



Board of Trustees Meeting
Tuesday, December 15, 2009 5:00 p.m.

MINUTES

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

IN ATTENDANCE

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

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Ruth McNeil, Community Relations Manager; John Forgos, John Forgos Associates; Chris Bournea, This Week UA; Robert Harmon, UA Resident and Nancy Roth, Administrative Secretary

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

APPROVAL OF THE MINUTES

Perera made a motion to approve the Minutes of the November 10, 2009 meeting. Magill seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

LIBRARY RECORDS COMMISSION

The notes from the Library Records Commission are included here.

LIBRARY RECORDS COMMISSION MEETING
Tuesday, December 15, 2009 5:00 p.m.

MEMBERS PRESENT: John Burtch, Kate Hemleben, FO, Bryce Kurfees, John Magill, Brian Perera and Amy Sharpe.

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Ruth McNeil, Community Relations Manager; John Forgos, John Forgos Associates; Chris Bournea, This Week UA; Robert Harmon, UA Resident and Nancy Roth, Administrative Secretary.

MEMBERS ABSENT: Caroline Diwik.

The meeting was called to order at 5:00 p.m. Burtch noted that the Records Commission meeting was a statutory requirement for all libraries. Library Records Commissions are required to meet at least annually.

Hemleben reported that there were no changes to submit to the record retention schedule. She noted that there were no records to be submitted to the State Library for permission to destroy.

The meeting was adjourned at 5:03 p.m.

PUBLIC COMMENTS

There were no public comments.

UAPL FOUNDATION

Jackee McKnight was unable to attend the meeting and did not submit a report. Burtch noted that the Foundation was planning to meet in January.

DIRECTOR'S REPORT

Moore's written report is included as an Exhibit to these Minutes.

Moore noted that Chris Bournea from This Week UA was present in the room. She said that Bournea would be leaving for a new position. She thanked him for his unbiased reporting of library-related issues. Bournea thanked the library and the Board and indicated that he appreciated his contacts at the library. He said UAPL was a great library which he would continue to patronize.

Moore said that she would defer the remainder of her report until after the Operations Committee report.

OPERATIONS COMMITTEE

The notes from the Operation Committee meeting are included here.

*OPERATIONS COMMITTEE MEETING
Monday, December 14, 2009 5:00 p.m.*

Meeting Notes

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

ABSENT: John Magill

The meeting was called to order at 5:06 p.m.

LIGHTING PROJECT

Moore said that Sherman Wallace had completed a lighting inventory of the building. She noted that the blueprints are not an accurate representation of the fixtures.

Forgos distributed a spreadsheet of the entire Tremont facility based on Wallace's inventory. He said he had taken light level readings throughout the library. He said that the recommended level for general purpose buildings is 40 – 50 foot candles per square foot. He said that the only area that generally meets that recommendation is the Circulation workroom and Atrium area. He noted that the Moore's office and Roth's area are the next best lighted areas. He noted that HR Manager Whitt's office and Hemleben's office are particularly badly lit. He noted that the diffusers in many of the fixtures are the wrong type for the space.

Forgos said the project will need to balance the needs of patrons with cost efficiency for the tax payers. He said that T-10 ballasts will be phased out of production beginning in 2010 and that T-12 will be phased out by 2012. The library currently has T-12 type fixtures that are on their way to being obsolete and therefore it will be difficult to repair or replace parts in the near future.

Forgos noted that 429 fixtures in the Media, Reference and Youth Services areas have recently been up-graded to T-8 fixtures. He noted that this action was taken because of wiring safety concerns, not because of poor lighting issues. He said that the energy savings and AEP credits will result in a payback period of about 5 years. He said that the project was a good value and that the library had received a very favorable price on the replacement fixtures. He said that the value of the fixtures in a national database is about \$130 each. He said the library paid \$43 per fixture due to the favorable bidding climate at the time.

Forgos said that 163 fixtures remain to be replaced throughout the building. He said that areas outside of Adult and the Atrium could be up-graded for a cost of between 18,000 - \$22,000. Forgos said the ceilings in these areas would not have to be removed and replaced, making the replacement much less costly than the Adult and Atrium.

Forgos said that to address the lighting issues in Adult, the ceiling would need to be removed and replaced with a suspended ceiling. He said the lighting would need to be re-wired, with new circuits and additional junction boxes. He said that he would favor a new system that would run perpendicular to the current shelving pattern so as to allow for flexibility in any future space usage changes.

Forgos noted that the current fixtures burn about 790 watts of energy while producing only 90 watts of light. He said energy savings with more efficient lighting could be as much as \$16,000 each year. He said that this savings is about a 7% return on the

investment of the cost of the project. He said the AEP credits from the project would be about \$12,000.

Forgos said that the library is burning about 2.16 watts of energy while EPA and AEP recommended levels are 1.3. He said that the change in the fixtures would bring the energy consumption down to 1.5. He said that his estimated cost for the project is \$233,950. This includes engineering/architect fees, permit fees, bid costs and legal costs. It does not include his fee if the Board would want him to act as Owner's Rep for the project.

It was noted that the replacement of fixtures outside of Adult and the Atrium could be done separately at another time as they would not involve the need for engineering/architect involvement or permit fees. He noted that if done as a separate project, the smaller project would be subject to prevailing wage requirements.

Moore asked if the replacement lights in Adult and Atrium area would be lowered so that facilities staff could access them for bulb replacement and maintenance with current equipment. Forgos said the lights would be lowered to a height of 9 feet which would allow access via the library's lift.

Moore noted that more lighting in Adult also means better security and safety for staff and patrons. Forgos said that circuitry should be planned so that on bright sunny days, every other bank of lights could be turned on, rather than all the lights, thus increasing the energy savings.

Sharpe said that she would definitely want to pursue the replacement of lighting in Adult and the Circulation/Atrium area. Moore said she would like the Board to move forward with approval for Operations to get proposals from three architect/engineering resources for the project. It was noted that the library does not have to issue an RFQ for the project, but can negotiate directly with selected candidates. Jack Hedge and Larsen Engineering were mentioned as possible candidates for this part of the project.

Forgos said that the marketplace is still favorable for this type of work, although some supply prices are starting to increase. A tentative timeline was suggested.

- 1. December – Approval for seeking architect/engineering proposals.*
- 2. January – Selection of architect/engineering firm and approval of contract.*
- 3. February – Preparation of bid documents and approval for project to be put out for bid.*
- 4. March – Bid results and approval of contract with contractor.*

Sharpe and Moore requested that Forgos attend the December Board meeting so that he could answer any questions the Board might have. He was asked to prepare a proposal for his services as Owner's Rep for the project as well. Forgos agreed to attend the meeting and said he would have a proposal to present to the Board.

The meeting adjourned at 5:50 p.m.

Board members were provided with a spreadsheet prepared by John Forgos. Sharpe summarized the Operations notes. She said that the documents prepared by Forgos will allow the Board to obtain quotes for Architectural/Engineering services for the lighting project. Forgos said that Jack Hedge from DesignGroup had given him an informal estimate of \$10,000 – 11,000 for the Adult Services project. Forgos said that the fee would increase by \$4,000 – 5,000 for the remainder of the building.

Forgos noted that the recent wiring and lighting project in the older section of the building that encompassed Youth, Media and Reference involved about 60% of the light fixtures in the building. He noted that the current bidding climate is good, but that as stimulus money finds its way into the system, the marketplace will tighten. Moore said that patron complaints continue about the lighting in Adult.

Forgos reviewed the history of the project. He noted that the new fixtures recently installed will cut electric bills by \$3,000 – 4,000 a year. He said that the first 6 items in the notes on his spreadsheet would carry cost of under \$25,000. He said that items #3 and #4 could be done by the in-house facilities staff. Item #6 is the recently completed Youth, Reference and Media Project. Items #1, 2 and 5 would require work from a licensed electrician.

Forgos said that item #7 reflects the work needed in Adult Services and Atrium area. He said the reasons for the work in these two areas are different. Adult services lighting is below minimum standards for libraries and the current fixtures are also energy inefficient. He said the lighting levels in the Atrium are not an issue due to the large amount of natural light that comes in, but the fixtures are extremely inefficient. He noted that the improvements could include an on/off sensor in the Atrium that would result in even more energy savings.

Forgos said that he would recommend the fixtures in Adult be placed perpendicular to the current shelving layout. He said this would provide for maximum flexibility for future space usage. Moore said that she also favored this proposed layout. Forgos said that the library would double the number of lights in Adult Services and still see a 40% energy reduction due to the efficiency of the T-8 fixtures.

Forgos said he would also recommend the removal of the up-lights from the pillars in the Atrium. He noted that the current fixtures were energy hogs and that the bulbs had been removed. He said that removal of these fixtures would ease the load on the current breaker box that has been used as an on/off switch for the lights in Adult and the Atrium.

Moore noted that the cost estimate prepared by Forgos included estimated permit fees, design and legal fees, and bid costs. She said the only thing not included was Forgos' fee to act as general contractor/owner's rep for the project. Moore reviewed the timeline that was proposed in the Operations Committee meeting. Forgos suggested that in the bid documents, the library could request a unit price option for the fixtures so that the work outside of Adult and the Atrium could be separated out.

Magill suggested that instead of waiting, the Board should consider moving forward with the smaller piece of the up-grade while the Adult/Atrium project was prepared for the bid process. Forgos said that this would work, but that the work would have to be done as a prevailing wage job. He said that he would like to consult with legal counsel to see if there would be any bonding requirements or other issues of concern.

The Board agreed with this approach. Forgos agreed to check with counsel and begin the request for quotes for this portion of the project after this. He noted that he could have a design quote and a recommendation ready for the Board at the January meeting for the Adult/Atrium portion of the project.

Magill made a motion that the library proceed immediately with item 1, 2 and 5 from Forgos' Notes, subject to approval by legal counsel. Costs for such electrical services not to exceed \$20,000. Sharpe seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

Magill made a motion to authorize the library to seek a minimum of three quotes for architectural/engineering services for presentation at the January meeting. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

Magill made a motion to approve a proposal from John Forgos for consulting services for the Tremont Lighting project, with costs not to exceed \$24,000. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

ASSISTANT DIRECTOR'S REPORT

Porter noted that the library continues to fill holes in the schedule with existing staff. She said that the library is getting close to the point where this may no longer be a viable option when vacancies occur.

DIRECTOR'S REPORT (CONTINUED)

Moore reported that she, McNeil, Porter, Sharpe and Diwik had attended a reception for Don Leach and Linda Mauger the previous evening. She noted that their support of the library was important.

Moore said that she, McNeil and Hemleben had attended a non-profit fund-raising summit in Cincinnati. She said that it was very comprehensive and informative with a variety of experienced speakers. She distributed a packet of information to the Board members for their edification. She noted that UAPL was the only library represented at the conference.

Moore said listed three key points she took away from the conference:

1. Fund-raising is a long-term and strategic project.
2. A shared vision and consistent message is critical
3. People give to people. Fund-raising is about “friend-raising.”

Moore said that a group from the library also recently went on a tour of the new OSU Thompson Library. She said the newly-renovated facility is amazing. Prior to the renovation, the library saw about 3,000 students per day. Since re-opening, about 12,000 each day use the library. She said that they have taken an academic library and turned it into a gathering place. She noted that lots of OSU students also come to UAPL and will now have a higher level of expectation for our library.

Moore said that she and McNeil also met with Laura McDonald from Benefactors, a professional fundraising group that works exclusively with non-profits. Benefactors was one of the presenters at the Cincinnati conference whose office is in Grandview. Moore said that she learned that organizations should have a fund development plan in place before hiring a development person, where an outside consultant or an in-house position.

Moore said an organization needs a clear vision of what they want and what they expect. The organization needs to assess if they are ready for a fund-raising campaign. She said she had talked with new Fund Developer for Cuyahoga County Public Library System. She said that a checklist in use there has been included in the information packet she provided to the Board.

She invited Hemleben and McNeil to add their comments. Hemleben said that the OSU library was amazing – spacious, comfortable and new. She said that fund-raising is all about building relationships with individuals and other organizations. She said that a bad economy does not mean that giving stops.

McNeil said that friend-raising is the key to the fund development process. She said that all we do has to be about building relationships and friendships. Everyone connected with the library needs to be conveying this all the time wherever they are.

McNeil said that another key element is that the organization has to lead by examples of giving. She said that donors often ask who else has given and what type of buy-in the organization has devoted to the effort. She said that giving includes money, time and talent.

McNeil said that “givers” are always giving. She said that the organization has to send the right message by the right messenger at the right time. The organization must present a united front, starting with the leadership being on board with a development plan.

Moore said that discussion about this topic will continue with the Board after the holidays. She said that she has decided to call the managers the Leadership Team.

She noted that last month's meeting of the leadership team was conducted in the world café format and that tomorrow's meeting will be a continuation of the conversations started there. She said that this re-naming is a reflection of some of the influence of her participation in the UA Community Conversations program. Moore offered a brief quotation from one of her recent readings about organizational communications and leadership. "Change does not happen from a leader announcing the plan. Change begins from deep inside a system, when a few people notice something they will no longer tolerate, or respond to a dream of that's possible." – Margaret Whatley, Turning to One Another.

Burtch said that the conference sounded like a good, interesting experience. He said that he was able to hear the excitement from Moore.

FINANCE COMMITTEE

The Fiscal Officer's written notes are included here.

Notes from the Fiscal Officer December 2009

Our November PLF 2009 Distribution was \$194,331 or \$54,709 less than November 2008. The December 2009 PLF has been announced. It is \$169,975 or \$22,397 less than December 2008. Year to date we are down 18% from what was collected thru November 2008.

Included as a resolution is the temporary appropriations for 2010. This is being approved at a higher level than in prior years. Again, this is to help manage where our expenses are paid. These numbers have been based on the projections developed for 2010. Please see the purple income statement with year-end projections for more detail.

In reviewing our year-end budget entries, there is a need to revise the resolution to close Miller Park. I missed part of the entry in the Miller Park Fund that would allow me to transfer out the money. A revised appropriation amendment will be sent to the Budget Commission prior to December 31 as that is the deadline to file any appropriation changes.

Our investment plan from November has been finalized and all monies moved to the appropriate bank. The investment report has been included this month.

Audit Committee Update: I have received our official copy of the audit. It is my understanding that a copy was mailed to your home for review. If this did not happen, please let me know and I can get you a copy of the report. Our audit is now complete. The next audit will be scheduled during 2011.

Next Finance Committee Meeting has been scheduled for January 22, 2010 at 5pm.

Hemleben said that the Finance Committee did not meet in December. She said that work continues on preparations for the end-of-the-year account closings and tax work. Hemleben asked if Board members had received their written copies of the Audit Report from the State Auditor's Office. No Board member had received the report. Hemleben said that she would send the electronic version to the Board members.

Hemleben said she has acted on the investment plan and made the necessary transfers of funds. She said that investment income for the year would be about \$17,000 which is much better than the budget projection of \$10,000.

RESOLUTION 26-09 A
2009 Appropriation Amendment - Amended

Be It Resolved that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following change to the 2009 Appropriations:

Miller Park 403

3200 Communications	- 1,200
3700 Professional Services	- 4,500
3900 Other Purchased Services	- 500
5200 Land Improvement	-33,834
9900 Transfers Out	+40,034

Building Fund 402

9900 Transfers In	+40,034
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Kurfees made a motion to approve Resolution 26-09 A. Perera seconded the motion. Hemleben noted that the motion was amended to correct an accounting oversight. There was brief discussion. VOTING AYE: Burtch, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

RESOLUTION 34-09
**Authorization to have County Auditor Release Advance
Distribution of Tax Dollars**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library authorizes the Fiscal Officer of the Library, Katherine Hemleben, to receive tax advances and settlements from the Franklin County Auditor for the year 2010.

Perera made a motion to approve Resolution 34-09. Kurfees seconded the motion. VOTING AYE: Burch, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

RESOLUTION 35-09
2010 TEMPORARY APPROPRIATIONS

INCOME

GENERAL FUND 100

TOTAL REVENUE	5,275,651
ESTIMATED BALANCE AT 1/1/2010	<u>1,085,889</u>
TOTAL REVENUE + BALANCE	6,361,540
LESS RESERVE FOR ENCUMBRANCES	<u>(300,000)</u>
AVAILABLE FOR APPROPRIATIONS	6,061,540

BUILDING FUND 402

TOTAL REVENUE	-
ESTIMATED BALANCE AT 1/1/2010	<u>1,831,576</u>
TOTAL REVENUE + BALANCE	1,831,576
LESS RESERVE FOR ENCUMBRANCES	<u>(20,000)</u>
AVAILABLE FOR APPROPRIATIONS	1,811,576

RESOLUTION 35-09
2010 TEMPORARY APPROPRIATIONS

EXPENDITURES

GENERAL FUND 100

SALARIES & BENEFITS	3,680,542
LIBRARY MATERIALS	954,151
OTHER EXPENSES	<u>859,886</u>
GRAND TOTAL GENERAL FUND	5,494,579

BUILDING IMPROVEMENT FUND 402

OTHER EXPENSES	<u>20,000</u>
GRAND TOTAL BUILDING IMPROVEMENT FUND	20,000

Perera made a motion to approve Resolution 35-09. Kurfees seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

There was discussion. Hemleben said the appropriations appear in simplified form in order to allow for a simpler process for shifting funds within the categories. She said that this would allow her to cover needs without coming back to the Board. She explained scenarios, particularly towards the end of the year, when she might need to move funds from one line to another within the salaries and benefits appropriations in order to cover payroll. She said that currently, she would need to request a special Board meeting if the timing was past the December Board meeting. She also noted that this will allow her to clean up expenditures that have been categorized inappropriately.

Hemleben noted that the monthly reports to the Board would remain the same with detail. Magill said that he would like to see a monthly summary of the movement of funds within the categories, even though the Board would not have to act on them. The other Board members agreed that this was a part of their oversight responsibilities. Hemleben said that she could provide such a monthly report.

Kurfees made a motion to approve the Finance Report for November, 2009. Perera seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

PERSONNEL COMMITTEE

Kurfees reported that he and Burtch had met with Hemleben to conduct a delayed six-month evaluation. He noted that Moore had been asked to submit input and the Hemleben had been asked to do a self-evaluation as well. He said that the meeting was very positive. He said that Hemleben emphasized her belief in the teamwork needed to be effective. He said that she reported that she learns through asking questions and that her watchwords were Innovate, Improve and Progress.

Kurfees said that the adjectives descriptive of Hemleben that were submitted by Moore included: A powerhouse of creativity, ingenuity, honest. Kurfees said that Hemleben received a very good evaluation. Burtch thanked Hemleben for a job well done.

The Fiscal Officers Personnel Report is included here.

December Personnel Report

<u>Effective Date</u>	<u>Employee</u>	<u>Rate</u>	<u>Current Rate</u>	<u>Classification</u>	<u>New PT/FT with Location</u>
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New Hire

Change in Status

Leave of Absence FMLA

11/17/2009 – To Be Determined	Marcia Baum			Lib Assoc II	FT / T
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Leave of Absence Non-FMLA

Terminations

12/31/2009	Dee Squillace	\$14.82		Lib Assoc 1	PT / T
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Kurfees made a motion to approve the December Personnel Report. Sharpe seconded the motion. VOTING AYE: Burtch, Kurfees, Magill, Perera and Sharpe. VOTING NAY: None.

Burtch noted that due to current budget constraints, raises would not be possible for 2010. Therefore, there were not actions regarding wages and salaries to be presented.

PRESIDENT'S REPORT

Burtch noted that this would be the last meeting of 2009. He said that at least one new Board member would be appointed in January. He said that the new mayor would be making appointments on January 11, 2010. He said that the Board would need to re-appoint the Fiscal Officer at the January meeting. He said that meeting will also have the election of officers on the agenda. He noted that in compliance with the By-Laws, he cannot serve another term as president.

Magill asked if the library had any quotes for insurance yet. Moore said that the process has been started, but there have been no bids yet. She said that Julie Whitt, HR Manager will be following up on this in the next few weeks. Magill noted that Administration should inform Burtch as soon as possible if there need to be an agenda item regarding insurance.

The Board agreed to move the January meeting to January 19, 2010 at 5:30 p.m. in order to allow time for notification and orientation of any new Board members.

ADJOURNMENT

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

The meeting was adjourned at 6:18 p.m.

John H. Burtch, President

Brian Perera, Secretary