



Board of Trustees Meeting
Tuesday, January 13, 2009 5:30 p.m.

MINUTES

President Burtch called the meeting to order at 5:35 p.m.

IN ATTENDANCE

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

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; John Forgos, Owner's Representative; Joel Snyder, Joel Snyder Associates; Jack Hedge, DesignGroup; Sherry Peterson, Deputy Fiscal Officer; Ruth McNeil, Community Relations Manager; Sherman Wallace, Facilities Manager and Nancy Roth, Administrative Secretary

ELECTION OF OFFICERS/APPOINTMENTS

Perera made a motion to nominate John Burtch for the office of President and to close the nominations. Motil seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

Perera made a motion to nominate Amy Sharpe for the office of Vice-President and to close the nominations. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

Sharpe made a motion to nominate Brian Perera for the office of Secretary and to close the nominations. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

Burtch noted that the current committee appointments seemed to be working well. He said he would like to keep the same appointments. Magill made a motion to retain the current committee appointments, i.e. OPERATIONS – John Magill and Amy Sharpe; PERSONNEL – John Burtch and Bryce Kurfees; FINANCE – Charles Motil and Brian Perera. Perera seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

Kurfees made a motion to reappoint Kate Porter to the position of Fiscal Officer. Sharpe seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

Perera made a motion to reappoint Sherry Peterson to the position of Deputy Fiscal Officer. Sharpe seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

Moore introduced Peterson to the Board. She said that Peterson has put in extra time to cover the end of year procedures and has carried through with the various duties previously handled by the Fiscal Officer. Moore said that W-2's were mailed out to staff members last week – the earliest they have ever gone out. She also said that Purchase Orders are being processed, which normally has not happened until later in the month of January. Moore said that Peterson has done an outstanding job and has been very committed to getting the work done in a timely manner.

APPROVAL OF THE MINUTES

Sharpe made a motion to approve the minutes of the December 16th Board meeting. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

ASSISTANT DIRECTOR'S REPORT

Porter said that the EnvisionWare has been installed at all locations. She offered thanks to all the patrons and staff members who were patient while the initial installation problems were addressed. She said that Greg Ramage and the I.T. staff have been very responsive when they received calls regarding problems. She said that within a couple of months both patrons and staff will be more used to the system and improvements will continue to be made.

Porter said that today was the first day of staff training for VTLS. She said that representatives from VTLS will be here all week providing training in the latest version of Virtua which will be installed soon.

Porter said that a major shift is under way in Adult Services that will allow better access to the collection, especially the Books on CD and audio books. She thanked Liane Fenimore for developing and implementing the new arrangement.

Porter pointed out that the use of the reference databases was up 33% overall for the year. She said that it is clear this is a valued service to the patrons.

UAPL FOUNDATION

Burtch noted that Jackee McKnight was unable to attend the meeting. He asked Moore to report on the recent Foundation meeting. Moore said that she and Burtch had presented the renovation plans to the Foundation Board members. She said that one member said that the Foundation should be the lead contributor for the bond issue campaign. She said that other members agreed and the Board voted to contribute \$10,000 to the campaign once legal research assured them that the step was in compliance with the laws regulating 501(c)(3) organizations. Burtch said that there were concerns initially that the Foundation might be negatively inclined toward the

project. However, Burtch said, within a few seconds the Foundation Board embraced the project and voiced their enthusiasm for the project.

Burtch said that many of the Foundation Board members are committed to the endowment philosophy of distributing only the interest on funds. However, Burtch said, the renovations project was viewed as an investment in the future. Burtch reported that members of the Foundation felt that the library could not afford to lose the bond issue initiative. He said that they will try to raise the funds for the \$10,000 donation, but will donate regardless of the success of that venture.

Sharpe asked how much money was needed for a campaign. Moore said that levy campaigns usually cost between \$7,000 - \$10,000. She said that this campaign will cost more and would expect it to run from \$10,000 - \$20,000. Burtch noted that Price Finley has met with Dan Boda so that he now has complete information about past levy campaigns. He said that the work is beginning behind the scenes so that when the legal steps are taken and the issue is approved for the ballot, the campaign committee will be ready to go.

ARCHITECT'S REPORT

Snyder said that work on refining the plans continues. He said that the current model is about 600 square feet less than the original estimate, but remains in the 92,000 to 93,000 total square feet range. He said that refinements will continue.

Hedge provided a visual presentation to the Board. He noted that the elevator core has been moved to an exterior location to allow for better phasing of the project. He said this location will also allow for after hours access to meeting rooms. He projected a view of the upper level Adult and Reference space, showing the separation of fiction and non-fiction. Group study rooms could be available in the "tower" space on the upper level.

Hedge noted that a sloped roof exterior is planned to minimize the impact of the two story addition. He pointed out improved light wells that would be graded and stepped to soften the exterior. He noted that the light wells would make the lower level more "humane" and that all public areas would be removed from the lower level.

Motil asked about the possibility of an amphitheater area on the northeast corner of the exterior as had been proposed at one point in the planning process. Snyder said that the team is concentrating on the building itself at the present time. He said that city Parks and Recreation Director, Tim Moloney, has indicated that neighbors view an amphitheater as a noise nuisance. He noted that the city is planning the Sunny 95 Amphitheater as an alternative. Hedge said that the area might prove to be an attractive space for outside space for the Children's area, with proper security measures.

Kurfees noted that the stepped light wells might prove to be attractive nuisances. Forgos assured the Board that the area would be properly fenced. Kurfees asked about extending the overhang on the entrance to allow for undercover drop-off/pick-up for patrons. Hedge said it would be possible to make that adjustment.

Magill asked about the size of the adult reading room. Hedge said the space would be about 20,000 square feet, but that some collections would be housed along the perimeter of the room.

Magill asked about if the addition/renovations would qualify for LEED certification. Forgos said that at present, the project would not meet certification standards. Hedge said that the cost to meet basic LEED certification would add 8 – 10% to the budget. He noted that the LEED standards are due to change in the next couple of months and the requirements will be even more difficult to meet. He noted that the changes will weigh more heavily in favor of energy efficiency. He said that the extensive revision of the mechanical systems and “day-lighting” that is planned will help in meeting LEED goals.

Magill noted that it would be a good thing if the project would at least be certified. Forgos said that some LEED qualifying projects are already a part of the renovation. Hedge said that he could do an evaluation to see how far off the project might be from meeting LEED certification standards. He said that the cost of doing the paperwork to submit for LEED certification could be as much as \$80,000 for a project of this size. It was noted that the building will be much more energy efficient even if it is not LEED certified.

Burtch asked about the presentation to City Council on January 26th. Moore said that she has talked with Mary Ann Krauss and they are expecting a ten to fifteen minute presentation from the library. She said that she will introduce the architects and let them show the plans, including Lane Road in the presentation. It was noted that the renovation/expansion is a solution to problems that need to be addressed by the library. Magill said that he did not think that the deficiencies are the point, but that the collection and its use and housing should be the lead message, with the correction of deficiencies as additional support.

Burtch said that there will be others at the council meeting. He said that the Foundation members have been invited. Perera asked about the space for materials. Moore said that the collection is twice the size it was when the library expanded in 1987. Growth will not be as fast now, but will occur. Magill said that our ratio should be compared to national standards. Hedge noted that the plan also makes the collection more accessible and the space would be more usable. He said that the plan allows for continued growth, particularly in the Youth Services area.

Magill asked about getting projections as to the size of the collection. Hedge and Snyder pointed out that those projections are part of the master plan.

Forgos presented his cost estimate to the Board which is included as an Exhibit to these Minutes. He said that the estimate would be good through the Spring of 2010.

Motil asked when the bond money would be available. Forgos said that the plan would be to start at Lane Road as soon as possible after the bond funds are available. Magill said that having Miller Park as a lesson, the BZAP process may be easier this time. Forgos said that the hope would be to start the Tremont project in the spring of 2010.

Magill asked if there would be any fundraising done for the FF&E portion of the budget. Discussion followed regarding whether the specifics of the breakdown for the bond issue meant those funds could be used for other parts of the project as needed or not. Moore said that she would seek clarification from Becky Princehorn on this issue.

Forgos said that in order to control costs, he would like to bid the project in pieces. He said that a recent project at OSU that was bid came in at 60% of the estimate. He said it is a good climate for bidding.

Kurfees asked how the library would handle cost escalations if inflation kicks in. Forgos said that it would have to be dealt with at the time and that there was no way to predict or prevent this effect. Motil asked who would manage the budget. Forgos said he would map the costs monthly to the end point. He said that breaking it into smaller bid packages means more competition for the bid which helps contain costs.

DIRECTOR'S REPORT

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

Moore said that the Friends raised over \$100,000 during 2008 for the third year in a row. She said that the library had done a much better job of tracking the support the Friends organization provides than in years past. Over \$77,000 was given in support of library programming and special gifts during 2008.

Moore said that Ron Pratt has been very helpful in guiding the library through the various year-end processes that needed to be handled in the absence of a Fiscal Officer. She said that he is authorized for only one more hour under the current agreement. Moore said that additional consulting hours would be needed. Moore requested that the Board consider authorizing additional hours for Pratt. **Kurfees made a motion to approve an extension of the agreement with Ron Pratt for additional consulting services at a rate of \$85.00 per hour, not to exceed \$2,000. Motil seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.**

Moore shared some year-end statistics with the Board.

- Overall circulation increased 5.5% to nearly 2,000,000.
- Miller Park circulation increased 27%.
- Holds doubled primarily due to reserves for DVD's

- Hits on the website doubled, including the UA Archives
- Crates of books moved between the three locations doubled.
- Items added to the collection reached nearly 50,000 in 2008 - 11,000 media items and 37,000 books.

Perera said that these statistics were staggering and should be shared with the public as a lead-in to the city council meeting on January 26th. He noted the connection to the economy and the increased use of libraries.

Magill said that the Board should have a resolution of thanks for the Friends. The Board agreed that Administration would prepare a resolution for consideration at the February meeting which could then be presented to the Friends at their March meeting.

Moore said that the library will no longer circulate art prints. She said these have been donated to the Friends who will hold a special sale of the prints on Saturday, January 24, 2009.

OPERATIONS

Magill said the committee did not meet and there was no report.

FINANCE

The Fiscal Officer's notes are included here.

Notes from the Fiscal Officer January 2009

- *The W-2 Forms and 1099 Forms have been reported and printed—they were mailed on January 8th*
- *The year end for Financial Management has been completed*
- *The temporary 2009 budget has been entered into the system*
- *The first payroll of 2009 was issued January 2nd which included notices for each employee that included their job title, classification, new rate of pay and note to review the OPERS portion that the library picks up for each employee which is listed on each pay stub*
- *The \$1.5 million was moved from the general fund into the building fund at year end*
- *The letter and first request for tax advances has been sent to the Auditor's office*

- *A resolution was included in the Board packet to carry forward the 2008 encumbrances to the 2009 calendar year expenditures—this is required by code and represents orders placed in 2008 that will be paid in 2009*
- *The Auditor's office has contacted us about scheduling our 2007/2008 Audit—plan to have the new FO schedule this*
- *We are working on annual report filings and tax reports*
- *We will send a letter to the Auditor next week with our year end balances to get our new certificate of expected revenues for 2009*
- *We will start processing our initial vendor purchase orders and checks for 2009*
- *Please remember to thank Sherry (and Ron) for making this happen*

Motil noted that the committee did not meet. He suggested that the Board consider doing something special for Sherry Peterson in recognition and thanks for her excellent work and dedication following the resignation of Terri McKeown as Fiscal Officer. Moore said that a bonus would be appropriate. The Board agreed to look at this once a new Fiscal Officer is in place.

Motil made a motion to approve the December 2008 financial report. Perera seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

RESOLUTION 01-09
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:

\$25.00 - Westminster Village Condo Association

Kurfees made a motion to approve Resolution 01-09. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

RESOLUTION 02-09
To Continue 2008 Encumbered and Unpaid Balances

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

GENERAL FUND

1900 Benefits	\$64.00
2100 General Supplies	\$6,402.40
2200 Maintenance Supplies	\$1,052.03
3100 Mileage/Meeting	\$524.00
3200 Communications	\$801.05
3300 Maintenance	\$10,520.00
3700 Professional Services	\$10,029.00
3800 Library Control Services	\$3,709.70
4100 Books	\$99,401.16
4200 Periodicals	\$1,021.00
4300 Audiovisual Materials	\$40,688.89
4500 Computer Services	\$9,553.00
4700 Material Repair	\$1,200.00
5530 Circ/Cat Technology	\$22,787.10
5540 PC Computer Technology	\$7,826.03
Total	<u>\$215,579.36</u>

BUILDING IMPROVEMENT FUND

3700 Professional Services	\$54,565.00
5400 Building Improvement	\$129,528.59
Total	<u>\$184,093.59</u>

MILLER PARK RENOVATION FUND

Total	<u>\$0.00</u>
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Kurfees made a motion to approve Resolution 02-09. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

Perera reminded the Board that 2009 will contain twenty-seven pay periods instead of the usual twenty-six. He said that it is important to keep this in mind when discussing the budget with the public.

PERSONNEL COMMITTEE

The Fiscal Officer's Personnel report is included here.

To: Personnel Committee

From: Kate Porter

<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

1/28/09	Jennifer Ventling			Lib Asst. II	T PT
1/12/09	Walter Streacker			Page	L PT

New Hire

12/15/08	Brenda Slawson	\$9.55 RA 103		Lib. Asst. I	T PT
12/19/08	Meaghan Favinger	\$9.55 RA 103		Lib. Asst. I	T PT

FMLA Leave of Absence

12/1/08 – 12/21/08 (returned to work 12/22/08)	Mike Kaylor			Custodian	T FT
12/20/08 – 3/14/09	Stephanie Cofer		*****	Lib. Asst. II	T PT

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

Moore said that interviews for the Fiscal Officer position will take place on Thursday and Friday. She said that candidates will be interviewed by the Personnel committee, Pratt and Moore and will also meet with the administrative staff. She said that the hope is to have candidates to present to the full board for interview soon.

PRESIDENT'S REPORT

Burtch said that the Board was in receipt of an anonymous letter registering a complaint about the pay increase for 2009. All Board members indicated that they had each received a copy of the letter. Moore and Porter also noted they had received the letter. Kurfees noted that the writer takes a narrow view of the compensation. Burtch said that he has talked with Moore to try to determine whether the sentiment expressed is reflective of the general feeling of staff members, or if it is one individual giving voice to their concerns and frustrations.

Burtch said that the Board would have liked to provide a larger increase for the staff, but that the need to conserve funds took priority under the current economic circumstances. Burtch also noted that the 1.9% amount referred to by the writer was incorrect as the increase was 2% to the midpoint of each ranges.

Burtch said that he wished the writer would not have chosen to be anonymous because the sender must know that the Board cannot react positively to an anonymous letter.

Moore said that she was very frustrated that she was unable to enter into a dialog with the writer. She said that she would be happy to explain to any concerned staff member the financial realities with which the library must be concerned. She said that she is also concerned about the attitude towards patrons that the writer revealed in the letter. Moore said that she and Porter have discussed the situation with all the managers who have indicated that the attitude reflected in the letter does not seem to be a big problem among the staff. She said that managers report that most staff members are just happy to have a job in the current economy.

Motil said that managers need to explain the fiscal realities to their departments and to be responsible for helping to educate staff members.

Burtch said that the Miller Park Curious George program demonstrated to him that the renovations at Miller Park were a complete home run. He said that the whole building works and provides a warm and exciting environment, especially for young children and their parents. He said it was very heartwarming to participate in the program with his grandson.

ADJOURNMENT

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

Meeting was adjourned at 7:18 p.m.

John H. Burtch, President

Brian Perera, Secretary