



Board of Trustees Meeting
Tuesday, April 13, 2010 5:00 p.m.

MINUTES

President Shape called the meeting to order at 5:02 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 Hemleben, Fiscal Officer; Kate Porter, Assistant Director; Ruth McNeil, Community Relations Manager; Sherman Wallace, Facilities Manager; Sara Klein, Digital Collections Librarian; Nancy Roth, Administrative Secretary; Catherine Fines, Benefactor Group and Diana Newman, Benefactor Group.

APPROVAL OF THE MINUTES

Shy made a motion to approve the Minutes of the March 9, 2010 Board of Trustees meeting. Burtch seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

BENEFACTOR PRESENTATION

Catherine Fines and Diana Newman, representatives from Benefactor Group were introduced to the Board. The Benefactor Group specializes in fund-raising for non-profits. The group consists of eight consultants and two administrative support staff. The company is involved in strategic planning activities, Board training, and fundraising. Benefactor Group represented the Columbus Metropolitan Library for their centennial fundraising activities. That effort had a goal of raising \$1,000,000 and raised \$1,600,000.

The presentation from Fines and Newman included the following information:

- Of the \$308 billion in philanthropic donations made in 2008 (the most recent data available), 85% was given by individuals.
- People give to the things they care about most – church and university being the top two.
- People give when they are asked; particularly when they are asked by someone they know.
- Evidence confirms that people will support both an operating levy and specific fundraising such as an annual giving campaign. Talking points should refer to the needs of the community NOT the needs of the library.

- Donors prefer to give to specific projects or segments rather than unrestricted general funds. Limit option for project giving to 3 – 5.
- Do not expect fundraising to make up the gap from reduced government funding sources. A realistic expectation would be about \$47.00 per capita in charitable giving.
- An annual campaign should be built in to a comprehensive development plan that should involve Friends and Foundation. There should also be comprehensive planned endowment. Donors move up a ladder from initial gift to endowment gifts.

Fines and Newman outlined the following steps that would constitute a development assessment:

1. Formation of an ad hoc development task force, including Board members, patrons, Friends/Foundation members, etc.
2. Collect data. This could include individual interviews, focus groups, and surveys.
3. Review current fundraising and marketing materials with library staff. Assess the ability of current staff levels to support the increased work of fundraising initiative.
4. Benchmark comparisons with other libraries similar to UAPL.
5. Consolidate information and review by the Benefactor team to come to a consensus on conclusions and recommendations to develop an individual plan for the library.
6. Return to the ad hoc committee and present findings. Prepare a written report, including an executive summary. Suggest next steps and provide comments made by interview participants.
7. Prepare a development plan. Explain how to go about raising money with specific tasks and timelines. This would be a 3-year plan. Planning further out than three years is not practical in the current economic climate. Provide collateral materials to be used in solicitations.

Cost for services from Benefactor Group would depend on the number of interviews and focus groups conducted. It could range from \$15,000 - \$35,000. The process takes about three months. Finished product also includes 5 copies of the written report.

In response to questions from the Board members, Benefactor indicated:

- Focus groups would deal primarily with governance and leadership issues and charitable giving history.
- All comments would be confidential without attribution.
- Additional services are available once a plan is developed including providing talking points, presenter coaching and accountability to keep projects on track.
- It is likely that a Development position would need to be added in addition to administrative support person, although

support person might be part-time. Volunteers would be needed to help raise funds and staff fundraising events.

- Prep work and organization is a key to success of fundraising efforts.
- Assessment process would help find answers to disconnect from sunset givers who are currently interested in endowment through the Foundation. All three organizations – UAPL, Friends and Foundation would need to be at the table during the assessment process.

UAPL FOUNDATION

Jackee McKnight was unable to attend the meeting. Burtch reported that the Foundation has scheduled a meeting for April 29th at which time new officers will be elected.

ASSISTANT DIRECTOR'S REPORT

Porter offered some reflections that she had arising from the Board retreat over the weekend. She did not realize the extent to which Board members receive questions from members of the community. She offered talking points to the Board members regarding the relevance of maintaining a media collection as part of the entire library collection.

- a) Many topics of research, especially in non-fiction, cannot be found in selections at Blockbuster or Red Box.
- b) Media collection, as a reflection of the entire collection, is not just to entertain patrons, but also to educate and enrich them.
- c) Funding may be down, but business is up. People continue to visit public libraries. Website hits have greatly increased. This supports the fact that the library, including the media collection, is still a relevant resource.
- d) Historically, the first free public library developed by Ben Franklin in 1731 in Philadelphia was used as a gathering place for discussion in addition to being a resource for written works.
- e) The Carnegie library initiative had a goal of providing access to culture and literature to the common man.

In response to a question, Porter said that the library can breakdown circulation by specific location codes.

Porter reported on the strategic planning process indicating that a rough draft should be available for the Board in May. Her written update is included as an Exhibit to these Minutes.

DIRECTOR'S REPORT

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

Moore offered a clarification following the Board retreat about the differences in some of the local libraries. Dublin and Hilliard have branch libraries of Columbus Metro. These libraries do not have their own Boards of Trustees or Directors. Worthington is a separate library system with its own Director and Board of Trustees. Worthington pays to participate in the Columbus Metro library catalog system, databases and delivery system at a cost of about \$150,000 each year. Worthington has two local levies in effect that provide about 85% of their funding.

Southwest Public Library is also a separate system with a contractual agreement with CML. Their use of CML services is more extensive and includes IT management and materials processing. They pay about \$600,000 to CML yearly and currently rely solely on PLF for funding.

There was discussion about a recent article in the Suburban News publications that raised the issue of a merger between Grandview and UAPL. Moore had a conversation with Mary Ludlum, director at Grandview Library, following the publication of the article. Both Moore and Ludlum were surprised by the article and knew of no impetus for the article.

Sara Klein, Digital Collections Librarian, was introduced and gave a demonstration to the Board on the Flickr Commons project. Flickr Commons is a collaborative project between the Library of Congress and Flickr with the goal of making publicly held photos more accessible to the public and to allow for comments on those photos via Flickr. Klein submitted the application for UAPL about a year ago. Currently 32 organizations are listed with a total of 60 to be a part of the initiative. Other participants include prestigious libraries from all over the world, including the Smithsonian, New York Public Library, State Library of Queensland, Australia and the National Gallery of Scotland among others.

The UAPL link is a part of the UA Archives and was submitted as a slice of Midwestern suburban American Life in the early 20th century. Photos posted are in the public domain. Klein gave a digital tour of the website. The Flickr Commons project was an opportunity to have the birth of the UA community viewed by people all over the world. The UA Historical Society and UA Schools are partners with UAPL in the UA Archives and are also thrilled with the Archives inclusion in the project.

Moore and the Board commended Klein on her work and the selection of pictures to be included. Images will be added on a weekly basis. Klein also reported that the library's Facebook page has become wildly successful and is being used more and more.

OPERATIONS COMMITTEE

The Operations Committee meeting notes are included here.

OPERATIONS COMMITTEE MEETING
Wednesday, April 7, 2010 8:30 a.m.

Meeting Notes

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

Miller/Watson Review

Forgos said he met with Miller/Watson and their engineer, Michael Chow, yesterday. He said they looked at different schemes and photo-metrics for the Adult Services and Atrium area. Chow has indicated he will produce a document for Forgos regarding the options that were discussed. Forgos has not yet received that from Chow.

Moore asked what part of the project had options. Forgos said that there were options for layout and fixtures and that staging was also discussed. He said that the new fixtures above the stacks in Adult could be T-8 fixtures or T-5 fixtures. The placement of the fixtures will depend on that choice. T-5 fixtures produce more light and therefore fewer fixtures would be needed. The preliminary plan would require 222 T-5 fixtures in five rows or 300 T-8 fixtures in seven rows. Forgos noted that either choice will improve lighting dramatically. He said that photo-metric readings currently range from 1 to 4 from the bottom of the stack to the top. The new lighting should improve that to a low of 7 and a high of 30.

Forgos said that he has concerns with the T-5 is not interchangeable with the T-8 because it is metric based. He noted that using T-5 fixtures would mean that Wallace would have to stock another type of bulb which the library had been hoping to avoid. Forgos said that in the atrium, the T-5's will have to be used in order to get the light level needed.

Shy said he would recommend opting for the T-5 fixtures in order to keep pace with technology. Wallace agreed. Forgos said that using the parabolic lens on the T-5 fixtures will help glare issues, but there will still be some glare. Fixtures will be cable hung pendant fixtures. It was noted that the T-5 fixtures are more costly. That may be offset by the fact that they are also more energy efficient and since fewer will be installed, the installation cost for materials and labor should be less than for T-8. Forgos said that the T-5 bulbs have a life expectancy of 5 years vs. 3 years for T-8 bulbs. Ballasts for T-5's are more expensive than for T-8, but the need for fewer should offset this as well.

Shy indicated that he would refer a lighting vendor to Forgos.

Forgos said that Chow will bring in a sample fixture with an acrylic lens over half the fixture and a parabolic lens over the other half so that a glare comparison can be made on site.

Moore said that she, Forgos, Porter and Wallace had met last week to discuss staging the project to provide the least disruption to the library operations as possible. She and Forgos both noted that phasing this project will be very difficult.

Forgos said that due to the ceiling height in the Atrium, T-5 fixtures would have to be used there. Wallace noted that currently facilities staff uses the library lift in order to change bulbs. Wallace said this is not a problem there, but that changing bulbs in the soffit area in Adult Services is a challenge. He noted that because of the furniture placement, facilities staff members have to use an extension ladder at a fairly steep angle in order to access the soffit. Shy suggested that the library explore trying to resolve the issue with the soffit while the project is being engineered.

The committee agreed that possible future reconfiguration of the space should be kept in mind so that the lighting decisions do not dictate how the space could be used in the future. Forgos said that 35% of the lighting would be up-light and 65% would be down-light. He said the up-light was needed so that the ceiling would not be in darkness and give a cave-like feel to the space.

Forgos said that the nature of the work to be done will mean that there will likely be cosmetic damage to the painted walls in the area. He said that repainting the space should be added to the scope of the project. Shy suggested that bids be obtained outside the project for the paint work.

Forgos said that two bid packages will have to be prepared – one for the general contracting work and a separate electrical contracting package. He said that firms can submit combined bids but are not required to bid on both parts. Forgos said that he would like to have bid packages ready for review at the May meeting. Shy said that he would like to be able to review the Miller/Watson information that Chow provides before making any recommendation to the Board. Moore asked if there was a consensus to proceed with the project using the T-5 fixtures. The committee agreed that this was the case.

Forgos said that phasing will be the biggest issue, but that the first area to be opened up will be the conduit area so that computer wiring needs and access can be addressed first. The committee agreed to meet at 4:15 p.m. on Tuesday, April 13th prior to the Board meeting to review whatever information Forgos receives from Chow in the interim. If the committee is comfortable with the information, they may then make a recommendation to authorize the preparation of bid documents.

Shy noted that the lighting project may free up some circuits. Shy said that in light of previous discussions, he would recommend that adding the sump pumps and the emergency lights to the emergency generator be a part of the bid package for the lighting project. Hemleben said that it would be less expensive to bid that project separately since it would not be a prevailing wage project. Shy agreed. Moore said that she did not want any electrical work outside the lighting project done since there were so many unknowns in that project.

Forgos said that drawings from 1987 show only two circuits servicing the Adult Service/Atrium area. He said that there is no way to know what will be uncovered when the ceiling is taken down. He noted that two different electrical contractors were involved in the 1987 renovation, so there likely will be some surprises.

Shy recommended that before putting the project out for bids, the library contact some reliable past vendors and notify them that the project will be going out for bids.

Forgos noted that regarding questions raised at the last meeting about the fire alarm system and sprinkling the Tremont facility, he had a quote from Bob Townsend of System 21 that was submitted last June for \$85,000. He said that the figure was not a prevailing wage based quote, however.

Shy said that he had done some research into options since the last meeting as well. He said initially he thought that the pull stations would not be needed if the building was sprinkled, but he said his research indicated that some pull stations would still be needed. Shy said he would still like to make a cost comparison taking into account reduced insurance fees, etc. Forgos and Shy both indicated that the current bidding environment is in the library's favor. Forgos said that he continues to have concerns about the adequacy of the current water supply. Shy said that the library may get help from the city in resolving that but that there would probably be a cost attached to the help.

Fire Door Repair

Wallace said that the current fire door system was invented at the turn of the century by the Cornell Ironworks. Wallace said that he had received a quote from McKee Doors which is a proprietary company held by Simplex-Grinnell. The quote was to remove the current mechanisms and retro-fit new ones. He said the new mechanisms would allow for a slower, safer drop of the doors at about 9 inches per second. The new mechanism also provides a key return to the original up position. The current doors require a service call from a technician in order to be restored to the up position.

Wallace said that the door near Administration could be accessed easily. Access to the door outside of Reference will require the removal of some drywall and

then subsequent repair of the drywall. The committee discussed the possibility of having the facilities staff attempt the drywall repair before paying an outside company to take care of it. It was agreed that this approach would be attempted.

Shy noted that it would be beneficial to have a maintenance technician on staff. He said the three locations of the library would provide a continuing number of repair-type needs for such a staff person.

Wallace said he requested quotes from Thomas Door and Nofsinger as well as McKee. The quote from McKee is for \$10,300 and the repair work would take two to three days.

2010 Contracts

Wallace said that this year he and Hemleben decided to ask for competitive quotes for lawn services. He said he received four bids. Brinkman bid \$6,600 for all four elements – mowing, clean-up, landscaping and fertilization. Peabody bid \$9,410. Davey Tree bid \$12,217 for only the fertilization and landscaping. Cut and Trim provided mowing last year at a cost of approximately \$15,000. Their bid this year was \$10,042. Shy noted that the library was able to save \$17,000 over last year because of this process.

Hemleben noted that the city of UA had been helpful in putting the library in touch with Brinkman. She said Tim Moloney had provided her with some of his vendor information and sample bid request formats.

Sherman said that Brinkman has provided the library with the necessary MSDS sheets regarding the fertilizers that will be used. He said this information is available to staff at the MSDS station in the break rooms at Tremont and Lane and in the basement at Miller Park.

Hemleben said that the lawn services will go out for bid again in January. She noted that the library will look for a two year agreement or the ability to extend a one year agreement.

Wallace said that he entertained bids for trash removal for the Tremont location. Republic currently does the trash disposal and cardboard recycling at a monthly cost of \$574. Republic submitted a quote for \$166 per month with one free month. The agreement is for 13 months. Wallace said the branches are currently serviced by Local Waste Services at a cost of \$230 per month. He said that Republic will be taking over that service next month at a cost of \$110 per month.

Hemleben said that this agreement will take the library into next year when the city will be going out for bid for trash services again. She said that she has talked with Kathe Armstrong about including the library as an Alt to that bid process next year.

Moore noted that the library continues to get complaints about the condition of the drive and parking lot at Lane Road. She noted that the city did agree to fix the potholes but that the work done did not hold up. She asked Wallace to initiate some discussions with the city to see about having the potholes filled again and possibly some repair work undertaken. Wallace said that he would follow through with this.

Wallace said that the technician from Mid-State Generator came out to fix the generator. He said that the initial estimate from Mid-State was \$1280. The technician noticed that some bolts were loose and suggested that he first try tightening them. After tightening the bolts to meet specifications, the generator worked so following a general servicing of the unit, the fee was only \$700. Wallace said that the technician did recommend that the water pump be re-built sometime in the near future but said that it was fine for now.

Forgos asked if the technician had checked the electrical output capacity. Wallace said he did not know but that he would check back with Mid-State.

Roberts Update

Hemleben said that Roberts was to email the signed contract to her but that she has not received it yet. She said that they have ordered the materials and plan to start at the end of April when the materials arrive. She said the completion date has been extended to June 30th. Hemleben said that AEP has approved the fixtures for the rebate program. She noted that AEP guided her to a website listing of approved model numbers that would automatically qualify for the program that can be used in the future.

Priority Listing

Moore noted that her attempts to review the priority listing were interrupted by repair issues such as the fire doors. She said that she does not want to lose track of the listing, but that some things force themselves to the top of the list by virtue of breaking down. She said that the committee agreed to focus on life/safety issues this year and that fire doors fall into that category.

Shy recommended that Wallace look at all three facilities and review the life/safety issues and trip hazards at each location and the committee could develop a listing from that starting point. Hemleben said that she would work with Wallace on this. Shy asked that the life/safety issues be heightened in red and if possible a cost association with each item be included.

The committee had a brief discussion about the Lane Road parking lot and agreed that the current budget would not support the extensive replacement that is needed to completely resolve the problems. It was agreed to continue to patch it. Shy suggested that Wallace contact some of the smaller local companies to

get estimates for patch work. He suggested talking with Kevin George at AJ Asphalt and Fritz Smith from Decker Paving.

New Business

Hemleben said that she and Wallace attended a prevailing wage seminar recently. She said that as suggested at the seminar, she is in the process of setting up a meeting with Department of Commerce. She said that Sylvia Gillis will be included in that meeting so that any clarifications offered by the Department of Commerce regarding prevailing wage will be shared accurately with all parties involved.

Hemleben said that in the next few weeks, the library will take part in some webinars about insurance, contractors' insurance, security bonds, surety bonds and fast track construction opportunities and challenge management.

Hemleben asked the committee what level of financial detail they would like to see particularly regarding ongoing maintenance projects like the Adult Services Lighting project. The committee agree that current financial reports as provided monthly are sufficient.

Shy observed that providing the monthly financial reports by the second Tuesday of the month seems to be a hardship for Hemleben, particularly when the second Tuesday falls early in the month. Shy said that this was not a criticism, but was understandable when as the month has to be reconciled with bank records, etc. He suggested that the Board could have more time to review completed financials if the meetings were held on the third Tuesday rather than the second Tuesday.

Moore and Hemleben agreed that this would be helpful. It was noted that the meeting schedule is specified in the bylaws and a change in the bylaws would be required to move this forward. The committee agreed to add this to the April Board meeting agenda.

Shy commended Moore and the rest of the library staff. He noted that changes that the library has implemented to try to reduce expenditures are starting to pay off. He noted the excellent work done by Wallace, Moore and Hemleben. Moore commended Wallace as well, noting that he had done a really good job at pursuing costs savings.

The meeting adjourned at 9:50 a.m.

OPERATIONS COMMITTEE MEETING
Tuesday, April 13, 2010 4:15 p.m.

Meeting Notes

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

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

Roberts Lighting Permit

Forgos was asked to provide an update regarding the work permit for the Roberts project. He indicated that as of yesterday, the confusion with the city should have been resolved. An attempt was made to reach Mike Long by phone during the meeting, however he was unavailable. It was agreed that Forgos would contact Mike Long at Roberts Electric the next day to verify that the needed permits had been obtained and report back to Moore.

Miller Watson Review

Two layout options had been submitted by Miller Watson for the Adult Services area lighting and two options for the Atrium area. The committee reviewed the larger drawings and photo-metrics print-out provided by Forgos. The committee in reviewing the options noted the following points:

- The T-8 fixtures would be about \$20,000 more to install because more fixtures would be required. The T-8 fixtures are less energy efficient as well.*
- The T-5 fixture option would cost less even though the individual fixtures were more expensive because fewer fixtures would be required.*
- The lighting in the Atrium will include a light sensor and automatic dimmer to control usage during the day according to the ambient light available.*
- No current sprinkler heads will need to be relocated or modified during the project.*
- The strip light configuration will be necessary in the Adult Services area, but the Atrium can use 2 x 2 fixtures that are easier to maintain.*
- Ceiling replacement specifications will call for tiles with a high NRC (Noise Reduction Coefficient).*
- Lighting will no longer be controlled at the breaker box. Adult Services area will be on a timer.*
- Ballpark cost of the project is about \$175,000.*
- Payback for the improved efficiency in the Atrium should be about 7 years.*

The committee agreed to proceed with recommending that Miller Watson prepare for the project on the basis of the use of the T-5 fixture, with a strip lights in Adult Services and 2 x 2 fixtures in the Atrium. It was also agreed that they would

recommend an Alt to the bid package to add a 3" batt to the wall of the Circulation workroom to help with noise reduction.

It was noted that the quote process for the fire door repairs was not complete yet. Nofsinger declined to provide a quote, noting that their system would not be compatible with the Simplex interface. Thomas Door may provide a quote, but have not yet done so.

The meeting was adjourned at 4:55 p.m.

The committee noted that following the selection of fixtures and layout, Forgos and Miller/Watson have been asked to prepare the necessary documents to proceed with putting the project out to bid. A bid package should be ready for Board action at the May meeting.

The Operations committee commended Wallace for his work in getting competitive quotes for various services and maintenance at the library which have resulted in a large savings. Moore and the Admin team and library staff were also commended for their continuing efforts to reduce costs.

A proposed resolution to amend the Bylaws to change the regular meeting date for the Trustees meeting was presented to the Board in accordance with the process outlined in the Bylaws. Action will be taken on the resolution at the May meeting. The Board agreed to move the May meeting from May 11th to May 18th at 5:00 p.m.

FINANCE COMMITTEE

The notes from the Finance Committee meeting are included here.

*FINANCE COMMITTEE MEETING
Wednesday March 31, 2010 8:30 a.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 8:35 a.m.

Funding Distribution History

Burtch gave a brief history of the source of library funding in the state of Ohio. During the 1980's libraries were funded by the inheritance taxes from each community. This system had a built-in inequity in that wealthy communities

received more money. The LLGSF (Libraries, Local Government and Schools Fund) was created to correct these inequities. A baseline was set for each community and a complicated formula was devised to distribute any excess to all the counties to the benefit of poorer counties. Burtch noted that this plan worked for a long time when the fund grew during the 1980's and 1990's.

By the early 2000, the LLGSF was no longer growing and the distribution formula was not effective. The LLGSF was originally based on 6.7% of the income tax revenue. Each library would annually submit a "needs" budget to the County Budget Commission consisting of the County Prosecutor, County Treasurer and County Auditor, to substantiate the use the library would make of the funds distributed. The Budget commission charged the Franklin County Libraries to determine the percentage breakdown of the distribution of these funds. Burtch noted the local libraries went through difficult and lengthy negotiations to arrive at a distribution breakdown of the LLGSF for Franklin County. Distribution of excess funds was a moot point for many years as there was no excess to be distributed.

The state legislature then created the PLF (Public Library Fund) which was based on 2.2% of the General Revenue Fund for the state. Each county received a percentage of these funds and the local Budget Commission maintained responsibility for their distribution. In 2009 as a result of the state budget crisis, the PLF was reduced to 1.97% of the General Revenue Fund. It was noted that as the economy declines or improves, the PLF distribution mirrors that trend so that funding is not stable.

Burtch noted that the current agreement among the Franklin County libraries is in force indefinitely, unless two libraries give written notice that they intend to contest the distribution. He said that this scenario has not happened yet, but that as each library struggles to make up lost funds, it may happen in the future. If this is the case, each library would then go back to providing the Budget Commission with individual justifications for their funding requests.

2011 Tax Budget Request

Moore said that historically, the tax budget request was done as a pro forma exercise to fulfill the statutory requirements. The tax budget is presented to the Trustees for approval at the May meeting and then certified to the City of Upper Arlington because they are the taxing authority for the library. It then is submitted to the Budget Commission.

Moore said over the past years, the library has approached the tax budget as a "wish list" budget – a budget that would reflect what the library would do if the full budget was funded. She said that she is concerned because this year the library needs a lot more funding than there is any hope of getting. She said there is a question of strategy to be considered. She said the library doesn't want to

appear greedy, but it also has to be able to justify whatever levy request is made in 2012.

Moore noted that she does not want to scale back the request to match the economy and then have the patrons wondering why there is a need for a levy in 2012 if the library said only \$5 million was needed in the 2010 Tax Budget request. She said she would recommend that the Tax Budget reflect the 2008 budget of \$6.2 million.

Burtch said the budget request should include funding for the staff positions that are needed but not filled due to budget constraints. He said the library's needs are defensible. Moore said that she had spoken with Brian Perera who indicated that he did not anticipate the financial situation improving in the next year or so. She said he suggested that the library submit the tax budget with a cover letter outlining the reason for the requested level.

Burtch noted that the tax budget does not affect the city of Upper Arlington's tax base or revenue stream. Scanlon asked if there was a down side to an elevated request. Moore said the concern she has would be the shock the public might have but that realistic explanations were available to the requests. Burtch agreed that the library needs to be able to justify the request. Moore said that the public record of the library's needs is well established via the bond issue from 2009. Burtch and Scanlon agreed that making a budget request based on 2008 funding levels was an appropriate approach.

Moore said that Perera informed her that Fiscal Year 2011 is likely to be worse than 2010. She said that there continue to be holes in the state's budget and local government is one place where reductions can be made to balance the budget. Perera indicated to her that the state revenue is short \$75 million in the first two months. Shortfalls to the state budget could reach \$1.2 billion if the state loses two pivotal court cases currently pending. That shortfall would have to be made up from somewhere and public libraries will not be immune.

Burtch said this may continue a trend of moving the financing of local libraries to the local government and away from the state. He noted that there will be more statewide interlibrary loans. Perera had indicated that three or four libraries in Ohio may end up merging or closing this year due to lack of sufficient funding. Moore noted that Worthington currently has two levies in effect accounting for \$10 million of their budget. She said that the PLF accounts for only 15% of their budget so they are not facing the difficult economic future that most other libraries are.

Burtch said that the funding landscape is changing. Grandview has a levy on the May ballot and many other libraries state-wide have levy requests on the ballot. He noted that the current distribution agreement does not take other sources of

income into consideration. The committee did not discount the possibility of putting a levy on the ballot early rather than waiting until 2012.

Electronic Transfers

Hemleben said that 99% of the accounts payable activity is done by check. She said this is an expensive process. She said she would like to have discussion of moving to electronic transfer for payment and the checks and balances such a process would require to ensure safety. She said that wire transfers and ACH (Automated Clearing House) transactions require 48 hours.

Burtch said that the Board currently gets a copy of the check register and two signatures are required on all checks. He asked if this oversight would go away if electronic payments were made. Hemleben said that a check ledger would still be generated for the Board to review.

Scanlon said that consideration also needs to be given to the other end of the project to make certain that electronic "checks" are properly credited and cashed. He said he also had concerns about computer hacking and the risk of having financial information in electronic form.

Burtch said that he also has concerns about the electronic safety of initiating such a system. He asked how much more efficient might it be. He said he is more concerned about having proper safeguards in place. Scanlon asked how much might be saved by going to an electronic process. He said if the savings is substantial - \$50,000 or \$100,000 – it might be worth it. Otherwise he said that he is more comfortable with a paper check system.

Moore said that her concerns are that the library is under public scrutiny and if something were to go wrong, there would be a backlash from the public. Hemleben pointed out that the library does utilize electronic transfers for payment of taxes, OPERS and payroll. She said that since the library is doing it for some things, she would like to have some standards and procedures in writing in place. She said that currently there is nothing in writing. Hemleben noted that investments have been done electronically as well. She asked the committee how they wished to proceed.

Scanlon said he generally prefers to have paper checks issued. Porter said that the library could develop some type of paper trail for electronic transactions via a letter or form. Burtch suggested that the library develop an internal form to authorize electronic transfers that must be signed by a Board officer prior to the transfer. Scanlon agreed the library should develop some type of protocol with a signature system for electronic transfers

It was agreed that Hemleben would work on developing such a protocol and form and bring it back to the Finance Committee for consideration.

The meeting was adjourned at 9:35 a.m.

The Fiscal Officer's written report is included here.

***Notes from the Fiscal Officer
April 2010***

PLF for March was down 15%!! If you think that is good then you will love April's PLF. It is only down 10%. Can you believe it?

For the calendar year 2010 we are down 19% thru March. If we look ahead to April's PLF we are down 17%.

Last night Gary, Jack, Ann, Kate Porter and I went to the OLC's Trustee's Dinner. Doug Evans and Lynda Murray spoke about the road ahead for libraries. I found it a very informative meeting discussing finances. Okay, so I'm probably the only one that thought it wasn't boring. They discussed the State's budget and what they saw as our future. Surprisingly, there was some good news. Ohio's employment is stabilizing. When actual employment numbers are compared to Moody's forecast, Ohio is up 100,000 jobs. This then translates to the unemployment figures for Ohio. It seems that Ohio is stabilizing there as well. Ohio's actual unemployment rate is lower than Moody's forecast. Lynda did mention that the Federal money received for unemployment by Ohio is considered a long term loan which will need to be paid back. OLC thought that we had at least one more tough budget cycle to get through. National projections show that state revenues will not recover to pre-2007 levels until 2013-2016. In 2001 Ohio Libraries received \$500 Million. Last year libraries received \$387 million or a 23% decrease over 8 years. I left the dinner last night thinking that there is hope the economy will start to recover.

Another interesting tidbit discussed last night is that if all 30 levies on the May ballot pass, 56% of Ohio libraries will have a levy. Of the 30 levies on the ballot 22 are new.

Next Finance Committee Meeting has not yet been scheduled.

Burtch made a motion to approve the March 2010 Financial Report. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

RESOLUTION 11-10

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:

\$100.00 Mark A. Jacob

\$1,000.00 Anonymous

Shy made a motion to approve Resolution 11-10. Burtch seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

PERSONNEL COMMITTEE

Diwik reported that the committee will be meeting at the end of the week.

Effective Date	Employee	Current Rate	New Rate	Classification	PT/FT w/Location
<u>FMLA Leave of Absence</u>					
3/3 – 4/4/2010	Shahin Shoar – Postponed			Manager	FT/T
3/12 – 3/23/2010	Paul Korbel			Custodian	FT/T
<u>Terminations</u>					
3/12/2010	Sue Finneran			Lib. Assoc. I	PT/T
3/13/2010	Nuala McSweeney			Page	PT/T

Burtch made a motion to approve the Fiscal Officer's Personnel Report. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

PRESIDENT'S COMMENTS

Sharpe thanked the Board members for the time they committed to the retreat over the weekend.

The Board discussed the detailed format of the Minutes. There were concerns that the format had a chilling effect on the free discussion among the Board members and inhibited members of the public who might wish to speak. The Board agreed and requested that the Administrative Secretary be more general

in reporting the business of the Board without attribution of specific comments to specific persons.

ADJOURNMENT

Shy 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 7:05 p.m.

Amy P. Sharpe, President

Garret K. Scanlon, Secretary