



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

MINUTES

President Sharpe called the meeting to order at 5:00 p.m.

IN ATTENDANCE

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

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Ruth McNeil, Community Relations Manager; Andrew Miller, UA Resident; Nancy Roth, Administrative Secretary.

Action to excuse Scanlon was deferred in expectation of his arrival.

APPROVAL OF THE MINUTES

Burtch made a motion to approve the minutes of the February 15, 2011 meeting. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Sharpe, Shkurti and Shy. VOTING NAY: None. ABSENT: Scanlon.

LEVY PLANNING

Sharpe noted that the second meeting of the Fund Development Steering Committee was scheduled for the following morning. The goal is to continue the discussion with the advisory group with more focus on fundraising. She said the group has offered assistance in thinking through the levy committee development.

Sharpe thanked the Board members for their work in meeting with city officials and community leaders in one-on-one settings. Board members agreed that the meetings have been worthwhile.

Shkurti presented the Levy schedule to the Board as a working document to guide the levy planning. The Board agreed to utilize the document in its current format. Shkurti also reviewed changes to the Strategic Questions document with the Board, noting that this was still a draft document. The goal for the next meeting will be to begin to assign task responsibilities.

ASSISTANT DIRECTOR'S REPORT

Porter said that a visual timeline for the Strategic Plan has been created in Admin. Members of the staff committee will take a look at it for refinement. Porter says she

plans to present it to the Board at the April meeting. Copies of the final Strategic Plan along with a cover letter have been sent to all the UA residents who attended a focus group.

Porter noted that she has had several public speaking opportunities recently. She made a presentation to a Kent State Library school class about public libraries at the end of February. She, Ruth McNeil and Mark Mangini gave a presentation to the current Leadership UA class about UAPL and the resources available to our patrons in early March. In addition, she and Moore met with a local women's group last week. Porter said these small group appearances are fun and that people have a broad spectrum on questions and interest in the library.

DIRECTOR'S REPORT

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

Moore reported that the library has received an up-dated quote from Decker Paving for the Lane Road parking lot work. Decker reports that they consulted with several other colleagues and the recommendation now is to grind down the entire lot and re-pave. This would cost about \$68,000, as opposed to the \$35,000 quote the presented in November 2010 for patching the lot. In addition, they submitted an estimate for the reduction of the tree island. This work has been requested by the city of UA in order to facilitate parking and traffic at the rear of the lot near the baseball fields. This work was estimated to add approximately \$15,200 to the cost.

Moore has shared this information with Tim Moloney at Parks and Recreation. She asked for input from the Board as to whether they wanted to go forward with the project in light of these new estimates. Moore recommended that legal counsel be contacted to prepare a letter of agreement with the city to outline responsibilities and to verify their agreement to waive permit fees and to provide engineering costs. The library would also seek reimbursement for the cost of the tree island reduction. The Board was in agreement that the project needs to be undertaken. Moore will proceed by contacting legal counsel.

Moore reported that the city had filled some of the potholes at the Tremont parking lot that morning. It was noted by the Board that while this action was helpful, it appears to be inadequate to the needs of the parking lot. Shy suggested that the library contract privately to have some fill work done on the potholes. Moore agreed that if the city did not return to do more work, she would contact a private company to undertake this task. The Board re-iterated their concern about the safety of the parking lot for patrons and staff.

Facilities Manager, Sherman Wallace has met with Tremco Roofing at the Lane Road facility. They have inspected the outside roofing and the interior beams which had some fire damage. They reported that the charring on some of the beams is not a problem. There is one beam that is cracked and will probably need to be either reinforced or replaced.

Moore noted that the Admin group met to consolidate the cost-savings listing as requested by the Finance Committee. The group will complete a first draft and forward it to the Finance Committee by the end of the week.

OPERATIONS

The Operations Committee meeting notes are included here.

OPERATIONS COMMITTEE MEETING

Tuesday, March 08, 2011 8:00 a.m.

Meeting Notes

IN ATTENDANCE: Amy Sharpe, Mark L. Shy, John H. Burtch, Ann Moore, Kate Hemleben, Kate Porter, Ruth McNeil, Sherman Wallace and Nancy Roth

The meeting was called to order at 8:04 a.m.

Lane Road Carpeting

Moore and Wallace have met with ReSource and have a proposal for carpeting in the amount of \$18,500. It was agreed previously that the library should get some other estimates. Moore has met with two other companies but has not received any estimates from them as of the meeting date. One of the companies is Legacy flooring who does all the carpeting for Columbus Metropolitan Library. A meeting with the commercial division of Rite Rug is scheduled for Thursday. It was agreed that Shy will meet with Wallace and Admin when all the estimates have been received to review the results.

Lane Road Parking Lot

The library still has not received an up-dated estimate from Decker Paving to date. A price quote from November of 2010 was for \$35,000 and \$3,000 per year for maintenance. The committee discussed concerns about the low curb height that could result from a repaving. Decker had indicated to Moore that a "mill and fill" approach to the project would address this concern.

Moore contacted Tim Moloney who indicated a desire to partner with the library on the project. Through their conversations, the city has indicated that they would like to reduce the size of the tree island in order to make the back of the lot easier to negotiate. Decker indicated a ball park estimate for that additional work of around \$10,000. Moloney indicated to Moore that the city would do the required engineering work. He reported that the project would not require a permit unless the apron was torn up and if that became necessary, the city would bear the cost of the permit. Moore has discussed this with legal counsel who suggested that the library obtain a letter of agreement/understanding before contracting the work.

Moore noted that the project will have to be publicly bid by the library. It was proposed that the library explore the possibility of asking the city to take the lead and accomplish the project under their auspices and rules. The library could then submit payment to the city for our portion of the project. It was noted that since blacktop is a petroleum based material, prices will likely be increasing with the rise in oil prices.

The committee also discussed concerns about the Tremont parking lot. Indications from the city have been that full-blown repair is not likely until the city decides what course of action to take with the swimming pool. It was suggested that the Board may want to consider sending a letter to the city to voice and document the library's concerns. The lot continues to deteriorate and patching done thus far this year has not been effective or comprehensive enough.

Priority List Up-Date

The priority list spreadsheet was distributed to the group. It was noted that the listing would be used to develop a 5-year maintenance plan as well as for levy planning. Items that have been completed have been removed from the revised list. Hemleben reviewed the structure of the spreadsheet.

The committee engaged in an extensive discussion about the concepts behind the list and attempted to set some specific priorities. Topics under discussion included:

1. The impact of ADA requirements on future planning.
2. The impact of adapting to changing space use needs.
3. The impact of any long-range renovations on short-term planning.
4. The impact of aging buildings and aging equipment.

Due to the demands of time, the committee agreed that Shy would meet with Wallace and Hemleben to review and set some priorities. A meeting date and time was set by the work group. The work group will then consult with Moore with the resulting document. The committee will then look at the resulting list before approving it for use by the Finance Committee.

Friends Theater

Moore has not yet received a report from Miller/Watson Architects so discussion was deferred until the next Operations Committee meeting.

Off Agenda Items

Wallace reported that Thomas Door submitted the lowest quote for the door replacement work at Lane Road at a cost of about \$3,000. The library will proceed with that work.

The meeting adjourned at 9:05 a.m.

Shy reported that the sub-committee is three-fourths complete with the priority listing for Tremont. They will meet again to complete the list and to prioritize work for Lane and

Miller. Operations will meet before Finance in order to give this information to Finance in advance of their meeting.

FINANCE COMMITTEE

The Finance Committee meeting notes are included here.

FINANCE COMMITTEE MEETING
Tuesday March 8, 2011 9:00 a.m.
Meeting Notes

IN ATTENDANCE: William Shkurti, John H. Burtch, Amy Sharpe, Ann Moore, Kate Porter, Kate Hemleben, Sherman Wallace, Ruth McNeil, Vita Marinello, Nancy Alonzo and Nancy Roth.

The meeting was called to order at 9:10 a.m.

2012 Levy

- a. LEVY SCHEDULE: The committee reviewed the Levy Schedule. Some edits were agreed upon and the document will be presented to the Board at next week's meeting.*
- b. FIVE YEAR PROJECTION: The draft of the 5 year projection spreadsheet was reviewed. It was noted that an estimate of fundraising revenue and expenses may not be practical before July when the Board will begin to look at various levy scenarios. It was suggested that rather than propose an exact figure, the revenue could be expressed as a function of some other item, e.g. "fundraising revenue is expected to be 3 times the investment revenue." The library needs to demonstrate to the public that we recognize the need for fundraising efforts, but that these efforts will have to build over time.*
- c. EIGHT STRATEGIC ASSUMPTIONS: The strategic assumptions document will be re-titled as Strategic Questions. Some edits were agreed upon and the document will be presented at the Board meeting. The committee agreed to look at the final question at the next meeting.*
- d. COST SAVINGS SUMMARY: The committee reviewed the cost savings information compiled by Admin. It was agreed that the information needs to be condensed into a one page document that hits on the most significant items. It was agreed that as a functional document for the levy it would be best to streamline the information and have a more detailed version available on the website. It was agreed that Admin will work on refining the document for the next Finance Committee meeting with the goal of presenting it to the Board at the April Board meeting.*
- e. FINANCE OUTREACH: Hemleben reported that she is working with IT Manager Greg Ramage to include more financial information on the website. She asked for input about the focus of the next four Money Matters articles in the Library Link which would be distributed prior to the March 2012 election. After some discussion it was agreed that the first article should focus on the impact of the*

Governor's budget proposal on the library's funding. The second article will focus on cost savings already in place. The third will contain the five-year projections and explanations of those projections. The final article will coordinate with any further financial information that may be needed to support the levy request. The committee requested that Hemleben construct a chart for the Library Link deadlines similar to the Board meeting levy schedule.

Permanent Appropriations

Hemleben noted that there will be no changes in the current temporary appropriations. The resolution to approve the appropriations as Permanent Appropriations will be presented at the Board meeting. It was noted that any necessary changes can be approved as needed as the year progresses.

Routine Reports

Hemleben requested input from the committee as to the nature and frequency of routine financial reports. Shkurti noted that other Boards on which he has served have not required Board approval of the financial reports. The committee had some discussion about this and it was agreed that Shkurti would raise this subject for discussion at the Board meeting. It was noted that the individual committees could exercise oversight of the routine reports so that the Board can operate with a more strategic viewpoint. Admin will review the by-laws to see if there is a requirement regarding Board approval of routine reports.

Personnel Information

Hemleben informed the committee that the Deputy Fiscal Officer, Wilma D'Souza has submitted her resignation. Her last day will be March 18th. Moore reported that the Personnel Committee has asked her and Hemleben to review the job description and then post the opening. The possibility of a temporary hire was discussed. The committee agreed to go into Executive Session at the end of the meeting to discuss the matter further.

Foundation Funds Up-Date

The library is in receipt of a letter from the UAPL Foundation regarding the nature of the funds turned over to the library in December. The letter indicates that all the funds are for endowment. Burtch noted that he has been in communication with the Foundation Treasurer who will be providing him with the names of as many of the donors as possible. Of the nearly \$300,000, there is \$6,000 that is restricted for use at Miller Park. The remainder is viewed as unrestricted endowment. Burtch noted that he will be in further communication with the Treasurer and with Becky Princehorn, legal counsel as the library continues to resolve any questions.

Emerging Issues

Hemleben noted that there is a need to review the current investment plan and to see if more favorable interest rates are now available. This work will be on-going.

The City of Upper Arlington is looking into developing a fiber optic internet infrastructure. The city has approached other municipal entities, including the library and the school system, about partnering in the project. The city has not signed any contract yet with a provider, but is in discussions with one company.

Executive Session

The committee went into Executive Session at 10:20 a.m. The committee came out of Executive Session at 10:25 a.m. and the meeting was adjourned.

The Fiscal Officer's Notes are included here.

Notes from the Fiscal Officer March 2011

The State has announced the PLF for March. Our share is \$146,693 or about a 4% increase over March 2010. That's eight months in a row with a positive increase.

As many of you know by now, Wilma D'Souza, Deputy Fiscal Officer, has submitted her resignation. I am very sad to see her go. She has been a big asset to me during her short tenure here at the Library. The loss we will have will be a gain to the University. I am sure she will have huge success there and only wish her the very best. Her last day will be March 18. She was very gracious in extending the normal two week notice to three weeks to help finish several of our projects. Please join me in wishing her well in all her endeavors.

Only one resolution for approval this month. This is the 2011 Permanent Appropriations with actual cash balances. The formula error from December 2010 has been corrected. Please note that this is exactly the same as the 2011 Temporary Appropriations. With the Governor's budget being disclosed on Tuesday March 15, it was determined to wait until the final budget from the State had been finalized before making changes.

The Permanent Appropriations must be filed with the County Budget Commission by March 31. However, we may change the appropriations at any time during the year.

I have made a change to the 2011 year end projections for expenditures on the purple sheet. Instead of annualizing the expenses based on the number of months in the current year, the calculation is the expenditure amounts of the months in the current year plus the appropriate number of months in the previous year. For example, we have 2 months in the 2011 plus 10 months of actual expenditures in 2010. The 2010 months are from March to December. Next month we will use 3 months of 2011 and 9 months in 2010 (April to December).

The next Finance Committee meeting has been scheduled for April 12 at 9am.

It was noted that the Finance Committee will meet at 8:30 a.m. on April 12th rather than 9:00 a.m. due to a scheduling conflict with the OLC Ballot workshop. The Board briefly

discussed the idea of reviewing the need for full Board approval for routine financial reports. It was agreed to defer a decision on this until the full Board was present, noting Scanlon's absence.

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

**RESOLUTION 04-11
2011 PERMANENT APPROPRIATIONS**

INCOME

GENERAL FUND 100

TOTAL REVENUE	5,732,937
ACTUAL BALANCE AT 1/1/2011	<u>2,424,520</u>
TOTAL REVENUE + BALANCE	8,157,457
LESS RESERVE FOR ENCUMBRANCES	<u>(184,720)</u>
AVAILABLE FOR APPROPRIATIONS	7,972,737

UAPL FRIENDS FUND 201

TOTAL REVENUE	100,000
ACTUAL BALANCE AT 1/1/2011	<u>8,885</u>
TOTAL REVENUE + BALANCE	108,885
LESS RESERVE FOR ENCUMBRANCES	<u>(2,574)</u>
AVAILABLE FOR APPROPRIATIONS	106,311

BUILDING FUND 402

TOTAL REVENUE	-
ACTUAL BALANCE AT 1/1/2011	<u>1,604,283</u>
TOTAL REVENUE + BALANCE	1,604,283
LESS RESERVE FOR ENCUMBRANCES	<u>(21,634)</u>
AVAILABLE FOR APPROPRIATIONS	1,582,649

EXPENDITURES

GENERAL FUND 100

LIBRARY MATERIALS	1,021,855
OTHER EXPENSES	<u>966,543</u>
GRAND TOTAL GENERAL FUND	5,446,987

UAPL FRIENDS FUND 201

OTHER EXPENSES	<u>100,000</u>
GRAND TOTAL UAPL FRIENDS FUND	100,000

BUILDING IMPROVEMENT FUND 402

OTHER EXPENSES	<u>200,000</u>
GRAND TOTAL BUILDING IMPROVEMENT FUND	200,000

Burtch made a motion to approve Resolution 04-11. Shkurti seconded the motion. VOTING AYE: Burtch, Diwik, Sharpe, Shkurti and Shy. VOTING NAY: None. ABSENT: Scanlon.

PERSONNEL COMMITTEE

The notes from the Personnel Committee meeting are included here.

PERSONNEL COMMITTEE MEETING
Wednesday, February 23, 2011 9:15 a.m.
Meeting Notes

IN ATTENDANCE: Caroline Diwik, Garrett K. Scanlon, Ann Moore, Kate Porter, Kate Hemleben, Julie Whitt, Greg Ramage and Nancy Roth.

Total Compensation Statements

Whitt distributed samples of the total compensation form that will be distributed to staff on Friday. She explained the various parts of the statement. Employees will be reminded that 2010 had 27 pay days in it which accounts for a variance in individual wages between 2009 and 2010.

2011 Staffing

Moore, Porter and Whitt have met repeatedly to review staffing needs. They then met with Hemleben to discuss budget impact of the proposals. Moore noted that she is trying to anticipate the library's needs for 2011. The library has not filled positions for nearly two years with a few exceptions. Even before the summer of 2009, the library was carefully reviewing positions as they became vacant.

The library now has at least 25 fewer employees. Some page positions have been filled and there have been some internal moves. Moore said the library is now at a point where there is a need to hire some additional staff members. In their meetings Moore, Porter and Whitt have restructured some vacant positions to meet the current needs of the library. Moore said that she feels strongly that the following positions need to be filled.

- 1. ADULT SERVICES MANAGER. This position became vacant three years ago. It was not filled at that time because of the planned reorganization that would accompany the passage of the bond issue. When the bond issue failed, the position has remained vacant by default.*

A full time reference librarian retired at the end of December at a salary of \$44,000. Moore proposed to reallocate those hours to the Adult Services Department for a manager position at a salary of about \$39,000. The reference position would not be replaced. This would result in a \$5,000 savings.

Porter currently oversees the Adult Services Department, but is not always available or on site when issues arise. There are eight members in the department, but that includes two Outreach workers and the Adult Programmer. The staff has done a good job at keeping the department running, but there has been no time for any extra programs or services. One senior staff member who is not a librarian has assumed some of the duties but has not received any extra compensation for this. Moore also fears that the collection development aspect of the position is suffering.

The committee members expressed fear about committing to this position before the state budget is passed. The question was posed whether we would fill this position in the face of a known \$500,000-\$700,000 cut. There was concern about the public perception that if the position has been vacant for three years, is it necessary? Moore noted that the complete hiring process for this type of position is close to three months by which time, the state budget should be clearer.

Moore pointed out that personnel costs for 2010 were \$200,000 under budget and that the library has been extremely cautious so that these recommendations were not made lightly. She voiced her concern about losing good people to other libraries in the area. She noted that there is no one in the department who would be a candidate for the position, although there are possible candidates in other departments who might be interested in the position.

The committee pointed out that with the proximity to OSU and given the current rate of unemployment, no one person is irreplaceable. Moore agreed that this is true, but added that training new staff and their required learning curve is a legitimate consideration as well as the disruption of turnover of staff within the

library. She noted that to this point in time, the Board has wanted the best people hired and retained when possible.

The committee felt that it would be more prudent to consider this position after June. Moore asked if the committee would prefer to wait to hear about the other positions being recommended as well. The committee asked to see the information now.

2. **IT SYSTEMS DEVELOPER.** The IT department has lost one full-time position and one part-time position. The proposal was to merge the functions from those two positions into one full-time position. Whitt noted that the recommendation would be to move the position from Range 107 to Range 108 due to the additional duties assigned.

Ramage spoke to this plan. He noted that he has assumed many of these duties and he would retain some of them. He noted the need to have a web-developer specialist who could respond to the library's need to keep the website up-dated, often at short notice. This was difficult when the position was just part-time.

Ramage noted that he would encourage both of the current part-time staff members to apply for the position, but that he would also encourage the library to advertise it outside in order to have a larger field of candidates. He noted that staff members outside of IT do not have the expertise for the position, so hiring someone from the library outside of IT is not realistic. He noted his concern about facing summer reading without a web developer. Summer reading has become more and more web-based and keeping things running and current is a concern.

3. **TEEN LIBRARIAN.** Moore noted that the library has been without a teen librarian for three years. Youth Services continues to see a lot of staff turnover. Moore said she is concerned that the library is not providing relevant services to the youth of the community. She noted that the library is losing the youth population when they reach 6th and 7th grade.

The library used to be able to offer much more for teens. There are about 5,700 students in UA schools, of whom more than 3,000 are teens who are not being served. The library has seen a drop in teen volunteer hours.

A part-time library aide has resigned to take a full-time job at Worthington Library. The proposal is to not replace that position, but to hire a full-time teen librarian instead. A full-time librarian position would be generally hired at about \$32,000. This cost would be off-set by not replacing the part-time position recently vacated.

Moore said the Admin team has been trying to assess what the community needs and where the most value for the dollar lies. It was noted that over 3,000

children participate in the summer reading program. This is a period of intense activity in the Youth department and additional staff is needed.

Following the reviews of these proposals, the committee agreed to continue thinking about the information presented and to report to the Board at the next meeting. Moore noted that if there was additional information needed, Admin would be happy to provide it to the committee or the Board.

Executive Session

At 9:55 a.m. the committee moved into executive session to discuss a specific personnel issue. The committee came out of executive session at 11:00 a.m. and the meeting was then adjourned.

Diwik reviewed the Personnel Committee meeting. She noted that the committee tabled the proposal to hire a Teen librarian and an Adult Services Manager. She noted that the committee approved the hiring of an IT web developer, a deputy fiscal officer, a custodial position, a part-time youth position and a part-time graphic design position.

Scanlon joined the meeting at this time.

Moore re-iterated the need for an Adult Services Manager which will receive further consideration at a future Personnel Committee meeting.

The Fiscal Officer's Personnel Report is included as an exhibit to these Minutes. Burtch made a motion to approve that report. Shy seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

PRESIDENT'S REPORT

Sharpe said she had nothing to add aside from the comments she had made regarding the levy planning and the Fund Raising Steering Committee. She thanked the Board again for their efforts, noting that their activities will continue to be crucial to the success of the levy efforts.

ADJOURNMENT

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

The meeting was adjourned at 5:37 p.m.

Amy P. Sharpe, President

Garrett K. Scanlon, Secretary