



Board of Trustees Meeting
Tuesday, March 9, 2010 5:00 p.m.

MINUTES

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

IN ATTENDANCE

BOARD MEMBERS: John Burtch, Caroline Diwik, Garrett K. Scanlon, Amy Sharpe, Mark L. Shy and Krista Sisterhen.

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Ruth McNeil, Community Relations Manager; Nancy Roth, Administrative Secretary.

APPROVAL OF THE MINUTES

Burtch made a motion to approve the minutes of the February 16, 2010 Board of Trustees meeting. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

PUBLIC COMMENTS

There were no public comments.

ASSISTANT DIRECTOR'S REPORT

Porter noted that she had submitted an update regarding the strategic planning initiative in the Board packet. That document is included as an exhibit in these minutes. She said that the electronic survey would go out later in the week. She noted that it would be sent to cardholders in the 43212, 43220 and 43221 zip codes. Porter said there would be a link on the website so that other patrons could also take the survey and that hard copies would be made available at each location as well. She commended the work of the Strategic Planning committee and also the IT department for their help in developing the survey and loading it on Survey Monkey.

Porter noted that the library has purchased a one-year membership to Survey Monkey. That tool can now be used for other surveys the library may want to conduct, including a planned staff survey.

Porter said that the next evening was career night at the State Library of Ohio. She said that the Kent State school of Library Science sponsored the event that served as a job fair-type event. She noted that she will be manning the UAPL

table along with Bonnie DeWitt, Lane Road Branch Manager. She said that in the current economy, librarians leaving school may choose to do some volunteer work in order to build up their experience and résumés since there few jobs available. She said that she would be talking with students about volunteer opportunities and providing them with real world information about the library profession.

Porter indicated that she would re-schedule orientation visits for Scanlon, Diwik and Sisterhen following the meeting.

DIRECTOR'S REPORT

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

Moore said that the Friends of the Library made nearly \$10,000 during their recent sale. Diwik said that she was amazed at the amount the group was able to raise. Moore explained that the library is known among "book" people as having high quality donations. She said that many book dealers and collectors attend the first day or so of the sale to look over the merchandise. Moore offered Resolution 08-10 for action.

RESOLUTION 08-10

To Thank the Friends of the Upper Arlington Public Library

WHEREAS the Friends of the Upper Arlington Public Library exists to support the Upper Arlington Public Library, and

WHEREAS the Friends of the Upper Arlington Public Library continues to offer material and financial support for library programming, special events and gifts to the library despite a challenging economic environment, and

WHEREAS the Friends of the Upper Arlington Public Library contributed \$68,888 to the library in 2009 in the form of programming, special events and gifts to the library, and

WHEREAS the Friends of the Upper Arlington Public Library has achieved the milestone of raising over \$100,000 in 2009 for the fourth year in a row,

NOW THEREFORE, the Board of Trustees of the Upper Arlington Public Library offers sincere thanks and congratulations to the Friends of the Upper Arlington Public Library for their generous support, faithful work and constant encouragement that has helped to make the Upper Arlington Public Library a true community asset with a 5-star national ranking.

Burtch made a motion to approve Resolution 08-10. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

Moore said she had provided the Board with a listing of libraries that will be on the ballot for operating levies in May. She said that the group of about 30 libraries is the most ever seeking levies at one time and, in particular, it is the most new levies to be on the ballots around the state.

Moore noted that last fall the Board had begun the discussion and consideration of an on-staff development/fundraising position. She said that she, Hemleben and McNeil had attended a fundraising seminar in Cincinnati last fall. In the course of the seminar, Moore said she met Laura MacDonald, a professional fundraiser who lives in UA. She said MacDonald is the President of the Benefactor Group whose services focus on non-profit fundraising and development.

Moore said she was very impressed with MacDonald's expertise and knowledge. She suggested that Board invite MacDonald to make a presentation at the April or May meeting. She noted that MacDonald has worked with Columbus Metropolitan Library on fundraising as well as many other entities across the country. McNeil also indicated that she had been impressed with MacDonald. She said that MacDonald would focus more on an assessment rather than trying to come away with a contract from the library. The Board agreed to invite MacDonald to a meeting.

Burtch asked if the Foundation should be invited to attend MacDonald's presentation when it is scheduled. McNeil asked Sisterhen, as a development professional, what her opinion was about this. Sisterhen said she would have to give it some thought. The Board did not come to a decision on this question.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

*OPERATIONS COMMITTEE MEETING
Tuesday, March 2, 2010 8:30 a.m.*

Meeting Notes

IN ATTENDANCE: Amy Sharpe, Mark L. Shy, Ann Moore, Kate Porter, Kate Hemleben, Sherman Wallace, John Forgos and Nancy Roth

The meeting was called to order at 8:30 a.m.

Lighting Update

Forgos said that the library is waiting for Roberts to approve the contract. Hemleben said that she also has asked the insurance company – the Ohio Plan – to review the contract and is waiting to see if they have any suggestions to offer. Shy asked if the issue was an additional insured provision which is standard. Forgos noted that this was a part of the original bid requirements and that Roberts had been asked for their insurance information.

Sharpe asked if the contract would be ready by Tuesday. Hemleben said it should be ready by then. Shy noted that including this type of information in the up-front documents to be provided could help prevent these types of delays. Hemleben said that the library continues to need to develop a simpler contract process and form for smaller projects like the Roberts contract and the Miller-Watson design services.

Shy said that some other library has probably already solved this problem and developed a simple contract format. He suggested that the library research this and see if a template already exists in the library world. Forgos noted that the AIA used to have a simpler contract format for smaller projects but they no longer make it available. Moore said that she is concerned that these lengthy, complicated contracts may scare off bidders for small projects in the future.

Forgos said that the biggest sticking point for the Miller Watson contract is contract administration. The contract has not been corrected to show that the owner's rep will administer the contract and still has Miller Watson administering the contract. Forgos said he has talked with Sylvia Gillis about making this correction, but somehow it has not been done yet.

Shy said that the library should be able to have a one page contract and utilize the PO system for smaller contracts as well. Forgos said another problem is that the Miller Watson contract does not tie back into their original proposal.

Shy suggested that a subcommittee be formed to work on the development of a short contract form. He suggested that he, Hemleben, Forgos and Wallace meet to begin this process. The committee agreed with this suggestion. Forgos noted that to date, he has used up ½ of his contracted time and the project has not moved forward due to these issues.

FIREDOORS

Wallace said that fire system was recently tested. Through that test, it was determined that the drop-down fire doors were not working. The doors are wired into the smoke detectors but the operational box failed. Wallace said that Simplex will be submitting a quote for the repair work and he expects that parts may be needed as well. He said the doors had not been tested in many years, but should be tested annually.

Moore asked if code still required the doors. Forgos said that doors are still required due to the lack of a full sprinkler system in the building. Shy commended Wallace for having the test done and his follow-through on the repairs. Wallace indicated that Simplex had some concerns about getting parts due to the age of the system.

The committee discussed the idea of upgrading the fire protection to a full protection sprinkler system. Hemleben noted that this improvement should lower the library's insurance rates. Forgos said in order to fully sprinkler the building, ceilings would have to be removed. He pointed out that the current water line into the building is not large enough to support a full sprinkler system. Sharpe said that the library could explore the costs involved and assess predicted savings. Shy suggested that the library could explore with the city possible sharing of the cost. Forgos said there is currently 25,000 – 30,000 square feet that is not sprinkled.

PRIORITY LISTING

Forgos distributed a listing of building issues that he prepared. He said that he had highlighted those items that he feels are most important. He noted the listing included items listed in the Larsen Electrical and Mechanical Audit and items from the Planning study. Sharpe noted that the library will need to find a balance in presenting the needs without scaring patrons.

Moore said that life/safety issues need to be of primary concern. Forgos noted that the library has done several "invisible" projects and now needs to take on projects that are more visible to patrons. Moore said that under the current budget the library is operating on \$1,000,000 less than in 2008. Forgos said that very expensive items will have to wait until funds are available.

Shy said the library needs to educate voters and work toward a goal of moderation and consensus. He said that the library would have success if they go to the people with a genuine need that is confirmed by local experts. Forgos noted that the A/C and boiler systems posed a huge potential problem if they should fail.

Shy said that these types of issues are reasons why he wants to pursue a gift-in-kind approach. He said that there has to be a way that people and businesses can donate to the library. Sharpe asked how he envisioned this - website postings, advertising or other methods. Shy said the library would still need to do due diligence, but that there were likely many businesses that would be happy to donate services or materials to the library.

Hemleben said that the library does need to pursue this avenue, preferably through Becky Princehorn who has developed similar policies for other libraries. Shy suggested that the subcommittee should first tackle the contract issue and then explore the development of a gift in kind policy and procedure.

Hemleben said that she wants to make sure the policy is fair and transparent and not viewed as favoritism by the public. She said she has concerns about the public perception if care is not taken.

Forgos said that the 2007 report from Larsen indicated as need for ceiling supports for computer wiring. He asked if Greg Ramage, IT Manager still needed this so that it can be included in the specs for Miller Watson. Moore said that she would check with him, but that wireless technology that has advanced since 2007 may mean this is no longer a necessity.

Forgos said that one item he forgot to include in the listing was the lack of insulation in the old part of the building, including single paned windows. He said that the brick was applied directly over the concrete blocks with no insulation or airspace between.

Moore said that the lighting project is the one big-ticket item from the 2009-2011 column of the priority listing prepared last spring. She said that the library also needs to look at life/safety issues at Lane Road. Miller Park is in good shape following the renovation.

There was discussion about an on-going problem with an exterior door at Miller Park. Wallace noted that the door had been replaced once and needs to be replaced again. He said it is a hollow metal door that is affected by the weather and at the present time replacement of the door and the frame have been recommended by Thomas Doors. Shy said he would like to take a look at the current door and would stop by Miller Park following the meeting.

Sharpe suggested that the committee merge the priority list developed last spring with the listing prepared by Forgos. She said the members could review it and set their priorities at the next meeting. She also noted that the levy committee needs to begin their work soon. Moore said that the Board needs to have Becky Princehorn come to a meeting to explain the various options available for an operating levy. She noted that Princehorn also assists the library in preparing the proper resolutions, setting up a schedule of deadlines to meet statutory requirements, etc. Moore said the library usually schedules a special board meeting for Princehorn's presentation which lasts about two hours. Moore said the Board should think about holding this meeting in late August.

The committee agreed to meet on Wednesday, April 4th at 8:30 a.m.

The meeting adjourned at 9:30 a.m.

Moore said that the library is still working out the contracts for the two lighting projects. She said that she had talked with Mike Long of Roberts Electric today. She said the library discovered that the bid was based on 32W lamps. The

lighting project done in the fall by Purdy Electric had used 28W lamps that are more energy efficient, but more costly. She said that Long indicated that the project would cost an additional \$500.00 if the library chose to use the 28W lamps.

Moore said that she would recommend this selection, noting that the increase would be covered by energy savings within a year. In addition, she noted that this would standardize the bulbs that the Facilities staff would need to keep on hand which had also been a means to increase efficiency. Moore said that Roberts is ready to proceed once the AEP Smart Grid pre-approval is filed.

Sharpe asked how long the AEP pre-approval process would take. Hemleben said that once the application is submitted, it takes 2 – 3 weeks for the approval to be given. She said she would send in the new cut sheets for the 28W fixtures and then notify Roberts that the application is filed.

Shy made a motion to approve the additional expenditure of \$500.00 for Roberts Electric to use the more energy efficient 28W lamps in the lighting project, presuming a successful pre-approval submission to the AEP Smart Grid program. Burtch seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

Moore said that she had talked with Sylvia Gillis about the changes needed in the contract with Miller-Watson. She said that the extent of the construction administration between John Forgos, owner's rep for the project and Miller-Watson has been clarified. Forgos will be responsible for review of pay submissions. She said that she hopes to have a signed agreement tomorrow.

Shy noted that there are definitions brought out by the project that the library needs to take a look at for future reference. He noted that he would like to make certain that Forgos' remaining time is sufficient to see the library to the end of the project. Moore and Hemleben agreed to talk with Gillis tomorrow to relay Shy's concerns and to move the contract forward.

Moore noted that due to a death in his family, Sherman Wallace, Facilities Manager, was not in attendance. She said she did not have an up-date on the status of the fire doors or the generator.

Shy said that a subcommittee met to discuss best practices for developing and utilizing a simplified contract for smaller projects. Hemleben said that she has talked with UA City Finance Director, Kathe Armstrong. Hemleben said that Armstrong will be sending her a manual that is used by the city. Armstrong indicated she would talk with the UA City Attorney to solicit their advice. Hemleben said she has also contact the Franklin County Prosecutor's Office to request their input.

Shy said that the format for a simplified contract for public entities has to exist somewhere. He noted that the subcommittee also discussed the 3-bid process for small projects.

Moore said that the drop-down fire doors are required by code because the building is not fully sprinkled. She said that Wallace will be getting quotes for the repair work. She noted that the Operations committee had discussed looking at installing a sprinkling system through-out the building.

Shy said that Operations is looking at combining and revising the priority listing and said that a sprinkler system would open up other opportunities to address life-safety issues. He said he would advise that the library develop a conceptual estimate of the cost of installing sprinklers including the projected savings in insurance, simpler alarm system requirements, etc. Shy volunteered to take on this task if the Board did not object. There were no objections from the Board.

Scanlon suggested that the library develop an inspection schedule checklist so that systems are routinely inspected as required. Shy said that he would recommend that Wallace become a member of the International Organization of Facilities Managers. He said that this organization could assist Wallace in developing his skills. Shy said he had friends in the organization that would be willing to mentor Wallace.

FINANCE COMMITTEE

The notes from the Finance Committee meeting are included here.

*FINANCE COMMITTEE MEETING
Wednesday March 3, 2010 4:00 p.m.*

Meeting Notes

IN ATTENDANCE: John H. Burtch, Garrett K. Scanlon, Ann Moore, Kate Hemleben, Kate Porter, Nancy Roth

The meeting was called to order at 4:03 p.m.

INVESTMENT PLAN

Hemleben said she would email the investment plan to the committee. She said that there is currently \$713,000 in the Chase checking account to be invested. She said that Friday the library will get \$1.3 million as the settlement for property taxes. She said that she may get a short term CD through April, using the \$700,000 as to meet payroll expenses for the next couple of months. She said that there is over \$1 million in a money market account at Fifth Third Bank and \$500,000 in a CD at Huntington that will come due in August.

Hemleben said that she has kept \$150,000 in a money market account at the Arlington Bank, in order to maintain a relationship with them. She said that the library has to keep \$7,000 in the Chase checking account in order to maintain a business account status and to receive free checking.

Hemleben said that she will be putting out a request for investment bids to the banks – Chase, Fifth/Third, Huntington, Arlington and PNC have banking agreements with the library. She explained that this means that the banks have agreed to have funds set aside to fully reimburse the library in the event of a bank failure. She said that she normally requests bids for investment rates for 3, 6 and 9-month durations.

The committee agreed that they would review the email from Hemleben and discuss the plan at the Board meeting.

PERMANENT APPROPRIATIONS

Hemleben distributed a simple statement that showed Revenue and Expenses for 2008, 2009 and the projection for 2010. The figures for 2008 also included the transfer in to the Building Fund of \$1.5 million. She said that fund is now about \$1.9 million. The projection for 2010 results in the library with a positive net of about \$31,000. Moore said that she was happy to see that the library had been able to spend less than the revenues for 2009.

Hemleben then distributed a statement with moderate detailing of the revenue and expenses with comments. Hemleben noted that the property tax revenue projection was based on a 12% delinquency rate rather than a 55% delinquency rate. The 55% figure was used in the 2009 projections and reflected the county-wide rate rather than the rate for UA. She said the property tax figures are generated by the County Auditor's Office. The tax base for UA increased by \$50 million due to the reassessment.

The projections for the PLF have been certified, but are not guaranteed since they reflect changing economic conditions. Hemleben suggested that the library proceed with planning based on an assumption that the PLF will be 20% less than the amount certified. Scanlon asked if the state could cut the PLF more, noting that the initial amount the State planned to cut the PLF last summer was greater than what was enacted. Burtch said that it would not be impossible for the state to make additional cuts, but that the library would have no control over that. Burtch said that assuming a 20% reduction in PLF would be a prudent course of action at the present time. Hemleben said that if the situation improves, the library can make adjustments later in the year.

Hemleben said that patron fine and fees tend to remain about the same level. She said that some libraries have seen an increase in the payment of fines when patrons can pay online and/or with credit cards. She said that the library still hopes to initiate credit card payments and online payments later in the year.

Hemleben noted that the Contributions line will increase when she sets up the Friends account for payment of programming expenses and other Friends donations. She said that purchases will be done by the library using library accounts and the Friends will make donations to zero out those expenses. She said that this was being done as a result of suggestions from the last audit.

Reviewing the expense side of the projections, Hemleben noted that while the amount for library materials has been reduced, the actual percentage of the budget used for materials remains at about 17%. Salaries and benefits represent about 65% of the budget. Moore noted that the library currently has 17 open positions. She said that three positions have recently been vacated or will be by the end of the month. Hemleben noted that these positions were funded in this budget and became vacant after it was prepared.

Burtch asked if appropriations can be submitted with a range of expenses/revenue to allow the library to return money to things like the materials budget if revenue improves. Scanlon asked what options the library might have if the state funding was way off. Moore said the library would have different options. She noted that last year the materials budget was cut by \$165,000. Curbing expenses can be tinkered with as the year progresses. She said if the state funding is down \$500,000, the library has already planned for a \$400,000 shortfall and would only have to make adjustments for the additional \$100,000. Burtch said the library would have several options. He said this seemed to be a cautious prudent budget.

CONTINGENCY/RAINY DAY FUND

Hemleben said that there had been discussion earlier last year about creating a "rainy day" fund. She asked the committee if this was a concept that they wanted to pursue. If so, at what level should it be funded?

Hemleben noted that there had also been discussion about creating a fund for retirement liability. She asked the committee their opinion of creating such a fund. She said when she researched the issue last year, the library's total liability for payout of unused vacation and sick time was about \$200,000. She said that she has budgeted \$18,000 for three long-time employees who may be leaving in 2010. She said that employees have a cap on the accrual of vacation time, but that up to that cap, the payout upon retirement is 100%. Employees are paid only a portion of their unused sick time.

Moore said that she would recommend establishing such a fund at \$50,000 to be replenished each year. She noted that positions filled after retirements are often at a lower rate because of the level of experience. Hemleben said that she will need to do some research to assure that the fund is created and named correctly to meet with auditing standards.

Burtch said that he likes the concept of establishing a payout fund. He said that he does not like the concept of a “rainy day” fund per se. He noted that such a fund could give the public the impression that the library has excess funds which may not be the case at all. He also noted that the current agreement among the local libraries regarding the distribution of state funds could be stressed in the current economic climate. He noted that if libraries pull out of the agreement, such a fund could defeat a “needs” argument before the Budget Commission.

Burtch said that fund must be earmarked for specific purposes to avoid a false perception of surplus. He noted that the building fund is a liquid fund available for emergency repairs as well as planned maintenance projects. Moore agreed that these were valid concerns. Scanlon said that people tend to look at a “rainy day” fund like a cash fund that is not accounted for a specific purpose.

Burtch said it was important to look at the carryover from year to year. Hemleben noted that the library needs about \$400,000 to carry over to cover January payroll and operational expenses each year.

Hemleben asked how much of the Building Fund the Operations Committee could plan on spending. She asked if the Finance committee had a level below which they would not want the fund to drop. Burtch said that Operations should look at individual projects. He said that the fund should not be spent down by the end of the year. Burtch said the criteria he would use is two-fold; how serious is the need for the project and will proceeding with the project leave sufficient funds for any emergency building needs. He advised using a case by case approach in determining which projects to undertake.

Hemleben said she has been looking at partnership opportunities with the city of UA. She said she would like to see if the city will help with other maintenance issues around the library. She said landscaping was an example. She had budgeted \$8,500 for this. Currently the library has a proposal from Davey Tree for landscaping services for \$15,500. She said that she has discussed having the city provide landscape services with the library paying their costs. She said that Tim Moloney has indicated he will get a proposal to her by the end of the week. She said the proposal will be only for Lane Road and Tremont.

Moore said that she has some concerns about the quality of the work the city might provide. She noted that patrons have submitted complaints in the past when the lawn became filled with dandelions. She said that the Tremont location is a particularly high maintenance area due to the number of trees, planting beds, mulching, etc. Hemleben said that the city is not supposed to be making a profit, so their costs should be lower than Davey Tree. Scanlon suggested that the library could negotiate with the city to adjust the cost depending on the level of service provided. Hemleben will continue to negotiate with the city and report at the Board meeting.

INSURANCE/GIFT-IN-KIND

Hemleben said that the Hylant Group through the Ohio Plan provides insurance coverage for the facilities. She asked the committee if they would like to have a representative from Ohio Plan make a brief educational presentation to the Board. She said that since there are three new members, it would be a good opportunity to acquaint them with the library's current policy and prepare them for the renewal at the end of the summer. She noted that the library also covers the Friends and Foundation liability insurance through this policy. The committee agreed that it would be helpful to have a presentation made by Ohio Plan.

Hemleben said that she would like to contact Becky Princehorn to discuss the development of a gift-in-kind policy. Moore noted that she would also like to arrange a time for Princehorn to meet with the Board to educate them as to the levy process and the options available and the ramifications of those options. She said she would like Princehorn to meet with the Board before the end of the summer. Various scenarios for levy options would be created by Hemleben after that meeting for the Board.

Scanlon said that he thinks that April 15th will be a huge wake-up call for small businesses. He said that the PLF may well be less than projected. He asked about what sources the library might consider for increasing revenue. He asked if the library had considered selling ad space on the website; inviting a vendor directly into the library such as Caribou or Starbucks; a structure volunteer program. Scanlon asked about the best mechanism to present these types of ideas.

Hemleben said that naming rights could also be an option. She noted fundraising is becoming an important consideration for the library.

Burtch said that any ideas could be given directly to Moore or Hemleben and that Scanlon should feel free to share his ideas. He said that he is comfortable with Moore's efforts to contain expenses. Moore noted that a committee is currently working on building up a base of volunteers. She said that more library students are volunteering as unpaid interns in order to gain experience.

NEXT MEETING

The committee agreed to meet on Thursday, March 31, 2010 at 8:30 a.m.

The meeting adjourned at 5:30 p.m.

The Fiscal Officer's written report is included here.

**Notes from the Fiscal Officer
February 2010**

- PLF for March has not yet been announced. Good news is that this past Friday, we received our first half of property taxes, \$1.3 million!!!
- During our last Finance Committee Meeting, we discussed that the Finance Committee would approve the investment plan at the March 9, 2010 Board Meeting. In my monthly information, please find a summary of the current financial institutions with whom we have current banking agreements. These rates are pitiful to say the least. When I look back at our plan from April 2009, our CD rates were .75% APY for 3 months, 1.75% APY for 9 months and the money market was 2.25% APY. A significant drop in the last 12 months. I've also included a summary from the State of Ohio Treasurer's website showing the monthly rates from January 2008 to present. In January 2008 they had a 4.25% APY whereas last month it was .04%.

My recommendation is to put \$1.5 million into several Money Market accounts at Fifth Third Bank. Limit is \$350,000 per account. This will leave about \$500,000 in Huntington to pay current invoices and payroll. As necessary, transfers will be made from Fifth Third to Huntington. This allows for us to gain as much interest as we can. Since the Finance Committee Meeting on Wednesday March 4, I have increased our interest income to allow for this. One banker thought the rates were stabilizing and another suggested that we not lock monies in beyond 12/13 months.

- Permanent Appropriations: Please find several documents from the Finance Committee meeting. The first one is the actual resolution for the permanent appropriation budget. The second is what I'm calling the Simple Income Statement. It shows the current 2010 permanent appropriation for revenue and expenditures at a very high level. The next one the Income Statement which has more revenue and expenditure detail. The last page has the appropriation expenditure information at the detail level you see it in the financial statements.

Once this is approved, as money is transferred between these detail lines I will report back monthly as to what we have adjusted. These do not require any action by the Board prior to or after the transfer. The plan for this year is to correct the coding of purchases to make sense with our account lines. In future years we will not have a lot of transfers between detail account lines.

- I have asked our Insurance Agent, Tony Szymczak from the Hylant Group to speak at our April Board Meeting. Our current insurance is with the Ohio Plan. The Ohio Plan was created to assist governmental entities such as ourselves with obtaining the proper insurance. Last fall we went

through a very thorough review comparison of our policy at that time and the one from the Ohio Plan. We have property insurance, general liability, public officials, automobile, crime, employee benefits liability, terrorism, etc. Our 'per occurrence' limit is \$3 million and annual aggregate is \$5 million depending upon the coverage. Defense costs or attorney fees are outside of these limits....this is a very important difference as most insurance defense is inside the limit. For example, if the claim is for \$3 million and the attorney fees are \$150,000. The insurance pays \$3,150,000.

Typically, most entities purchase insurance for only themselves. However, we are a little different. The Board has agreed to pay for coverage for both the Foundation and Friends of the Library. Covering these two entities is a minimal cost to us whereas their cost would be quite expensive if they had to have a separate policy.

Tony will be sending an agenda to me prior to the Board Meeting and I plan to forward this to you. In this 10-15 minute presentation he will be discussing who Hylant Group is, how the Ohio Plan works, what our limits are for each of our coverages and anything else you may want to ask. I will be providing a summary of our current coverages as soon as I can so you have time to review.

- Next Finance Committee Meeting is scheduled for March 31, 2010 at 8:30am.

Hemleben reviewed the investment plan with the Board. The plan is attached to these minutes as an exhibit. She noted that the 1.1% return from a Fifth Third money market is the best rate. She said that rate information was not available at the time of the finance meeting. Hemleben asked for a consensus from the Board before she proceeds with moving funds. The Board did agree that the plan outlined was appropriate.

Hemleben reviewed the Permanent Appropriations as outlined in the Finance Committee Meeting notes above. She did note that the correct property tax delinquency rates were 1.25% for last year and 1.55% projected for this year.

Shy asked about the incremental increase in the digital/audio budget and how digital media was affecting the collection and circulation. Porter said that digital access has suddenly become more popular. She noted that the library has offered it for some time, but within the past few months, patrons are utilizing it more. She said that she would like to research the possibility of circulating digital games for patrons. She noted that some libraries are doing this. Sharpe asked if there was a policy in place about games.

McNeil said it raised the question of what the library's core business is and what extra products or materials patrons may want. Moore noted that 45-50% of the

library's circulation is due to Media. She said this holds true in most libraries. She noted that since the funding agreement formula (25%) is directly tied to circulation, it makes sense to keep the media collection current and compatible with emerging technologies.

Shy asked if digital subscriptions were more or less expensive than books. Moore said that in the long run, they would probably be less expensive. She said the patron use of the Overdrive digital consortium has increase by 73% as the public becomes more familiar and comfortable with downloadable materials. She noted that the purchase of many reference materials have been switched to a digital database format.

Scanlon said it seems like there needs to be a discussion as to what we want the library to be, regarding materials. Diwik said this would be a good topic for the Board retreat.

Moore said the library has historically put a lot of stock in requests made by patrons. She said the library was one of the first to have a DVD collection because patrons in UA requested them while the technology was still new.

Sisterhen asked who decides what goes in to the collection. Porter explained that specific individuals have responsibility in each area. She noted that professional reviews materials are studied, a librarian's knowledge of what circulates in their community and patron requests are also taken into consideration. Porter said that standing orders for popular works are a part of an automatic ordering system as well. She noted that the Collection Development policy is outlined in the Operations Manual and was updated last October.

RESOLUTION 09-10
2010 PERMANENT APPROPRIATIONS

INCOME

GENERAL FUND 100

TOTAL REVENUE	5,373,004
ESTIMATED BALANCE AT 1/1/2010	<u>1,369,012</u>
TOTAL REVENUE + BALANCE	6,742,016
LESS RESERVE FOR ENCUMBRANCES	<u>(91,993)</u>
AVAILABLE FOR APPROPRIATIONS	6,650,023

BUILDING FUND 402

TOTAL REVENUE	-
ESTIMATED BALANCE AT 1/1/2010	<u>1,875,990</u>
TOTAL REVENUE + BALANCE	1,875,990
LESS RESERVE FOR ENCUMBRANCES	<u>(4,000)</u>
AVAILABLE FOR APPROPRIATIONS	1,871,990

EXPENDITURES

GENERAL FUND 100

SALARIES & BENEFITS	3,493,350
LIBRARY MATERIALS	915,000
OTHER EXPENSES	<u>951,950</u>
GRAND TOTAL GENERAL FUND	5,360,300

BUILDING IMPROVEMENT FUND 402

OTHER EXPENSES	<u>320,000</u>
GRAND TOTAL BUILDING IMPROVEMENT FUND	320,000

Burtch made a motion to approve Resolution 09-10. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy, and Sisterhen. VOTING NAY: None.

Burtch reviewed the need for a Payout Fund. He noted that as stated in the Operations Committee Meeting Notes, he was not in favor of the creation of a "Rainy Day" fund. Burtch said that the Board is responsible enough not to spend every penny in the budget. Shy said that terminology is a very important consideration. He asked if such a fund was a legal option for the library.

Hemleben said that City and State governments can have such funds with established limits on the amount contained in the fund. She said she would like to get a feel from the Board as to how low the building fund could be drawn. Shy said that outsiders see \$1.5 million in the building fund and think the library is in good shape. Burtch said that the Board has to be prepared to answer such questions and comments by informing the public about the \$5 - \$6 million worth of repairs that are needed at Tremont.

Shy said that discussion of the impact of a “restricted” or “rainy day” fund on promoting the 2012 levy would also be a good topic for the retreat. Hemleben said that she would poll some other local libraries to see if they have such a fund.

Burtch made a motion to approve the February Financial Report. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

RESOLUTION 10-10
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:

\$1,000.00 Dr. & Mrs. Martin Peter Sayres

Burtch made a motion to approve Resolution 10-10. Shy seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

Hemleben said that she has asked the Hylant representative for the Ohio Plan to come to the April meeting to review the library’s insurance with the Board. Scanlon suggested that Laura MacDonald’s presentation be in April and the Ohio Plan presentation be re-scheduled to the May meeting. The Board concurred with this suggestion.

PERSONNEL COMMITTEE

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

Change in Status

Leave of Absence

FMLA

3/3-4/4/2010	Shahin Shoar			Manager	FT/T
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Leave of Absence

Non-FMLA

None

Terminations

2/12/2010	J.Caleb Mozzocco			Lib Asst 2	PT/T
3/3/2010	Mary (Richardson) Harmon			Lib Assoc 1	PT/L
Retiring 3/31/2010	Joyce Rond			Circ Supervisor	FT/T

The Fiscal Officer's Personnel Report is included here.

Date: March 9, 2010

*Location codes:

T – Tremont

L – Lane Road

M – Miller Park

PRESIDENT'S REPORT

Sharpe said that she did not have a specific report. She said that planning for the retreat continues and that Board members will be receiving additional information at a later date.

ADJOURNMENT

Burtch made a motion to adjourn the meeting. Diwik seconded the motion.
VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING
NAY: None.

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

Amy P. Sharpe, President

Garrett K. Scanlon, Secretary