



Board of Trustees Special Meeting
Tuesday, February 13, 2009 5:00 p.m.

MINUTES

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

IN ATTENDANCE

BOARD MEMBERS: John H. Burtch, Bryce Kurfees, Charles Motil, and Brian Perera.

ALSO PRESENT: Ann Moore, Director; Kate Hemleben, Fiscal Officer and Nancy Roth, Administrative Secretary

Perera made a motion to excuse the absence of Amy Sharpe, who is out of town and of John Magill, who had a work commitment. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Motil and Perera. VOTING NAY: None.

PERSONNEL COMMITTEE

Burtch noted that the Board had received a letter of resignation (Exhibit A) from Kate Porter from her position as temporary Fiscal Officer. **Motil made a motion to accept Porter's resignation effective February 24, 2009. Perera seconded the motion. VOTING AYE: Burtch, Kurfees, Motil and Perera. VOTING NAY: None.** Burtch noted the Board's thanks to Porter for assuming the duties of Fiscal Officer since November.

Burtch noted that an agreement (Exhibit B) has been reached with Katherine Hemleben for employment as the Fiscal Officer for the Upper Arlington Public Library. **Perera made a motion to appoint Katherine Hemleben to the position of Fiscal Officer effective February 23, 2009 under the terms outlined in the signed agreement. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Motil and Perera. VOTING NAY: None.**

Burtch administered the Oath of Office (Exhibit C) to Hemleben. The Board offered their congratulations to Hemleben on her appointment.

Burtch said that the bonus for Sherry Peterson, Deputy Fiscal Officer had been discussed previously. He said that a request had been made to tie the bonus to some quantifiable measurements. He said that upon reflection, he would prefer not to handle this bonus that way. He said that much of the reason Peterson should receive a bonus is due to unquantifiable aspects of the situation. He noted that the primary reason for the bonus consideration has been Peterson's outstanding attitude in assuming many extra new responsibilities, the timing during the fiscal year for the need for special knowledge and expertise, the short notice that was given prior to the departure of the previous Fiscal Officer; and Peterson's willingness to work additional hours. Motil

noted that tying the bonus simply to extra hours worked could also set a precedent that would not be in the library's interest.

Motil made a motion to award Sherry Peterson a bonus of \$1,000 for exceptional commitment to the library and exceptional work done to assist with the duties of the Fiscal Officer, to be paid at a date determined by the Director. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Motil and Perera. VOTING NAY: None.

Moore said that the Administration staff would like to thank the Board for allowing their participation in the interviewing process for the Fiscal Officer. She noted that Ron Pratt had called from his vacation in Florida to see if the Board had made a selection and was happy to hear that Hemleben had been hired. Moore noted that Pratt had been a valuable resource to help complete the end of year fiscal processes required by law.

Kurfees noted that one initiative he would like for the Fiscal Officer to pursue is the development of a procedure manual. Hemleben said that as she learns the position, she will be taking many notes and that these can become the basis of such a manual.

ADJOURNMENT

Kurfees made a motion to adjourn the meeting. Perera seconded the motion. VOTING AYE: Burtch, Kurfees, Motil and Perera. VOTING NAY: None. The meeting adjourned at 5:10 p.m.

John H. Burtch, President

Brian Perera, Secretary