



**Board of Trustees Meeting**  
Tuesday, February 16, 2011 5:00 p.m.

**MINUTES**

President Sharpe called the meeting to order at 5:05 p.m.

**IN ATTENDANCE**

BOARD MEMBERS: John H. Burtch, Caroline Diwik, Garrett K. Scanlon, Amy P. Sharpe, William Shkurti, Mark L. Shy.

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Shahin Shoar, Media Services Manager; Ruth McNeil, Community Services Manager and Nancy Roth, Administrative Secretary.

**APPROVAL OF THE MINUTES**

Shkurti made a motion to approve the Minutes of the January 26, 2011 Board of Trustees Meeting. Shy seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

**DEPARTMENTAL PRESENTATION**

Moore introduced Shahin Shoar, Manager of Media Services. Shoar gave a presentation about digital downloads available at the library via the library website. Patrons can access these downloads either using library computers or remotely on their home computers.

Shoar began with a demonstration of the new Freegal music download website. The library recently subscribed to this service on a limited basis. It is the work of a young company called Library Ideas who have an agreement with SONY to carry their song catalog. Under the current agreement, the library has a limit of 150 downloads per week, with a limit of two per patron towards that limit. After the limit is reached, patrons have the option of starting a wish list. When items are added to a wish list, the next opportunity for a download would be the following Monday at 12:01 a.m. Patrons have 24 hours to download their wish list before the Freegal website closes their portal and opens it to the next patron on the list.

The library has offered this service for about two weeks and is seeing a lot of interest. The library decided to do a soft opening of this service so as not to overwhelm the system. Grandview offers this service, but have unlimited library downloads, although patrons are still have an individual limit of two or three per week. The library does have the option of going to unlimited downloads in the future as the service and its popularity is evaluated. Library Ideas is in conversation with other music companies to add songs from other artists as well.

The current Freegal contract costs about \$9,800 per year. An unlimited contract would cost about \$23,000 per year. The funds came from the CD budget. It was noted that at about \$1.00 per download, there are several advantages.

1. The patron gets the music they want. Most people only really want one or two tracks from a CD.
2. Freegal is very intuitive for patrons and easy to use.
3. The music is theirs permanently.
4. The library saves money.
  - a. Initial cost is less than the cost of a physical CD.
  - b. No cost of handling, cataloging, stickering and labeling a physical item.
  - c. No investment of librarian's time in the material selection process.
  - d. Cuts down on materials theft. CD's are the items most often stolen from the library.

It was noted that download services are the future of DVD's as well. The technology for that is more involved than for music downloads, but it is coming as more people invest in their personal technology capabilities. The library needs to plan for that change as it impacts our website, technology, staff training needs and building use needs.

Shoar also presented information to the Board about Digital Downloads. This has been a part of the library's services since 2005. This is a cooperative venture among several libraries around the state and was initially funded through a grant administered by the State Library. UAPL and Grandview were the first two libraries involved.

Patrons can download up to books at a time and can set their own lending period for up to fourteen days. Music is also available for download, but unlike Freegal, it has an expiration date attached. The Digital Download website allows patrons to search by title, author, etc. The advanced search allows patrons to filter out titles that are not available, i.e. are already checked out by someone else. Patrons can rate the materials and generate wish lists as well.

The Board engaged in some discussion about methods available to parents to monitor their child's access to downloadable materials. It was suggested that the library may want to develop an FAQ-type sheet for parents to help them in this.

The Board discussed the various e-book platforms available and the mechanics of their workings with the Digital Download website. It was noted that Media Services staff have had to come up to speed with training for the various ebooks relatively quickly.

Media staff receives a lot of questions and requests for training from patrons. They try to help but this can be a drain on staff time and their need to complete other tasks. It can also be disruptive to other patrons who are browsing or trying to use the computers. Staff will ask patrons to make an appointment to come back at time that is normally less busy if their needs are extreme. Many patrons need help with extremely basic computer/eBook questions. An internet café environment is needed so that these types of interactions with patrons are less

disruptive to others. This is an example of the impact of changing and advanced technology on the way space is utilized or allocated within the library.

Shoar distributed some informational sheets that are available on the website and in the Media department. These outline the software and hardware needs for Digital Downloads and compatibility with various portable technology devices. Shoar noted that video tutorials will soon be posted on YouTube with links on the library website. Information about Freegal and Digital Downloads also appears in the quarterly Library Link which is delivered to all the homes in UA.

## **LEVY PLANNING**

Sharpe reported on the first meeting of the Fund Development Steering Committee. The first meeting was a very good meeting that focused primarily on levy activities. She noted that the guests from outside the library were enthusiastic, energetic and honest in their feedback. The notes from that meeting are included here.

*AD HOC FUND DEVELOPMENT STEERING COMMITTEE  
Wednesday, February 9, 2011 8:30 a.m.*

### **Meeting Notes**

#### **In Attendance**

*UAPL: Amy Sharpe, Board President; Garrett K. Scanlon, Board Secretary; Mark L. Shy, Board Member; Ann Moore, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Ruth McNeil, Community Relations Manager and Nancy Roth, Administrative Secretary.*

*GUESTS: Debbie Johnson, UA City Council; Sue Ralph, UA Community Foundation; Alison Circle, CML Marketing Director; Elizabeth Dilz, UA resident and former CML Marketing Director and Peggy Tidwell, UA resident and bank VP.*

#### **Purpose**

*The meeting was called to order at 8:35 a.m. by Amy Sharpe who thanked the participants for coming. Sharpe outlined the purpose of the meeting noting that library funding is changing and patron (constituent) attitudes are also shifting. She noted that the library was in need of a reality check before entering into the up-coming levy campaign. Each participant brings a unique expertise and point of view. This will help the library ascertain what UA residents think about the library and what messages need to be highlighted during the campaign.*

#### **Library Funding**

*Hemleben distributed copies of past Money Matters articles that have appeared in recent program guides. These articles were written in order to provide financial information about the library to the public in smaller, easily understood segments. These could form the basis for talking points during the levy*

*campaign. Hemleben pointed out that library revenue is composed of a nearly equal division between the Public Library Fund (PLF) and property taxes (levy revenue). PLF funds account for 45% of the library's budget revenue and property taxes account for about 47%. Investment income, fines and other income accounts for about 7% of the budgeted total.*

*Moore reviewed some of the current facilities needs the library faces in the near future. The library needs to budget for regular maintenance and repairs each year. Some maintenance issues have been temporarily ignored due to financial restrictions. She noted that technology needs should require about \$200,000 yearly to keep equipment and software current and functioning. The library is operating on \$800,000 to \$1,000,000 less than in 2008 due to the cut in the PLF and reduced tax revenue.*

*Moore outlined some of the steps taken to help the library meet the financial challenges. Staffing levels have fallen from 135 staff members to 112 through attrition. When the library and Board saw the approach of the financial downturn, the Board made a commitment to live within its income and to not draw down the building fund to pay current expenses. The library has been able to do this due to careful planning and savings initiatives that have involved all the employees. She noted that employees, like many other people, have not had a cost of living raise although their health insurance premiums and taxes have increased. Many employees have taken on extra duties that were way outside of their job descriptions in order to cover shortages in other departments.*

### **Input From Participants**

*Following the presentations from Hemleben and Moore, Sharpe asked for comments from the five guests. An extensive discussion among the group followed. Many suggestions and insights were offered. They are outlined here under the categories of the Library Message, Methods and Community Viewpoints.*

### **MESSAGE**

- *The library has a good story to tell, but must tell it over and over.*
- *UA residents understand maintenance issues. These need to be part of the message.*
- *CML had maintenance issues, but did not use those as a framework for their recent levy. They framed it to reflect inspirational values to which the public responded.*
- *Talk about the value of the institution.*
- *Demonstrate fiscal responsibility and impact of the institution on property values.*
- *Everyone needs to deliver the same message.*
- *Give supporters the information they need to speak your message to their friends and neighbors.*
- *Discuss ramifications if levy fails.*

- *In discussing cut-backs, the library needs to show where the pain was or would be for patrons.*

## **METHODS**

- *The library must lead the discussion and not allow itself to be co-opted.*
- *Address issues raised by opponents while returning the discussion to the library's talking points.*
- *Concentrate efforts on the 50% of the voters who are undecided. Don't waste time, energy or resources trying to change the minds of the intransigent.*
- *The 25% negative can be neutralized with good facts.*
- *Utilize social media - YouTube, Twitter and Facebook – to help get the message out. These avenues present allow the library to control the message.*
- *CML levy campaign utilized four talking points –*
  - *CML is an institution vital to the community.*
  - *CML took big funding cuts.*
  - *CML is well managed.*
  - *CML needs the money*
- *CML leadership and levy workers spoke to over 250 different groups to disseminate their information.*
- *When addressing negative comments at a meeting, ignore the underlying premise and work to turn the message back to one of the talking points.*
- *Develop a speaker's bureau and train the speakers.*
- *Poll your constituency. Utilize focus groups.*
- *Develop a levy committee with volunteers that have professional expertise. Keep activities professional.*
- *Legally the library website cannot have live links to the levy website. Levy activities must be kept totally separate from any staff member's regular activities or duties.*
- *Levy committee can appear as an advertiser on a Facebook page.*
- *Having a "celebrity" volunteer chair for the levy committee does not work in UA unless they are very involved and closely identified with the entity.*
- *CML utilized local celebrities for robo-calls.*
- *Make-up of levy committee needs to include new blood and young community leaders in the making. Look at members of other community civic groups.*

## **COMMUNITY VIEWPOINTS**

- *Citizens are bombarded with many worthy causes and have to make choices.*
- *There may be some lingering suspicion from the bond issue campaign.*
- *With some help citizens can come to understand the difference between operating funds and capital funds.*
- *There are very few people who don't love the library.*

- *Community atmosphere is different than in May of 2009. People are less anxious as the economy begins to recover. Some feel guilty for having voted no on the bond issue and may be more inclined to vote yes for the operating levy.*

### **Fundraising Discussion**

*The group conducted a discussion about fundraising in general. Moore explained the recent dissolution of the UAPL Foundation. The library is in receipt of the Foundation funds amounting to about \$250,000 and will be discussing the disposition of the funds at future Finance Committee meetings.*

*Other points raised included:*

- *Give donors something to give to – a specific need or project, e.g. Lane Road renovations at \$3,000,000.*
- *There are people in the community with the means and desire to make donations.*
- *Think about developing a planned giving program with naming rights.*
- *Credit card payment and online payment of fines provides an opportunity to request the inclusion of a donation in the payment or to round up the payment.*

### **Closing**

*Sharpe thanked the guests for their time and their input. The group agreed that the library's cause was important and were willing to meet again to continue and up-date their discussions. Sharpe said that she would arrange another meeting in the near future.*

*The meeting adjourned at 9:57 a.m.*

## **ASSISTANT DIRECTOR'S REPORT**

Porter thanked the Board for approving the Strategic Plan last month. It has been posted on the library website. The staff committee met on 2/2/11 and scheduled quarterly meetings to monitor progress. Porter will be contacting the various community partners to advise them of the completion of the plan. She and a small group of staff members will begin to work on constructing a timeline as requested by Sharpe.

## **DIRECTOR'S REPORT**

Moore said she would defer her comments to the subsequent committee reports. Her written report is included as an Exhibit to these Minutes.

## **OPERATIONS COMMITTEE**

The notes from the Operations Committee meeting are included here.

OPERATIONS COMMITTEE MEETING  
Wednesday, February 9, 2011 7:45 a.m.

**Meeting Notes**

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

*The meeting was called to order at 7:50 a.m.*

*Moore presented the committee with the project board prepared by CPCS for a laptop desk area to be installed in the Atrium. The project has been approved by the UAPL Friends for funding with a cost of @\$5,600. The tables selected are moveable so the space will be flexible. Moore said that the library will be looking into some type of light filtering for the windows in the future.*

**TREMONT AND LANE ROAD MAINTENANCE NEEDS**

*Moore and Wallace have met with Resource at Lane Road in order to obtain a price quote for carpeting in the lower level there. Moore showed the committee samples of the carpet tiles under consideration. The company will be preparing a quote, but have not yet submitted this to the library. Moore said that the project will be done under state purchasing terms. Another vendor will also be contacted to get a comparative cost. Moore said that she hopes to have pricing by the Board meeting.*

*The area to be done will be the entire children's area and the meeting room. It was noted that the installation will improve the atmosphere of the lower lever and be much easier to maintain. Painting the space is also under consideration and Wallace is in the process of getting bids for that work. He noted that he is also requesting bids from some painting firms for pricing for regularly scheduled maintenance painting.*

*Wallace noted that there were two doors at Lane Road that were in need of replacement. He noted that two companies will be submitting quotes for the work along with the installation of an appropriate panic device. The repainting of the other doors is in the works.*

*Moore and Wallace have met to review Tremont repair needs. The four furnaces and condensers are very old units, particularly the one that controls Tech Services, Admin and Community Relations. They are all past their normal life span and have had recent issues.*

*Wallace reported that the main boiler experienced a seal failure recently which is in the process of being repaired by Bruner. As a result of the failure, it was determined that there was negative airflow in the boiler room which inhibits the correct working of the air handlers and boiler. The negative pressure causes the pilot on the boiler to extinguish which leads to a subsequent leaking of the faulty*

seal. Bruner has recommended additional vents be put into the boiler room doors to address the airflow problem. The work for the seals and door vents will be about \$1200.

Moore said that replacement of the furnaces should be a priority. It was suggested that the next step is to up-date the cost estimate since the Larsen Engineering report was conducted in 2007. An engineering firm should be hired to prepare the bid specifications and documents. There was some discussion about the process of selecting an engineering firm. It was noted that Larsen Engineering would be a logical place to start, however, the engineer who prepared the 2007 study has since retired. It was also suggested that Bruner could provide an estimate for the work to include the engineering work. Other possibilities may be selected by recommendations and research into professional listings. It was agreed to proceed with this facet of a furnace replacement project.

Wallace noted that the roof at Lane Road needs to be replaced. He is looking into pricing and will start getting estimates next week. The committee expressed the concern that the library continue to keep the buildings safe. They agreed that all the issues discussed need to be taken care of this year.

### **FRIENDS THEATER**

Moore noted that patrons continue to raise safety and accessibility concerns about the Friends Theater. The committee agreed that the library should contact an architect to see how the space can be improved, particularly for ADA issues. There could be a range of options developed. Shy encouraged the library to proceed to consult with an architect and to report the action at the Board meeting. It was noted that this type of project could be a good project to solicit a public donation.

The committee noted that approximately \$150,000 would be needed for the immediate needs. This includes HVAC at approximately \$75,000, carpeting at about \$25,000-\$30,000, roofing at about \$20,000 and parking lot repair at Lane at about \$36,000. Moore noted that the library should be planning for \$200,000 yearly for regular facilities capital projects. The committee will continue work on developing a priority based regular scheduled maintenance plan.

### **NEXT MEETING**

The next Operations Meeting was scheduled for Tuesday, March 8<sup>th</sup> at 8:30 a.m.

The meeting adjourned at 8:30 a.m.

Moore said that she has not received a price quote from Resource for the Lane Road carpeting yet. She has also contacted another company to request a quote. Carpeting will be quoted at state contract pricing. Shy estimated the probably cost to be between \$20,000 and \$25,000.



Moore has not yet talked with an engineering firm to get an estimate on the HVAC bid documents work. She met with Miller/Watson Architects today to look at the Friends Theater to address the ADA up-dates needed. Lighting in the theater was also discussed, along with the stairs system.

The library will pursue estimates for parking lot work at Lane Road. It is expected to be about \$36,000.

The Board has a brief discussion regarding the parking lot at Tremont and the annual eruption of potholes. Moore said she would contact Virginia Barney's office to try to get the potholes filled as soon as possible. It was noted that the cost of deferred maintenance issues will only increase over time. Shy suggested that whoever is selected to do parking lot work at Lane Road be asked for a rough estimate to do the Tremont lot, so that the library has some information with which to talk to the city. The committee plans to continue to work on a systematic prioritization of regularly scheduled maintenance items.

## **FINANCE COMMITTEE**

The Fiscal Officer's written report is included here.

### **Notes from the Fiscal Officer February 2011**

The State has announced the PLF for February. Our share is \$251,356 or about a 10% increase over February 2010. We are still moving in the right direction. It is the seventh month in a row of positive increase.

In December the Board approved the temporary appropriations, Resolution 30-10. There was a small typo under the Friends Fund 201. The \$7,963 should have been a negative number rather than a positive number. This does not change the approval. It just makes the cash available to spend less. Every expense paid out of this fund will be reimbursed by our Friends of the Library. Because the Board approves the temporary budget prior to the end of the year, an estimated cash balance is used.

In the past I have not submitted to you the temporary appropriations with the actual cash balance but would like to do so starting with this year. You will find enclosed the temporary appropriations with actual balances. There is no need for action on this as it is for informational purposes only.

We have collected \$884,000 in January from our property tax levy. This is about a third of our projected property tax revenue for the year. The other \$466,000 will be coming in February and March. Of course, this is assuming that we will be receiving half of the anticipated revenue in the first half of 2011 and our delinquent payments are similar to previous years. Good news is that we have collected about 20% of our projected revenue in the first month of the year.

I have not submitted the Income Statement with projections this month. I am working on revising how the year end projection calculation is done. In prior years I have just used the simple calculation of total current expense divided by the number of months times twelve. A rolling average will be used this year. This methodology should give us a better projection than in previous years. If this is finished prior to our board meeting, I will email it out with a hard copy at the meeting. Otherwise, you will just have it at the meeting.

The next Finance Committee meeting has been scheduled for March 8 at 9am.

The notes from the Finance Committee Meeting are included here.

*FINANCE COMMITTEE  
February 11, 2011 9:00 a.m.*

**Meeting Notes**

*IN ATTENDANCE: Bill Shkurti, Amy Sharpe, Ann Moore, Kate Hemleben, Kate Porter, Ruth McNeil, Nancy Roth.*

*The meeting was called to order at 9:03 a.m.*

**Revenue/Expense Projections for Levy Prep**

*Hemleben distributed a spreadsheet draft and a list of questions for consideration as she develops five-year budget projections. It was noted that the 2011 budget has a 19% materials budget despite funding cuts. The library will continue to try to have a 20% materials budget by 2012 as this was a commitment made during the 2007 levy campaign.*

*The questions presented concern the underlying budget assumptions that need to be made by the library in order to formulate projections. It was noted that these questions need to be discussed and strategic decisions made to tie them into the levy process timetable.*

*Moore reviewed the various legal steps needed and projected backwards to give focus to the preparation work that needs to be carried out by the Board. The filing deadline to have the issue on the ballot is December 7<sup>th</sup>. This means the Board must pass its resolution to the city at the September meeting to allow UA council to have it read at three meetings.*

*The five-year projects are not a legal requirement for the filing but have been a part of the library's presentation to the city in the past. During the 2007 levy initiative, Becky Princehorn from Bricker and Eckler worked closely with the UA City Attorney to assure that the proper paperwork and legalities were followed.*

*The committee discussed the need for strategy and political insights before making a final levy decision. It was decided to ask Lynda Murray from OLC to*

*attend the June or May board meeting. It was pointed out that this would be after the May election so that she might have insights on ballot initiatives by other libraries from that election.*

*Suggestions were made for minor changes to the spreadsheet that Hemleben had prepared. It was agreed that the preliminary information in the spreadsheet should be minimal until after the governor makes his budget proposal in March. It was also suggested that Admin prepare a written schedule of the various actions that the Board needs to take and assign them to a timeline and give them a place on the monthly board meeting agenda.*

*It was noted that as a part of their recent successful levy campaign, CML requested ten different scenarios from the County Auditor's Office. Administrative staff from CML also met with the Auditor's Office in person in order to better understand the valuation process. Hemleben said that she would like to do the same thing. It was agreed that this would be a good idea and that other interested Board members should accompany her.*

*The committee made the following determinations about the questions posed by Hemleben.*

*Q1. What is the appropriate base year?*

*A1. Use 2011 Permanent Appropriations as the base.*

*Q2. How do we treat impending state cuts?*

*A2. Don't make guesses yet. Wait for more information from the state.*

*Q3. How do we address likely inflation?*

*A3. Mirroring school inflation planning is a good place to start. They assume 4-7% inflation for utilities. Look at general economic indicators. General outlook currently is for moderate inflation.*

*Q4. How do we treat initiatives to raise additional revenue, i.e. fundraising?*

*A4. For now do not include amount, but the library should acknowledge that fundraising efforts are part of our future planning. Cohesive development plans take time to formulate and bring to fruition.*

*Q5. How do we treat additional investments, such as capital and building maintenance?*

*A5. Library needs to be clear in its needs. The three main areas for a yearly allocation should be*

*1. Long-Term Capital*

*2. Routine Maintenance and Repair - The maintenance needs of aging buildings drives this figure.*

*3. Technology.*

*The public should be aware that we are considering these three areas when determining levy needs. The library can show how staff creativity and stewardship has produced savings that can be used for other needs.*

Q6. How do we treat carryover funds?

A6. This item will need more discussion. It was noted that the transfer of funds from the carryover in the General Fund to the building fund would appear as an expense due to the State Auditors accounting requirement. Any decision will need to be in a strategic context of the levy.

Q7. What are the timing considerations for the levy?

A7. The Admin schedule chart will help keep the library on track for a timely decision.

The goal for the March Board meeting will be to get agreement to the timetable presented to them at the February meeting. It was also suggested that all drafts should be clearly marked and include the disclaimer, "Does not represent a policy decision."

### **Carryover Funds**

This item was added as Question #6 to Hemleben's list. It was noted that the Board should be polled for any additional questions they might have for consideration for formulating the levy request. It was agreed that there is no immediate need to make a disposition of these funds.

### **UAPL Foundation Funds**

The ethical considerations for the use of the funds turned over by the UAPL Foundation were discussed. Hemleben has been in conversation with the State Auditor's office about the legalities of recording the funds. The expected final amount has been reported to the library as \$299,893. Barbara Muller, former Foundation Treasurer is reviewing their records to try to ascertain the amount and source for the funds that were given to either endowment, Miller Park or undesignated. It was agreed that the library needs to get a document from the Foundation in this regard in order to move forward with the disposition of the funds. It was agreed that the library should make every effort to comply with various donor's wishes as to endowment.

The possible use of the endowment fund to pay for a fundraising position was discussed briefly. It was agreed that it would be best to start this position as a part-time consulting position. More information is needed as to how much might money might be available for this position and what other legalities might be involved. It was agreed that it would be better if the library did not start out with a permanent payroll commitment. More information is also needed to address the legalities of library's possible investment in the UA Community Foundation.

### **Next Meeting**

It was agreed to meet monthly on the second Tuesday at 9:00 a.m. The next meeting is Tuesday, March 8<sup>th</sup> at 9:00 a.m.

The meeting was adjourned at 10:20 a.m.

Moore reviewed the levy timetable that was included in the Board packet. It is attached to these Minutes as an Exhibit. Lynda Murray has agreed to attend the May Board meeting which will be after the May elections. Murray should be able to advise the Board about the political climate for libraries at that meeting. It was noted that in June, the Board should be authorizing the Fiscal Officer to seek levy scenarios from the County Auditor's Office. The library can request as many different scenarios as we would like.

Shkurti reviewed the results of the meeting. It was noted the need to keep the schedule in mind in order to do effective marketing for the levy initiative. He reviewed the template for the 5-year projections and the base assumptions/questions which the committee and the Board will be discussing in the future. He asked Board members to refer any additional questions that should be considered to the committee. The library will need to tie the funds requested or carried over with the planned uses for those funds. If the needs and planning is credible, the public will support the levy.

Shy suggested that the library utilize the Larsen engineering study as a baseline for cost projections for capital needs.

It was noted that the library should have a better understanding of future financing once the governor announces his budget proposal in March. State funding for local government and libraries is an easy target for budget cuts because there are no federal mandates tied to these funds.

Regarding UAPL Foundation funds, it was noted that the library will need to take as much care as possible to determine the donor's intent. Hemleben is waiting for some final paperwork from the Foundation Treasurer. She noted that the library has until December 31<sup>st</sup> to record and allocate the funds. Two CD's will mature on July 8<sup>th</sup> and that was proposed as a reasonable goal by which to have a plan and outline of any restrictions on the use of the funds.

Burtch made a motion to approve the January 2011 Financial Report. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

### RESOLUTION 03-11

#### **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:

\$25.00	Alan & Amy Spencer in honor of Rolf Morral
\$20.00	R.E. & Rosemary Abbruzzese in memory of Diane Bare

\$25.00	Donna McCoy in memory of Diane Bare
\$200.00	William E. Anderson
\$20.00	Mr. Leslie Anderson
\$25.00	Gene & Barbara Scott

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Burtch made a motion to approve Resolution 03-11. Shkurti seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

### **PERSONNEL COMMITTEE**

The committee did not meet. A meeting is scheduled for February 23<sup>rd</sup>. The Fiscal Officer's Personnel Report is attached as an exhibit to these Minutes. Diwik made a motion to approve the Personnel Report. Burtch seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

### **PRESIDENT'S REPORT**

Sharpe noted that members should have received the information regarding the OLC Trustee's dinner. Those interested in attending should fill out the registration form and return it to Admin. The library will register and pay for those attending.

### **ADJOURNMENT**

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

The meeting adjourned at 6:45 p.m.

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Amy P. Sharpe, President

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Garrett K. Scanlon, Secretary