



Board of Trustees Meeting
Tuesday, February 10, 2009 5:00 p.m.

MINUTES

President Burtch called the meeting to order at 5:01 p.m.

IN ATTENDANCE

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

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Sherman Wallace, Facilities Manager; Ruth McNeil, Community Relations Manager; Joel Snyder, Joel Snyder Associates; Jack Hedge, DesignGroup; John Forgos, Owner's Representative; Price Finley, Bond Campaign Chair; Vickie Kerman, UA Resident; Jim Becker, UA Resident; Nancy Roth, Administrative Secretary

EXECUTIVE SESSION

Burtch said that prior to the Executive Session; he wanted to review the process the library had followed in the Fiscal Officer search. He said that the Personnel Committee had interviewed eight candidates. He said the committee is presenting two candidates to the Board who were felt to be substantially better than the others interviewed. He noted that the candidates had also been interviewed by the Administration staff, consisting of Kate Porter, Assistant Director; Julie Whitt, HR manager; Sherry Peterson, Deputy Fiscal Officer and Nancy Roth, Administrative Secretary.

Burtch said that the committee and the staff felt strongly about one of the two candidates, but that he did not want to say which one, so that the other Board members could form an independent impression. He noted that detailed questions were not necessary, but that members should feel free to ask questions, including questions about career goals. After the brief interviews, Burtch said the Board would discuss the candidates and make a decision. He said that if a decision was made to make an offer to one of the candidates, the Board would need to authorize Moore to negotiate with the candidate. He said that a quorum of members may be needed to attend a brief special Board meeting to formally approve the hiring of the Fiscal Officer, to swear her in and to remove Porter from her temporary position.

Magill made a motion to enter into Executive Session to discuss employment matters pursuant to Section 121.22 G(1) of the Ohio Revised Code. Kurfees seconded the motion. A roll call vote was taken. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

The Board went into Executive Session at 5:07 p.m. The Board came out of Executive Session at 5:45 p.m.

Kurfees made a motion to authorize Ann Moore to make an offer to Katherine “Kate” Hemleben for the position of Fiscal Officer for the Upper Arlington Public Library. Sharpe seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

Burtch noted that it was hoped that Hemleben could start soon therefore a Special Board meeting would be needed to approve the offer and swear her in. Discussion of a possible date for this meeting led the Board to agree to tentatively plan a Special Meeting on Friday, February 13, 2009 at 5:00 p.m. All members except Sharpe indicated that they should be able to make this meeting date and time.

APPROVAL OF THE MINUTES

Sharpe made a motion to approve the minutes of the January 13, 2009 Board meeting. Perera seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

PUBLIC COMMENTS

Vicki Kerman, Upper Arlington resident offered thanks to Perera and Magill for voting against the bond issue request. She said that she had read the past minutes and reviewed the history of the process the Board used in getting to the decision. She said that in her opinion, in the current economic climate, such a project is not warranted. She said that other acquaintances and friends have made similar comments to her.

Burtch thanked Kerman for her comments. He said that the campaign committee will be doing its best to change her mind. He asked Kerman to keep an open mind as the bond campaign progresses. He said that all indicators are that libraries are even more important as a community resource during difficult economic times. He assured her that the process of the campaign will be as transparent as possible.

Kerman asked how the campaign would be funded. Burtch said that the campaign would be funded by private donations. He said that Kerman and other UA residents would be receiving a donation request in the mail. He assured her that library funds would not be expended on the bond issue campaign.

ASSISTANT DIRECTOR'S REPORT

Porter reported that Read Down Fines events continue to grow. She said that the Saturday event had ninety-seven (97) participants. She said that participants read for an hour in the library and receive up to \$8.00 off their fines.

Porter said that she attended the presentation last Tuesday by UA author and high school student, Mike Brienza. She said that he had been an engaging presenter and she enjoyed hearing about his aspirations for the future.

Porter said that Adult Winter Reading is in full swing. She said about two hundred patrons have signed up.

Porter said that the UA Archive feature on the library website has proven to be very popular. She said that she recently received an email from a New Jersey library complimenting the library on the feature. The New Jersey library said they would like to use some of the forms and ideas that appear on the UAPL website.

Porter noted that this was her last year as the VTLS users group president. The group will be meeting in March in Blacksburg, Virginia.

UAPL FOUNDATION

Porter said that McKnight was unable to be at the meeting but had asked her to distribute her report. McKnight has indicated to Porter that the Foundation has raised \$4,000 towards their \$10,000 pledge for the Bond campaign fund.

DIRECTOR'S REPORT

Moore introduced Price Finley, Chair of the Bond Campaign Committee. She said that the Committee would hold their first meeting on the following evening at 5:00 p.m. She said the group will get a behind the scenes tour of the library, discuss strategy and assign tasks.

Moore asked Hedge to review the Lane Road renovation/expansion plans to the Board. He said the goal is to create a building that is comparable in atmosphere to the Miller Park Branch Library. Hedge reviewed preliminary drawings with the Board. He said that an addition of approximately 3,000 square feet is planned on the north side of the building. He said that a cathedral ceiling in the addition will give the library a more expansive feeling. Hedge noted the re-location of the elevator for better access. He also noted that expanding closer to the street will give the library more presence in the neighborhood and that the drive through will help with parking issues.

Moore said that the library had budgeted for a 15% increase to the employee health insurance for 2009. She said that the actual increase from Anthem was only 1.6%. She said that the only change was to the prescription co-pay costs for Tier 2 and Tier 3 prescriptions. The open enrollment period for qualifying employees is through the end of February.

Moore said that the sample total compensation sheet is a result of several discussions within the Personnel Committee. She said the plan is to have individual reports out to the staff members by the end of the month. Burtch said that the form looked very good. Moore said that Julie Whitt, HR manager was responsible for developing the form and seeing the project through.

Moore showed the Board a book that had been returned in the book drop today. She said the book had been checked out in 1979 and never returned. She noted that it was a good example of how processing books and record-keeping within libraries have changed with the use of computers.

Magill asked how much the health insurance cost had increased in 2008 over 2007. Moore said that it was around 11 – 15%. Magill informed the Board that the new YA area was being used frequently by teens. He offered congratulations to Ellen Seeburger and the Youth Services staff for creating the area. Moore noted that the Friends of the Library had paid for the new furnishings and décor.

Moore said that the Finance Committee will need to meet prior to the next Board meeting.

Moore said that for the third year in a row, the Friends of the Library had raised over \$100,000 to support library programming and special needs. She noted that on Friday, the local Barnes and Noble had donated twenty-nine (29) boxes of books to the Friends for their Winter Book Sale.

RESOLUTION 03-09

To Thank the Friends of the Upper Arlington Public Library

WHEREAS the Friends of the Upper Arlington Public Library exists to support the Upper Arlington Public Library, and

WHEREAS the Friends of the Upper Arlington Public Library has offered material and financial support for library programming, special events and gifts to the library for many years, and

WHEREAS the Friends of the Upper Arlington Public Library has contributed over \$77,000 to the library in 2008 in the form of programming, special events and gifts to the library, and

WHEREAS the Friends of the Upper Arlington Public Library has achieved the milestone of raising over \$100,000 in 2008 for the third year in a row,

NOW THEREFORE, the Board of Trustees of the Upper Arlington Public Library offers sincere thanks and congratulations to the Friends of the Upper Arlington Public Library for their generous support, faithful work and constant encouragement that has helped to make the Upper Arlington Public Library a true community asset.

RESOLVED AND PASSED this day, Tuesday, February 10, 2009.

Sharpe made a motion to approve Resolution 03-09. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None. Burtch said he would present a framed copy of the resolution to the UAPL Friends at their next meeting.

OPERATIONS COMMITTEE

Magill said there was no meeting and no report.

FINANCE

The Fiscal Officer's Notes are included here.

Notes from the Fiscal Officer February 2009

- *The annual year-end report was prepared and mailed to the State Auditor's Office on January 30th – once we receive confirmation from them an ad will be placed in the paper and the 2008 figures will be posed to our website.*
- *Our work with Ron Pratt concluded at the end of January – thank you for hiring him and granting the extra money so he could help finish up a few projects for us.*
- *A couple of special notes on the January month end General Fund Expenditures and Revenues – the salary expenditures may look high because January was a three pay period month – the Property Tax revenue was down \$27,000 from last January's number and the PLF was down \$5,000 from last January's number.*
- *We have been working on a recommendation for the 2009 Permanent Appropriations for review by the Finance Committee and Board action at the March meeting. Permanent Appropriations for 2009 must be sent to the Franklin County Budget Commission by April 1st. We will need to set a time for the Finance Committee to meet prior to the March Board meeting.*

Magill asked if OLC had made any more projections about the PLF. Moore said that the PLF is down about 14.4% from last February. She said that she had asked Terri to review the most recent certification to make sure that the changes in the spreadsheet used for planning the Permanent Appropriations were made to the right columns. Moore said it will be a difficult year, but the overall income decline may be 10% or more over the year. Moore said that the PLF is somewhat protected from the vast swings in the economy since it is based on the whole general fund for the state instead of income taxes. She noted that the governor has not cut the 2.2% going to libraries thus far.

Perera made a motion to approve the Financial Report for January 2009. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

Perera asked if the forced patron pay for printing was having an impact. Porter noted that there seemed to be less casual printing being done and that printing revenue had increased, but that it was too early to determine the full impact.

Kurfees suggested that the library add a link the SKILS training site. Moore said that she had turned that request over to the IT department.

PERSONNEL

The Fiscal Officer's Personnel Report is included here.

TO: Personnel Committee

FROM: Kate Porter

DATE: February 10, 2009

<u>Effective Date</u>	<u>Employee</u>	<u>Current Rate</u>	<u>New Rate</u>	<u>Classification</u>	<u>PT/FT</u>
<u>New Hire</u>					
1/26/09	Brian Hagemann	\$14.35 RA 106		Wed Developer	T PT

Burtch noted that he has asked Kurfees to conduct the Director's yearly evaluation. He said Kurfees would be contacting Board members for their comments on Moore's performance and requested that they respond in a timely manner so that the evaluation could be completed within the next month.

PRESIDENT'S REPORT

Burtch said that he recently saw Time magazine's listing of the 100 greatest books of all time. He wondered how many the library had in the collection and suggested that it might make a good news article. Kurfees suggested that the library could promote reading by inviting patrons to join a "Century Club" as they read from the listing.

Burtch asked for discussion about a monetary reward for Sherry Peterson, the Deputy Fiscal Officer. He and Moore noted that she had worked extra hours without complaint and really stepped in to make the year-end procedures happen as required; worked very well with Ron Pratt; and maintained the daily requirements of fiscal management.

Sharpe suggested a bonus of \$1,000. Moore said that would seem like a good starting place. She said that bonuses have been approved only a couple of times in the past and that Peterson deserves one.

Magill said that he agrees that the Board should do something, but he said that he would like to see the bonus correlate with extra hours worked and a rationale in comparison to past situations. Porter said that, in essence, Peterson has been doing the work of two people for several months. Burtch noted that this came about at a critical time of the year as well. Kurfees said that he would rather not wait too long to take action.

Moore was asked to provide the Board with more information about past bonuses given. The Board agreed to make a determination about the bonus at the Special Board meeting on Friday, February, 13, 2009.

ADJOURNMENT

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

Meeting was adjourned at 6:35 p.m.

John H. Burtch, President

Brian Perera, Secretary