



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

**MINUTES**

President Burtch called the meeting to order at 5:03 p.m.

**IN ATTENDANCE**

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

ALSO PRESENT: Ann Moore, Director; Kate Hemleben, Fiscal Officer; Kate Porter, Assistant Director; Ruth McNeil, Community Relations Manager; Sherman Wallace, Facilities Manager; Price Finley, Bond Campaign Committee Chair and Nancy Roth, Administrative Secretary

**APPROVAL OF THE MINUTES**

Sharpe made a motion to approve the minutes of the February 10, 2009 Board of Trustees meeting. Motil seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

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

**PUBLIC COMMENTS**

There were no public comments.

**BOND CAMPAIGN COMMITTEE REPORT**

Bond Campaign Committee Chair Finley said that the committee work is going very well. He distributed a calendar of planned activities and deadlines to the Board. He said the calendar was created on Google calendar and is continually being up-dated as the committee's work proceeds. He noted that Moore would be attending the UA Chamber of Commerce board meeting on Thursday to enlist their support.

Finley distributed a draft copy of a letter to be sent to community members along with a one page fact sheet. He said the committee is still assessing whether the message put forth is connecting with prospective voters. Finley said that a website is being created. The website is [vote4ualibrary.org](http://vote4ualibrary.org). He noted that the library issue is Issue #4 on the ballot as well.

Finley distributed a draft of a more detailed fact sheet that will be available on the website. Burtch said that he had attended last week's committee meeting and that he was impressed with the energy and enthusiasm of the committee. He encouraged other Board members to attend. Finley noted that the goal is to keep the weekly meetings to only one hour.

Burtch asked if the committee would be soliciting donations to defray the costs of the campaign. Finley said that a one page response sheet would be included with the mailing to go out early next week. Donations will go to Sylvia Gillis, Committee Treasurer.

Magill and Kurfees offered suggestions regarding the wording of the one page fact sheet. Finley thanked the Board for their input.

Burtch thanked Finley and the committee. He asked if additional help was needed. Finley said that currently the committee has enough help. He said that when it comes time to canvass, they may need additional help. Motil noted that the Friends of the Library donated \$3,500.00 to the Bond effort. Motil said that each Board member should consider making a contribution.

Burtch said that it would be helpful if the committee could say that the 100% of the Board contributed. He said that there is general recognition of the difficult economic times, but that he hoped each Board member would give an amount that they could afford. It was also noted that the Foundation had made the \$10,000 donation that they authorized at their last meeting.

## ASSISTANT DIRECTOR'S REPORT

Porter said that she and Shahin Shoar, Media Services Manager, represented the library at Career Night at the State Library. She said that this is an annual event hosted by the State Library to help students find out about various career opportunities in the library world.

Porter reported that printing revenues are up with the use of the EnvisionWare printing stations. She offered the following snapshot comparison of revenue:

LOCATION	FEBRUARY 2008 RECEIPTS	FEBRUARY 2009 RECEIPTS
TREMONT	\$638.00	\$923.00
LANE ROAD	\$91.00	\$209.00
MILLER PARK	\$26.00	\$77.00

Porter said that the coin units had to be replaced due to a manufacturing flaw, but that went well thanks to Greg Ramage, the IT Manager.

Porter said that self-checkout will be operational this month or next. She said the two machines are being tested in IT and in Circulation. She said that Virtua was upgraded over the weekend. Porter said that the key to self-checkout, online credit card payments and several other things was to get the Virtua upgrade done. She said the library will now be able to proceed with these other options.

## **UAPL FOUNDATION**

Jackee McKnight was not present at the meeting, so there was no report. Burtch noted that of the \$10,000 donation made by the Foundation to the Bond Campaign Committee, \$4,000 was raised specifically for the campaign – a good achievement by McKnight.

## **DIRECTOR'S REPORT**

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

Moore said that tomorrow is Legislative Day at the State House for libraries. She will be attending the morning session. She said that she and the other librarians in his district have a meeting with Jim Hughes in the afternoon.

Moore said that she and McNeil will be attending the Chamber of Commerce Board meeting to talk about the need for the Bond issue. On Tuesday, March 17<sup>th</sup>, Moore will appear on the OSU radio show with Fred Anderle along with Mary Ludlum, Director at Grandview Heights Library and Pat Losinski, Director at Columbus Metropolitan Library. She said all three libraries were rated first in their size classification by Library Journal magazine in their new star rating system. All three libraries received a five-star rating. Moore said she will be prepared for questions about the bond issue during the call-in radio show.

Moore said that she has been preparing various statistical reports the past few weeks. She provided the Board with some statistics that had caught her attention. She said that the circulation break-down among the locations is 77% from Tremont, 22% from Lane Road and 7% from Miller Park. Moore noted that circulation at Tremont has tripled since 1983. Overall daily circulation in 1983 was about 1,600; currently daily circulation averages between 5,000 and 6,000 items. Moore said that in 1983, circulation at Lane Road totaled 200,272 items; 437,670 items were circulated last year out of the same space.

Motil said that the numbers for the ranking in the Library Journal were very impressive. He noted that the library's score was more than double the score of the second place library. Kurfees made some suggestions to publicize the ranking. Moore said that the library has also seen a large increase in program attendance. She said that the programs being offered seem to be what the community wants.

## OPERATIONS COMMITTEE

There was no meeting or report.

## FINANCE COMMITTEE

Hemleben's written report is included here.

### ***Notes from the Fiscal Officer March 2009***

- *The 2009 Permanent appropriations resolution is included in your packet. The Finance Committee met on March 6<sup>th</sup> to discuss the proposed changes. The Franklin County Budget Commission has recently recertified our amounts of anticipated General Property Tax and PLF revenue. The recertification has reduced the expected PLF money downward from \$3,289,505 to \$2,933,582. Our February 2009 distribution was approximately \$50,000 less than February 2008. We will continue to closely monitor the PLF. Its decrease reflects the decreased tax revenues into the state as a whole. A reminder that the permanent appropriations need to be submitted to the Franklin County Auditor by April 1<sup>st</sup>. Changes can be made after April 1<sup>st</sup>, by Board resolution, as necessary.*
- *Lynda Murray presented a funding webcast on February 19<sup>th</sup>. You can view an archive copy on the OLC website. The OLC has revised its projections on the decline in the PLF and now recommends that libraries plan 10-12% less than 2008 levels. Note that at the end of last year they recommended planning for 8% less than 2008.*
- *Changes to COBRA law—effective September 1, 2008 through the end of 2009. If an employee is involuntarily terminated and is on our health insurance plan at the time they can apply for a subsidy of their insurance premium through our COBRA administrator. The employee pays 35% of their premium and we are obligated to pick up the other 65%. Our payment would then be offset by a tax credit against our employer wage withholding and FICA taxes. This has not been an issue for us yet.*
- *We are working on switching the Fiscal Officer's name on various accounts.*
- *I am attending the OLC's Fiscal Officer/CPIM training on April 2 & 3. Julie Whitt and I will also be attending the free OPERS Seminar for Libraries on April 7.*

- *The State Auditor's have been scheduled for their onsite visit. They will be in from April 27<sup>th</sup> to May 8<sup>th</sup>. The audit period will be 2007 and 2008 fiscal years.*

The notes from the Finance Committee meeting are included here.

*FINANCE COMMITTEE MEETING*  
*Friday, March 06, 2009 8:00 a.m.*  
**Notes**

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

*The meeting was called to order at 8:00 a.m.*

### **REVIEW OF COST-SAVING MEASURES**

*Moore noted that the PLF revenue was \$50,000 less in February of 2009 than it was in February 2008 and the most recent certification indicates that it will be about \$30,000 less in March of this year than March of last year. She said that because of this, the library has instituted some cost-saving measures. These are as follows:*

- 1. No out-of-state travel unless the staff member is on a professional committee.*
- 2. As part-time positions are vacated, the hours will be adjusted before filling the position.*
- 3. No furniture expenditures unless through a Friends request.*
- 4. Lights removed in the tower fixtures.*
- 5. Worker's Compensation is less than expected. Plan to review our 3<sup>rd</sup> party administration through Sheakley when up for renewal in May and will seek other proposals.*
- 6. No community-wide distribution of the spring program guide.*
- 7. No more paper towels available in the restrooms.*
- 8. R & R budget will still allow for time off, but will not have funds for departmental use, such as Christmas luncheons, staff meeting lunches, birthday cakes, etc.*

*Moore noted that these reductions were reflected in the 2009 Permanent Appropriations.*

### **REVIEW OF PERMANENT APPROPRIATIONS**

*Moore said that in prior discussions with Ron Pratt, he advised that the library should expect another recertification from the state, probably in June. Porter noted that during Lynda Murray's webcast last week, OLC is recommending that libraries plan for a ten to twelve percent (10 -12%) reduction in the PLF from 2008 levels.*

Hemleben distributed two documents – one being the draft of the Permanent Appropriations and one being a spreadsheet showing history. She noted the drop in interest revenue over the past two years. Some specific comments were made about several line items in the budget.

**REVENUE LINE 4110:** Hemleben said that she has been in contact with Star Ohio where the investment accounts are held. She noted that the library can move into other investment vehicles at Star Ohio without fee, but the question remains what vehicle to use. Motil suggested that there are ladder CD's that would work. He said that the library can probably get a better rate someplace other than Star Ohio. He said that in the current economy, even a savings account might be better. He said the key is not to jeopardize liquidity. Hemleben said that she would look at other banking options.

Moore noted that the big change in Refunds and Reimbursements (**Revenue Line 8700**) is that prior year's insurance reimbursements for legal settlements were entered on that line. No payments are expected to be made or received in 2009, so that line is much reduced.

**EXPENSE LINE 1600:** Hemleben said this line was able to be reduced when the library received a favorable renewal rate for health insurance and Worker's Compensation rates. She noted that health insurance had initially been budgeted for a fifteen percent (15%) increase and that actual increase was only 1.5%.

Hemleben noted that the adjustments to the R & R budget. She said that adjustments were made in line with the decision to not allow out-of-state travel expenses and to not participate in the MAPS classes this year. Motil noted that car travel out of state might be cheaper if the library authorized car rental rather than reimbursing employees for mileage, since the IRS rate was adjusted upwards. Moore noted that in the past, McKeown did not permit car rental but that the library would now look at that option when circumstances were appropriate.

**EXPENSE LINE 5500:** Hemleben said that this reflected the reduction of the furniture line for both Lane and Tremont. Motil noted that reviewing the monthly check register is an effective tool to keep track of expenses. Moore noted that in the past, this information was not provided to her. Hemleben said that she would give copies of the register to Moore and Porter when she prepared the register for the Board packets.

Perera said that it is important to remember that the salaries line (**EXPENSE LINE 1100**) reflects the extra pay period in 2009 so that the increase is accounted for if questioned. Moore noted that she is trying to handle the budget reductions without instituting any layoffs. She said that hiring freezes have been used in the past, but that these do not necessarily achieve their goals. She said that coverage within the departments still would be needed and sometimes, that coverage would be done by staff members earning a higher rate than the person whose position was not filled. She said that in discussions with Ron Pratt, he agreed that a better approach was to adjust hours whenever possible as positions are vacated and then filled.

**CONTINGENCY LINE:** Hemleben said that she had added a contingency/reserves line to help to have funds available to cover other areas if an unexpected need arises. Perera said that the library should check with OLC about this. He said that he had a recollection of this type of line item creating problems with the certification of PLF fund from the County Budget Commission if it looks like the library has a surplus. Hemleben said that she would talk with Lynda Murray about this and would also check with Columbus Metro about their budget set-up.

Moore noted that in May, the library will have to submit their "needs" budget for 2010 to the City who will then submit it to the County Budget Commission. The Budget Commission uses this to determine the PLF certifications. Motil asked what happens when the library does not spend all their encumbered funds. There was brief discussion about applying those funds to other budget lines, such as Building Improvements.

Moore said that the total budget was \$6,984,000. She said that \$6,297,000 is from revenue and \$686,000 is from unencumbered balances.

## **NEXT MEETING**

Moore said that in order to keep a close eye on the revenue stream and the budget, she would like the Finance Committee to meet more frequently. She noted that Hemleben has some ideas and proposals to offer the Committee. Hemleben noted that she would be at an OLC workshop in April and that the Audit has been scheduled for April 27 through May 2. Motil suggested that Hemleben look at joining the GFOA and investigating some of their training classes, as well.

The committee agreed to meet on Friday, April 24, 2009 at 8:00 a.m.

The meeting was adjourned at 8:35 a.m.

Motil noted that many line items in the Permanent Appropriations are less than in the Temporary Appropriations. He noted that the materials budget did not change, but that other cost-cutting measures have been taken. He said that due to the economic climate, the committee intends to meet more frequently in order to monitor the budget closely. He said that if additional cuts are necessary, the Finance Committee will advise the Board.

Hemleben said that she has begun to look at the investment accounts currently held at Star Bank. She said that she met with Huntington yesterday to discuss their investment options and will be contacting other banks as well.

Burtch commended the committee's commitment to meet frequently. He said that close monitoring is appropriate. Perera noted that the State of Ohio has seen a drop in income tax revenue for three years in a row and a two year drop in state sales tax. He

said this is unprecedented. He noted that the reductions in these were not due to any manipulation, but were due solely to the reductions in state citizens' incomes.

Motil commended the staff for offering so many ideas on ways to reduce costs and save money. Moore said that she continues to get the message out to the staff and that people do stop in to share their ideas with her.

Kurfees asked if the total compensation statements had been distributed to staff. Moore said that they had been sent out on Friday and that she had not heard any comments about them from staff thus far.

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

**RESOLUTION 04-09  
2009 PERMANENT APPROPRIATIONS  
INCOME**

***GENERAL FUND 100***

GENERAL PROPERTY TAXES	2,735,537.89
STATE PUBLIC LIBRARY FUNDING	2,933,582.46
TAX CREDITS/REIMBURSEMENTS	417,097.64
PATRON FINES/FEES	190,000.00
INTEREST	10,000.00
DONATIONS	5,000.00
MISCELLANEOUS	<u>6,000.00</u>
TOTAL	6,297,217.99
BAL 1/01/09	<u>902,468.07</u>
TOTAL INCOME + BALANCES	7,199,686.06
LESS RESERVE FOR ENC	<u>(215,579.36)</u>
AVAILABLE FOR APPROPRIATION	6,984,106.70

***BUILDING FUND 402***

TRANSFERS IN (from General Fund)	-0-
BAL 01/01/09	<u>2,080,224.92</u>



TOTAL INCOME + BALANCES	2,080,224.92
LESS RESERVE FOR ENC	<u>(184,093.59)</u>
AVAILABLE FOR APPROPRIATION	1,896,131.33

**MILLER PARK RENOVATION FUND 403**

DONATIONS	-0-
TRANSFERS IN (from General Fund)	-0-
BAL 01/01/09	<u>40,034.37</u>
TOTAL INCOME + BALANCES	40,034.37
LESS RESERVE FOR ENC	<u>(0.00)</u>
AVAILABLE FOR APPROPRIATION	40,034.37

**2009 PERMANENT APPROPRIATIONS  
EXPENSES**

**GENERAL FUND**

1000 SALARIES & BENEFITS	
1100 SALARIES	2,900,000
1400 RETIREMENT	675,000
1600 INSURANCE	350,500
1900 OTHER BENEFITS	<u>10,100</u>
TOTAL	3,935,600
2000 SUPPLIES	
2100 ADMINISTRATIVE	185,500
2200 MAINTENANCE	19,000
2300 VEHICLE/FUEL	<u>2,000</u>
TOTAL	206,500
3000 PURCHASED & CONTRACTED SERVICES	
3100 TRAVEL & MEETINGS	38,000
3200 COMMUNICATIONS	60,000
3300 MAINTENANCE	281,000
3400 PROPERTY INSURANCE	30,000
3500 RENTS/LEASES	3,500
3600 UTILITIES	210,000
3700 PROFESSIONAL SERVICES	120,000
3800 LIBRARY MATERIAL CONTROL	35,000
3900 OTHER SERVICES	<u>1,500</u>
TOTAL	779,000
4000 LIBRARY MATERIALS	
4100 BOOKS	524,200

4200 PERIODICALS	67,975
4300 MEDIA/AUDIOVISUAL	325,500
4500 RESEARCH/DIGITAL SERVICES	159,900
4900 OTHER LIBRARY MATERIAL	<u>1,000</u>
TOTAL	1,078,575
5000 CAPITAL OUTLAY	
5200 LAND IMPROVEMENT	3,000
5400 BLDG IMPROVEMENT	30,000
5500 FURN/EQUIP/STAFF SOFTWARE	<u>194,000</u>
TOTAL	227,000
7000 OTHER OBJECTS	
7100 DUES/MEMBERSHIP	12,000
7200 TAXES	200
7500 REFUNDS	<u>5,000</u>
TOTAL	17,200
8000 CONTINGENCY	
8900 CONTINGENCY	<u>91,400</u>
TOTAL	91,400
GRAND TOTAL GENERAL FUND	6,335,275

***BUILDING IMPROVEMENT FUND 402***

3000 PURCHASED & CONTRACTED SERVICES	
3200 COMMUNICATIONS	10,000
3700 PROFESSIONAL SERVICES	150,000
3900 OTHER (FEES/PERMITS)	<u>10,000</u>
TOTAL	170,000
5000 CAPITAL OUTLAY	
5200 LAND IMPROVEMENT	25,000
5400 BLDG IMPROVEMENT	<u>200,000</u>
TOTAL	225,000
GRAND TOTAL BUILDING FUND	395,000

***MILLER PARK RENOVATION FUND 403***

3000 PURCHASED & CONTRACTED SERVICES	
3200 COMMUNICATIONS	1,200
3700 PROFESSIONAL SERVICES	4,500
3900 OTHER (FEES/PERMITS)	<u>500</u>
TOTAL	6,200

5000 CAPITAL OUTLAY	
5200 LAND IMPROVEMENT	33,834
TOTAL	<u>33,834</u>

GRAND TOTAL BUILDING FUND	40,034
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Perera made a motion to approve the Resolution 04-09 for the 2009 Permanent Appropriations. Motil seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

Hemleben said that she would be attending the OLC Fiscal Officer’s training in April. She said that she and Julie Whitt, Human Resources manager have signed up for an OPERS workshop also in April. Hemleben said that the audit has been scheduled for April 27<sup>th</sup>. She has a preliminary meeting with the auditor on March 23<sup>rd</sup>. Hemleben noted that she has felt very welcome at the library and is excited about her new position.

**PERSONNEL COMMITTEE**

Fiscal Officer’s Personnel Report

Date: March 10, 2009

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

2/09/09	Michael Blackwell			Custodian	T PT
2/19/09	Andrew Wood			Librarian/Reference	T FT

**New hire**

2/12/09	Elizabeth Clark	\$7.30 RA 101		Lane Road/Page	L PT
2/17/09	Teresa Lambert	\$9.77 RA 103		Library Assistant I Lane Road	L PT

**Change in Status**

2/22/09	Dana Grimes	\$7.30 RA 101	\$10.40 RA 104	Page/Circulation to Library Assistant II Youth Department	T PT T PT
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<u>Effective Date</u>	<u>Employee</u>	<u>Rate</u>	<u>Current Rate</u>	<u>Classification</u>	<u>New PT/FT</u>
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**Leave of Absence**

2/12/09 to 3/1/09 (returning to work 3/2/09)	Vita Marinello			Circulation Manager	T FT
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Magill made a motion to approve the Fiscal Officer's Personnel report. Sharpe seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

**PRESIDENT'S REPORT**

Burtch said that he was pleased with the progress of the Bond Campaign committee. He again encouraged Board members to attend a committee meeting and to make a contribution.

**RESOLUTION 05-09**  
**To Thank Ron Pratt**

WHEREAS the Board of Trustees engaged Ron Pratt to provide temporary fiscal oversight and advice to the Upper Arlington Public Library, and

WHEREAS Ron Pratt did provide consulting services to the Administration team of the Upper Arlington Public Library at a critical time in the library's fiscal year and under difficult circumstances, and

WHEREAS Ron Pratt also provided invaluable insight and input to the Personnel Committee during the search for a new Fiscal Officer, and

WHEREAS Ron Pratt shared his unique expertise, experience and specialized knowledge to the benefit of the Upper Arlington Public Library and did so in a courteous, friendly and helpful manner;

NOW THEREFORE, the Board of Trustees of the Upper Arlington Public Library offers sincere thanks and appreciation to Ron Pratt for all his assistance, expertise and guidance.

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Perera made a motion to approve Resolution 05-09. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.

## EXECUTIVE SESSION

Magill made a motion to go into Executive Session for the purposes of discussing the Director's evaluation. Sharpe 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 5:43 p.m.

The Board came out of Executive Session at 6:00 p.m.

**Magill made a motion to authorize a 2% raise for Ann Moore, Library Director, retroactive to January 1, 2009. Sharpe seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Motil, Perera and Sharpe. VOTING NAY: None.**

Kurfees noted that overall the responses from Managers and Board members received by the Personnel Committee during the Director's evaluation process were overwhelmingly positive. He asked that the committee's thanks be relayed to the managers.

Moore said that the evaluation interview was a very positive experience for her. She noted that she was given good feedback about her strengths and clear information about areas that could be improved. She said that she appreciated the format used by the Personnel Committee this year and thanked them for their time.

## ADJOURNMENT

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

The meeting adjourned at 6:05 p.m.

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John H. Burtch, President

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Brian Perera, Secretary