



Board of Trustees Meeting
Tuesday, May 18, 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 Hemleben, Fiscal Officer; Kate Porter, Assistant Director; Ruth McNeil, Community Relations Manager; Sherman Wallace, Facilities Manager; John Forgos, John Forgos Associates; Nancy Roth, Administrative Secretary; Steve Federer, Hylant Group/Ohio Plan; Pam Cole, UAPL staff member; Liane Fenimore, UAPL staff member; Patty Landis, UAPL staff member and Erin Hendricks, UAPL staff member.

APPROVAL OF THE MINUTES

Burtch made a motion to approve the Minutes of the April 13, 2010 Board of Trustees meeting. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

HYLANT GROUP/OHIO PLAN PRESENTATION

Steve Federer from the Hylant Group was introduced. Hylant is the broker for the Ohio Plan insurance. The Ohio Plan was started as a result of ORC 2744 which allows governmental entities to pool risk programs for insurance purposes. This was expanded to include public school districts and libraries.

Federer outlined the history of the Hylant Group. The Ohio Plan offers liability insurance to the library. He noted that there are over 800 participating entities in the Ohio Plan. Companies who are permitted to offer the re-insurance after Hylant's initial \$100,000 must have an A-VII rating or better.

Federer met with Hemleben on 4/28/10 for a risk management conference. As a result of the assessment, some maintenance suggestions were made. It was noted that the Ohio Plan cannot mandate changes but may offer additional credits or discounts for remediation improvements. Four of the seven Central Ohio libraries are insured through the Ohio Plan. The library's plan also covers the Friends of the Library and the Foundation.

The Board had a brief discussion about health insurance options.

ASSISTANT DIRECTOR'S REPORT

Porter presented the draft version of the Strategic Plan and asked for comments. She introduced members of the Strategic Planning Committee who were in attendance; Fenimore, Henderson, Landis and Cole. She noted that the Strategic Plan dealt with four areas – Customer Service, Finance, Internal Processes and Staff.

She said the goal is now to refine the objectives, develop measurable activities and to set a time frame. Committee members offered comments about the process of developing the plan. Sharpe asked for Board volunteers to meet with the staff committee. Scanlon, Sisterhen, Shy and Sharpe volunteered. Porter suggested meeting dates of June 2nd or June 9th. Board members agreed to check their calendars and get back with Porter.

DIRECTOR'S REPORT

Moore's written report is included as an exhibit to the Minutes.

Moore said the new Youth Librarian is Davina Little who will start on June 1st. She is a recent library school graduate who did her practicum in Youth Services at UAPL.

Moore noted that total compensation reports will be distributed to staff on Friday. Shy offered his kudos for the reports which are common in private industry.

Moore said the new staffing plan will be explained to the leadership team tomorrow at their meeting.

Moore noted other behind the scenes changes that are in process that represent a lot of work done by staff members.

Moore also noted the passing of Amy Erickson, long-time Friends volunteer.

OPERATIONS COMMITTEE

The notes from the Operations Committee Meeting are included here.

*OPERATIONS COMMITTEE MEETING
Wednesday, May 12, 2010 8:30 a.m.*

Meeting Notes

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

The meeting was called to order at 8:28 a.m.

Adult Lighting Project

Forgos presented the bid documentation and completed drawings to the committee. He noted some minor adjustments that had been made in response to conversations with the UA inspector's office. It was noted that the completed project will remove all emergency lighting and the two frog lights from the emergency generator circuitry and have them on 90 minute battery backup. This will provide additional capacity for the emergency generator to provide back-up power to other critical systems.

It was noted that the bid package had been reviewed by legal counsel and included the ad to be placed in the Dispatch. There was brief discussion of other venues to advertise the project. A timeline was proposed to place the ad for publication on the Thursday following the Board meeting, May 20th and to schedule a bid opening meeting for June 10th at 3:00 p.m.

The committee noted that legal counsel had reviewed the insurance provisions in the bid document. There is \$1,000,000,000 coverage required. It was noted that it is standard practice for contractors to add the client to their insurance for the project.

The committee requested an extension for the consulting services from John Forgos Associates through the project's completion. Forgos agreed to provide a proposal for action at the Board meeting. It was noted that Wallace would continue to mentor with Forgos and Shy during the project.

The committee noted that Resolution 19-04 established the authority of the Director to approve change orders less than \$10,000. Both committee members indicated that they were comfortable with continuing that authority in order to not hold up progress during the course of work on the project.

Roberts Electric Up-Date

Project has been completed. Wallace will do a walk-through later in the morning and the city will do their inspection. There was brief discussion about additional fixture lenses that Roberts was contracted to provide.

Fire Doors Up-Date

Wallace has received only one quote for the repairs necessary. The committee discussed some concerns about this being a prevailing wage project. Those concerns were discussed and it was agreed that Wallace should ascertain if the work for proprietary system would be done by unionized workers. If so, there would be no prevailing wage problems. If not, it was suggested that legal counsel clarify the issue. It was agreed that the work should proceed quickly as the problems with the doors presents life/safety issues for the library.

Lane Road Parking Lot

The committee discussed the multiple and constant complaints from patrons about the condition of the Lane Road parking lot. It was noted that the City was contacted by Wallace but has no more funds for patching this season. Wallace was in receipt of an \$800.00 estimate from AJ Asphalt to patch the lot. This repair should last a year or so if it is properly sealed. It was agreed to proceed as quickly as possible with this repair work.

It was noted that the condition of the parking lots and sidewalks were a part of the recent risk assessment that was provided through the Hylant group. They had recommended a plan to fully repair all the lots and sidewalks. It was agreed that Sharpe would begin conversations with the city to explore partnering on more extensive work on the parking lots.

Priority Listing Up-Date

An up-dated listing compiled by Hemleben and Wallace was presented to the committee. The committee paid particular attention to those issues deemed to be life-safety issues. Forgos noted that the elevator could be removed from the list. He noted that following the Larsen study, it was discovered that the single sleeve system for which there were concerns had been replaced about ten years ago with a double sleeve system.

The group had a brief discussion about other items on the list and determined that the sidewalk repair referred to in the risk assessment could be handled quickly in-house. The committee requested that Wallace look into replacement of the handicapped door opener with a motion sensor system. He was also asked to look into replacing the current main doors with sliding doors.

The committee discussed the ramps in the Friends Theater.

The committee scheduled their next meeting for June 8th at 8:30 a.m. The meeting was adjourned at 9:36 a.m.

RESOLUTION 12-10

To Extend the Agreement with John Forgos

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby extend the current agreement in place with John Forgos Associates. The agreement to extend to the completion of the Adult Lighting and Control Up-Grade project and not to exceed \$18,000.

Shy made a motion to approve Resolution 12-10. Sharpe seconded the motion.
VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING
NAY: None.

Resolution 13-10

To Put the Adult Lighting and Controls Up-Grade Project Out for Bids

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Adult Lighting and Controls Up-Grade Project be advertised for bid for a period of two weeks, following which the Fiscal Officer and/or the Library Director, at a duly advertised public meeting, is hereby authorized to open such bids as may have been submitted.

Shy made a motion to approve Resolution 13-10. Sharpe seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

RESOLUTION 14-10

To Amend the Bylaws of the Upper Arlington Public Library

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve and amend the following changes to the Bylaws to change the regular meeting of the Board of Trustees.

Article IV

Section 1. “The regular meetings of the Board of Trustees shall be held the **third** Tuesday of each month at 5 PM or at such other time agreed to by the Board of Trustees at least 48 hours prior to its next scheduled meeting and properly noticed to the public. “

Shy made a motion to approve Resolution 13-10. Burtch seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

The Board engaged in discussion about the insurance needs of the Adult Lighting project. The Operations Committee indicated that they were satisfied with the \$1,000,000 coverage.

It was noted that AJ Asphalt will be filling the Lane Road drive and parking lot potholes as soon as weather permits.

Hemleben will be preparing a contract for the repair work on the fire doors and Simplex will then begin the work.

FINANCE COMMITTEE

The Fiscal Officer's written report is included here.

Notes from the Fiscal Officer May 2010

I'd like to thank the Board for adjusting the monthly meeting to the third Tuesday of the month. It has been less stressful to get the financials done quickly and I have had the time to adjust the spreadsheets to make them work more efficiently. This change has had a huge impact. Thank you!

PLF for May has recently been announced. We are down about \$26,000 or 8.5% from May 2009. When comparing year to date totals, we are down 15% or \$178,000.

This week I was looking for some information related to the tax revenue received for April on the State's website and found a monthly financial report from the Ohio Budget & Management Office. I haven't read it completely but what I have read, I found very interesting as it discusses the economy for both Ohio and the nation. I thought I'd share it with you via email as it is 33 pages in length.

Along the same lines as the OBM report, I received an email last week from the Fiscal Officer at Twinsburg Public Library regarding the State's revenue projections for SFY 2010 (SFY – State Fiscal Year). I thought it was worth sharing with the Board the current status of tax revenue at the state level.

State personal income tax receipts came in well below estimates for the key month of April, but Gov. Ted Strickland's administration said Thursday that it could still end fiscal year in balance on June 30.

Overall tax receipts for the month were down about \$158 million, or 7.5%, according to preliminary revenue data released by the Office of Budget and Management. The year-to-date deficit is about \$218 million, or 1.6%. (April Revenue Charts)

Sales tax intake performed above expectations for April but couldn't make up for a deficit of \$229 million, or 16.3%, in personal income taxes compared to OBM estimates. The shortfall materialized despite the delay of a planned income tax reduction that impacted tax year 2009.

Nevertheless, the administration reported that shortfalls in tax receipts for fiscal year 2010 could be offset by an infusion of Medicare-related federal money allotted earlier this year (See Gongwer Ohio Report, February 19, 2010) and other funding sources.

More details in today's Gongwer News Service Ohio Report.

Continuing on with revenue discussions, I thought it was important to share again the information from Lynda Murray regarding the 2010 & 2011 PLF. This information was in the Capital Squares News email forwarded by Director Moore on May 5.

I am currently estimating that the 2010 Public Library Fund will be 8-10 % less than it was in 2009. Although that is not good news, it is at least better than the 18% loss the PLF experienced in 2009. The 2011 calendar year PLF is much more difficult to project. Although the first half of that PLF is in the current biennium budget, the second half of calendar year 2011 will be funded through the next biennium budget. Based simply on revenue projections, it would appear that 2011 could actually see a VERY small amount of growth. However, currently there are large budget expenditure deficits projected for the next biennium which could certainly impact the PLF. In addition, the November election results may impact state budget priorities.

Last fall the Board agreed to create a Fund for Restricted Donations. This was to help merge the Friends of the Library purchases into our process as well as other donations. When the auditors were on-site last spring, I discussed with them several issues related to the Friends. One of the items was that the Friends would use the Library vendor accounts to order and pay for supplies, services, etc. The recommendation was either to create separate vendor accounts or run the purchases through our accounting system in order to make it clear as to which entity was making the purchase. It was further suggested that a separate fund be created in order to keep their donations separated from the Library's General fund. In the original discussion we thought we need to have the Auditor of State's approval. However, in a follow up conversation with the Auditor of State, it was determined that if the Friends asked that the Library track their donations separately from the General Fund, we would not need to have the Auditor of State's approval to create the fund. Under Ohio statute, this type of agreement allows entities to create the fund without the Auditor of State's approval. The only step necessary would be to have the Board approve a resolution to create the fund. Since the fund has already been created by the resolution last fall, we can easily change the name via a resolution. At this time, no money has been transferred into Fund 201. Therefore, in your packet you will find a resolution renaming Fund 201 to 'UAPL Friends' instead of the Restricted Fund. This will be strictly for the Friends donations. Co-mingling of any other donor is not appropriate.

I have also included the agreement between the Library and the Friends asking that their funding be accounted for separately. As this agreement was developed, I was not sure who should be signing this document. In our Operations Manual, the Director may sign contracts under \$15,000. However, it does not refer to a situation such as this where no dollar amount is involved. A call was made to Sylvia Gillis at Bricker & Eckler to see how this should be handled. Her recommendation was that the Board be part of the decision making process. She felt that having transparency with the Board and the public was important since this was changing an accounting process and that the Board should be aware of this change. In a discussion with Director Moore, she felt it was appropriate for the Board President to sign this agreement.

With the creation of the UAPL Friends Fund 201, we need to have a budget approved. In your packet you will find an amendment for this fund. We are allocating appropriations for both revenue and expenses. In an effort to minimize the paperwork associated with this fund, an estimate of \$100,000 is being used. I do not anticipate all money to be received this year but it does give us flexibility in case something changes during the year. Please note that the expenditures are going into Other Expenses until we can truly determine how much the Friends will be donating in Library Materials for the year.

Also, included in the amendment is an appropriation for the Building Improvement Fund for the AEP incentive money received for the fall lighting project. I have added in an estimate for the current lighting project.

Included in your packet is the 2011 Tax Budget for the Library as a resolution. This is a summary similar to the 2010 Permanent Appropriations. However, you will find an exhibit with more details. This is our very first attempt at our budget. Not a lot of time was spent developing these numbers. A more in-depth look will happen late summer. So at the suggestion of Director Moore and the Finance Committee the budget request for expenditures is similar to what revenue was received in 2008. We are estimating our expenditures at \$6.6 million for 2011. The revenue has been adjusted to \$5.4 million to be more consistent with the current economic climate.

This tax budget is part of an annual process that has been mandated by the State for all political subdivisions. This resolution must be approved at this Board meeting. This information is then given to our taxing authority, the City of Upper Arlington, by May 31. The City must hold a public hearing by July 15. We submit a copy to the Franklin County Budget Commission by July 20. Then the Budget Commission meets the first month of August to determine the allocation for each library within the county. Notice of certification is then made by September 1 back to each library.

To complete the budget cycle, our permanent appropriations must be submitted to the Budget Commission by March 31 of the following year. Typically, the Board approves a temporary budget in November/December prior to the start of the new fiscal year. The permanent appropriations are then finalized by the March Board meeting in the current fiscal year.

Last summer I met with UA Finance Director Armstrong. In our discussion she mentioned that UA uses Govdeals.com to sell their surplus. In a few discussions over the last 8 months we have decided to sell our surplus on the Govdeals website. We currently have 4 items posted. One is a dot matrix printer from my office and three computer switches from Info Tech Dept. The City seems to have success using this service and we hope to have the same success. For those curious, we will be charged 7.5% of the final bid amount as a processing fee or \$5 whichever is greater.

Last but not least, our insurance agent will be presenting at this meeting. Steve Federer, Hylant Group, will be discussing the Ohio Plan and summary details of our insurance program. In your packets I have included a summary of our policy. This includes the type of insurance, limits and deductibles.

Next Finance Committee Meeting has not yet been scheduled.

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

RESOLUTION 15-10
To Finalize UAPL Friends Donations Fund

WHEREAS, Resolution 24-09 authorized the Fiscal Officer of the Upper Arlington Public Library to establish and maintain Fund 201 for restricted use for Friends of the Upper Arlington Public Library donations and purchases, subject to the approval of the State Auditor's Office and

WHEREAS the State Auditor's Office upon further consideration has indicated that their approval is unnecessary if a written agreement exists between the two entities and

WHEREAS the Friends of the Upper Arlington Public Library have authorized and signed such an agreement to allow the creation and maintaining of such a fund,

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby finalize the creation of Fund 201 to be called

Friends of the UAPL Fund, and does hereby authorize the President of the Board of Trustees to sign the agreement with the Friends of the Upper Arlington Public Library.

Burtch made a motion to approve Resolution 15-10. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

RESOLUTION 16-10
2010 Appropriation Amendment

Be It Resolved that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following change to the 2010 Appropriations:

Building Fund 402

Income

Miscellaneous	+15,000
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UAPL Friends Fund 201

Income

Donations	+100,000
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Expenses

Other Expenses	+100,000
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Burtch made a motion to approve Resolution 16-10. Shy seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

RESOLUTION 17-10
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:

\$50.00	Mary Ann Krauss in Honor of the Wednesday Literary Club
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Sharpe made a motion to approve Resolution 17-10. Burtch seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

RESOLUTION 18-10
2011 BUDGET REQUEST TO FRANKLIN COUNTY BUDGET COMMISSION

INCOME

GENERAL FUND 100

TOTAL REVENUE	5,435,853
UNENCUMBERED BALANCE AT 1/1/2011	<u>1,100,733</u>
TOTAL RESOURCES	6,536,586

BUILDING FUND 402

TOTAL REVENUE	-
ESTIMATED BALANCE AT 1/1/2011	<u>1,552,015</u>
TOTAL RESOURCES	1,552,015

UAPL FRIENDS FUND 201

TOTAL REVENUE	100,000
ESTIMATED BALANCE AT 1/1/2011	<u>-</u>
TOTAL RESOURCES	100,000

EXPENDITURES

GENERAL FUND 100

SALARIES & BENEFITS	3,920,831
LIBRARY MATERIALS	1,191,869
OTHER EXPENSES	<u>1,609,386</u>
GRAND TOTAL GENERAL FUND	6,722,086

BUILDING IMPROVEMENT FUND 402

OTHER EXPENSES	<u>655,000</u>
GRAND TOTAL BUILDING IMPROVEMENT FUND	655,000

UAPL FRIENDS FUND 201

OTHER EXPENSES	100,000
GRAND TOTAL UAPL FRIENDS FUND	100,000

The Exhibit for Resolution 18-10 is attached as an Exhibit to these Minutes.

Burtch made a motion to approve Resolution 18-10. Shy seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

The Board engaged in discussion regarding the history and purpose of the Tax Budget. It was noted that the purpose has changed over the years, especially since the county libraries entered into a funding percentage agreement.

Hemleben asked if Board members wanted her to continue to send them information from the State Budget Commission. The Board agreed that they would all like this information.

The Board asked Hemleben to consult with Sylvia Gillis about the Simplex contract for the Fire doors as soon as possible as they represented a life/safety issue.

PERSONNEL COMMITTEE

The Fiscal Officer's Personnel Report is included here.

<u>Effective Date</u>	<u>Employee</u>	<u>Rate</u>	<u>Current Rate</u>	<u>Classification</u>	<u>New PT/FT w/Location*</u>
<u>New Hire</u>					
<u>Change in Status</u>					
<u>Leave of Absence</u>					
<u>FMLA</u>					
5/5-6/6/2010	Shahin Shoar			Manager	FT/T
4/13/2010-TBD	Paul Korbel			Custodian	FT/T
<u>Leave of Absence</u>					
<u>Non-FMLA</u>					

Terminations

4/14/2010

Julie Moran

Librarian

FT/T

5/12/2010

Jean Yontz

Page

PT/T

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

The notes from the Personnel Committee meetings are included here.

PERSONNEL COMMITTEE MEETING

Friday, April 16, 2010 3:45 p.m.

Meeting Notes

IN ATTENDANCE: Caroline Diwik, Krista Sisterhen, Ann Moore, Kate Porter, Kate Hemleben, Julie Whitt and Nancy Roth

The meeting was called to order at 3:47 p.m.

Review of Reductions

The committee was seeking to understand the recent decision to post two positions for employment. The committee expressed concern that neither they nor the Board had been consulted or advised prior to the posting of the two positions. The committee reviewed the personnel cuts made since May of 2009. Whitt provided the committee with a summary of various steps that had been taken and what the current staffing situation is at the library. That document is included here.

Steps that have already been implemented:

- Reduced part-time hours by 10% in October, 2009. This resulted in a decrease of approximately \$ 5,000 per pay. This was done at the same time that library operating hours were cut.*
- Eliminated out of state travel.*
- Eliminated the rewards and recognition budget line for staff recognition.*
- Eliminated Sunday pay for full-time staff. Sunday hours are now paid as straight time.*
- Assigned full-time staff to regular work shifts in Youth, Media and Lane Road. Full-time coverage results in no additional cost to the library.*
- Assigned full-time non-public service staff to rotating weekend coverage in public departments. Full-time coverage results in no additional cost to the library.*

- *Assigned full-time Facilities staff to rotating weekend custodial coverage. Full-time coverage results in no additional cost to the library.*
- *Increased use of volunteers throughout all three libraries. Volunteers are performing functions they have not done in the past (pulling reserves, shelving holds, preparing crafts).*
- *Increased use of library students as unpaid interns – programming, working at the desk.*
- *Eliminated Youth Outreach program effective June 1, 2010. We determined that we are unable to maintain this program with low staffing levels at Lane Road Library.*
- *No salary increases for 2010.*

Staffing

As of May 2009, we have had 20 staff resignations. Seventeen of these positions have been eliminated.

As of April, 2010, we made the decision to post two positions: a part-time Library Assistant 2 (25/hours per week) position at Lane Road Library and a full-time Youth Librarian position at the Main Library.

We did a careful evaluation before we decided to post these two positions.

Lane Road

- *Lane Road Library has experienced a 30% reduction in hours (263 hours per pay) since May 2009.*
- *All part-time positions at Lane Road are already assigned to work every other weekend. With the loss of 4 part-time positions, we don't have a pool of staff to cover the existing weekend staffing holes.*

Youth Services

- *Youth Services has experienced a 41% reduction in hours (199.5 per pay) since May 2009.*
- *Heading into a busy summer reading season without a Youth Librarian leaves us without an individual to coordinate the various programs and functions that have been planned and publicized.*
- *The Librarian position requires a specific skill set and qualifications that limits our ability to simply move another staff member from another department.*

Furlough

In Fall of 2009, we studied the idea of implementing a staff furlough in 2010. Since part-time staff have already taken a 10% reduction in hours, we felt that the most equitable way to administer a furlough would be to apply it to full-time staff only.

At present time, we have 42 full-time staff members. Eighteen of these staff are non-exempt which does not present a pay issue when implementing a furlough. Twenty four of our FT staff are exempt which presents challenges for administering a furlough.

For exempt staff, implementing a furlough requires that it be in weekly increments. During that time, no type of work can be done (i.e., email, voice mail, calls from work, emergencies, etc). If an exempt staff member performs any type of work during a furlough, the furlough then becomes null and void and the staff member would be entitled to full pay for that week.

We estimate that a week-long furlough applied to full-time staff would save approximately \$ 32,000.

With our reduced staffing levels, at present time, our full-time staff are covering a great deal in other departments. Implementation of a furlough would add additional staffing strain as well.

Another option we studied was to implement a library closure in conjunction with a furlough. This would affect all staff (full and part-time). As we normally do during a holiday closure, we would need to have some work performed (book drops, check in of materials, maintenance emergencies).

We estimate that a two week closure would save approximately \$ 100,000.

After analyzing these options we felt that a furlough does not provide enough savings in order to offset the impact to coverage, library services and staff.

Furlough savings are one-time savings and do not provide the ongoing savings that many of our other personnel changes have done.

Admin noted that the library is in the process of re-vamping the volunteer program. Staff members are embracing the use of volunteers more consistently. Asked when the re-vamped program will be up and running, Whitt said it should be soon. Volunteer intake will transition to Community Relations. Having HR handle volunteer applications and interviews can create conflicts when volunteers subsequently apply for paid positions at the library. Regular volunteer positions will be posted, such as a volunteer to pull reserves for Youth Services. The library has also been making use of unpaid interns. The KSU MLS program looks to libraries for placement of interns for their practicum experience. Volunteers for Youth and Outreach services will be subject to background checks.

The library recently eliminated the Youth Outreach program that was handled out of the Lane Road branch. Preschool teachers have been offered Teacher Cards and the ability to request teacher collections to help fill the gap created by the termination of the program.

There have been 20 resignations since May 2009. Seventeen of those positions have been eliminated. Three remaining positions remain open. They are a

Library Assistant II for 25 hours at Lane Road, a full time Youth Librarian at Tremont and the Deputy Fiscal Officer position.

In discussing the Lane Road position it was noted that Lane Road has lost 30% of their staff hours since May. While some patching of holes in the schedule is possible, weekends have become a particularly difficult time to fill in. Adding hours to current staff could create issues with overtime. Adding hours to a current employee's schedule could also put them in the range of being eligible for health insurance which would be an additional cost to the library. Some fill-in staff would be paid at a higher rate than a new employee would be paid.

The committee asked about the timing of the posting and if there was consideration being given to re-assigning a current staff member from Tremont to Lane Road.

Moore explained that staff is being stretched to their limit. Filling one hole in a department creates a hole in another. The Youth position particularly requires a specific skill set and knowledge that is not possessed by general library employees. Summer Reading will be starting soon with lots of activities and extra traffic in the Youth department. Having adequate staff trained and on board will be critical. It was noted that the vacancy in Youth was unexpected and many of the resignations have not been foreseen so that advance planning has been problematic.

It was noted that last summer, the Admin team had reviewed all positions and tried to determine which positions were critical for the continued well-being of the library. However, intervening vacancies have affected what might be called a critical position at any given time. Much thought has been given to finding the least costly solution while maintaining the best service to patrons.

The committee suggested that this idea be expanded. It was suggested that Admin chart out the first level critical position, a second tier of critical position, volunteer positions. The committee would like a frame of reference from which to gauge the need for any hiring.

The deputy Fiscal Officer position has been filled through a temp agency. That person is working out well and according to the agreement with the temp agency would be eligible to be hired around May 24th. Any action would need to be a joint action with the Board. There is more work in the Fiscal Office than one person can do. Staff would need to understand the reason for hiring but may still have to deal with some repercussions with morale issues.

It was pointed out that the web page developer is currently part-time and is actively seeking full-time work in order to provide for the needs of his family. Admin said that staff is getting burned out and strained.

The committee said they want to become more familiar with the personnel processes and issues. Board members are responsible for the good stewardship of the organization. Personnel costs are 64% of the budget. The committee asked to see some comparisons with other libraries. The Board must face the public and be able to validate decisions the library makes.

Admin noted that the library has never been through a downsizing this extreme. Many options have been discussed in many settings over the past year. In the past, the idea of closing the branches on the weekends has been very unpopular with the Board and community.

More competitive bidding for services may help the library's financial situation. There are efforts being made through OLC to join or establish a consortium for health insurance. Other options to connect with the city of UA or UA schools may also be possible. During the current enrollment period, the library squeaked by with the minimum number of eligible employees for the mid-tier coverage options. If eligible employees are reduced further, at the next enrollment period, the library could be reclassified into a small business category with higher rates. The committee asked for additional information about this.

Strategy for 2010

The committee asked Admin to communicate regularly with them. Board members do not want to be blind-sided by questions or comments from the public.

The committee agreed that they were more comfortable with the idea of hiring the Youth Librarian, but still have reservations about the Lane Road position. The committee did not feel that any offers for employment should be made until the Board can review the need.

The committee asked Admin to take the following steps for the next meeting:

- 1. Develop a chart outlining critical 1st and 2nd level positions.*
- 2. Prepare insurance information about consortium options.*
- 3. Prepare a fact sheet articulating the need for hiring of the three open positions.*

The committee agreed to meet monthly.

Next meeting is scheduled for Thursday, April 29th 9:00 a.m.

The meeting was adjourned at 5:00 p.m.

PERSONNEL COMMITTEE MEETING
April 28, 2010 9:00 a.m.

Meeting Notes

The meeting was called to order at 9:05 a.m.

IN ATTENDANCE: Caroline Diwik, Krista Sisterhen, Ann Moore, Julie Whitt, Kate Hemleben, Nancy Roth.

Review of Requested Information:

Administration had prepared several documents as requested by the committee at the last meeting. These documents included:

- *An organizational chart*
- *A statistical comparison with ten other similar libraries*
- *A critical position listing*
- *A history of health care benefits at UAPL*
- *Current health care fact sheet*
- *Summary of current volunteer usage and future plans*
- *Draft of Deputy Fiscal Officer fact sheet*

Moore, Hemleben and Whitt reviewed the material with the committee. In the discussion that followed, it was noted that UAPL is unusual in that the system has three branches within 9.7 square miles. Measuring the current cost of running the branches is difficult due to all the fill-in work that staff members have undertaken.

It was noted that there are indications that staff members do not feel that their efforts are being recognized and/or appreciated. There was discussion about mechanisms or practices that might help staff to feel appreciated. The committee noted concerns about providing open access to additional hours and possible transfers as staffing needs continue to change.

It was noted that the Adult Services Manager position has been vacant for two years and the absence of a manager creates problems in the day-to-day functioning of the department at times.

Through the discussion of the current health insurance benefits, it was noted that the library will continue to explore opportunities to join an appropriate consortium if possible. OLC is in the very early stages of exploration of trying to develop a consortium for libraries. The library will be meeting with HRH insurance brokers earlier than normal in order to become more familiar with options. The committee agreed that they would like to meet with the insurance broker as well. Whitt agreed that she would ask them to come to the next meeting.

During the discussion about the use of volunteers, it was noted that volunteers who could serve as program hosts, re-shelve books and pull reserves would have the highest impact in freeing staff time for other duties. New volunteers will be interviewed and have a background check.

Clarification of Future Staffing

Interviews for the Youth Librarian position are taking place. Applications have been coming in for the Lane Road position, but no interviews have been held. There are two internal applications for the Lane Road position. One candidate would leave a shortage in their current department. Youth, Adult and Lane Road have been the hardest hit in terms of losing staff members.

The group discussed the concept of “critical mass” for each department. There was discussion about the options for the Deputy Fiscal Officer position currently being filled by assignment through a temporary agency.

The committee determined that further actions should be on hold except for the Youth position. The committee agreed that the interviews should continue and if a likely candidate is discovered before the Board meeting, the committee would meeting on May 13th to discuss options. The committee agreed that the full Board should have input as to whether to proceed with any hiring, including the deputy fiscal officer position.

Next Steps

- 1. Poll the Board for opinion on hiring.*
- 2. Put Youth position on the May Board Agenda*
- 3. Moore will contact CML – Pat Losinski regarding their cost of running a branch.*
- 4. May 13th 9:00 a.m. meeting tentatively scheduled on an as needed basis.*
- 5. Next regular meeting is scheduled for Friday, June 4th at 9:00 a.m.*

Meeting adjourned at 10:35 a.m.

PERSONNEL COMMITTEE MEETING
Thursday, May 13, 2010 9:15 a.m.

Meeting Notes

IN ATTENDANCE: Caroline Diwik, Krista Sisterhen, Amy Sharpe, John H. Burtch, Garrett K. Scanlon, Ann Moore, Kate Hemleben, Julie Whitt and Nancy Roth.

The meeting was called to order at 9:15 a.m.

Youth Librarian

In response to questions from committee members, it was noted that the best candidate for the youth librarian position was a new library school graduate who has been working part-time at CML. This candidate would be offered the beginning salary for that range which would be about \$800 less than the librarian who left the position. The benefits package would be the same. It was noted that the candidate would like to give two week's notice, but since her current employment is a part-time evening position, she would be available during the morning hours prior to beginning a full-time position with the library. The candidate is a former practicum student who has some familiarity with the department and UAPL.

The committee discussed the ramifications of not filling the position. It was determined that the negatives outweigh the benefits of leaving the position vacant. The committee agreed that an offer should be made to the candidate as soon as practical. A background check has to be completed and references contacted before an offer can be made. The committee agreed that it was important to have a person in place before the start of the Summer Reading program.

Staffing Plan

Whitt noted that there have been no interviews scheduled for the Lane Road position yet. A staffing plan for positions of critical coverage was presented to the committee by the Admin team. The group reviewed the plan and discussed the impact of volunteers on staffing shortages. Following discussion, the committee agreed that the proposal was sound and should move forward into actual practice.

Whitt will pull the Lane Road job posting from the website and will notify the five internal candidates of interview possibilities. The staffing plan will also be used to fill the vacancy created by the transfer of an internal candidate if it is determined that the newly-vacant position cannot be covered in some other way.

The committee engaged in further discussion about the use of volunteers. Whitt explained that the volunteer program is being re-vamped and will be transferred to the Community Relations department for oversight and implementation. It was noted that the library would like to recruit long-term volunteers and to become proactive with volunteers rather than reactive. An orientation and training program is being developed. It was noted that criminal background checks will be conducted on volunteers, as well as sex offender registration checks and Social Security verification. Currently, volunteers are not permitted to be alone with any patron, particularly youth patrons.

The committee was provided with a benefits summary that had been requested at a previous meeting. Background fact sheets about self-insurance were also

provided in preparation for the June Personnel meeting with the library's health insurance broker, HRH.

The meeting was adjourned at 10:05 a.m.

It was noted that since wages and benefits constitute about 60% of the budget, the committee wants to be more actively involved than in the past.

The recruitment and use of volunteers was discussed by the Board. Moore indicated that the library has looked at five different programs that are all excellent as plans to reorganize the library's volunteer program continue. McNeil talked about internships that may become available for graphic artists through the Capstone Program at UAHS.

PRESIDENT'S REPORT

Sharpe said that she did not have a formal report. She said that she is going to hold off on any further action regarding the creation of a fundraising position at the present time.

ADJOURNMENT

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

The meeting adjourned at 6:40 p.m.

Amy P. Sharpe, President

Garrett K. Scanlon, Secretary