



Board of Trustees Meeting
Tuesday, October 19, 2010 5:00 p.m.

MINUTES

President Shape called the meeting to order at 5:03 p.m.

IN ATTENDANCE

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

ALSO PRESENT: Ann R. Moore, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Ruth McNeil, Community Relations Manager; Kate Hastings, Youth Services Manager; Nancy Roth, Administrative Secretary; Gail Martineau, This Week UA and student from UAHS.

EXCUSED ABSENCES: Burtch made a motion to excuse Caroline Diwik who was ill. Shy seconded the motion. VOTING AYE: Burtch, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

APPROVAL OF THE MINUTES

Burtch made a motion to approve the minutes of the September 21, 2010 meeting. Scanlon seconded the motion. VOTING AYE: Burtch, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

ASSISTANT DIRECTOR'S REPORT

Porter said that the library has received a summary from Wayne Piper with the results of the In-Service day small group sessions. She and Julie Whitt will be reviewing them and following up on the ideas and comments from the staff members. A committee of staff members may be enlisted to help prioritize some of the items.

Four additional self-check stations will be installed at Tremont in the next few weeks.

DIRECTOR'S REPORT

UAPL is again #1 in our category in the Library Journal's Five Star Library listing. Moore noted that this does not mean that we have the largest budget in our category, but relates more with patron usage. Colleagues are amazed at UAPL's circulation per capita which is around 55. This figure shows how much the community uses the library. The work on the fire doors should begin on Thursday this week.

Lighting fixtures are in, but none of been installed yet. Forgos will be attending the weekly meeting tomorrow to see when they will start.

The new web-based automatic call system began on Monday. There were only nine mailings Monday, instead of the usual 150 or so. The system will be a great savings in postage for the library and required no up-front purchase of software or hardware. Moore offered thanks to all of those that helped in seeing the project through.

Admin will be pursuing the research and purchase of a new phone system. This item resonated positively with the staff at In-Service day. Greg Ramage, IT manager has done a lot of groundwork for this project. A new system should ease the workload in Circulation, make the Atrium area quieter and provide better service to patrons with the ability to transfer calls between the branches.

New technology has made automated answering systems more user-friendly. Moore has confirmed with legal counsel that the project does not have to be publicly bid, but an RFP can be issued. The expected cost is approximately \$50,000. Implementation in 2011 is expected.

Moore confirmed that the next Personnel meeting will be a joint meeting with Finance on 11/9/10 at 9:00 a.m.

Moore asked McNeil to brief the Board about the joint celebration of the 50th anniversary of *To Kill a Mocking Bird*. McNeil distributed a poster/flyer that will be used detailing the various activities during the week of November 14th. This is a partnership initiative with UA High School and the City of UA Arts Commission.

OPERATIONS COMMITTEE

The notes from the Operation Committee meeting are included here.

*OPERATIONS COMMITTEE MEETING
Wednesday, October 13, 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 8:40 a.m.

Priority Listing Review

The group was provided with an up-dated spreadsheet of building maintenance issues that had been developed from the Larsen Engineering Study and the Snyder Planning

study. The group looked primarily at the items listed in pink as these were classified as life/safety issues.

The mechanism for the drop-down fire doors should be in next week. It was noted that the current fire panel is an out-dated Seiman's system. The system is still operational but it becomes harder and harder to get parts. The system is inspected twice a year. There may come a time when needed replacement parts are not available. The price estimate for the Fire Alarm System was estimated at \$165,000. It was noted that this price was for a Seiman's replacement system and that less expensive systems are available.

It was suggested and agreed that Forgos should submit a proposal for the cost of preparing a high level conceptual estimate to include replacement of the fire alarm system and adding sprinklers throughout the building at Tremont. This would entail talking with various vendors, City of UA officials, architects and contractors. Forgos agreed to prepare the requested information. There was brief discussion of various fire safety contractors who could be contacted.

The committee looked at the listed ADA compliance issues on the priority listing. These included the elevators at both Lane and Tremont, aisle width for the stacks and the ramps and steps in the Friends Theater. It was agreed that there is a need to look at ADA and maintenance issues at Lane Road, as well as Tremont.

It was agreed that the library would request information from Miller-Watson, DesignGroup and Joel Snyder Associates about the cost of conducting an ADA assessment. The committee agreed that it would be helpful to have separate cost estimates for the study for each facility. Following the ADA assessment, a more specific cost analysis through contacting vendors for pricing estimates could be developed.

Moore noted that Hemleben would be requesting an approval for an adjustment to the revenue budget for 2010 which would put about \$441,000 into the revenue line. She said she would like to use at least a portion of these funds to address the life/safety issues and the ADA compliance study. Once the studies are completed, the committee can make a better judgment as to which projects should be done first. It was agreed that a structured maintenance plan should be developed around these priority list items.

Moore said that IT Manager, Greg Ramage has been doing research on phone system replacement costs. She said that the need for this up-date was an issue that staff members were united on during the recent In-Service day. An automated phone system would allow for continued changes in the workflow in Circulation. This would also be a better value for patrons, allowing them to connect more directly with the department they are trying to reach. A new system would also allow for the transfer of calls between all locations.

The need for planning for painting and carpeting in the near future was also mentioned. The library should put funds aside each year for these recurring maintenance expenses.

There was brief discussion about an up-grade for the software for the Trane HVAC control system. An estimate of \$19,000 for this had been given at one time. Wallace was advised to contact the facilities manager at Defiance College for some insight into this process.

It was agreed to try to continue to engage with the city in discussions about jointly doing some parking lot repairs.

Lighting Up-Date

Forty of the 2 x 2 fixtures are in and installation is scheduled to begin tonight. The 8-foot fixtures are in and being held at the electrical contractor's office. Installation of those fixtures could start later in the week. Forgos said that the project still could meet the November deadline. He said he will be able to complete is part of the project without additional hours being approved by the Board.

Next Steps

- 1. Forgos is to prepare and submit a proposal to Admin & Operations for his preparation of a high-level conceptual plan for the Fire Alarm and sprinkler systems at both Tremont and Lane Road.*
- 2. Hemleben and Wallace are to request information from Miller-Watson, DesignGroup and Joel Snyder regarding an ADA assessment at both Tremont and Lane Road.*
- 3. Ramage, Hemleben and Admin staff will continue with requesting information about the conversion to a new automated phone system.*

Next Meeting

The committee will meet on Wednesday, November 10, 2010 at 8:30 a.m. at the Lane Road branch.

Shy reviewed the results of the Operations meeting. It was noted that John Forgos had prepared a proposal for the development of a high concept estimate for the Fire Alarm/Sprinkler system. The proposal is attached to these minutes as an exhibit. Shy indicated that he was not yet ready to make a recommendation regarding Forgos' proposal. He said he would like to get an assessment from a fire suppression company.

FINANCE COMMITTEE

The Fiscal Officer's report is included here.

**Notes from the Fiscal Officer
October 2010**

October PLF is up 8% from last October!!! If anyone is counting we have had three months in a row where we have collected more than the same month last year. We are down only \$184,260.

Included in your packet is the appropriation amendment mentioned last month. The following expected revenue will be increased by \$460,244. Below are the details that make up this amount. Please note that we are approving the expected revenue at a much higher level than in previous years.

PLF (Public Library Fund) - Is being increased by \$441,680 which matches the State projections.

Donations - Is being increased by \$6,000 as we have received almost \$4,000 more than anticipated.

Miscellaneous (Refund & Reimbursements) – is being increased by \$12,564. Refunds & Reimbursements are where we receive monies for things like E-Rate, City of UA's reimbursement for the Parking Lot Lights and COBRA payments from former employees.

Next Finance Committee Meeting has not been scheduled.

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

JOINT PERSONNEL & FINANCE COMMITTEE MEETING
Tuesday, October 12, 2010 9:00 a. m.

Meeting Notes

IN ATTENDANCE: John H. Burtch, Garrett K. Scanlon, Caroline Diwik, Ann Moore, Kate Porter, Kate Hemleben, Julie Whitt, Greg Ramage, Vita Marinello, Nancy Roth. Also present: Ruth Elzey, Willis Co.

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

Health Care Presentation

Ruth Elzey of Willis was introduced by Moore. Elzey distributed materials to the committee. These materials included a spreadsheet outlining the library's current health

care coverage with Anthem and a similarly constructed Health Savings Account plan; an employer guide to key changes due to the Health Care Reform Act (HCRA); an employee guide to the impact of the Health Care Reform Act and a legislative brief regarding Health Care Reform.

The committee engaged in a lengthy discussion with Elzey regarding the impact of Health Care Reform; the process undertaken to obtain an insurance quote for group insurance; the timeline involved in obtaining information on which the Board would make decisions about health care; options within the insurance industry that could lower costs of health care premiums. The major points from this free-ranging discussion and Elzey's information presentation are listed below.

- One concern is whether the library will choose a plan that qualifies to be “grand-fathered” into eligibility under the HCRA. Depending on the circumstances, this may or may not impact the cost of the plan. The library does not currently fall under the exemptions for this regulation.*
- Renewals are coming from 15% to 54% increase in cost. Insurance carriers are reporting that the HCRA accounts for 2 – 6% increase in costs.*
- Insurance companies look at several components when assessing risk for health care coverage. These include limited claim experience, demographics, industry type, predictive modeling and grouping.*
- If the library offers an H.S.A. option, it would be expected that the savings in premiums would be used to seed the initial year of the H.S.A. for the employees electing this option. Willis would advise that a traditional PPO insurance also be offered. Worthington Library funded the first \$750 for their employees who opted for the H.S.A.*
- Eligible staff members must fill out Form Fire in order for Willis to be able to put the library's insurance business out for bid. Due to the small size of the eligible group, outside insurance companies will not submit a bid until they see what the current insurance company's proposal is.*
- The current insurer (Anthem) has to give the library, through Willis, a quote 60 days in advance of the new effective renewal date. The renewal date is 3/1/11 which would mean that the Anthem quote is generally not available until late December or early January, with early January being more likely due to the holidays.*
- When the renewal is received, Willis will review it with Admin and possible adjustments made to help lower the cost, such as adjusting the amount of co-pays and prescription plan co-pays.*
- If the renewal is felt to be too high, Willis will release the contract for other bids. When this is done, those companies review the Form Fire information to determine the risk pool for the library's group and then submit a bid. Willis generally allows bidders two weeks to submit their offers. Willis then prepares comparative costs analysis and reviews the options with Admin. Recommendations are then presented to the Board for approval, typically at the end of January.*

- *Board members present at the meeting were concerned that this does not allow much time for them to review information and options and make a well-informed decision. It was suggested that the library does have the option of reducing the open enrollment period from one month to two weeks to allow for a more deliberate process.*
- *H.S.A.'s are consumer driven vehicles. They encourage people to be better consumers and to ask more questions of their treating physicians. The use of generic prescriptions and family doctors becomes favored over patent-protected drugs and use of specialists without referrals.*
- *The library has begun educating employees about the H.S.A. option through an employee focus group. There is positive interest in the option but the practicalities remain to be seen and would depend on Board decision about if and how to fund the initial account. Bank fees for H.S.A.'s are paid by the employee.*
- *Starting in 2011, H.S.A.'s and Flexible Spending Accounts can no longer pay for over-the-counter medications.*
- *Initial budget projections for 2011 include a 30% increase in health care premiums. This presents difficulties when the budget must be prepared before insurance costs are known. Elzey indicated that she was optimistic about the library's renewal cost and felt that it might be under a 15% increase, perhaps as low as 12%. There is room in the current plan to make adjustments that would lower premiums.*
- *Law requires employees have a maximum of 25% valid waiver of eligible employees who opt out of the insurance plan. A valid waiver includes being covered on a spouse's policy, Medicare etc. "I can't afford it." Is not a valid waiver.*
- *Library must offer same options to all eligible employees. Cannot offer incentives to employees to abandon library coverage in favor of a spouse's plan as this could be discriminatory. A side-effect would also be lowering our participation rate which could exclude the library from the current grouping threshold which could raise the cost of insurance.*
- *CALICO self-destructed as healthy people opted out of the system and they were left insuring a high-risk population. Due to changes in the state law in the 1990, this type of consortium is no longer an option.*
- *It is not typical for libraries to partner with municipal governments. There are issues with union vs. non-union employees and parity. The library would have to work with the city to have this type of an arrangement. Time frame does not appear that this is a realistic option for 2011.*
- *Ohio law sets part-time employees minimum for eligibility at 25 hours per week. Library can adjust this higher, but not lower. Adjusting it higher would have repercussion about the size of the insurance pool as previously noted. Currently, no eligible part-time employees have elected to have insurance coverage through the library.*

As regards the insurance the committee agreed to continue to educate employees about H.S.A. options. Admin will prepare information about past years' insurance costs

for 2007, 2008, 2009 and 2010 for comparison purposes as requested by the Finance Committee. Personnel will hold their regular meeting in November. Admin will involve the committee in reviewing proposals when the bids are received by Willis. Board will have to be prepared to make decisions about seeding a possible H. S. A. option.

Personnel Options for 2011

Committee members were provided with an initial proposal spreadsheet for the Personnel budget for 2011. With increase adjustments projected in insurance costs, Worker Comp and salaries, the initial budget figure remains under the amount budgeted for 2010 due to attrition during 2010. The committee asked Admin to review what other libraries are doing as far as wage increases are concerned and to research the cost of living as well. Moore indicated that she would also like the Board to consider the pay adjustments in light of the context of the complete budget for 2011 as well.

It was noted that the minimum wage will increase from an hourly rate of \$7.30 to \$7.40 beginning on January 1, 2011.

Other

Moore noted that an opening has been created for a library aide due to a library assistant position being filled internally. A new page has applied for and will be taking the vacant library aide position, leaving Lane Road in need of a page position again. Moore advised the committee that she would like to fill this position through an external hire to maintain the current staffing level at Lane Road. Diwik indicated that she would be in agreement with this plan.

The meeting adjourned at 11:15 a.m.

RESOLUTION 26-10

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:

General Fund 100

Income

Total Revenue \$460,244

Burtch made a motion to approve Resolution 26-10. Shy seconded the motion. VOTING AYE: Burtch, Scanlon, Sharpe, Shy, and Sisterhen. VOTING NAY: None.

Burtch reviewed the notes from the joint Personnel/Finance meeting. It was noted that the primary topic of the meeting was a discussion of the process of renewing the

library's healthcare insurance. This process is more complicated this year due to the implications of portions of the Healthcare Reform Act that come into effect in 2011.

The Board had an extensive conversation about dealing with the insurance renewal process. Several members expressed frustration that the Board was expected to make a decision about renewal without much time to thoroughly read information and to assess options from other insurers.

The Board discussed several ideas, including contacting a difference insurance broker, investigating inclusion in some type of consortium and the possibility of linking in with the city of UA's self insurance program. The point was made that it is unlikely that the library would be able to research and coordinate the last two options before the open enrollment period in February. It was noted that OLC is doing research into the feasibility of developing a library insurance consortium.

It was agreed that Moore would contact an outside broker, Dick Wood, to ascertain whether the current timetable as outlined by Willis representatives was standard procedure or whether the library could realistically expect to have quotes presented early so that decisions were not so rushed.

RESOLUTION 27-10
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:

\$30.00	Kristen Flory via PayPal
\$1,000.00	McDonalds Restaurant of Upper Arlington
\$100.00	Upper Arlington Garden Council
\$200.00	Stephanie Cartwright

Burtch made a motion to approve Resolution 27-10. Sisterhen seconded the motion. VOTING AYE: Burtch, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

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

PERSONNEL COMMITTEE

The Fiscal Officer's personnel report is included as an exhibit to these minutes. Sisterhen made a motion to approve the report. Burtch seconded the motion. VOTING AYE: Burtch, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None.

PRESIDENT'S REPORT

Sharpe said she had hoped to meet with the ad hoc committee to review the strategic plan, but was unable to coordinate schedules. She asked Admin to email the current draft of the strategic plan to the Board in order to facilitate an ad hoc meeting before the November Board meeting.

EXECUTIVE SESSION

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

The Board went into Executive Session at 6:10 p.m. The Board came out of Executive Session at 7:20 p.m.

ADJOURNMENT

Burtch made a motion to adjourn the meeting. Sisterhen seconded the motion. VOTING AYE: Burtch, Scanlon, Sharpe, Shy and Sisterhen. VOTING NAY: None. The meeting was adjourned at 7:21 p.m.

Amy P. Sharpe, President

Garrett K. Scanlon, Secretary