



**Board of Trustees Meeting**  
Tuesday, June 15, 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; Rebecca Princehorn, Bricker & Eckler; Nancy Roth, Administrative Secretary.

There were no absences and no public comments.

**APPROVAL OF THE MINUTES**

Shy made a motion to approve the minutes of the May 18, 2010 Board of Trustees meeting. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

**LEVY PRESENTATION**

Moore introduced Becky Princehorn of Bricker and Eckler Law Firm. Princehorn noted that she has been working with the library since 1984 regarding bond issues and operating levies. Princehorn distributed two informational packets to the Board. The first document presented the types of levies that appear on ballots and outlined the differences in legal requirements and authority of each, along with sample ballot language. The second document provided by Princehorn was a timetable for the various steps needed to place a levy on the ballot.

Princehorn said that the preference would be for the library to file levy ballot actions under Section 2705.23 of the ORC. By using this section as the legal authority for the levy request the library becomes the legal name on the ballot and under that section of the ORC, the city has no choice but to submit the library's request to appear on the ballot.

Princehorn noted that the library serves a constituency that ranges from cradle to grave, so having the library name in the title of the levy request is viewed as a positive. Princehorn noted that the Board is the party to determine the type of levy, the amount of millage to request and the length of time of the levy. She

noted that House Bill 48 takes effect on July 2<sup>nd</sup> and changes some of the filing deadlines. Some of the costs of the elections are being passed along to entities appearing on the ballot and that therefore, the library will want to take that into consideration when determining when to appear on the ballot.

Princehorn reviewed the advance work that would need to be done before any action is taken by the Board. She advised the library to work with OLC regarding strategies for levy passage. The Fiscal Officer develops various scenarios with the help of the County Auditor's office. The Finance Committee would review the scenarios before making a recommendation to the Board regarding which option to pursue. Expenditures for the projected period also need to be assessed so that expected special large repairs can be taken into consideration.

Princehorn noted that UA real estate has held its value and even increased some despite the current difficult economy. Prior operating levies have all been for five year periods and have all passed. The library would retain the option of not collecting the full amount of levy funds in any given year if state funding should become more robust.

Princehorn explained the difference between a replacement levy and a renewal levy. House Bill 920 was passed to keep taxing authorities from benefiting from the inflationary increase in housing values. This bill mandates that inflationary influences are factored out over a three year period during the life of the levy. The renewal of a levy keeps the funding level at the current adjusted level. A replacement levy allows for a more recent tax valuation to be used as the base of the levy with HB 920 adjustments made over the first three years, so there is a likely net increase to the amount generated.

The Board expressed their thanks to Princehorn for the information she provided.

## **ASSISTANT DIRECTOR'S REPORT**

Porter reported on the first four days of summer reading. She said that 2,175 patrons – adults and children – signed up for summer reading during that time. She said the total as of the Board meeting was about 2500. She said that last year the total was about 4800 by the end of the program and that the library was on track to do that well again. She said that foot traffic was up substantially during those first four days.

Check outs on the first day of the program numbered 9090 – with 6000 checkouts representing an average day. Tremont averages 4300 and had 6400; Lane averages 1300 and had 1700 and Miller Park averages 500 and had 921. Porter noted that the reptile program at Miller Park today drew 226 participants. The same program last year drew 127 participants.

Feed Down fines was a success. Porter noted that information contained in the Director's report. She also noted that foot traffic at Tremont was up about 1000 over a normal Saturday.

Porter and McNeil talked with the Board about the UA 4<sup>th</sup> of July Parade. A former Board member has consented to loan the library his convertible for the parade. Circulation staff members and patron favorites, Harold Ferguson and Art Darnbrough, will be riding in the car. Staff members will have a book cart drill team accompanying the car and staff members are being solicited to walk along the parade route. McNeil and Porter encouraged the Board members to also participate. The group will meet at the library at 8:00 a.m. and the parade starts at 9:00 a.m.

**DIRECTOR'S REPORT**

The director's written report is included as an exhibit to these minutes.

Moore reported that while many libraries are seeing circulation drop, UAPL has experienced a slight increase in circulation. Only four of the 24 ETM libraries have shown circulation increases. This is a reflection of the funding issues that have forced some libraries to reduce hours and/or close branches.

Moore participated in a celebration at CML for their recent designation as the Library Journal's Library of the Year. Moore said that she has always been proud of UAPL and her belief that UAPL is as equally deserving of such an honor. Moore said that she is happy for CML, but that UAPL also has reason to celebrate with consistently high rankings in the Hennen rankings and our five star library designation. Moore provided some additional statistics that are included here.

<b>Item</b>	<b>Projection for Year-end</b>	<b>Increase</b>	<b>Percentage Increase</b>
Drive-Thru	65,800	+ 5,000	+8%
Loan Requests Pulled	89,700	+16,000	+21%
Notices Sent	150,000	+15,000	+11%
Hits to UAPL Website	24,400,00	+9,000,000	+57%
Database Sessions (both inside & remote)	47,500	+7,500	+18%
Meeting Room Reservations	2,260	+300	+15%

Moore said that even with the financial challenges, the library continues to be in an exciting time of growth. Completion of the strategic plan will help the library to move forward. Moore noted that the emphasis of the CML celebration was on the teamwork of the library, CML Friends organization and the CML foundation that led to the accomplishment of the Library Journal designation. The need for a cohesive vision and focus was noted by Moore and McNeil.

## OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

### OPERATIONS COMMITTEE MEETING Thursday, June 10, 2010 12:30 p.m.

#### **Meeting Notes**

*The June 10<sup>th</sup> Operations Committee meeting was preceded by the bid opening for the Adult Services lighting project. Those bids are summarized here for clarity's sake since they were the subject of discussion during the committee meeting.*

#### Bid Results Summary

##### *General Contractor Bids*

- *Construction Systems - \$68,415 – All documents submitted.*
- *Professional Design, Inc. - \$59,720 – No Addendum Certification, but verbal acknowledgement of receipt of addendum noted.*

##### *Electrical Contractor Bids*

- *Jess Howard Electrical - \$204,153 – All documents submitted.*
- *Roberts Electric - \$138,500 – All documents submitted.*

##### *Combined Bid*

- *Teemok Construction - \$209,000 – All documents submitted.*
    - *\$103,500 for electrical*
    - *\$80,450 for general contracting*
- \*\*\*\*\*

*The meeting was called to order at 12:30 p.m.*

*IN ATTENDANCE: Mark Shy, Amy Sharpe, Ann Moore, Kate Hemleben, Kate Porter, Scott Watson and Kevin Miller, Miller/Watson Architects, John Forgos, John Forgos Associates; Nancy Roth.*

#### Bid Results Discussion

*The committee reviewed the bid results, noting that the electrical work represented in Teemok's bid would be subcontracted to Harrison Stewart Electrical. This company was unknown to Forgos, Shy, Miller and Watson. It was noted that the apparent low bid would be Professional Design, Inc., for the general contracting and Teemok for the electrical. It was also noted that it is generally not a good idea to have two general contractors administering a project. The ramifications of the failure of Professional Design, Inc., to certify in*

*writing their receipt of the Addendum were discussed. It was noted that this combination of bids was the only combination that would allow the library to stay under the statutory ceiling of 110% of the advertised bid estimate. All other combinations would place the library over the threshold of \$192,500. The committee determined that legal advice was necessary. It was arranged for the committee to have a conference call with Sylvia Gillis. The specifics of that phone call are protected by attorney-client privilege.*

*Following consultation with counsel, the committee decided to advise the board to reject all bids. Discussion followed regarding options the library had to still move the project forward within the \$175,000 estimate. It was decided that the recommendation would be to make some substantial modifications to the bid documents in terms of the staging of the project. It was felt that the complicated nature of the project in having seven stages had added significantly to the cost. If the project could be completed in three or four stages, more bidders would be attracted, including companies who may specialize in renovation work in occupied structures.*

*Having fewer stages would mean more disruption for the library, but Moore agreed that the library would be able to handle it as this was the most realistic way to bring costs down and still achieve the goal of better lighting and electrical efficiency. The disruption would be for a shorter period of time, possibly 6 – 8 weeks compared to a 14 week schedule under the original bid documents.*

*It was agreed that Miller Watson would provide revised bid documents by Tuesday. It was agreed that the committee would proceed with their recommendation that all bids be rejected by the Board. The committee would further recommend that the project be re-bid as soon as possible. It was also agreed that the committee would consult with Sylvia Gillis in order to conform to the necessary legal requirements for the bid rejection and re-bid.*

### Fire Doors

*Hemleben said that the contract with Simplex is under review by Gillis. There is disagreement between Gillis and Simplex counsel as to the liability limits. The committee was concerned that the non-functional fire doors pose a health/safety issue that needs to be resolved quickly. Gillis was contacted during the meeting who assured the committee that she would get a contract to Simplex by the end of the day.*

### Lane Road Parking Lot

*The Lane Road lot has been patched. Sharpe said she did talk with Tim Moloney about all the library parking lots. He asked what the library's proposal might be. Shy indicated that he would like to obtain an overlay of the parking lot*

*at Tremont to estimate the cost of repair, sealing and striping. Shy agreed to pursue the issue with Joe Valentino, Deputy City Planner.*

*The Meeting was adjourned at 1:15 p.m.*

Shy provided a summary of the committee meeting.

**RESOLUTION 19-10**  
**REJECTING BIDS RECEIVED FOR THE TREMONT ADULT CENTER  
LIGHTING UPGRADE PROJECT AND AUTHORIZING REBID OF THE WORK**

WHEREAS, bids were received on Thursday, June 10, 2010, for the Tremont Adult Center Lighting Upgrade project, and two bids were received for the electrical bid package and two bids were received for the general trades bid package and only one combined bid package was received; and

WHEREAS, based upon the information provided, the Board believes that it is its best wishes to reject the bids received and to authorize the Architect, working with the Owner's Representative, to review and revise the Contract Documents for the work, based upon information learned from all plan-holders, to issue an addendum clarifying the work specified and making any necessary changes to the specifications, and to rebid the work based upon a timeline approved by the Director;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees for the Upper Arlington Public Library as follows:

1. The bids received for the Tremont Adult Center Lighting Upgrade project are rejected.
2. The Architect, working with the Owner's Representative, is authorized to review and revise the Contract Documents to address any information learned from plan-holders and to prepare an addendum for the rebid of the work as reviewed by the Director and Operations Committee.
3. The Fiscal Officer is directed to return the bids submitted for the work to each bidder.
4. The Administrative Secretary is directed to work with the Architect and Owner's Representative to prepare and place the required advertisement for the rebid of the work, with the dates for the first advertisement and the receipt of bids to be determined in consultation with the Director, as the Board's authorized representative, once the revised Contract Documents and addendum have been prepared.

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Shy made a motion to approve Resolution 19-10. Burtch seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

There was brief discussion as to the mechanics of the re-bid process. The Board agreed to call a special Board meeting to award the contract for the re-bid if it is successful.

**Shy made a motion to approve the proposal from Miller Watson for a fee not to exceed \$3,200 for the preparation of the re-bid documents. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.** (NOTE: The Miller Watson proposal is included in these minutes as an Exhibit.)

## FINANCE COMMITTEE

The Finance Committee meeting notes are included here.

*FINANCE COMMITTEE MEETING  
Wednesday, May 19, 2010 3:30 p.m.*

### **Meeting Notes**

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

#### **Tax Budget Follow-up**

*Burtch outlined his concern about the tax budget not taking into account the prior year's encumbrances. Hemleben said, according to her information the Budget Commission looks only at the revenue projections and not the expenses. She said that an adjustment can be made next year to account for the encumbrances carried forward. The committee discussed various adjustments to the more detailed lines of the exhibit supporting the tax budget to be more in line with real expectations of next year's expenses.*

*The Finance Committee did authorize Hemleben to make such adjustments and then to submit the packet of paperwork to the City and the Budget Commission. There will be a reduction made in the salary and benefits line with balancing increases in materials, building fund and health Insurance. Hemleben indicated she would email the revised document to the committee for review before submitting it to the Budget Commission.*

#### **Fiscal Processes Discussion**

*Hemleben outlined some of the history of fiscal processes at the library.*

*Implementation of iEmployee cut the processing of payroll from 17 – 19 hours to about 8 hours, between the Fiscal Officer and the Deputy Fiscal Officer. It was noted that it may or may not have saved managers time, but iEmployee is a more convenient flexible system than using paper time sheets.*

*Another change instituted has been the electronic storage of fiscal records. The accounting system is now on the library's network and the IT department does a nightly back-up. Back-up tapes are stored in a safe deposit box at the Arlington Bank across the street. Electronic balances are now provided to managers on a regular basis.*

*Federal, State and City reports are now filed electronically. Workers' Comp is also filed electronically on a yearly basis.*

*Electronic payroll transfers are up-loaded to the Huntington every two weeks. It was noted that checks in excess of \$30,000 still require a physical check with two original signatures from the Fiscal Officer and an authorized Board member.*

*The committee engaged in a detailed discussion of electronic banking and electronic transfers. There was concern that electronic transfers subvert the spirit of the policy requiring dual original signatures. Following the discussion, it was agreed that Hemleben would contact the Huntington to see what safeguards they could offer, such as a restricted listing of approved recipients for electronic transfers, such as IRS, OPERS, and RITA. Finance will review a suggested listing at the next meeting.*

*Hemleben explained the increased use of blanket purchase orders. She noted that the Acquisitions Coordinator, Patty Landis was previously managing about 200 PO's each year. Now she uses about 50 blanket PO's which saves a great deal of time while also saving the Fiscal Office processing time. It was noted that Managers and the Director and Fiscal Officer review and approve all purchase order requisitions. Originators of each PO must approve invoices to be paid to assure that items have been received.*

*Hemleben outlined some other projects.*

- *Working on the development of a procedure manual.*
- *Streamlined recording deposit receipts and cash deposit process.*
- *Working on unclaimed funds.*
- *New cash refund policy to be implemented.*
- *Holding bills longer to increase interest payments on checking account.*
- *Act as prevailing wage coordinator*
- *Submitted request for AEP rebate and will be requesting rebate for Adult Lighting Project.*
- *Plan to set up Audit Committee.*
- *Assure that contracts are in place for all services purchased before work starts.*



The committee members indicated that the meeting had been productive.

There was discussion about developing a standard contract for projects smaller than public-bid threshold. It was agreed that the library needs to have a systematic process for executing contracts for all activities.

Following the discussion it was agreed that:

- Hemleben will follow-up with the Huntington Bank
- The current boilerplate contract provided by the Franklin County Prosecutor will be emailed to the committee members.
- Scanlon will provide samples of contracts in use at Casto.
- Work will continue to try to develop a simple boilerplate contract for services and the development of appropriate efficient internal processes.
- Hemleben will adjust the tax budget and email it to Finance for approval.

**Next Meeting**

The next Finance Committee meeting was scheduled for Friday, June 11<sup>th</sup> at 8:30 a.m. (The 6/11/10 meeting was subsequently re-scheduled for 6/29/10.)

The meeting adjourned at 5:35 p.m.

Burtch explained the changes in the Tax Budget that were approved by the Finance Committee. He noted changes in the reporting of encumbrances carried forward and balancing changes in the salaries and benefits line and the Building improvement fund. He requested the Board ratify the budget amended by the Finance Committee.

**RESOLUTION 18-10 - AMENDED**

**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(Transfer from General Fund)	630,814
ESTIMATED BALANCE AT 1/1/2011	<u>1,552,015</u>
TOTAL RESOURCES	2,182,829

**UAPL FRIENDS FUND 201**

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

**EXPENDITURES**

**GENERAL FUND 100**

SALARIES & BENEFITS	3,497,733
LIBRARY MATERIALS	1,191,869
OTHER EXPENSES	1,846,983
GRAND TOTAL GENERAL FUND	6,536,585

**BUILDING IMPROVEMENT FUND 402**

OTHER EXPENSES	655,000
GRAND TOTAL BUILDING IMPROVEMENT FUND	655,000

**UAPL FRIENDS FUND 201**

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

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

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

The Fiscal Officer's written report is included here.

***Notes from the Fiscal Officer  
June 2010***

*PLF for June 2010 has recently been announced. We are down about \$30,202 or 13.0% from June 2009. When comparing year to date totals, we are down about 15% or \$207,910.*

*When we compare our budget to current PLF receipts, we are on target with the State's projections. The State has told us to expect \$2,410,656 in CY 2010. We decided to take a conservative approach with our revenue appropriations this year and used an estimate of \$1,928,525 for PLF.*

*Year to date revenues including June's announced receipts will be \$1,231,967 which is 64% of our conservative estimate or 51% of the State's projection by July 1. This is exciting news as we move through the year. If the economy repeats the first six months, we can expect to collect all of the State's projection. If the economy improves during the next six months we benefit from the upswing.*

*As I write this, OBM has not released the June monthly report. I will forward to you the State's monthly report once it becomes available.*

*Please note that there is a new financial report included in your summary. The new report is related to the new "Friends of the Library Fund". At the end of May revenue and expenses were moved into this new fund. All encumbrances were moved as of June 4.*

*Typically the Friends reimburse the Library at the time of the request which is different from when the vendor is paid. For example, a presenter request can be submitted on June 4, the Friends will write the Library check on June 15 and on June 16 the Library will deposit the check into our bank account. However, the program is not scheduled until August 10 which means the Library will not issue the check to the presenter until early August. Therefore, in most months we will be carrying a small cash balance.*

*In your packets you will find an amended tax budget. Based on our conversation at the last board meeting, the Finance Committee decided to adjust the approved tax budget. This has been revised, submitted to the Finance Committee for approval and submitted to the City. Jack Burtch will speak about the adjustments at this month's meeting.*

*Next Finance Committee Meeting has been scheduled for June 29 at 8:30am.*

*Hemleben noted that she would be on vacation from July 9<sup>th</sup> through July 19<sup>th</sup>.*

**RESOLUTION 20-10**  
**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                  Barbara Gail Simons

Burtch made a motion to approve Resolution 20-10. Scanlon seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

## PERSONNEL COMMITTEE

The notes from the Personnel Committee meeting are included here.

### PERSONNEL COMMITTEE MEETING

Friday, June 04, 2010 9:00 a.m.

#### **Meeting Notes**

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

*Sue Conner, Willis of Ohio, Inc.*

#### **Health Insurance Presentation**

*Whitt introduced Conner to the group. Conner noted that she has been involved with the library for eighteen years, helping to develop a variety of plans with various insurers over that time period. The library has been with Anthem for the past three years. Conner presented three main topics in her review:*

- The library's insurance history,*
- The impact of the Health Care Reform Act,*
- Health Savings Accounts*

#### **UAPL Insurance History**

*Originally, UAPL participated in an insurance consortium with other libraries through CALICO (Columbus Area Libraries and Information Council of Ohio). Through the consortium, the claims of the entire population were used to calculate the insurance rates for the group. Some years this was a benefit to UAPL and some years our premiums helped underwrite other libraries' premiums. Libraries tend to have a more mature pool of insured, tend to have lower turnover, tend to have a higher use of pharmacy population and tend to have occasional large claims.*

*Sometime after 1990, Ohio passed House Bill 478 which was designed to protect small employers and to help guarantee access to insurance by smaller pools (between 2 and 50). This had some impact on the association plans such as CALICO. About ten years ago, the insurance Board of Ohio adjusted the interpretation of HB 478 which resulted in the dismantling of the CALICO insurance association. As a result, some smaller libraries benefited from the*

*dismantling and independent insurance negotiations while larger libraries of 50 or more faced large premium increases. Since the dismantling of CALICO, the library has changed carriers two or three times in an effort to keep premium costs down.*

*In answer to a question about joining with a public employees association, such as UA City employees, Conner noted some concerns. While the candidate pool increases, the insurance plans for these entities can be very rich and are often union-negotiated, so may end up costing the library more. Union negotiated plans tend to have very low co-pays and deductible which increases the premium. She said that in theory it may sound good to try to piggy-back with the City, in practical terms it is generally not very beneficial for a non-union entity such as UAPL. She noted that OLC's effort to develop an association may run into a similar problem since some libraries are unionized and some are not.*

*A Multiple Employer Welfare Association (MEWA) is a self-insured option. Conner said that these plans become very expensive to administer due to the quarterly reporting requirements and the need to maintain minimum reserves on hand to cover claims. Over time, most of the self-insured plans have evolved into fully-insured plans. These require third party administration with associated fees for that, along with two types of stop-loss insurance. The minimum size for a self-insured or fully insured group is about 100. Conner noted that this minimum may be increased as a result of the health care reform.*

#### *Impact of Health Care Reform*

*Conner said that brokers and insurance companies are getting information daily about changes. The act itself was over 2000 pages with a great many generalized statements. As a result, the health care and health insurance industry awaits guidance as the bill is interpreted and implemented.*

*Grandfathered plans have some scheduled deferments for implementation of some of the requirements. Currently UAPL's plan would be grandfathered; however it is unknown how that might change as definitions are refined. It is also unknown if changes to the plan or provider during open enrollment would change that status. Regulations about this issue were due to be published in April but are still not out.*

*Once that is clarified, the library will have to determine if it makes financial sense to try to maintain the grandfathered status. Conner distributed a document outlining some of the known impacts and the timelines involved in the health care reform. Underwriters have predicted that the six items affecting all plans will result in a 2 – 4% premium increase. One item that will be required is starting in 2012 employers have to report the value of health insurance contributions on the W-2 forms for 2011. There was some speculation as to the purpose of including the information, but initially it would not be subject to income tax.*

### Health Savings Accounts

*Regulations concerning Health Savings Accounts (HSA) will remain the same in 2011 under the health care reform. However, their future is uncertain. Currently Flexible Spending Accounts (FSA) must be used in the year covered or the benefit is lost. HSA's can rollover into future years to allow the insured to plan for possible larger expenses.*

*Conner noted that HSA's have encouraged people to become better health care consumers by asking more questions about the necessity of tests and/or procedures and the substitution of generic prescriptions. Worthington Public Library instituted an HSA option for their employees. Conner said the reaction has been positive for the library. She said that each open enrollment period since the inception of the plan has seen staff members leave the PPO traditional insurance and enroll in the HSA option. The benefit is that the HSA account is pre-tax and reduces the employee's taxable income.*

*Conner noted that Worthington seeded the plan the first year in order to support the plan. She said that the staff was offered lots of education about the plan, including focus groups, small group enrollment meetings and many online tools. She said that if HSA's are offered, they should be set up to be revenue neutral for the library. There are some hidden costs to employees such as possible bank fees for administering the accounts. Enrollees are issued a card, much like a credit/debit card. The fee paid is still the insurance negotiated fee. The bill first goes through the insurance company for approval and then the employee pays.*

*Moore said that the library has considered this option for the past few years and this might be the time to pursue it. The committee agreed that it could not hurt to at least conduct a staff focus group to get some reactions. It was agreed that a group of 10 or so employees would be selected by the library to participate in a focus group facilitated by Conner in the next few weeks. Whitt will work with Conner on getting this scheduled.*

*Conner reminded the group that there is more unknown than known about the ramifications of the health care reform at the present time. Maintaining flexibility and options for the library and employees may be the key to future planning.*

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

Diwik summarized the Personnel Committee meeting. Personnel Committee members have also met with HR Manager, Julie Whitt and Community Relations Manager, Ruth McNeil to review the revamping of the volunteer program. Policies and guidelines have been developed. The library is now working on developing specific volunteer job descriptions within the public service departments. The library hopes to begin the new program in late August or early September to actively recruit volunteers for specific tasks. Moore and Porter will be meeting with departments individually in order to help advance this initiative.

<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**

June 1, 2010	Davina Little			Youth Librarian	FT/T
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**Change in Status**

**Leave of Absence FMLA**

**Leave of Absence Non-FMLA**

**Terminations**

June 12, 2010	Julie Zaveloff			Library Assistant I	PT/T
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Diwik made a motion to approve the June Personnel Report. Scanlon seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

**PRESIDENT'S REPORT**

Sharpe asked Sisterhen to address the fundraising issue. It was noted that the library should engage with the Foundation under its new leadership and to include the Foundation and their activities in the strategic plan. Sisterhen will be working with Burtch and the new leadership of the Foundation in the months ahead. It was hoped that there would be a report back to the Board at the August meeting.

Sharpe reported on the library's strategic plan meeting that was attended by three of the Board members. The plan is still a work in progress and Sharpe hopes to get some community input before finalizing the plan. Burtch noted that the strategic plan is historically one cornerstone of the library's levy campaigns.

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

Burtch made a motion to enter into Executive Session in order to discuss personnel issues. Sharpe seconded the motion. A roll call vote was taken. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

The Board went into Executive Session at 6:30 p.m. The board came out of Executive Session at 7:18 p.m. The Meeting was adjourned by consent at 7:18 p.m.

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Amy P. Sharpe, President

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Garrett K. Scanlon, Secretary