



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

**MINUTES**

President Burtch called the meeting to order at 5:05 p.m.

**IN ATTENDANCE**

BOARD MEMBERS: John H. Burtch, Caroline Diwik, Bryce Kurfees, John Magill and Amy Sharpe.

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Mark Mangini, Reference Manager; Greg Ramage, IT Manager; Sherman Wallace, Facilities Manager; Ruth McNeil, Community Relations Manager, Sue Lense, UAPL Staff Member; Chris Bournea, UA News; Dave Mastracci, UA Resident; Nancy Roth, Administrative Secretary.

Magill made a motion to approve the absence of Brian Perera. Sharpe seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill and Sharpe. VOTING NAY: None.

**APPROVAL OF THE MINUTES**

Magill noted a correction to the minutes of June 9, 2009 that had been distributed in advance of the meeting. He noted that Charles Motil had not been in attendance and that Caroline Diwik had been in attendance. Magill made a motion to approved the corrected Minutes of the June 9, 2009 Board of Trustees meeting. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill and Sharpe. VOTING NAY: None.

**PUBLIC COMMENTS**

There were no public comments.

**UAPL FOUNDATION**

Moore noted that Jackee McKnight was unable to attend the meeting due to having fallen and broken her arm. There was no written report from the Foundation.

**ASSISTANT DIRECTOR'S REPORT**

Porter said that re-configuration in the Circulation area was taking place. She said that the counter against the wall will be removed and shelves installed to self-service holds. She said that three openings will be constructed in the west wall of the Circulation room for segregated returns of Adult, Youth and Media materials. It was noted that the

shelving for this project has been taken from other areas where it is no longer needed. Porter said the project was being done at minimal cost and would improve the efficiency and workflow in Circulation.

## DIRECTOR'S REPORT

The Director's written report is attached to the Minutes as an Exhibit. Moore noted statistics that she had attached to her report. In addition, she said that the statistics from the Monthly Managers Reports show that patron traffic was up 26,000 from the previous month and cars through the book drop were up by 1,000. She noted that June had been an extremely busy month at the library and July was likely to be just as busy.

Moore said that she would like to schedule a Finance Committee meeting for August 21<sup>st</sup>. She said that currently no Board meeting is scheduled for August, but that she would like to have committee meetings.

Moore said she would be attending an emergency ETM meeting on July 27<sup>th</sup> to discuss the ramifications of the new biennial state budget. She said that firm numbers are not yet available, but that Hemleben has done several projections and will continue to refine her estimates as more information becomes available. Moore said that the library is doing many things to curtail expenses, especially behind the scenes. She noted the need to invest in new technology to streamline some functions that will save money over time.

Moore said that eighteen staff members will be receiving CPR and AED training through the UA Fire Department this week and next. She said that this will be funded through the city's Project Alive and will have no cost to the library.

Moore acknowledged Chris Bournea's presence at the meeting. She said that his recent Reporter's Notebook article in the UA News was very well-done. She thanked him for his comments about the library and said that the article was a good expression of the value of libraries.

Moore asked McNeil to explain the jobSpot project to the Board. McNeil said the effort is a cooperative initiative with four other area libraries with the goal of providing resources for patrons who are looking for employment. She said that the page on the library website explains the resources contained in the library and has links to connect the patrons to other helpful information and databases. She said all the libraries will be hosting a Job Help Day with different activities.

McNeil said that the event for UAPL will include a full day of activities and presentations to help job seekers. It will include software demonstrations, résumé advice, database demonstrations, panel discussions, presentations on interviewing strategies, networking, and social media networking.

McNeil said the day will include a fair for community organizations to highlight their volunteer opportunities. She said the event is being promoted with local legislators, media, internet and the UA Chamber of Commerce. She said the hope is to reach 200 people on that day to promote the resources and services already being offered at the library and through the library's website. McNeil said that after September 1<sup>st</sup>, the agendas from the other libraries involved will also be posted on our website so that patrons can see all the programs being offered.

The Board commended McNeil on this initiative.

## **OPERATIONS COMMITTEE**

The notes from the Operations Committee meetings are included here.

### **OPERATIONS COMMITTEE MEETING**

*Friday, June 12, 2009 5:00 p.m.*

#### **Meeting Notes**

*The meeting was called to order at 5:03 p.m.*

*IN ATTENDANCE: Amy Sharpe, John Magill, Ann Moore, Kate Porter, Kate Hemleben, Nancy Roth. Also present, Robert Harmon, UA Resident.*

## **BUILDING MAINTENANCE REVIEW**

*Hemleben had distributed the Building Maintenance plan and the Financial Impact worksheets to the committee in advance of the meeting. Hemleben reviewed the worksheets with the committee. She explained the sick leave and vacation payout to retirees and its impact on financial planning. She noted that this was currently not a budgeted item.*

*Sharpe asked how many employees actually retire in a given year. Magill asked Hemleben to check with the Auditor's office about the appropriateness of a liability fund such as the one she proposed. The committee agreed that there was a need to establish a fund, but that it did not need to be the full \$211,000. It was noted that vacation was capped at maximum accrual of one year. Sick leave has no cap, but the pay-out is capped at 240 hours.*

*Mr. Harmon asked whether the policy for pay-outs was set by the library or by PERS. There was brief discussion in answer to his question. Magill noted that PERS currently does not set this policy, but that is always subject to change. It was noted that the library's policy was consistent with many other public entities.*

*Moore reported that the Finance Committee agreed that planning for the first three listed items would be the prudent approach for this year. Magill and Sharpe said that they were in agreement.*

*Magill said that he has concerns about the fire system. He noted that if the system breaks or does not pass a fire inspection, the library could be forced to close on the fire marshal's order while a new system is purchased and installed. Magill said he would like to have information such as engineering schematics and plans at the ready to be able to immediately proceed with the public bid process if it became necessary.*

*Magill said that the library should procure whatever professional services are necessary to have the documents ready to go. He noted that permits and inspections by the city would be a part of that process. Moore said that if the work is extensive, the library should engage Forgos in a contract for consulting services. Magill said that he recalled that some of the fire system information had been produced by Larsen Engineering during the course of their work on the Mechanical/Electrical Audit. He said he would look through his paperwork at home to see if he could locate the paperwork and would forward it on to the rest of the group and the Finance Committee.*

*There was a brief discussion about the recent leak in the ceiling in Media Services. Magill suggested that Sherman Wallace, Maintenance Manager, develop a strategy for maintenance "nuisance" items that could save money over time. He said that proactive measures to forestall maintenance costs should be assessed and instituted.*

*The committee agreed that the first three items should be undertaken. It was noted that the library might have to declare an urgent necessity for the replacement of the fire alarm system if it were to fail.*

*It was agreed that the minutes of both the Finance Meeting and the Operations Meeting would be distributed before the joint June 22<sup>nd</sup> meeting. It was agreed that Hemleben would re-vamp the Building Maintenance Plan worksheet to set Short-term, Medium-term and Long-term projects.*

*In response to questions about the phone system, Moore said that IT Manager, Greg Ramage has already done some research on various systems. She said that the investment in a new phone system will reduce operational costs for the library. Magill asked that Ramage prepare a one-page summary of this information for the Board.*

*The meeting was adjourned at 5:35 p.m.*

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OPERATIONS COMMITTEE MEETING  
Tuesday, July 14, 2009 4:15 p.m.

**Meeting Notes**

*IN ATTENDANCE: Amy Sharpe, John Magill, Ann Moore, Kate Porter, Kate Hemleben, Greg Ramage, Sherman Wallace, Nancy Roth, Sue Lense*

*The meeting was called to order at 4:20 p.m.*

**FORGOS CONSULTING**

*Moore said that she had emailed the Board about the need for consulting services from John Forgos. She said at the last Operations Committee she had brought the subject up, but the shock of the Governor's budget proposal had forestalled discussion. Moore said that as proposals for the wiring/lighting repair and the fire alarm for the Computer Room are discussed and compared, the library needs an expert to translate and explain the proposals so that the Board has a clear understanding.*

*Moore said that when the fire system in the Computer Room failed, she called Dennis Williams of Larsen Engineering about the system. She said that later she was talking with Forgos about another matter and he offered her further information and clarification about the fire system that was important. She said this incident served to reinforce the need for the library to have the ability to seek expert advice without the constraint of being involved in a specific project.*

*Moore noted that often this preliminary consultation can save the library time and money. She said that vendors cannot be relied upon for complete or impartial information. Vendors may not have the expertise to fully gauge the impact of a project. She said that Forgos has the ability to look at associated costs, such as patching walls and painting.*

*Magill asked what Forgos' current rate is. Moore said that currently his rate is \$125.00 per hour. She said that she views being able to consult with Forgos like having an attorney on call for legal issues. She said that previously the library received a discounted rate from Forgos and that he has given much more time to the library than he has billed.*

*Magill said he was concerned that the \$10,000 would not go very far – only 80 hours. Moore said that with the current revenue concerns, she does not anticipate doing very many projects this year. Magill said that Forgos should be used as a secondary resource if the Facilities department is unable to provide the necessary information or expertise. Moore said that this is the current practice. Magill said that he would like to have the billing attached to specific projects. Hemleben said that the accounting system does not track expenses by project. Sharpe asked if the rate was negotiable. Moore said that she would talk with Forgos about this.*

Moore noted that a resolution has been prepared for the Board meeting with a term of agreement with Forgos through the end of the year. Magill said that he would like a status report about half-way through the term of the agreement. The committee agreed that the work should be primarily concerned with current maintenance issues. The committee agreed to recommend the passage of the resolution at the Board meeting, with the billing and reporting conditions noted.

## **FIRE ALARM**

Moore said that the library currently has two systems for fire alarm/suppression. She said that the Computer Room is on a system from Siemens and the rest of the building is connected to a system from Simplex. She said recent problems resulted in confusion between the two companies in tracing the source of the problem. She said that eventually it was determined that the system protecting the Computer Room had failed. She said that system is currently disabled.

Moore said that Siemens cannot get repair parts for the unit due to its age. She said that Siemens has estimated the cost to replace the fire panel to be about \$3,000. This work can be done without obtaining any permits or inspections. Moore pointed out that an additional issue is that the current suppression material is Halon, a substance that was banned in 1994 and is considered to be hazardous. She said the library should consider removing the Halon gas, but that would require sealing the Computer Room, obtaining proper permits and inspections. Siemens did a similar project in the past year and the cost of that project was about \$30,000. Siemens said that the library would have to dispose of the hazardous material.

Moore noted that the fire system for the remainder of the building is vintage 1987. The cost of replacement for the entire system is from \$120,000 to \$160,000. She said that with the reductions in the PLF revenue, the committee may not want to consider this option, but that she wanted to bring it to their attention. She said that if the committee agrees to the replacement of the Computer Room system, she would also like to proceed with the Halon removal as a part of that.

Moore said that she had not talked with Simplex to get a price for the replacement of the Computer Room system because the initial view was that we were looking at a repair scenario. Magill noted that if the library proceeds with the Halon removal, Simplex would be free to bid on the project.

Sharpe said that if the library is able to take on a more extensive renovation project in the next 10 years, the new system should be compatible for additions or up-grades.

The committee agreed to recommend putting the fire panel replacement and Halon removal project out to bid. Magill said that the disposal of the Halon could be bid as an Add to the project. Moore said that she would contact Forgos about preparing the bid documents if approved by the Board.

## LIGHTING/WIRING

Committee members agreed that they had difficulty in comparing the two proposals for the wiring/lighting repair in Youth, Media and Reference from Purdy Electric and Roberts Electric. Moore said that she had talked with Forgos who said that the primary difference between the two pricings was that Roberts Electric was a union shop and Purdy was non-union.

Magill said the committee should discuss the needs of the project rather than the specific quotes. Wallace explained that wiring from the ballasts to the sockets has crumbling insulation and is a fire hazard. He noted that both companies did an assessment and agreed that the other wiring in the ceiling is safe. He said that replacement of the lamps with T-8 lamps will also increase energy efficiency. Wallace noted that some of the fixtures have already been replaced as they have failed.

Magill asked if the project included any improvements for Adult Services. Moore noted that the estimates were for Youth, Media and Reference only because those areas were considered to pose health and safety risks.

Hemleben said that the library may qualify for energy credit funds for the project through AEP, which could return 50% of the cost of the project to the library. She said that the payback in energy savings is estimated at three years, but if the library qualifies for the program, the payback period would be about 18 months. Magill said that this could be a good opportunity for the library to learn about the energy credit possibilities in preparation for a larger project in Adult Services. Hemleben said that the current application period expires on December 15, 2009. It was noted that it is likely that stimulus funding may offer another opportunity for a continuation of the program in 2010 that would allow the library to consider taking on the Adult Services project.

The committee noted that the ceiling for publicly bid projects is \$25,000, but projects over \$22,500 have to include prevailing wage provisions. It was noted that this may be why the Purdy Electric bid was for \$22,000. Magill said that he would prefer to go through a public bid process if the project was close to \$25,000 so that an unexpected change order would not place the project over the limit.

After discussion, the committee agreed to ask Forgos to prepare specifications for the project and to get new estimates from Purdy, Roberts and another vendor responding to those specific requirements. A more accurate comparison would then be possible for the committee. The committee will review those price quotes and determine whether to recommend one to the Board or whether to recommend putting the project out for bid.

Meeting was adjourned at 5:00 p.m.

Sharpe noted that a resolution was included in the Board packet to approve engaging John Forgos for consulting services for general repair and maintenance issues for up to \$10,000 which is about 80 hours. Magill noted that the Operations Committee had agreed to recommend the resolution for passage, and the committee has requested a monthly billing report and a report to the Board in October as to the status of the allotted funds and hours used.

#### RESOLUTION 18-09

To Approve an Authorize Director to Obtain Building Maintenance Consulting Services

WHEREAS the Upper Arlington Public Library has a number of up-coming building maintenance and repair needs and

WHEREAS these needs may arise on an emergency basis and/or may not require a public bid process and

WHEREAS the Director and the Board of Trustees may therefore be in need of expert advice regarding structural, repair and maintenance issues without advance notice,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby authorizes and approves the Director to seek and pay for building maintenance and repair consulting services as needed from John Forgos Associates, said services not to exceed \$10,000.00 through the end of fiscal year 2009.

AND BE IT RESOLVED that such consulting costs are to be billed monthly and assigned to the project cost when or if those projects are undertaken.

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Kurfees made a motion to approve Resolution 18-09. Diwik seconded the motion. There was further discussion on the motion. Burtch asked if a contract with Forgos was needed. Moore said it was not needed. The Board requested that a letter of agreement be prepared to outline the cost limitation, monthly billing expectation, the restrictions to current maintenance/repair issues and the reporting responsibilities. Moore agreed to take care of this. Kurfees noted that this arrangement should allow the Director to use Forgos' services as needed without delay. VOTING AYE: Burtch, Diwik, Kurfees, Magill and Sharpe. VOTING NAY: None.

Magill noted that the Board was in receipt of two estimates for lighting/wiring repair. He said that the Committee agreed to ask Forgos to prepare specifications and obtain one more estimate and to ask for the current vendors to revise the format of their estimates for better comparison. He noted that some fixtures had already been replaced and would not need to be included in the current work. He said the committee will have a recommendation at a future meeting. Sharpe noted that the library may be able to do this project without public bidding if the estimates come in below \$25,000.



Burtch asked what the problem was in Youth, Media and Reference leading to this work, when Adult Services has such severe lighting issues. Moore said that because the insulation on the wiring between the ballasts and the sockets has deteriorated and is crumbling and exposing bare wiring; this project is viewed as a health and safety issue.

Sharpe explained the Computer Room fire alarm system problem as outlined in the Operations Meeting Notes included above. She noted the Operations Committee is in favor of proceeding with the replacement of the fire panel for the Computer Room and the removal of the Halon suppression system. **Magill made a motion to go out for bid for a new expandable fire alarm system for the Computer Room and for the removal of the Halon fire suppression system, with the disposal of the Halon to be bid as an Alt to the project. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill and Sharpe. VOTING NAY: NONE.**

Burtch asked about current protection. Moore said that a fire extinguisher would be installed tomorrow. Ramage said that the system files are all backed-up at the branch locations, so the library's information is not at risk.

## **FINANCE COMMITTEE**

Notes from the Finance Committee Meeting are included here.

*FINANCE COMMITTEE MEETING  
Friday, June 12, 2009 3:00 p.m.*

### **Meeting Notes**

*The meeting was called to order at 3:00 p.m. It was noted that Perera had a last minute work conflict and was unable to attend the meeting. He did request that the committee move forward in his absence.*

*IN ATTENDANCE: Ann Moore, Kate Porter, Kate Hemleben, Caroline Diwik, Nancy Roth. Also present, Robert Harmon, UA Resident.*

## **AUDIT RESPONSE**

*Hemleben said the State Auditor's office is running behind so the post-audit meeting will not take place until late August or early September. Hemleben distributed the proposed written response to the Auditor's non-compliance finding regarding the end of year transfer of funds. Diwik said that the response seems to be appropriate to the situation. It was agreed that Hemleben should proceed with submitting the response to the State Auditor's office to be included with the audit report.*

## **OPEN CREDIT ACCOUNT POLICY**

*Hemleben presented a draft of a policy to cover the use and management of open credit accounts with vendors. She noted that this was a new policy for UAPL and reflects a similar procedure and process as the credit card policy recently adopted. She said that*

*it formalizes what is currently being done. Diwik said that the policy looked fine and seemed to be consistent with the Credit Card policy. It was agreed to recommend the policy for approval at the July Board meeting.*

## **BUILDING MAINTENANCE**

*Hemleben reviewed the information sheet she had prepared following a meeting with Moore, Porter, Amy Sharpe and John Forgos. She noted that the basis of the list was the Larsen Study recommendations. She said that she also added the Fire Alarm System and the Elevator which were not included in the Larsen study, but which are of concern. Hemleben noted that price estimates were adjusted to reflect the current market. She said that items in pink could be carried over into future remodeling.*

*In discussion the group determined that the elevator work did not pose a safety hazard. It was determined that the elevator would not crash and injure anyone, but could stick with someone inside. The library would need to repair/replace the elevator if it should fail, but it was agreed that for the time being it should be on the "Wait Until it Breaks" category.*

*Hemleben said that long term plans have to be taken into consideration when deciding how much of the \$1.8 million could be available for expenditure on maintenance issues. She raised the issue of setting funds aside for a "rainy day" fund to allow the library to function if funding should fail to meet operational needs. She noted that it costs approximately \$500,000 to meet monthly expenses. She suggested that the library should have a cushion at the end of the year to cover expenses for a month or two.*

*Moore noted that the library has several long-time and upper level employees who are nearing retirement. She said that the library is obligated to pay out for unused vacation time and 25% of unused sick time up to 240 hours. She noted that this liability has never been budgeted for and that if several employees would decide to retire in the same year, it would be a hardship to free up funds for these payments.*

*Hemleben said that Sherry Peterson prepared information of the total accumulated sick and vacation time liability for all employees. The total is \$211,903. It was noted that it would be unlikely that all employees would leave in the same year and that a reserve fund for this liability does not need to cover the entire amount. Diwik agreed that this liability should be reflected as a budgeted item. Hemleben said that she would like to start a separate fund to equal the liability for sick and vacation payouts for those with 20 years of service or more. She said that this could be started with about \$20,000.00 and added to each year until it reaches the desired amount in 5 to 8 years. The committee agreed that this was a reasonable step to take.*

*When various repairs, funds and liabilities were taken into consideration, the funds left at the end of the year could be as little as \$100,000.*

*The committee discussed which items on the list should be done this year, including the option of doing nothing. Moore said that she would recommend doing the three least expensive items on the list:*

- *Replacing the motor and drive on AHU-4 in the basement*
- *Replacing one condensing unit on the roof*
- *Replacing the old wiring in the old portion of building.*

*Moore said that the library could do those projects for about \$30,000 and see what money is left at the end of the year and whether the PLF has started to recover or not. An assessment could be made at that time to take on additional projects if it seemed appropriate.*

*It was agreed that a new phone system could wait as could the generator. Diwik asked why the fire system was on the contingency list. Moore said that the system currently works, but that it is so old that parts are not available if it breaks or if a fire inspection reveals a problem. In those circumstances, the whole system would have to be replaced.*

*There was brief discussion about the lighting issues in Adult Services, but it was agreed that this was not a health or safety issue at the present time. Moore noted that there were several options for the lighting in Adult, ranging from a \$20,000 option to a \$200,000 option.*

*The committee agreed that they would recommend only the first three projects be undertaken at the present time.*

*Moore said that she would present this recommendation to the Operations Committee meeting and that both committees would meet on June 22<sup>nd</sup> to formalize their recommendations to the full Board.*

*It was decided to consult with Perera at the joint meeting on June 22<sup>nd</sup> to determine the next meeting date for the Finance Committee.*

*The meeting adjourned at 3:30 p.m.*

Notes from the joint Finance/Operations Committee meeting are included here.

**JOINT OPERATIONS/FINANCE MEETING**  
**Monday, June 22, 2009 7:30 a.m.**

**Meeting Notes**

**IN ATTENDANCE:** Jack Burtch, Caroline Diwik, John Magill, Amy Sharpe, Ann Moore, Kate Hemleben, Kate Porter, Greg Ramage, Sherman Wallace, Nancy Roth.

**ALSO PRESENT:** Robert Harmon, UA Resident.

*The Meeting was called to order at 7:30 a.m.*

*Moore reviewed the results of the Operations and the Finance meetings. She said that both committees had agreed to keep to the three small projects:*

- Replacement of old wiring*
- Replacement of a condensing unit*
- Replacement of the motor and drive on one of the air handlers*

*Moore noted that in addition, both committees had talked about the fire alarm system as a matter of concern. Operations had asked to have an estimate of the cost of having paperwork ready so that if the fire alarm system broke or failed an inspection, the Board could act quickly.*

*Moore said she talked with Dennis Williams of Larsen Engineering. He responded with a proposal for preparing the necessary paperwork and drawings for \$10,000.*

*Moore noted that currently the library has no agreement with John Forgos. She said that she needs periodic advice from him or someone like him on building issues and maintenance projects in order to assure that she has full information. She said that much like Sylvia Gillis gives legal advice and bills for it, a similar need exists for construction advice.*

*She said that John Forgos called her on an unrelated matter and she talked with him about the preparation of the fire alarm system documents. Forgos indicated to Moore that fire alarm systems are proprietary. Because of this preliminary drawings are likely to be altered to fit the requirements of the system selected after the bidding process.*

*Moore said that the estimate for the fire alarm system in the planning study was \$160,000. She said that Forgos had an estimate from Systems 28 for approximately \$128,000. She noted that this estimate would not include such items as patching and repainting ceilings following installation, etc.*

*Moore said that the news of the proposed budget cuts that came late Friday afternoon has led her to the conclusion that the library should not undertake any of the projects. She asked Magill if the proposed cut to the PLF by Governor Strickland was a real possibility or if it was part of the political gamesmanship in preparing the budget. Magill said that it was his belief that the possibility of an additional 30% cut to the PLF was real. He said that if libraries do nothing, it is likely to happen. He said that if there is active resistance to this plan, the cut could be reduced to 12 – 15%. He noted that this would be in addition to the cuts in PLF distribution due to the lower revenue figures.*

*Moore noted that she has sent several emails to staff and Board members to keep them updated. She said that the library needs to put out information today to alert patrons to the situation. She noted that Sara Klein has already put information out through the library's social networking effort on Twitter, Facebook, etc. Moore said she felt the Board should be aware that some people in the community may not take the news well,*

as there continues to be a belief that the library has a \$3,000,000 surplus which is not the case.

Magill said that there does need to be information distributed to patron and the library should make it clear that the funding cuts effect the operation of the library. He said that it should be noted that it could mean cuts in hours. He said that by his calculation, the proposed cuts would mean a loss of about \$1,000,000 in revenue from the PLF. He said that recovering from that much of a cut would mean reducing hours by 8 – 10 per week.

Sharpe said that she is concerned about the public perception of making those types of cuts. Burtch said that the library is fortunate that Lynda Murray from OLC is following the developments. He said she is one of the best lobbyists in the state. He said that of the 251 library systems in Ohio, about 70% do not have local levies to support their operations. He said that many will have to close for several days each week. He said that the public library system in the state would be decimated if this budget cut is enacted. He said that even if patrons think the information is a “scare tactic” the library has a duty to inform them. Moore said she would contact the local weekly papers to try to get an article in their publications.

Sharpe said that the Board and concerned citizens should also spread the word through their own personal networks. Ramage noted that the library has been discussing an “Opt-In” email database which would also mean formulating a privacy policy. He said that at the present time, this is just in the discussion phase and is not an option for the current situation.

Magill said that the library needs to look at what the cut in funding would mean for UAPL. He said that by his rough calculations, it could mean closing or reducing hours of operation 8 – 10 hours per week. Moore noted that many ancillary personnel issues would have to be considered as those types of decisions are made.

Burtch said that the library will need to look at closing versus reduced hours. Moore said it is conceivable that the library may need to close a branch, or institute weekend closings at the branches. Diwik said that a closure or cutting of hours at the branches might be more palatable than a cut at the main library. Sharpe said that she is concerned that a branch only action would affect on a certain segment of the community and would engender bad feelings among those residents.

Magill said that the budget timing is such that the library should know by the beginning of next week whether the full cut is a part of the budget or if some funding is restored. He said that he agreed with Sharpe that the library should strive to maintain open hours at all locations.

Moore noted that Thursdays have the least patron activity. Burtch said that in communications with the public, the library needs to stress that any action taken is in response to the state budget.

*Moore said that the library is already planning for a 20% reduction in the PLF and that the 30% proposed by the governor would be in addition to that. If the end result is a 12-15% reduction, it would put the library in the "Worst Case Scenario" as projected by Hemleben.*

*The group received a comparison spreadsheet regarding the phone system. Ramage said that he has been looking into a phone system option (OPTION #1) that would allow the phone lines to enter as digital signals and then convert them to analog to be compatible with the current phone equipment. He said that the system could save about \$9,500 per year on the library's phone bill. He said that there would be some minor set-up expense involved. The group agreed that he should proceed to take steps to accomplish this conversion.*

*Ramage said that Option #2 was a quote for a new phone system. He said that the quote was based on the enlarged space planned for with the bond issue. He said that since that space is not an option, a new phone system quote should be less than the \$75,000 of the original quote.*

*Moore said that she has not instituted a hiring freeze yet, but she will be talking with Julie Whitt and Hemleben about this. She said she does not think the library should move on any of the three items previously suggested. It was noted that Grandview is increasing their fine structure in response to the economic situation. Moore said she did not hear from Westerville during her weekend of emailing other directors in the ETM group. The group noted that neither Dayton nor Cincinnati has additional levy support, although Cincinnati was planning to have a levy request on the fall ballot.*

*Magill said that the library needs to stress that many other libraries do not have revenue outside the PLF and that the local voters should be thanked for their passage of the operating levy. Magill said that he would like to consider moving ahead with the wiring replacement. He suggested that Sherman assess the situation and offer a recommendation.*

*Wallace said that he has looked at the situation and would feel more comfortable with proceeding with the re-wiring project. He said that the insulation around the light fixtures is badly deteriorated and that some of these wires run through the ceiling and could be hazardous. Moore asked Wallace to get a quote from Roberts Electric and Purdy before the July Board meeting. She said that Admin will check with legal counsel to see if the project would be subject to public bidding procedure. It was agreed that the Board should be prepared to act on this project at the July meeting.*

*Burtch said that Admin should proceed to do contingency planning and keep the Board up to date as the budget situation is clarified.*

*The meeting adjourned at 8:05 a.m.*

Diwik reviewed the notes from the Finances Committee meetings. She noted that a post-audit review meeting with the State Auditor's office will be schedule later in the summer.

RESOLUTION 19-09  
**To Approve On-Account and Commercial Credit Line Policy**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve the On-Account and Commercial Credit Line Policy as proposed by the Finance Committee and attached as a Permanent Exhibit to the Minutes.

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Kurfees made a motion to approve Resolution 19-09. Sharpe seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill and Sharpe. VOTING NAY: None.

The fiscal officer's report is included here.

***Notes from the Fiscal Officer  
July 2009***

- *Our June PLF 2009 Distribution was \$21,697 or 8.5% less than June 2008. Year to date (as of June 30) we have collected 15.0% or \$254,465 less in 2009 than in 2008. July PLF has been announced. We will be receiving \$69,882 or 22.8% less than July 2008.*

*The State has also announced revised expected revenues by County. Franklin County has provided us with our new certified expected revenue for the PLF. Our new amount is \$2,687,781 which is \$245,802 or 8.3% less than our last certification. A resolution has been provided in your packets to reduce the expected revenue for the PLF. Since this resolution has not yet been approved, the June 2009 financial statements do NOT reflect this change. Once approved, the July financial statements will show this adjustment. Please note that Worse Case Scenario #1 does reflect this change.*

- *Please be aware that the new Cash Balance report is no longer provided. With Bryce's suggestion of adding the cash balance to the income statement with year-end projections (the purple report), I felt it was no longer necessary to provide both reports.*

*Also, each building fund has been merged to show the revenue and expenditures on the same page instead of two different pages.*

- *The 2008 financial statement on the web has been slightly changed. I thought it was a good time to add a brief statement explaining the financial statement. The goal is to help patrons, residents and staff understand how the library functions financially. This is a spin-off of the PAFR (Popular Annual Financial Reports) that some entities produce to help residents understand their operations/finances. A PAFR is a smaller version of the CAFR (Comprehensive Annual Financial Report) and tends to be much easier to read for a non-financial person.*

*I have also been asked to provide a quarterly article on the library finances for the Library Link newsletter. With the help of Community Relations, I think we can make the library finances much more interesting for patrons, residents and staff to read about. The first finance article is about the 2008 financial statement. This is the same article on the web. I think these articles will help the public as well as staff understand how we function and the thought process of how decisions are made.*

- *This month a new policy related to the on-account and commercial credit lines has been included in your packets. Examples of these credit lines are Star Beacon, Lowes and Giant Eagle. Staff has been authorized to use these accounts but no specific policy exists to give guidance for usage, etc. The template for this policy was the recently approved corporate credit policy. You will find a resolution requesting approval of this new policy.*
- *Update on current audit: The Auditor of State Office has not yet internally reviewed our audit report. We are waiting on a bank confirmation before they start their review process. Until their review process is complete, they are unable to schedule a post-audit meeting with us to discuss the audit. This discussion will be on the agenda for our Finance Committee Meeting.*
- *One of our more recent savings for the library has been automating the balancing process for the circulation desk. On a daily balance, staff is required to balance the cash drawer(s) by counting the money and manually fill out a paper form in order to balance the day's sales. Depending upon the location this process would take 15 to 45 minutes a day or a total of 85 minutes for all locations every day. Going a little farther, the weekly range of time spent was 1.75 to 5.25 hours. Annually, that range is between 91 to 273 hours. By automating this processing using an internally created spreadsheet for each location, staff processing time has dropped in half. Annually, the amount of time saved is between 91 to 182*



*hours depending upon the location. This saved time can now be used to service patrons better. The projected overall savings for this change is \$13,000.*

*I wanted to thank all the staff that has been involved in this change. Without the help of the project team of Danna Armstrong, Bonnie DeWitt, Vita Marinello, Sherry Peterson, and Kate Porter, this process would not have been implemented. In addition to this group, staff at each location responsible for daily deposits must also be thanked. Because of their willingness to change the current process and embrace something new, we have been able to make a significant impact on staff time. This automation allows us to be in the present and using current technology. It even allows us to start thinking about the future possibilities of how to link the cash register to the accounting system to fully automate the process. THANK YOU for making this change possible!!!!*

- *Next Finance Committee Meeting has not yet been scheduled.*

Hemleben noted that four staff credit cards should be arriving next week.

20-09 RESOLUTION  
**2009 Estimated Resources Adjustment**

Be It Resolved that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following reduction to the 2009 Estimated Resources (Revenue):

*GENERAL FUND 100*

2110 Public Library Fund	(\$245,801.94)
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Magill made a motion to approve Resolution 20-09. Kurfees seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill and Sharpe. VOTING NAY: None.

RESOLUTION 21-09  
**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:

\$200.00	Donna Cramblett
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\$25.00	In Memory of Eugene Dennehy by Walter & Sandra Morgan
\$25.00	In Memory of Kathryn Thorne by Walt & Peg McNulty
\$50.00	In Memory of Kathryn Thorne by John & Patricia Dennehy
\$50.00	In Memory of Kathryn Thorne by Charlotte Shechter

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Diwik made a motion to approve Resolution 21-09. Sharpe seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill and Sharpe. VOTING NAY: None.

The Board entered into a general discussion of the new biennial budget just passed by the state legislature. Moore noted that the PLF would be temporarily reduced from 2.2% of the General Revenue Fund to 1.97%. She said that she is concerned that the reduction may not be temporary. She said that Operations and Personnel will have a joint meeting in August. She said that Hemleben has been running various projections and will do another round as the actual numbers become more precise.

Hemleben distributed and explained the most recent projection spreadsheet. She noted that the revenue for 2009 is now projected at \$5.8 million which will result in a \$21,000 shortfall over budgeted expenses. Surplus in the general fund would cover that amount, but the outlook for 2010 predicts another \$800,000 drop in PLF funds. She said that with no changes made to the materials or compensation budgets; this would result in a \$550,000 shortfall by year's end.

Hemleben noted that the library does have time to do careful planning rather than instituting kneejerk reactions to the constricted funding. Burtch agreed that the library can continue to plan for savings. Hemleben said that investing in improving automated systems to improve workflow and efficiency will have result in future savings. She said that the library is beginning to make those investments.

Moore said that libraries have not had any official analysis from OLC yet, but that regional meetings are planned. She said that the library has not officially instituted a hiring freeze, but that she has asked the HR Manager, Julie Whitt, to refrain from interviewing applicants. She said that the library removed two open positions from the website, in line with all the other local library websites which currently list no openings.

Magill asked what the cost of replacing bulbs is in the Adult Services area. Wallace said that bulbs are \$10 - \$15 and a new ballast is about \$75.00. He said that new bulbs typically last about 6 months. Moore and Wallace noted that the current lighting system is not efficient and generates a lot of heat and uses a lot of energy.

The Board agreed that a joint meeting of the Operations and Personnel Committees would be held on Tuesday, August 18<sup>th</sup> at 5:00 p.m. Magill asked Moore to pull out information from previous studies that detailed the cost savings of proposed new lighting systems for the Adult Services department.

Kurfees made a motion to approve the June 2009 Financial Report. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill and Sharpe. VOTING NAY: None.

Hemleben thanked the Circulation staff and Admin for the revision in the daily reconciliation procedure. She said that the process was sped up by 50%, allowing staff time to be allocated to other functions.

**PERSONNEL COMMITTEE**

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>
<b><i>Terminations</i></b>					
6/5/09	Janet Shaw	\$12.48 Range 104		Lib Asst II	L PT
6/18/09	Sarah Frecker	\$7.30 Range 101		Page/ Tremont Circulation	T PT
6/28/09	Andrew Krutko	\$11.07 Range 103		Weekend Custodian	T PT
<b><i>Leave of Absence</i></b>					
5/26-6/23/09	Danna Armstrong	FMLA leave Returned to work 6/24/09		Miller Park Manager	M FT
5/24-7/31/09	Adam Cassell	Non-FMLA leave Returning to work 8/1/09		Lib Assistant I	T PT

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

**PRESIDENT’S REPORT**

Burtch said that he also had enjoyed Bournea’s article and was pleased that Moore had acknowledged him prior to his departure from the meeting. Moore noted that Bournea’s articles are always accurate.

Burtch said that he appreciated all the financial up-dates and information that had been forwarded to the Board. He said that OLC had done a very good job in mobilizing the library community and staying on top of the budget situation.

Kurfees suggested that the website be up-dated with the new information now that the state budget has been passed. He suggested that the library put the information into layman's terms.

Hemleben noted that McNeil had been very helpful in getting the message out to patrons and to the community leaders. She said that the article in the Library Link has been helpful. She said that she plans to develop an annual report and to get the permanent appropriations posted on the website.

Magill said that it is important to continue to thank the community for their support of the Operating Levy. He said that the library is well-managed and deserving of public support.

Moore said that she will send out a summary to the Board following her ETM meeting on July 27<sup>th</sup>.

Kurfees and Magill had a brief discussion about new financing options just made available through the federal government. Magill noted that the IRS rules for these new bonds have just come out and that it is unclear how the recovery bonds would work. Kurfees and Magill noted that this is a demonstration of other financing options that could be open to the library for projects.

## **ADJOURNMENT**

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

The meeting was adjourned at 6:15 p.m.

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John H. Burtch, President

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Brian Perera, Secretary