



Board of Trustees Meeting
Tuesday, October 13, 2009 5:30 p.m.

MINUTES

President Burtch called the meeting to order at 5:40 p.m.

IN ATTENDANCE

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

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Sherman Wallace, Facilities Manager; Ruth McNeil, Community Relations Manager; Christine Minx, Communications Specialist; Jackee McKnight, UAPL Foundation; Mike Holman, WUAR and Nancy Roth, Administrative Secretary.

APPROVAL OF THE MINUTES

Sharpe made a motion to approve the Minutes of the September 8, 2009 meeting. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

UAPL FOUNDATION

McKnight distributed a written report to the Board. She said the Foundation Board had met last week. She noted that Moore, Hemleben and McNeil had made a presentation to the Board. She said the presentation was very detailed, but much longer than expected so that the Board did not have much time left for a business meeting. She said no future meeting date had been set.

McKnight said the Foundation continues to work on building the endowment fund through contacts with friends and neighbors and that some small gifts have been received. She said she would like to do a year-end mailing to solicit donations. She noted that the Foundation Treasurer is working with Hemleben to set up a PayPal account to facilitate donations. She said that planned giving through estate planning is becoming a growing area of interest and focus of the Foundation.

Burtch thanked McKnight for her report. He said that he is an ex-officio member of the Foundation Board but was not present at their meeting. He said that he received many phone calls following the meeting and that there are things that need to be brought out in the open. Burtch said the presentation did not seem to be well-received by the Foundation. He said the members were shocked at the numbers presented and felt that the suggestion that they undertake to raise \$15 - \$25 million was unrealistic and over

the top. Burtch said that Moore, Hemleben and McNeil were asked to leave the meeting.

Burtch said that he met with McKnight and some members of the Foundation Board last week in an effort to smooth relations. He said that he does not want to lose sight of the fact that all the Foundation members love the library. Burtch said that the library Board has seen the Foundation as a resource that has not been helpful over the past year or so. Burtch said that the Foundation has reasons for not being more aggressive. He said that the Foundation did not want to interfere with the focus of the Bond Levy Issue. He said that many of the members also serve on other boards and are acutely aware that charitable giving is way down in this economy.

Burtch said that McKnight informed him of her contacts with a local billionaire who has resources to make donations and he is concentrating on food pantries and other charities that provide for those in great need. The Foundation felt that efforts to raise funds through a gala event would have competed with the bond levy campaign. He said that they recognize the importance of the operations levy coming up in 2012 and that a gala or other fundraising event could harm that initiative. He said that they have reasons for not undertaking these major fundraising projects at this time.

Burtch said that the Foundation heard that the library is doing all that is possible not to cut staff or hours. He said that many of the cost-cutting efforts have been unseen by the public. He said that the Catch-22 situation for the library is that in trying to maintain services to the public at the highest level possible, the library's need for fundraising is not credible to the public. He said that if people saw more drastic cuts in hours of services, people who love the library would step up to assist with fund-raising efforts or projects.

Burtch said that the majority of Foundation members clearly want to retain their focus on the endowment fund. He said they feel it would be a mistake to use the endowment fund for operating expenses. He said the preference would be to build the endowment fund and then use the interest for more significant projects. He said the exception might be to conduct a separate campaign for a Lane Road renovation project in the future. He noted that the Foundation feels this is not the time to undertake such a task.

Burtch said that he thinks the Foundation would like to "cool it" for a while and that this might be the right thing to do. He said that at the same time, the library pushed the Foundation pretty hard to set a meeting in 30-45 days and develop a fundraising plan for such a large amount. He said this hit them in a really bad way. He said that McKnight feared there might be resignations from the Board as a result. McKnight confirmed that one or two members have talked with her about resignation already. Burtch said it is important to smooth this over.

Burtch said he would open the floor for suggestions as to the best way to proceed. He said that he believes the Board of Trustees needs to work more closely with the Foundation Board. He said that it is difficult to coordinate the schedules of so many

busy people to meet en masse. He said he would suggest that two library board members work as a task force together with three Foundation board members to discuss how to meet the goals. He said that it would probably be a mistake to have another Foundation meeting in 30 days. He noted that they don't meet that quickly or move that quickly. He said that the Foundation is pretty well committed to not undertaking a major fund-raising effort and will not be the source of funds to cover the shortfall in the PLF.

Burtch said it was unclear what can be expected from the Foundation in the future, but that the library has to get past the 2012 levy and nothing should be allowed to interfere with that. He said the library needs to talk with the Foundation and that they are a great resource with wonderful people who love the library and know a lot about raising money. He solicited comments from Moore and Hemleben, noting that they did not need to defend themselves as he felt he understood how the meeting went and that the library needed to "court" the Foundation a little bit better.

McKnight pointed out that the Foundation gave \$10,000 to the Bond Levy campaign. Burtch said that they gave it with open hearts and that the money donated was new money, not funds taken from their treasury. He said that he did not want this to become an "us" and "them" situation.

McKnight said the Foundation was waiting for the library board to prepare their new business plan and their policy. She said she would continue to cultivate one-on-one solicitations with the Foundation president. She said these types of contacts take time and often take several meetings. She said that people in the community are holding back on donations.

Moore noted that she has kept a complete listing of the various cost-cutting measures the library has taken since the first of the year. She said she needs to know how to share that information with McKnight and the Foundation.

McNeil said that if the presentation to the Foundation was too aggressive, that was certainly not the intent and she offered apologies for that. She said she could not apologize for the emergency financial state of the library. She said the flag of awareness needed to be raised. McNeil noted that the support of the Foundation in past endeavors was acknowledged in the presentation and the library remains grateful for the efforts made in behalf of Miller Park.

McNeil said that representatives of other groups and stakeholders in the community will verify that the library has only spoken positively and appreciatively of the Foundation. She said that the request for support from the Foundation is a part of the library's responsibility to the community as a whole, to approach all partner sources of assistance. She said that it was never the intention to suggest that the Foundation was not supportive of the library. She said that we (the Foundation and the library) are in the situation together.

Moore said that there was no intention to erect barriers between the Foundation and the library. She said that if there appeared to be frustrations, it was because she is very concerned about the future and health of the library. She said there was no personal agenda or feelings involved. She said her job was to secure the future of the library and that currently the biggest part of that was funding.

McKnight said that the Foundation understood the concerns, but should have had some warning about the nature and duration of the presentation. She said that they now need time to absorb and react to the information they were given.

Burtch said that he had echoed McNeil's comments in any conversations he had with the Foundation Board members.

Kurfes said that apologies have been offered and the groups need to move forward. He said that there does need to be better planning between the two boards. He said he agrees with Burtch's suggestions for a task force type of group, not for pain management but for perpetual progress. He noted that he was not convinced that a fund-raising campaign would really impact the operating levy campaign since the goals are different.

Hemleben said that she found that she did not have an opportunity to complete her presentation to the Foundation Board and that a part of that presentation included the suggestion for a joint steering committee. She said that her experience at OSU has shown her that there can be many formats for charitable giving and different forms and focuses appeal to different people. She said that this promotes a wider base of support.

Hemleben said that the library's effort to retain staff members was partially an effort to keep the local economy strong by not adding to the unemployment problem. She said that cost-cutting steps have been taken as much as possible without further reduction in hours of operation. She said the library now has to look at the revenue side of the equation and explore ways to increase revenue, including charitable giving.

Magill said that there was an educational component needed. He said the community does not understand that this is not a temporary financial set-back. He said he supports Burtch's suggestions for joint work with the Foundation. He said this should help bring back a more collaborative state between the two boards.

Burtch said both groups need to recognize each other's concerns. He said planning doesn't work with a 15-person board combining with a 6-person board. He requested McKnight relay the idea of a task force committee to the Foundation president, asking him to appoint two or three members.

Perera asked how people can make donations to the library. He said that direct donations are not tax deductible. Burtch said that he believes direct donations are tax deductible. The library should set up links on the website for donations to be made to the Foundation or the Friends when both groups establish their PayPal accounts.

Magill said that currently donations to the Foundation would support endowment and contributions to the Friends would assist with operational expenses, including fixed assets. He said there is a need to create a balance approach.

Hemleben said that people can make direct donations to the library, but that these are not tax deductible. She said that tax deductible donations can be made to the Friends or the Foundation. McNeil asked about obtaining funds from the Foundation if a donation is made through PayPal. McKnight said that the Foundation does have a giving policy which the library Board members have been given in the past. She said that it would be possible to obtain funds through a proposal. She said the proposal should be brief and outline what the funds would be used for. Kurfees said that this would be a process discussion that should be part of the work of the proposed task force.

McNeil said that the future she will need lots of help and support from the library board so that the library's core message can be communicated accurately. She asked to be kept informed and a part of the initiative with the Foundation. Perera said that there needs to be a simple mechanism for people to give to the library.

Burtch said he will appoint two members as soon as the Foundation agrees to select three representatives. He asked McKnight to contact him when she has talked with the Foundation President. McKnight agreed to do this.

ASSISTANT DIRECTOR'S REPORT

Porter reminded the Board that a group of African librarians visited UAPL last year in order to see Virtua in action. She said that one member of that groups was unable to come at that time due to visa problems. She said that he recently arrived and spent a day at the library to get some Virtua experience.

Porter said that a Read-Down Fines event had been held on October 3rd. She said all three locations hosted the event with 78 patrons participating at Tremont, 35 at Lane Road and 15 at Miller Park.

Porter said that the Barrington Elementary School library is undergoing some renovations. She said that classes will be going to Miller Park monthly while the school completes this work. She said it has been a good experience thus far.

DIRECTOR'S REPORT

Moore's written report is attached to these minutes as an exhibit.

Moore turned the floor over the McNeil and Minx. Minx said that the library will be having a monthly half-hour internet radio show on WUAR. She said that she and Mike Holman will act as co-hosts of the program. She said the show will include various items of interest about the library, including possible interviews with Board members,

information about up-coming programs and other points of interest. Minx noted that the initiative was funded by the Friends for the first six months. The program will be heard on the second Friday of the month at 10:05 a.m. Holman said the show would be repeated on Sunday and then archived on the website. Minx noted it would also be available on the library website.

Holman said the show would be called Library Link. He said that the station is committed to doing shows with insights on the community. He said that the program will also receive promotional mentions during the week prior to broadcast. He said the internet radio station is 6 months old and that people are using it.

McNeil noted that the station is the UA version of Slacker.com or Pandora. She said it positions the library as a stronger stakeholder in the community and provides another way to get the library's message out to the community. The programs will start in November. Minx played two short demonstrations for the Board.

Moore noted that the Friends were very excited about the opportunity to support this initiative. Moore said that an additional self-checkout station is on the way to Tremont and also Lane Road. She said patrons at Lane have been requesting a self-check option. She said the Friends have agreed to pay for the software and hardware for these stations.

Moore noted that as the library adjusts to the "new normal" needs for coverage have been discovered during the week and on weekends. She said there are 17 full-time staff that do not normally work on weekends, including the Admin team, who will be rotating to fill in the weekend openings. She said staff will work for two hours on Saturdays in order to provide lunch coverage for the regular staff in Media and Youth. She said she will be taking the first rotation this Saturday.

Moore noted the previous references to the 2012 operating levy. She said that it is important for the library to explain the steps that have been taken to keep expenses in check. She said that the partnerships that the library has, the efforts to streamline processes and the other budget cuts need to be kept in mind as the levy approaches. Burtch said that the levy committee should be formed in 2010 in order to ensure that the public is fully informed about the library's financial needs. Moore agreed that this would be a good step to take.

OPERATIONS COMMITTEE

The notes from the Operations Committee Meeting are included here.

OPERATIONS COMMITTEE
Tuesday, September 29, 2009 5:00 p.m.
Meeting Notes

IN ATTENDANCE: John Magill, Amy Sharpe, Ann Moore, Kate Porter, Kate Hemleben, and Nancy Roth

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

Response to Cynthia Warner Letter

Sharpe said that the library policy clearly states that supervision of materials is the responsibility of the parents. Moore said that the library has never had the system in place referred to in the first paragraph of Warner's letter. She said that Grandview used to have such a process and that Mrs. Warner may have been remembering that.

Magill noted that this situation was reviewed by the committee and the Board a little over a year ago and the Board upheld the current policy. He said that this policy works and would not recommend any changes. Sharpe noted that the current policy clearly indicates that any child is expected to be under parental supervision while in the library. She said that she agreed that there should be no recommendation for change.

The committee agreed to report this recommendation to the Board along with a recommendation that Board President Burtch send Mrs. Warner a letter to report the Board's action.

Operations Manual

The committee had been provided with a draft to review prior to the meeting. Moore said that the current manual has not been up-dated in about ten years. Porter said that the goal was to develop an Operations Manual that was more general so that the library had more flexibility in day-to-day operational adjustments. She said that she had asked the managers to review relevant sections that applied to their departments. Moore said that she, Porter and Roth had met several times to produce the document.

Sharpe said that she thought the document showed the work that was taken in producing it and that it was generally a very good result. Magill agreed.

The committee then began a page-by-page review and made a few minor changes to the document. Following this review, the committee agreed once the Finance Committee offered what comments they might have to the Finance section of the manual, the document would be ready for presentation to the Board at the next meeting. Moore noted that the Finance Committee was meeting on Thursday, October 1st, so the Manual could be presented at the October Board meeting. Magill and Sharpe both offered their appreciation of the job done by the Admin team in revising the manual. Moore recognized Porter and Roth for their work on the document.

The meeting adjourned at 5:45 p.m.

Magill said that the Operations Manual revision is complete. He thanked the Admin team for their work on the project and the excellent result. He noted that the goal was to make the manual more general and flexible so that minor changes of process do not require a revision of the manual. He said that the Finance Committee had reviewed the Finance portion and was in agreement with the language. Perera confirmed this.

RESOLUTION 30-09
To Approve Operations Manual

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve the revised Operations Manual as proposed by the Operations Committee and attached as a Permanent Exhibit to the Minutes.

Sharpe made a motion to approve Resolution 30-09. Magill seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

FINANCE COMMITTEE

The Fiscal Officer's Written Report is included here.

Notes from the Fiscal Officer
October 2009

Our September PLF 2009 Distribution was \$47,638 less than September 2008. The October 2009 PLF has been announced. It is \$61,450 less than October 2009. Based on our receipts of PLF since July 2009, it seems that our share is about 23% less than last year. Good news is that it seems to be stabilizing or I should clarify that the last four months have leveled off. Year to date (as of September 30) we have collected 17% or \$422,038 less in 2009 than in 2008.

This month has been busy although the topics in Finance Committee and at this month's Board meeting won't reflect this. We have been working hard on implementing our new Time and Attendance system. This is an electronic version of our manual method. The intent was NOT to change our process but to automate it. Sunday October 4 was our first day 'Live' in the system. October 23 will be our first pay day using our new system. On Tuesday, I'll provide a short demonstration of iEmployee, our new Time & Attendance system.

I would like to take this opportunity to thank the project team, Ann and all of our staff. The project team of Vita, Sherry P., Kate P., Greg & Julie was very valuable to this process. This project team approach ensured a successful implementation. I would also like to thank Ann for the support and vision of this project. Our staff also deserves a huge thank you. Change is not always easy. Because of their interest and

willingness to learn something new, we were able to move forward as quickly as we did. Staff also helped run parallel testing to verify that this new system would work well. They were required to maintain a paper copy as well as an electronic version of their timesheet.

Lastly, I'd like to say that working with iEmployee was a great experience. Their project manager, Robert, made this project very easy to implement. He kept the project moving forward and on schedule, worked with our accounting software vendor for exports/imports and provided us with user documentation that every level of user could use.

Audit Committee Update: Our Auditors have agreed to meet with us at the conclusion of the Finance Committee meeting on November 6 to discuss the 2007-2008 audit. Our tentative meeting time is 5:45-6pm. The auditors are aware of the new library hours and have been told that this meeting will continue until finished. All Board Members are welcome to attend as this is NOT a public meeting.

Next Finance Committee Meeting has been scheduled for November 6 at 5pm.

The notes from the Finance Committee Meetings are included here.

FINANCE COMMITTEE MEETING
Thursday, September 10, 2009 5:00 p.m.
Meeting Notes

IN ATTENDANCE: Brian Perera, Caroline Diwik, Ann Moore, Kate Hemleben, Kate Porter, Ruth McNeil and Nancy Roth

The meeting was called to order at 4:59 p.m.

CREDIT CARD LIMITS

Hemleben said that the newly established credit card policy provides for the Finance Committee to approve the limits on the credit cards for the Fiscal Officer, Director and Assistant Director. She said that currently her library credit card has a \$20,000 limit and Moore and Porter have a \$5,000 limit on their cards. She noted that the credit cards are no-fee cards and also provide a cash-back incentive.

Diwik said the limits seemed reasonable to her. Perera agreed. It was noted that the limit of \$20,000 for Hemleben's card allows for flexibility and future payment of some bills via credit card that would earn cash returns for the library.

FYI

Operations Manual

Hemleben said the Operations Manual has been revised. She said that she would like the Finance Committee to review the Finance section prior to the October Finance

meeting. She said she has edited the section, but since the revision of the whole manual resulted in a much more streamlined edition, she would like the Committee to review it so that the Operations Committee will be assured that the Finance Committee is in accord with the relevant sections. The committee agreed to review the material when it is provided to them.

Annual Report

Hemleben said that the library has not produced an annual report for some time. She said that in conjunction with Community Relations, an annual report for 2009 will be produced. She said this would be a web-only report so there will be no printing costs associated with it. It will be available on the library's website as a pdf. She said the timeline is for managers to submit material regarding accomplishments and highlights of the year by the end of January 2010. Hemleben and CR will develop the document and return it to Admin and the managers to review and edit in March. The goal is to present the report to the Board in April for approval. The committee agreed this was a positive plan.

Investment/Banking

Hemleben said that there are CD's maturing soon for nearly \$1,000,000. She said that she had recently moved \$150,000 from Arlington Bank to Fifth Third when a CD had matured. The funds were placed in a Money Market account to keep them liquid. She said that about \$750,000 worth of CD's at Huntington are maturing on October 20th. She asked if the Committee wanted to re-invest all or part of that money or if they would prefer more liquidity.

Perera asked how much liquidity was need for projected projects. The committee expressed concern over the aging elevator and the problems that it could cause if it failed in the near future. Moore noted that she had asked Forgos for an evaluation of the elevator earlier in the year. She said he indicated that the elevator was not a severe safety hazard in that if it fails, no one would be injured. She said that Forgos was also unable to predict how much longer the elevator could function. His estimate was that the elevator could fail in five minutes, five months or five years.

The committee agreed that a planned replacement of the elevator was preferable to having to make emergency arrangements due to a failure. The Committee agreed that the library should prepare of prioritized listing of projects and that the elevator should be near the top of the list. Moore noted that such a list has already been prepared and that she and Hemleben will review it and will present the Finance Committee's concern to the Operations Committee at their next meeting.

Hemleben said she will do some research to see if the elevator replacement might qualify for AEP credits.

Hemleben said that she will be issuing an RFP for banking services. She asked the committee how involved they would like to be in the preparation of that RFP. The committee agreed that Hemleben should prepare the RFP on her own and they would

review it. She noted that the library currently earns no interest on the checking account and, depending on the billing cycle, is sometimes assessed fees. She said that her goal is to have a banking agreement that earns interest and is strictly no fee. The committee agreed with this goal.

Budget Process

Hemleben said that currently the library funds are appropriated to major classes of expense lines in the budget. She said that CML prepares appropriations for only two lines - Payroll expenses and everything else. She noted that the details of the budget are available and shared with the board, but that Board approval is not needed for the movement of money from one large category to another.

Perera said that while he was in favor of simplification and collapsing the categories, having only two categories seemed extreme. He said that other Board members might also be uneasy with that.

Hemleben said that her goal is to clarify where expenses are tracked. She said that some items seem to be categorized wrongly. She said that some tracking has been inconsistent. She said she would like to clean up the budget reporting in 2010 without all the paperwork of resolutions for minor changes. She noted that requiring a Board resolution for routine movement of funds is inefficient and can hold up library work if funds are not available until after Board action is taken. She said that collapsing the budget for even one year, 2010, would be helpful in the clean-up process.

The committee agreed that there would be benefits to a simplification. Hemleben suggested that perhaps the Board would agree to a simplified allocation process with oversight from the Finance Committee. Perera and Diwik agreed that this could be appropriate, but said that the whole Board will need to agree and act on this. The committee agreed to put the issue on the agenda for discussion at the October Board meeting.

Hemleben said the library needs to develop a 5-year planning cycle. She said that she has started this by requesting a 5-year plan from IT and Facilities. She said that the committee needs to determine how to present this to the Board. She noted that there are expenditures that need to be planned for in the next five years –

- a new ILS system at about \$300,000
- a new accounting system at about \$30,000
- a new phone system at about \$150,000 and
- new more technologically advanced cash registers at about \$15,000

She noted that these projects could be a point of discussion for funding with the Foundation.

Hemleben said it might be time to look at increasing fines and meeting room fees.

Porter said she had done an informal survey of the local libraries. She said UAPL is on the lower end of the range. She noted that Grandview recently increased their fines.

Moore said the library also needs to look at possibly charging for Inter-Library Loan and MORE items. She said the library currently bears the cost of shipping items and it may be time to require patrons to bear the cost of requested items. She noted that the Cuyahoga County Library has recently resigned from their WorldCat membership and has stopped taking or processing any ILL requests in an effort to help with their budget issues. Diwik asked if other libraries charge for ILL. Moore said she would look into this.

POSSIBLE REQUEST TO THE FOUNDATION

Moore noted that in discussing ways to increase revenue, it would be appropriate to discuss the UAPL Foundation's participation in library projects. Hemleben suggested that the Finance Committee request a two year plan from the Foundation so that the library would know what funds could be available. She said it would be helpful in planning budgets to know exactly what funds could be expected. She said that the library needs the support of the Foundation.

Perera asked what the exact nature of the relationship between the Foundation and the Library was. Moore said that she and Burtch served as ex officio members of the Foundation Board. She noted that the library used to assume the cost of McKnight's salary, but that has been separated out from the library's expenses. She said the Foundation is a separate entity that exists to support the library.

Moore noted that she has been frustrated recently because the Foundation Board has not met on a regular basis. She noted that she had sent each of the Foundation Board members a letter outlining the critical financial situation the library was in, but has had no response except from one Foundation Board member.

Hemleben said that the library could provide the leadership needed to get funds from the Foundation. Perera said that the Foundation does seem to prefer to support an endowment approach, but that other options could be undertaken as well. Hemleben said that the library has not been receiving any interest payments from the endowment account.

Moore said that the Foundation could undertake to finance the Lane Road refurbishing. She said the estimate for this is about \$3,000,000. Hemleben said that there were other specific projects that the Foundation could underwrite if they were so inclined. The committee had a brief discussion concerning possible fund-raising events.

Moore said that the Foundation was supposed to meet sometime in the next week or so, but that a specific date has not yet been set. She said that Burtch has a good rapport with the Foundation and is quite persuasive. She noted that she has asked Hemleben to attend the next Foundation meeting so that she can present the financial situation directly to them.

Hemleben suggested that the Foundation, Friends, Board and staff team up to form an event committee if needed. She said that if the Foundation needs to employ a strategic planner to assist them, it might be helpful.

Perera said that the Foundation was a group of well-intentioned residents, but the group had lost focus after the Miller Park renovation. He said the library could provide them with a focus again by targeting specific projects. He said that the putting some effort into renewing Lane Road would be a good plan.

Moore said that the first step is to help the organization become more effective. She said that with the foundering economy, it has become more evident that the group is somewhat stagnant. She said the library has a real need for an effective fund-raising arm through the Foundation. She noted that in requesting significant donations for a large project like Lane Road, the library would be making a commitment to the community to follow through when funding is secured.

It was agreed that the Administration team would meet with Burtch to formulate an action plan to present to the Foundation.

Perera asked if the Foundation's IRS filings were in order so that potential donors could be assured that their donations would be tax deductible. Hemleben noted that as part of the audit, she did have a copy of the Foundation's tax return for the past two years, so they seem to be current in that area.

NEXT MEETING

The committee agreed to meet on Thursday, October 1st at 5:00 p.m. Hemleben said she would try to arrange for the audit review to be conducted at that time as well.

The meeting adjourned at 5:52 p.m.

FINANCE COMMITTEE MEETING Thursday October 1, 2009 5:00 p.m. Meeting Notes

IN ATTENDANCE: Brian Perera, Caroline Diwik, Ann Moore, Kate Hemleben, Kate Porter, Ruth McNeil and Nancy Roth.

The meeting was called to order at 5:00 p.m.

Operations Manual Review

Moore noted that the revised Operations Manual draft had been provided to the committee. She said that the Operations Committee had reviewed the draft and was prepared to recommend it at the next Board meeting assuming that Finance Committee approved the Finance section. Perera said he had read the relevant sections and saw no problems, but he would like to do a comparison with the original document. Diwik

agreed. It was agreed that they would do this review and would submit any revisions to Admin prior to the next Board meeting.

Foundation Request Letter

Hemleben said that the draft of the letter had been edited and reviewed by Moore, Porter, McNeil and Roth. She said that she would like the committee's thoughts about the letter. Diwik said that she did not feel that she had been a member of the Board long enough to understand the history and relationship of the Board and the Foundation. She said this made it difficult for her to comment.

Perera said that he appreciated the direct approach of the letter. He said that he would support the plan for the Board to send the letter under whatever signature that President John Burtch and Moore would propose. He said that he does have a concern about the public record aspects of the timeline proposed in the current draft. He said he would not want patrons to see the timeline as a definite initiative by the Board of Trustees, instead of a route suggested to the Foundation. He suggested that Hemleben look at making some of the actual timing more general in order for the Foundation and the library to avoid the taint of failure if the Foundation is unable to meet expectations. He said that the library needs a lifeline and that should come from the Foundation.

Hemleben said that she is concerned that if the letter is too open-ended, the Foundation will not act or will not know how to follow-through with the library. Perera said that it is appropriate for the library to set a goal and invite the Foundation to help us meet that goal or challenge.

Moore said that Burtch had reviewed the letter and is in agreement with taking this step. Moore said that she agrees with the facts in the letter and the proposals that Hemleben has developed. She said that she wants to present the letter to them in the best way possible. She noted that she had sent a letter to the members of the Foundation in July that outlined the library's difficult financial situation. She said she was quite disappointed that only one Foundation member contacted her in response to the letter.

Hemleben said that she will be attending the Foundation meeting next week and will use that as a platform to give some preliminary information to the Foundation. She said that she and McNeil have developed a presentation for the group. She said she would plan to send the letter after the meeting with modifications depending on the response of the Foundation to their presentation.

Moore said that the focus of the appeal for funds in the past has been directed at the Foundation Board members themselves. She said the appeal needs to be broader. Hemleben said that the financial needs of the library will have to drive the conversation about what elements of her proposal the Foundation may choose to take on. Diwik suggested that the letter be used to confirm and expand on the conversation the library has with the Foundation at the meeting. Perera said it is an opportunity to set some goals for the Foundation.

Moore said that the meeting on Tuesday will begin the conversation. She said that Hemleben will have an opportunity to up-date the Foundation on the library's finances and needs. She noted that some members have been considering resigning from the Foundation Board because of its inactivity. She said there are many things the Foundation could do for the Library.

Hemleben said that the library Board also needs to determine if a capital campaign for renovation is in the future for the library. She said that the underlying assumption that a major renovation project is needed is the driving force for the numbers she developed. She said that if the Board does not foresee a major renovation project in the next five or ten years, the financing would need changes and figures would need to be adjusted.

Diwik and Perera agreed that they would support whatever decision made by Burtch and Moore regarding the authorship of the letter, i.e. whether it is signed by all Board members; Burtch only; Burtch and Moore; or Hemleben.

Hemleben said that in conversation with Magill, he was not in agreement with the provision for a capital campaign. Hemleben said that she believes the OSU model for charitable giving is effective. They have many funds and options for donors so that it is easier for people to find a project or philosophy they would prefer to support. She said that this should work for the library as well, which is why she has proposed the five different initiatives.

McNeil agreed that the Foundation should have more than one method of matching donors with their area of support. She said that in the current economic climate for many libraries the Foundation is a sustaining arm of the library. She noted that public funding is becoming more tenuous and budget shortfalls may need to be addressed by private donation through Foundation. She said that Hemleben had developed a sustainability plan. Hemleben noted that the Community Relations staff had done a lot of research about other library Foundations as requested by the Board. She said that information indicates that these types of goals are being met by other library Foundations.

Perera asked if the Foundation charter would have to be changed in order to allow them to create additional funds. Moore said she did not believe they would have to make any changes and that she would check the charter. Perera noted that it is a lot easier to get people to make contributions if there was a specific need and that people often preferred to make donation for bricks and mortar projects.

It was agreed that the Committee would bring up this discussion at the Board meeting and would indicate their desire to send a letter to the Foundation. Perera asked that Admin confirm that the Foundation has renewed their 501(c)(3) statutes as required by law.

McNeil said that the library cannot expect the Foundation to take on these tasks alone. She said that the library can partner by steering them to resources and other members of the community who would be willing to assist the Foundation if asked.

Hemleben said this appeal to the Foundation needs to happen sooner rather than later. She said that budget planning for the next several years is an on-going process and would be directly affected by the Foundation's decision. Moore said that she believes it to be important for the Foundation to meet more regularly and that the library should request they schedule another meeting within 30 to 45 days. Diwik and Perera agreed.

Next Meeting

The committee agreed to schedule their next meeting for Friday, November 6, 2009 at 5:00 p.m.

Executive Session

Perera moved that the committee go into Executive Session in order to discuss a specific personnel matter in accordance with ORC 121.22G1. All other members agreed. The committee went into Executive Session at 5:35 p.m. The committee came out of Executive Session at 6:05 p.m. and the meeting was then adjourned.

Hemleben gave a demonstration of the iEmployee on-line timekeeping system. She said the system went live to employees on October 4th. She said the plan is to be able to integrate an HR component next year. She said with this system, the paid time-off accruals are accurate day-to-day, the system feeds timesheet information into the payroll system to generate paystubs.

Moore noted that the system has great flexibility and capacity to generate various reports. She also said the system can be accessed remotely by employees if necessary. Hemleben said the system will save money in the long run, especially in freeing Peterson from processing paper timesheets and that it will provide good audit support.

Perera said that the committee had met twice. He noted that the library is planning to produce a web-only annual report which will be presented to the Board prior to its release to the public. Kurfees suggested that a paper executive summary also be available to those who would like it.

Perera noted that the committee is discussing various classes of expense reporting to allow Hemleben more flexibility in allocation of funds within categories. He said that the PLF is likely to remain low due to one-time revenues that were built into the current state budget that will not be available next year.

RESOLUTION 31-09
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:

\$100.00	Wednesday Literary Club
\$20.00	Nancy Hau in memory of Beth Lanane
\$50.00	Robbie & Joyce Miller in memory of Beth Lanane

Perera made a motion to approve Resolution 31-09. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

Hemleben said that the financial report reflects the same assumptions as last month. She said that year end projections are a bit more positive thanks to internal cuts. She noted that 9 staff positions are open. Moore said that soon will rise to 11 open positions. Perera made a motion to approve the Financial Report. Kurfees seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

PERSONNEL COMMITTEE

Kurfees said that language providing for the annual evaluation of the Director and Fiscal Officer is being prepared for action at the November Board Meeting. He asked Board members to give their feedback.

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>
<u>Terminations</u> 9/13/09	Laura Ellis	\$10.40		Library Assist II Lane	PT/L
<u>Leave of Absence</u> Non FMLA 9/2-9/27/09 Intermittent Leave 9/28 – 11/30/09	Sharon Coultas			Library Assist II Lane	PT/T
FMLA 9/14-10/26/09	Pam Buesing Cole			Library Assoc II	FT/L

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

RESOLUTION 32-09
To Approve Personnel Policy Handbook Revisions

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve the revised Personnel Policy Manual as proposed by the Personnel Committee and attached as a Permanent Exhibit to the Minutes.

Magill made a motion to approve Resolution 32-09. Perera seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

PRESIDENT'S REPORT

Burtch thanked Moore and McNeil for organizing the event held prior to the Board meeting to roll out the UA Yearbook project. He said that this is a gift to the community. He said the event was well-attended and that people in the community are excited about the access to the yearbooks.

Moore said that McNeil took the lead on organizing the event. She said that McNeil also wrote an article for OLC's on-line publication about the Job Help event. She said that Southwest and Bexley are joining the collaboration for this type of event.

Hemleben noted that the library will have their meeting with the Auditors on November 6th following the Finance meeting. She said that this is not a public meeting.

Magill said that the website for the Yearbook project is excellent. He suggested that it be submitted for a national competition.

ADJOURNMENT

Sharpe made a motion to adjourn the meeting. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None. The meeting was adjourned at 6:55 p.m.

John H. Burtch, President

Brian Perera, Secretary