from Anderson, Indiana.

Burtch said that having so much interest was a double-edged sword in that it the Board might have a lot of proposals to assess. He said that he would hope to narrow the field at the Special Board meeting, but that getting a lot of proposals would be a good problem to have.

Moore said that in response to a question from Kurfes she had contacted Becky Princehorn, bond counsel. Princehorn had indicated to Moore that the City of Upper Arlington has a AAA bond rating which is extremely desirable. Princehorn had noted that only a few communities in Ohio have this rating and that in difficult economic times, these are the types of bonds that many investors value. Princehorn said that the key was to be able to justify the bond issue to the voters.

Motil said that the role of bond counsel has nothing to do with when an entity takes the bonds to market. He said that a bond underwriter arranges that and then commits to the process. Burtch asked who selects the bond underwriter. Motil responded that since the city would be issuing the debt, he would expect they would select the underwriter, although they might consult with the library to answer any questions.

Magill said that issuing a bond does not initiate the debt and that the underwriter helps to determine the appropriate market timing. He said that the bonds are sold when cash is needed. Magill said that this also allows for raising private capital for a project, so that if funds are raised, the actual issuance of debt might be less than the bond permits. He said that this allows flexibility.

Burtch asked when in the process would a bond underwriter be retained. Magill said that it would not be necessary until the bond issue passed. Motil said that it could be helpful to have an underwriter on board prior to that. He said that part of the underwriter's expertise is to help decide what type of debt should be issued. Magill said that the structure of the debt is not an issue before the voters and that the type of debt could be determined after the issue was passed by voters.

Motil said that the process was not a heavily timed issue. Motil said that when the issue goes to the voters, it is necessary to know what kind of debt would be issued; whether it would be a General Obligation bonds or some other type of debt. Magill and Perera indicated that their understanding was that the city could only issue General Obligation. Motil said that other options were available such as bond anticipation notes, but that the General Obligation bond was the most likely.

Perera said that the state issued \$240,000,000 in G. O. debt recently and was pleasantly surprised that there were buyers for the bonds. He said that a majority of the debt was purchased by retail buyers rather than institutional buyers. He said that this was far and away a record for retail buyers for the state. He noted that people are looking for safe harbors for their investments and that these types of bonds are becoming desirable. He noted the importance of timing and the effect of that on the interest rate that will have to be paid.

Motil said that there are currently more retail buyers than institutional buyers at the present time. He said this would be a major consideration in the selection of an underwriter – to assure that the underwriter had a sufficient capability to tap into the retail buyers market rather than the traditional institutional market.

Kurfes asked what the timeline would be if a bond issue is approved in May. Magill and Perera noted that unless specific language was included in the bond issue that would create a time limit, there would not be any restriction on when the bond debt could be issued. The authorization would be for when the funds were needed.

Burtch asked if the city had a relationship with an underwriter that they would be likely to use. Motil said that the city had just completed an extensive RFP process for an underwriter and that they would likely use the same underwriter that was just selected. Motil said the company selected through the RFP process was the Robert Baird Company. The consensus of the Board was that if the city knows which underwriter they would use, it would be wise to make contact with that firm sooner rather than later in order to become more educated about the process. Burtch said that he would contact Don Leach to ask about this aspect.

Moore noted that she and Julie Whitt had attended a seminar sponsored by the Porter Wright law firm about employment, workman's comp, FMLA, policy manuals, etc. She said this offered free to their clients and was informative and helpful.

Moore noted that McKeown would not be present at the November Board meeting. She offered her thanks to McKeown for her work on the library's behalf. Moore said that with McKeown's assistance, she did not worry about the financial aspects of the library and that she always knew that proper accounting procedures were followed. She said that McKeown's presence as Fiscal Officer made Moore's transition to the Director's position at a difficult time easier due to McKeown's expertise.

## OPERATIONS

Magill noted that the Operations Committee did not meet prior to the Board meeting. He said that the materials requested from Forgos regarding the lighting issue in Adult Services had been included in the Board mailing. He noted that the bill submitted was for \$5,320. Magill said the intent of the Operations Committee was for the full Board to decide if the bill should be paid or if additional documentation was needed.

Sharpe said the situation developed when several people has conversations with Forgos about possible solutions for the Adult Services lighting. Forgos proceeded on the basis of those conversations.

Moore said that the conversations with Forgos took place in June and early July, noting that Forgos was asked what kind of solution could he envision if \$500,000 was available. She said that the possible budget amounts changed when she asked McKeown what funds might be available over a five-year period. Forgos then re-worked his proposal accordingly. She noted that when the lighting situation in Adult is discussed, it always entails more issues than just lighting, such as the height of the shelving, the type of ceiling involved etc.

Moore said that the conversations did happen, but that they grew out of the June Board meeting when the question was asked if there was something that could be done right away to alleviate the lighting problems in Adult Services.

Burtch noted that the lesson from this situation is that work should not be done without a contract in place. Burtch said that McKeown had reminded him that he had requested a proposal from Forgos before the work was to be done. Burtch said the work was done and that through miscommunication, it was done without a contract in place and the question was now payment. He said that if a proposal had been submitted, it probably would have been approved, since at that time it did not appear likely that the library was going to go forward with the renovation.

Moore noted that Forgos takes requests for his advice seriously and moves forward with work when asked. She said that if for some reason a bond issue is not approved, the

library does have a product from Forgos that could be used as a basis for making improvements to the Adult Services department.

Burtch said that he would entertain a motion to reflect the Board's pleasure on the issue of payment. Sharpe indicated that the library had erred, but that the work had been done. Motil said that the work had been done at the library's request. He said that if the work was adequate, Forgos should receive payment. He noted that the Board has learned from this experience and that any future work will be contractual. Kurfees indicated his agreement.

Moore asked if the Board wanted a statement from Sylvia Gillis to accompany the paperwork. Burtch said the Board could make their own statement to accompany a payment that no future payments would be made for work done without a contract in place. Perera said he would like input from legal counsel.

Moore asked for clarification. Magill said that the library would like to have contracts for all activities undertaken in their behalf, especially moving into a complicated renovation project. He said that the Board should try to make an engagement around certain activities on a project basis. The Board agreed that professional and/or legal services and advice would not be a part of this understanding, but that project-based costs should be contractual. The Board agreed to request a *nunc pro tunc* statement from Gillis to include with the records of the Board. Moore said that she would contact Gillis about this.

Magill said that two responses had been received as a result of the RFP for Owner's Representative. He said that one was from Forgos which included his background, references and a listing of projects on which he had worked. He said that Thomas and Marker Construction of Marysville also submitted similar information but did not attach a price to their response while Forgos did include a price consideration.

Burtch asked if the Board was prepared to make a selection for Owner's Rep at the present time. He noted that this would mean there would be no opportunity to interview the second firm, while Forgos was a known quantity. Magill said it would be preferable to have the owner's rep on board for the Saturday meeting. The Board members agreed that they did wish to proceed with a discussion and selection.

Moore said that she regrets the way the situation with Forgos developed in June and July. She noted that she has absolutely relied on his expertise and experience for many projects many times in the past. She noted Forgos' dedicated involvement with the project at Miller Park. She said that Forgos is very honest and has an amazing background and experience. Kurfees said that Forgos has proven to be a good teammate with the library. He said that for a project of this scope, he would prefer not to try out a new team. Magill said that Forgos did a good job in representing the library during the Miller Park renovation project.

Sharpe said that she noted that the proposed contact from Thomas and Marker was only two years out of school and had only seven years of experience. She said this did not compare well with Forgos' experience. Magill said that he agreed with her concern about the inexperience of the Thomas and Marker team and that he was surprised that the owner would not be directly involved.

Motil said that the Thomas and Marker submission seemed to him to be a boilerplate product. He said that he has an incredible amount of trust in Forgos and has no problem in making a decision tonight.

Perera noted that Thomas and Marker were acting as owner's rep for the Reed Road Fire station. He asked if the city might have a recommendation. Sharpe pointed out that project was just getting underway and that they have not really had time to assess how well Thomas and Marker might handle the responsibilities.

Kurfees said that responsiveness to the RFP and integrity were important considerations and that Forgos has evidenced both. He said that he was in agreement with Motil and was ready to make a selection.

**Motil made a motion to engage John Forgos for consulting services. Magill offered an amendment that the Board will negotiate the hours as the project moves forward. Magill noted that the RFP did not request a pricing. Motil said that Forgos may have included the pricing in an effort to be transparent following the problem with the Adult Services work. Magill said that the rate and hours will be negotiated through the contract process via Sylvia Gillis. Magill said that since pricing was not a part of the RFQ, it cannot be a part of the engagement agreement. Kurfees offered a second to the amended motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.**

McKeown said that having selected Forgos to act as Owner's Rep, there was a problem in executing a contract prior to the Saturday Board Meeting due to Gillis being out of town. **Magill made a motion that the Board, having selected John Forgos as the Owner's Representative for the Library Renovation and Expansion Project; and being unable to execute that contract prior to Saturday, October 18, 2008, authorize the expenditure of no more than \$700 for consulting services from John Forgos to assist with the evaluation of the RFQ architect submissions. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.**

## **FINANCE**

The Fiscal Officer's written report is included here.

## **NOTES FROM THE FISCAL OFFICER**

### **OCTOBER 200**

#### **State Funding**

On September 10, Governor Strickland announced an additional projected revenue shortfall of \$540 million for FY 2009 (which began July 2008). The Governor directed state agencies to implement spending reduction plans to ensure that the State maintains a balanced budget. Since September 10, the United States Economy has faced further challenges that will have an impact on state revenues. While libraries have not received any reductions in the projected resources from the Public Library Fund since July, receipts from the fund are based on 2.22% of overall state general tax revenue. In 2009, the state will also begin working on the next biannual budget. It would be prudent to plan for a further reduction in PLF funds. In these uncertain times, the library is **very** fortunate to have support from the local community, in receiving local funds for operational purposes.

#### **Refunds**

During September, the library received several large refunds.

- A check for \$3,569.83 was received from the Ohio Bureau of Workers Compensation for the "Severity Incentive PDP Plus." PDP+ is "an incentive program designed to assist certain employers establish a safer, most cost-effective workplace. The library implemented BWC's 10-Step Business Plan, in which employers receive premium discounts of up to 10 percent for each of the first two years of participation and up to 5 percent the third year. Julie Whitt oversaw the implementation of this program at the library.
- The Ohio Department of Taxation issued a refund through the Franklin County Auditor's office in the amount of \$6,529.70, after determining a surplus in the Local Government Public Utility Property Tax Replacement Fund.
- In September, the library received \$6,074.81 in E-rate refunds from AT& T. The Schools and Libraries Program of the Universal Service Fund, commonly known as "E-Rate" provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications services. Kudos to Nancy Roth for handling the application process for these funds.

#### **State Minimum Wage Increase**

Effective January 1, 2009, the Ohio minimum wage increases to \$7.30 per hour, which is a 4.29% increase over the 2008 Ohio minimum wage of \$7.00. The federal minimum wage is currently \$6.55, and is due to increase to \$7.25 effective July 24, 2009. The library is required to pay the Ohio minimum wage. Library Pages are affected by this change. The Personnel Committee was made aware of this increase, and will plan for the change in 2009's salary budget.

#### **Ohio Library Council News**

The Ohio Library Council office relocated at the end of September. Below is the new location and contact information:



Ohio Library Council  
1105 Schrock Rd., Ste. 440  
Columbus, OH 43229  
Phone: (614) 410-8092

*The fourth edition of the Ohio Public Library Accounting Handbook is now available on the Ohio Library Council's website: [www.olc.org/AccountingHandbook.asp](http://www.olc.org/AccountingHandbook.asp). The new edition of the handbook includes important changes to library funding as well as changes implemented as a result of SB185. The new edition also includes a history of Ohio Public Library funding.*

*The Ohio Library Council reported this information this week:*

**CONGRESS ACTS TO BROADEN SCOPE OF ADA.** *The U.S. Senate and House both recently passed the ADA Amendments Act of 2008. The President has indicated he will sign the bill, which will broaden the Americans With Disabilities Act effective January 1, 2009. OLC's legal counsel at Vorys, Sater, Seymour and Pease has provided an overview regarding the applicability of the new law. According to VSSP, the new law broadens the scope of who is considered to be an individual with a "disability." Specifically, the bill will require that "mitigating measures" that help individuals control or cope with impairments be considered when determining whether or not an employee has a disability and is covered by ADA. For example, a person with insulin-controlled diabetes will likely have a "disability" under the new law. The bill also directs the Equal Employment Opportunity Commission to promulgate a new, less stringent regulation used to determine if an individual is "substantially limited" in a major life activity. The net effect of the new law will be the expansion of the number of individuals who could be entitled to ADA protections.*

*After the bill becomes law, more information will be available.*

McKeown noted that state tax revenues are down. She said that it would be prudent to plan for a more conservative approach for expected funds from the state. Magill asked if the Finance Committee needs to meet in the next two weeks in order to facilitate a revision of the budgeting process. McKeown said that there is no need to react immediately since some of the slowdown was already reflected in the planning already done. She noted that some adjustments are already being made.

Burtch noted that OLC has indicated that the State is \$4,000,000 behind in projected distributions and that projected levels are not going to be met. He said that the library was prudent in planning for less than the projected amount of state revenue.

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

**RESOLUTION 26-08**  
**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:

In Memory of Ruthann Syljebeck

\$25.00 Cathy Erickson

\$10.00 Mrs. Knoop

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Perera made a motion to approve Resolution 26-08. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

**PERSONNEL**

Burtch reviewed the notes from the Personnel Committee meeting which are included here.

*PERSONNEL COMMITTEE MEETING*  
*Wednesday, October 8, 2008 8:00 a.m.*

***Meeting Notes***

*IN ATTENDANCE: John Burtch, Bryce Kurfees, Ann Moore, Kate Porter, Terri McKeown, Julie Whitt and Nancy Roth*

*The meeting was called to order at 8:06 a.m.*

**POLICY MANUAL**

*Moore said that she, Porter and Whitt have been working on the Personnel Policy Manual update. She said that Jamie Powell of Adele O'Conner's office had reviewed the manual and offered suggestions and clarifications. She said that she, Porter and Whitt would be meeting with Powell the next day to go over the revisions. Moore said that the work is nearly complete and that the committee should plan on meeting prior to the November Board meeting in order to review the new policy manual.*

## **OHIO MINIMUM WAGE INCREASE**

Moore said that the new state minimum wage would increase to \$7.30 per hour effective January 1, 2009. McKeown noted that the federal minimum wage will be increased in July, but that is not expected to impact the library, as the federal minimum wage is consistently lower than the state minimum wage. McKeown and Moore both noted the impact of this wage increase in budget planning for Page wages.

## **PAY RANGE REVIEW**

Whitt noted that the committee had been provided with benchmarking data comparing wage information for the library with other libraries in Central Ohio. She noted that Columbus Metro was included since they are competing for workers with UAPL, even though they are much larger. Whitt said that the data had been adjusted to reflect OPERS employee contributions paid by the libraries so that the comparisons are linear comparison. She also noted that some libraries assign different responsibilities to the same job title so that there might be variances. On the whole, Whitt said, the information provides an "apples to apples" comparison. She said that taking the OPERS contributions into account, the library is in line with the pay ranges of the other libraries in the area. McKeown questioned the Grandview Heights and Bexley amounts with the OPERS pickup. Whitt indicated that the chart would be reviewed and adjusted.

Moore said that she would like to look at the possibility of adjusting the scale on all the ranges. She noted that the original plan was to review all the ranges every three years and to make necessary adjustments. Burtch asked if the current classifications were being retained. Whitt said that they were being retained. Corrections were made last year.

Moore noted that depending on any cost of living raise the Board might approve this year, there were two employees who may reach the top of their range this year. Burtch said that topping out was a weakness of this type of system. Moore said that different library systems have different definitions. She said that for some positions, it could be necessary to make an offer above the beginning rate in order to attract the candidate or to match the candidate's current salary. She said she would like the flexibility of being able to do this.

Burtch asked if the library was still able to attract appropriate candidates for job openings. Whitt said that résumés submitted are down about 120 from last year but that may not be correlated with the wage system.

Kurfes said that a range system such as the library has in place should be flexible for new-hires. Burtch said that the library is competitive in its wages and is a great place to work. He noted that salary is not the only reason that people may choose to work at the library. Burtch said that if there is a cost of living increase, it is difficult to know what it might be. McKeown noted that the Consumer Price Index, on which a cost of living increase might be based, was up 5.4% at the end of August. She said that she would expect that to go down by the end of September and that the August amount reflects

*high gasoline prices which may adjust. She noted that some employers are not giving raises in the current economic climate.*

*Burtch asked how other entities deal with employees topping out. He asked if people give bonuses and make range adjustments. Moore said that in the past under the step system, the library just increased the employee's pay with a cost of living increase without a step increase. McKeown said that topping out was a problem with any range or step system. She said that making an adjustment to the range just to accommodate one or two people does not seem to be the right way to deal with the issue. She said that the Board could authorize a payment to the employee without it being added to the base rate for the individual.*

*Burtch asked how many employees are currently above the midpoint. McKeown said she did not have an exact figure at the moment, but that the majority of the library's employees are below the midpoint of their range. McKeown mentioned that, with the current pay system, the increase is based on the midpoint of the range. She said the overall annual percentage increase to wages has been a higher percentage.*

*Burtch said that the current economic climate is horrible. He said that making a range adjustment would send the wrong signal to the community, especially in view of the plans to request a bond issue for the renovation project. He said that it is important for the library to be able to demonstrate that they are acting in a fiscally responsible way. He noted that many people are happy just to be employed in the current market. For these reasons, he said that he was inclined to leave the ranges as they are at the present time.*

*Porter said that she was concerned that over time, starting salaries may become too low to be competitive. She said that a regular review needs to be part of the process. Kurfees said that he agreed with Burtch that there should not be an adjustment this year. He said that a review of the ranges should be an annual item on the Personnel Committee agenda. Moore said that she was comfortable with the current ranges as long as there was flexibility to make offers above the starting rate to good candidates.*

*Burtch asked if the library is having trouble filling positions. Moore, Porter and Whitt agreed that there has not been a problem filling positions. They also agreed that it is more than wages that attracts candidates.*

*McKeown said that the library needs to return to a discussion of implementing a merit-based pay raise system. Kurfees asked if the library had looked into those types of systems. Whitt said that she has some basic information from Columbus Metro about their hybrid type of merit system that is in place. She said she would try to get more details from them. Moore noted that the library would not be ready to implement a merit-based system by the beginning of the year, but would need to plan for it.*

*Kurfees said that looking into merit-based systems should be researched by the library sooner rather than later. Burtch noted that the key to a merit or bonus type of pay*

*system is instituting objective criteria and training managers in employee evaluations. He said that Rick Rubin could be helpful in this process. Kurfees said that a team approach would be good in determining bonus potential. McKeown said she agreed that making it cooperative rather than competitive would be a preferred approach.*

*Moore said that the library continues to use the library's pickup of the OPERS payment as a bargaining tool. McKeown noted that the OPERS pickup amount now appears on employees' pay stubs.*

*Burtch asked if the library was doing an annual benefits summary printout for employees. Moore said that the library is looking at new HR software from ADP that would include a benefits report as part of its capabilities. Kurfees agreed that this is a good idea. Moore noted that the library is also investing more in staff training opportunities.*

*It was agreed that an adjustment to the Page pay range would appear on the Personnel Committee agenda in December. Burtch noted that the current economy now makes the legislated increase to the minimum wage look scary to many employers. He asked how many hours a page generally works. McKeown said pages usually work about 20 hours per pay period.*

*Burtch asked when the Board needed to decide about a possible cost of living increase. Moore said that the Board usually acts on this at the December Board meeting. She said that the Personnel Committee would need to discuss this at a November committee meeting to formulate a recommendation to the Board.*

*Burtch also noted that the Board should be given ample opportunity to review the revised Personnel Policy Handbook before they take action on it.*

*The meeting adjourned at 8:50 a.m.*

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Burtch noted that the current range system has been in place for three years. He said that after reviewing the full benchmarking, the committee did not feel that adjustments were necessary other than an adjustment to the Page range due to the increase in the state minimum wage, which will take effect in January. Burtch said that the majority of staff members are still below the mid-point of their range. He said only two employees may top out depending on the amount of a possible increase for 2009. He said that the committee would plan to discuss options for these two employees and to make a recommendation to the Board if the situation warrants it.

Burtch said the Personnel Manual is being reviewed and that there are not any major changes to it. Kurfees said that the manual may be distributed to the Board in advance of the November meeting for their review.

The Fiscal Officer's Personnel Report is included here.

Date: October 14, 2008

<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**

09/12/08	Daniel Bibyk			Page	L PT
09/20/08	Sarah Bibyk			Page	L PT
09/27/08	Tiffany Hensley			Lib Asst I/Circ	T PT
09/20/08	Hannah Bills			Page	T PT

**New hire**

09/29/08	Kirstin Krumsee	\$9.55 RA 103		Lib Asst I/Circ	T PT
10/07/08	Kate Albers	\$14.44 RA 106		Lib Assoc 2	M FT

**FMLA Leave of Absence**

07/07/08 to 10/05/08 (returned from leave on 10/06/08)	Pamela Buesing Cole			Lib Assoc II	L FT
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Sharpe made a motion to approve the Fiscal Officer's Personnel Report for October 2008. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

**PRESIDENT'S REPORT**

Burtch said that he was happy to see that the library was ranked #3 in the Hennen Public Library Ranking. He noted that this was an advance from last year's ranking of #4. Moore noted that while Columbus Metropolitan Library was ranked #1 among large libraries, that the raw numeric score for the Upper Arlington Public Library was higher than CML's.

Burtch said that he had received a sample of patron behavior policies from a lawyer list serve that he will share with Moore.

Moore said that Ruth McNeil, Community Relations Manager and Jeff Stemen, Graphic Design Coordinator had a successful program and partnership with the fine arts

teachers from the Upper Arlington schools. McNeil said that information was shared with the schools about space availability, programs and possible apprenticeships with Stemen. She said the information was well received by the teachers and that she anticipates future ventures together.

Perera asked about the plans for Saturday's special Board meeting if the library receives submissions from all twenty-three firms. The Board did agree that the process of selecting an architect was important and that the product should not suffer in order to adhere to the proposed timeline. Burtch said that the library would have to see how many firms actually submit responses to the RFQ on Wednesday.

## **ADJOURNMENT**

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

The meeting adjourned at 6:35 p.m.

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John V. Burtch, President

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Amy P. Sharpe, Secretary