



Board of Trustees Meeting
Tuesday, April 14, 2009 5:00 p.m.

MINUTES

President Burtch called the meeting to order at 5:04 p.m.

IN ATTENDANCE

BOARD MEMBERS: John Burtch, Caroline Diwik, Bryce Kurfees, Brian Perera and Amy Sharpe.

ALSO PRESENT: Don Leach, UA Mayor; Bev Clevenger, UA City Clerk; Ann Moore, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Greg Ramage, Information Technology Manager; Ruth McNeil, Community Relations Manager; Sherman Wallace, Facilities Manager; Jackie McKnight, UAPL Foundation; Chris Bournea, [This Week UA](#); Carol Smathers, UA Resident; Nancy Roth, Administrative Secretary.

Burtch noted that Trustee John Magill had indicated he would be late. Burtch said that action to excuse Magill would be tabled until the end of the meeting in the hopes that he would arrive prior to that.

OATH OF OFFICE

Burtch said that Charles Motil had resigned from the Board in order to take a new job on Long Island, New York. He said that Mayor Don Leach had appointed a new Board member and asked Leach to introduce her.

Leach introduced Caroline Diwik to the Board. He said she had been appointed at last night's City Council meeting. He said Diwik is an attorney by profession who is currently a full-time mother to two young children. Leach said that Diwik is a great supporter of the library.

UA City Clerk, Bev Clevenger, administered the oath of office to Diwik. The signed oath is attached to these minutes as Exhibit A.

Leach said that he was happy to have an opportunity to come to the Board meeting. He noted that the library bond issue will be on the May ballot. He said he realizes that there was a lot of planning and hard work that went into the preparations for the project. He said that the plans are exciting and the renovation/expansion project would be a positive benefit for the community. He thanked the Board for their efforts.

APPROVAL OF THE MINUTES

Sharpe made a motion to approve the Minutes from the March 10, 2009 meeting. Kurfees seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Perera and Sharpe. VOTING NAY: None.

DEPARTMENTAL REPORT

Moore introduced Greg Ramage, Information Technology Manager. Ramage said that he wanted to offer a demonstration of the new self-check stations to the Board. He had a test station set up in the room and conducted a mock transaction for the Board. Ramage said that the goal was to reduce the wait time for patrons at checkout during high volume periods. He said that self-check options have become more widespread and that patrons are used to seeing them at other libraries and grocery stores. Ramage said that the library hopes to have the stations installed and working on April 27th.

Kurfees asked about the need for a pin number to check out. Ramage and Moore said that signage would remind patrons of this need and circulation staff would be available to assist at all times and particularly in the early stages of the transition. It was noted that traditional check-out would remain an option for patrons who wanted it. Moore and Porter noted that security would be maintained with the self-checkout option.

Moore said that Ramage and his team had put in many hours of work to make the self-checkout work with Virtua. She said that the addition of this option is not as seamless as it would be hoped. She commended Ramage for his work. Ramage acknowledged the work of Brian Hagemann and Jeff Stemen for helping to make visuals and instructions very user friendly.

UAPL FOUNDATION

McKnight reported that the Foundation had approved a donation to the Library Bond Levy Campaign. She said that the on-going endowment campaign has been put on hold during the bond campaign.

McKnight said that some additional donor plaques will be added to the Miller Park donor wall.

McKnight said that she had received matching funds for the Miller Park landscaping. Moore noted that due to the time elapsed the library will need to get another estimate for the work.

ASSISTANT DIRECTOR'S REPORT

Porter reported that Read Down Fines events continue to be popular with patrons. She said that Saturday Lane Road had eighty-nine patrons participate in the most recent

Read Down Fines. She noted that the next opportunity for patrons will be on June 6th as part of the kick off for Summer Reading.

Porter said that the library has a new product for the Summer Reading youth to track their hours on-line.

Porter said that she and Christine Minx manned the library booth during the Green UA event that was the group project for the current class of Leadership UA. She noted that it was always interesting and fun to participate in those types of public events.

DIRECTOR'S REPORT

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

Moore noted that a resolution to thank Charles Motil for his service on the Board had been prepared. She said that Motil has started a new job on April 6th. She said that prior to becoming a Board member in 2001, Motil had served on the Strategic Planning committee and the Levy Committee. She noted that Motil had spent time with Hemleben to assist her with investment strategies before leaving for his new job.

Resolution 06--09

To Thank Charles V. Motil for His Dedication & Service to the UAPL Board of Trustees

WHEREAS Charles V. Motil has served as a member of the Board of Trustees of the Upper Arlington Public Library since 2002, and

WHEREAS during that time Charles V. Motil served terms as Vice-President and as President of the Board of Trustees, and

WHEREAS Charles V. Motil participated fully in regular Board meetings, various committee meetings and other projects with the Board of Trustees, adding valuable insights and leadership, and

WHEREAS Charles V. Motil shared his financial expertise and fiscal acumen on many issues that faced the Board of Trustees and that he did so with exceptional integrity, good humor, courtesy and intelligence,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the service and dedication of Charles V. Motil to the Upper Arlington Public Library.

That Charles V. Motil has made an outstanding and lasting contribution to the Upper Arlington Public Library and to the greater Upper Arlington community is hereby noted and witnessed this 14th day of April, 2009.

Perera made a motion to approve Resolution 06-09. Kurfees seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Perera and Sharpe. VOTING NAY: None.

Moore noted that the Finance Committee would be meeting on April 24th. She said the committee will be meeting more frequently in order to stay abreast of the reductions in the PLF and the revised planning that might be called for.

Moore said that she and Porter will be speaking at a men's breakfast group tomorrow morning. She said that next Tuesday she, Porter and McNeil will be speaking at the UA Rotary meeting. McNeil invited interested Board members to come to the meeting at Confluence Park on April 21st at noon. She said that it would be a good show of support.

Moore said that the leaks in Media Services and the staff room are active again with the rainy weather. Moore noted that she and a maintenance worker had been on the roof this morning to try to track the source of the problem. Wallace said that there is a drain on the roof that might be clogged and that it will be snaked out in the next day or so.

OPERATIONS COMMITTEE

There was no meeting and no report.

FINANCE COMMITTEE

The notes from the Finance Committee meeting are included here.

*FINANCE MEETING
Friday, March 27, 2009 8:00 a.m.*

Meeting Notes

IN ATTENDANCE: Brian Perera, Ann Moore, Kate Hemleben, Nancy Roth.

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

Moore said that following the resignation of Charles Motil from the Board of Trustees, she wanted to bring Perera up to date with the investment planning that Motil and Hemleben had been pursuing.

Moore said that following the last Board meeting, Hemleben had obtained interest rate quotes from the local banks used by UAPL. As part of future planning and preparation, she and Hemleben had met with John Forgos in order to discuss the timing of the financial needs of the expansion/renovation project. She said that she and Hemleben then talked with Becky Princehorn about the timing and the mechanics of getting the bond issue funds should it pass. On the basis of that information, Hemleben and Motil started planning so that the library would be properly positioned for either eventuality.

Hemleben provided a worksheet showing the current investment accounts, rates, comparison with Star Ohio and alternatives. She said that they had structured a ladder approach with CD investments at three different banks coming due at 6, 8 and 9 months. It was noted that the interest on the fund invested would amount to \$20,185, compared to only \$750.00 if it remained at StarOhio.

Perera inquired about the liquidity. There was discussion about how the library might handle an unexpected large repair need. Hemleben said that depending on the circumstances, liquidity should be adequate. Perera asked that she explore the possible penalties for early withdrawal. Hemleben reviewed some documents on hand and indicated that for one bank, the penalty was simply forgoing part of the interest. She indicated that she would check the other agreements before proceeding.

Moore noted that according to Forgos, if the bond does not pass, the first critical need would be the replacement of the fire alarm system, followed by the electrical upgrades needed and the replacement of the air conditioning units.

Perera said that he liked the laddering plan assuming that the penalties were not punitive. He agreed with Hemleben and the banking community with whom she had consulted that he would not want to invest beyond 9 months, because there is an expectation that higher interest rates may be available by that time. He asked if the CD's were insured and Hemleben said that they were. He suggested that Hemleben email the full Board to inform them of the distribution of the investments.

Hemleben said that Fifth Third has a money market account that would earn 2.25% which would be liquid. She said that she would like to remove the remaining \$250,000 from StarOhio and place it in this type of account. Perera said that most money market accounts are not insured and that while he has no recollection of such an account failing, he would want to assure the safety of the deposit. He asked Hemleben to check this with Fifth Third. The group agreed that it would not be prudent to put funds into an uninsured account. It was noted that if the account was not insured, it would be best left in the StarOhio account.

(Please note that following the meeting, Hemleben was able to confirm with Fifth Third that the particular money market account is insured.)

Moore said that the Finance Committee still needs to plan on meeting on April 24th as scheduled in order to continue to monitor the budget. Perera agreed.

The meeting was adjourned at 8:20 a.m.

Perera offered kudos to Hemleben for all the work she had done to prepare the investment plan. Hemleben said that the plan will be to use Chase Bank for 6 and 9 month CDs. This will assure liquidity. She said that any remaining funds will be put into a money market account at 2.25%.

RESOLUTION 07-09
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 donation:

\$100.00 The George Foundation

Perera made a motion to approve Resolution 07-09. Sharpe seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Perera and Sharpe. VOTING NAY: None.

RESOLUTION 08-09
To Add to List of Designated Public Depositories and Award of Public Moneys

BE IT RESOLVED by the Board of Trustees of the Upper Arlington Public Library:

That in addition to the depositories listed in Resolution 69-06, the following public depository may be awarded interim deposits for the period commencing April 15, 2009 through January 1, 2012:

JP Morgan Chase Bank

Perera made a motion to approve Resolution 08-09. Sharpe seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Perera and Sharpe. VOTING NAY: None.

RESOLUTION 09-09
To Ratify Contract with Chase Bank

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby ratify the Continuing Deposit Security Agreement with JP Morgan Chase Bank signed by John H. Burtch, President of the Board of Trustees and Kate Morrow, JP Morgan Chase Bank Vice-President on March 24th, 2009.

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

Perera made a motion to approve the Financial report for March 2009. Kurfees seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Perera and Sharpe. VOTING NAY: None.

Perera noted that the PLF is lower again due to lower state tax revenues. He said that the state was down \$60,000,000 in March. He said that some think the shortfall was more, but was masked by tobacco sales made in advance on a federal tax increase on those products.

Moore said that the conversion to EnvisionWare print stations for the public had come at a good time. She noted that revenue for printing was up and that toner and paper use was down.

Burtch appointed Diwik to serve on the Finance Committee.

PERSONNEL COMMITTEE

There was no meeting and no report.

The Fiscal Officer's Personnel report is included here.

<u>Effective Date</u>	<u>Employee</u>	<u>Rate</u>	<u>Current Rate</u>	<u>Classification</u>	<u>New PT/FT</u>
Terminations					
3/15/09	Carrie Griffy		\$10.99 RA 104	Lib Asst II Lane	L PT
3/31/09	Jeffrey Matter		\$11.55 RA 104	Lib Asst II Media Services	T PT
4/2/09	Rachel Springs		\$10.99 RA 104	Lib Asst II Youth Services	T PT
4/03/09	James Kuckelheim		\$10.66 RA 104	Lib Asst II Lane	L PT
New hire					
3/26/09	Anthony Bolton	\$9.55 RA 103		Custodian Facilities	T PT
Change in Status					
3/30/09	Erin Hendricks	\$10.68	\$1,184.44 biweekly \$31,980/annually	Lib Asst I to Reference Librarian	T FT

<u>Effective Date</u>	<u>Employee</u>	<u>Rate</u>	<u>Current Rate</u>	<u>Classification</u>	<u>New PT/FT</u>
Leave of Absence					
2/12/09 to 3/1/09 (returned to work 3/2/09)	Vita Marinello			Circulation Manager	T FT
12/20/08 to 3/13/09 (returned to work 3/14/09)	Stephanie Cofer			Lib Asst II	T PT
4/1/09 To 5/3/09(returning to work 5/4/09)	Shahin Shoar			Media Svs Manager	T FT

Kurfees made a motion to approve the Fiscal Officer’s Personnel Report. Sharpe seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Perera and Sharpe. VOTING NAY: None.

Burtch asked if the four vacancies were being filled. Moore said that for the time being vacancies are being filled, but managers are working with Julie Whitt to review and to cut the hours for each position whenever possible.

PRESIDENT’S REPORT

Burtch asked McNeil to up-date the Board regarding the Bond Levy Campaign. McNeil said that the final open house was taking place tonight following the Board meeting. She said that there have been five other open house events at Tremont and Lane Road. She said that yard signs are being distributed and that Moore had a column in last week’s paper.

McNeil said that the message is the same – the improvements and reconfiguration are needed. She said it is helpful when the Board members are more vocal. She said that there is concern in the community that the Board is not one even though the Board is one.

Burtch said that Ellen Tressel will be at the open house tonight. He said that the campaign committee is meeting weekly and working hard. He said he has been impressed with the creativity of the group. He said that they are working hard to get a positive message out to the voters. He noted that an email campaign has been very effective. Perera noted that early absentee voting is also available to voters and will have an impact.

Kurfees asked about the attendance at the open houses. McNeil said that the total so far is about twenty-five. Kurfees said that the library has tried to be transparent and to offer voters opportunities to have their questions answered. Moore noted that this is why she and Porter and McNeil have been trying to speak to various outside groups.

Burtch said that the need now is to get the vote out on May 5th. He thanked McNeil, Moore and Sharpe for their work with the Bond Levy Campaign Committee.

Burtch noted that Trustee Magill was not present and that he would entertain a motion to excuse his absence. Perera made a motion to excuse John Magill's absence. Kurfees seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Perera and Sharpe. VOTING NAY: None.

ADJOURNEMENT

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

The meeting was adjourned at 5:50 p.m.

John H. Burtch, President

Brian Perera, Secretary