



Board of Trustees Meeting
Tuesday, September 21, 2010 5:00 p.m.

MINUTES

President Shape called the meeting to order at 5:02 p.m.

IN ATTENDANCE

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

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Ruth McNeil, Community Relations Manager; Greg Ramage, IT Manager; Nancy Roth, Administrative Secretary; Wendy Hutchins, UA McDonald's Restaurant and Gail Martineau, This Week UA.

APPROVAL OF THE MINUTES

Burtch made a motion to approve the Minutes from the August 17th meeting. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

CHECK PRESENTATION

McNeil introduced Wendy Hutchins from the Upper Arlington McDonald's Restaurant. In April, May and July, the restaurant sponsored library night at their location on Riverside Drive. From 4 – 7 p.m., the sales receipts gathered by library volunteers and staff would be accumulated and 10% of their valued donated to the library. Hutchins presented the Board with a check for \$1,000.00, the proceeds from these three evening events. The Board thanked Hutchins.

ASSISTANT DIRECTOR'S REPORT

Porter informed the Board that she has enrolled in the next class of Leadership UA which will begin on Thursday. She said that she is looking forward to the experience.

DIRECTOR'S REPORT

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

Moore asked McNeil to give an update on some Community Relations projects. McNeil distributed a sample brochure, application for and job descriptions for volunteers. The new volunteer initiative and process will kick off at Volunteer UA

on Wednesday night. The website has also been up-dated with the new information and application form. McNeil thanked Ramage and the IT staff, Julie Whitt and Admin staff, and the CR staff for their work in developing the new program.

The Board inquired about what plans were being made to recognize volunteers. McNeil said that individual departments will be encouraged to do some sort of recognition. In addition, the library will look into a planned annual event and possibly some sort of tiered recognition, such as lapel pins, individual letters, photo displays, etc.

McNeil noted that the 4th annual Volunteer UA event would take place on Wednesday at the Municipal building. She said that thirty different organizations have signed up to have tables at the event for prospective volunteers. Moore, Porter, McNeil and Whitt will be manning the library table.

Ramage said that the library will be changing the holds/reserve notifications. Current patron options for notification are email or paper notices. Beginning October 18th, the library will no longer print paper notices for over-dues and reserve items. The library will be able to take advantage of a web-based service that will make automatic calls to patrons at their listed phone number. This service will cost \$.03 per call as compared to the \$.44 postage cost of the paper notices. Staff will continue to push for patrons to register their email accounts for notification.

Moore said that the permit for the fire door work has been filed as of 9/8/10. The confusion in being able to confirm this was due to the permit being filed under the name of the subcontractor which was unknown to library staff until recently. She said that the permit is expected to be issued within the next couple of weeks.

Moore provided an up-date on the Adult/Atrium lighting project. She said that the ceiling removal work is proceeding with no problems. The company doing the work has been extremely good about cleaning up prior to the library opening for regular business.

The plan review for the city of UA has issued a conditional permit. There are some concerns about the fixtures called for in the plans. Moore said that a meeting is scheduled for 7:00 a.m. the next morning to try to work out an agreement so that an unrestricted permit can be issued. She asked Shy if he could attend that meeting and he agreed to do so.

The library will be closed on Thursday, September 30th for staff In-service Day.

Moore noted that at the Personnel/Finance meeting last week, members had been given a spreadsheet prepared by Admin outlining the cost-cutting measures taken since the fall of 2008. That spreadsheet has been up-dated to reflect

expenses as of 8/30/10. At the joint committee meeting, members had requested a similar spreadsheet and graph representation be prepared for the Revenue side of the budget. Moore distributed this second spreadsheet and offered a brief explanation of it. Board members indicated that they found the information helpful and that it should be useful in the future. Moore said Admin would continue to update the information in the two documents.

OPERATIONS COMMITTEE

Operations did not meet. The committee plans to meet before the October Board meeting.

FINANCE COMMITTEE

The Fiscal Officer's written report is included here.

Notes from the Fiscal Officer September 2010

September PLF is up 6%. Yes, that is two months in a row that the PLF is higher than last year! We are down only \$211,098.

Please note that we have several revised personnel reports for 2010. June and July reports have been revised due to missing information. We had inadvertently left out the pay rate information.

April has been revised due to a process change. Our current process is to provide all personnel actions to the board as quickly as possible. This means that sometimes you are notified prior to the action taking place, i.e., FMLA, termination, etc. A problem arises when that action does not occur or is postponed. There was not a process in place to notify you when that action was postponed or cancelled. In this particular case, an employee had schedule FMLA time off in March but had to reschedule it for May. Both FMLA's were shared via two different monthly personnel reports. By not adjusting our report makes it appear that the employee has had two different leave of absences when in fact the staff member did not. Changing our process will clarify situations like this one. As of September 1, we will be notifying you about changes to the information we have reported in a previous month to you in the current personnel report. We will reference the original time period and provide information stating if the action was cancelled or postponed. This should reduce the need to revise approved personnel reports.

Revenue and expenditure line review.

Public Library Fund – Our revised numbers from the Ohio Dept of Taxation was \$2,410,656 and we choose to reduce this amount by 20% to create our

permanent appropriations for 2010. The latest revision from Taxation shows our share of the PLF to be \$2,370,205 which is 8.5% less than what we received in 2009. Based on this information I will be submitting a request to increase the PLF by \$441,680 in October. This request will also include increases for other revenue sources.

Communication/Phone – Our budget related to the phone (monthly service, long distance, yellow page listing), postage and marketing (exhibits at the Labor Day Festival, Taste of UA, etc) is \$47,001. To date we have spent \$26,621. When comparing this to last year this time we have spent \$9,709 less. Several changes have made this significant decrease. In regards to the phone expenses, in July 2010 we switched carriers thus reducing our costs by 25%. Postage has also had some changes as we are sending out fewer accounts payable checks to vendors as invoices are being combined together, no employee checks are mailed and patron notifications for holds have been reduced (anyone with an email on file receives notification electronically). These small changes have made a sizable impact on this budget line.

Next Finance Committee Meeting has been scheduled for October 12, 2010 9 AM in meeting room A as a joint meeting with the Personnel Committee.

The notes from the joint Personnel/Finance meeting are included here.

JOINT PERSONNEL & FINANCE COMMITTEE MEETING
Tuesday, September 14, 2010 9:00 a. m.

Meeting Notes

IN ATTENDANCE: Caroline Diwik, Board Member; Krista Sisterhen, Board Member; John H. Burtch, Board Member; Garrett K. Scanlon, Board Member; Ann Moore, Director; Kate Hemleben, Fiscal Officer; Nancy Roth, Administrative Secretary; Julie Whitt, HR Manager; Nancy Alonzo, Reference Librarian; Bev Rhodes, Reference Librarian; Vita Marinello, Circulation Manager; Shahin Shoar, Media Services Manager; Mary Austin, Outreach Coordinator.

The meeting was called to order at 9:02 a.m.

Deputy Fiscal Officer Position

The committee had been provided with background information prior to the meeting. This information included the current job description for the Deputy Fiscal Officer position, the Pay Rules Guidelines currently in effect at the library

and an Excel spreadsheet outlining the proposal for the position with associated costs.

Moore briefly reviewed these documents with the group. It was noted that the Board of Trustees Bylaws refer to the position of Deputy Fiscal Officer as being responsible in the absence of the Fiscal Officer. Moore proposed that the position be filled as a full time position in Range 106 at the entry level wage of \$14.00 per hour. She noted that the position would need to be posted both internally and externally. The wages for a full time employee would be less than what the library is currently paying through the temporary agency, Ten to Two.

Moore noted that while she and Hemleben disagree on the salary to be offered, the position needs to be filled. It was indicated that the current temporary agency employee is very good and more than satisfactory in her position. Moore said that she hopes the individual will apply for the permanent job, however, Hemleben has indicated that this is unlikely. The committee agreed that in the current economic the quality of candidates could be quite good.

Both committees agreed that it was appropriate to proceed with filling the position.

2011 Budget Preparation

Moore noted that since Personnel costs were such a large part of the budget, it made sense for the two committees to meet together as budget preparations for 2011 begin. She thanked the committees for agreeing to meet together.

Moore distributed a spreadsheet detailing the many changes the library has made over the past two years and their impact on expenditures. 2009 budgeted and actual expenditures and 2010 budgeted and projected expenditures were contrasted to a baseline of 2008 expenditures in five budget areas. Bar charts showing the differences were also included.

Moore noted that when library funding was cut in 2008, the Board at that time made a decision that the library should operate within their actual revenue rather than taking extraordinary steps to bridge the revenue gap, such as borrowing from the building fund. It was noted that the items listed on the spreadsheet serve as a history of how well the library has coped with reduced funds. It was noted that the staff has done a great deal to help accomplish this.

Moore noted that as budget talks progress, the hope is to restore some of the library materials budget that had been cut. She asked the two committees to also give thought and consideration to the issue of pay increases. In the past, the Fiscal Office has provided the Board with several options based on different fiscal assumptions. She offered to provide similar information to the committees at their next meeting if the group would take the matter under advisement.

Moore noted that she will be attending the ETM meeting on Friday and that the subject of staff raises will be a topic of discussion for the assembled directors at that time. She will take this information into consideration when preparing the various scenarios for the next meeting.

There was brief discussion about what the possible health insurance cost might be, but it was noted that actual bids will not start being prepared by insurers until sometime in January. Whitt noted that the employee focus group learning about HSA's will be meeting again in October. She said that current information from other libraries, whose open enrollment period is in the fall, varies widely, with some having very large percentage increases.

The committees indicated that they found the information prepared to be quite helpful. They agreed that options for possible staff raises should be prepared and cost of living should be researched for the next meeting. The committee asked Admin to prepare a similarly designed spreadsheet to show the revenue side for the same time period.

Electronic Transfer Policy

The group had been provided with a draft of a policy regarding electronic transfers. Some edits to the draft were discussed and agreed upon. The group agreed to present the policy for approval at the Board meeting.

Summary

- 1. Deputy Fiscal Officer is to be posted internally and externally as a full time position.*
- 2. Admin/Fiscal Office is to prepare several options showing the budget impact of possible staff raises in 2011.*
- 3. Admin is to prepare a Revenue Comparison spreadsheet to coordinate with the Expense/Savings Comparison spreadsheet already prepared.*
- 4. Electronic Transfer Policy is to be edited and prepared for approval at the September Board meeting.*

The meeting adjourned at 9:37 a.m.

Burtch reviewed the joint Personnel/Finance meeting. It was noted that meeting jointly was helpful and allowed the committees to conduct business more efficiently in some instances since areas of concern overlap.

RESOLUTION 23-10
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:

\$10.00	Janet Lohr via Pay Pal
\$50.00	Rebecca Huffenberger
\$1,000.00	Dr. Martin Peter Sayers & Marjorie Sayers
\$100.00	Wednesday Literary Club

Burtch made a motion to approve Resolution 23-10. Shy seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

RESOLUTION 24-10
To Approve Electronic Transfer Policy

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve the Electronic Transfer Policy as proposed by the Finance Committee and attached as a Permanent Exhibit to the Minutes.

Burtch made a motion to approve Resolution 24-10. Scanlon seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

RESOLUTION 25-10
**Resolution Accepting the Amounts and Rates as Determined by the
Budget Commission and Authorizing the Necessary Tax Levies
And Certifying Them to the County Auditor**

OHIO REVISED CODE, SECTION 5705.34, 5705.35

WHEREAS, This Board in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2011; and

WHEREAS, the Budget Commission of Franklin County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of

the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore be it

RESOLVED, the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there by and is hereby levied on the tax duplicate of said Library the rate of each tax necessary to be levied within and without the ten mill limitation for tax year 2010 (collection year 2011) as follows:

SCHEDULE A

Summary of Amounts Required from General Property Tax Approved by the Budget Commission, and County Auditor's Estimate Tax Rates

Fund	Amount to be Derived from Levies Outside 10 Mill Limitation	Estimate of Full Tax Rate to be Levied Outside 10 Mill Limitation
General Fund	\$3,166,105.05	2.00
TOTAL	\$3,166,105.05	2.00

and be it further

RESOLVED, that the Clerk of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Burtch made a motion to approve Resolution 25-10. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

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

PERSONNEL COMMITTEE

The notes from the joint Personnel/Finance Committee are included as part of the Finance Committee report.

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

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

Shy made a motion to approve the revised Personnel Report for June 2010. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

Burtch made a motion to approve the revised Personnel Report for July 2010. Shy seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

All these reports are attached to the minutes as exhibits.

PRESIDENT'S REPORT

There was no report. It was noted that Lynda Murray was scheduled to appear at this meeting but will be re-scheduled due to a conflict. McNeil indicated that she would email Board members information about the Art About Town presentation from the Columbus Museum of Art to take place on 10/2/10.

ADJOURNMENT

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

The meeting was adjourned at 5:35 p.m.

Amy R. Sharpe, President

Garrett K. Scanlon, Secretary