



Board of Trustees Meeting
Tuesday, April 19 2011 5:00 p.m.

MINUTES

President Sharpe called the meeting to order at 5:04 p.m.

IN ATTENDANCE

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

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Ruth McNeil, Community Relations Manager and Nancy Roth, Administrative Secretary

APPROVAL OF THE MINUTES

Sharpe offered one edit to the Minutes as presented to the Board. Burtch made a motion to approve the minutes as edited. Shy seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

LEVY PLANNING

The Board was presented with the Stewardship document that had been prepared and reviewed by the Finance Committee. The document is included in these minutes as an attachment. The document will be the basis for informative vehicles prepared by Community Relations. It will also provide some talking points for the Board and staff when patrons make inquiries about the levy. The information may also be used by the levy committee.

OLC is continuing to work through the Governor's proposed budget. The budget should take effect on July 1st. While there are no guarantees, it is hoped that no further cuts will be made to the PLF during the process of getting the budget passed.

Sharpe reported that she has had some meetings with potential levy committee chairs. Admin staff and Sharpe attended an OLC Ballot workshop last week that was helpful. Sharpe thanked the Board for their agreement to each take an active part in the levy campaign activities. She reported that Sylvia Gillis has agreed to serve as treasurer for the levy committee.

Sharpe asked the Board members to signify their commitment to the levy by making a donation to the levy committee. She passed a hat for this purpose and all members did make a contribution to the campaign fund.

ASSISTANT DIRECTOR'S REPORT

Kate Porter provided the Board with a visual representation of the strategic plan timeline. She noted that the staff committee continues to work on monitoring progress. Community Relations is working on the preparation of an Annual Report for 2010. The Operations Committee and Sherman Wallace are at work on a five-year plan. A staff R & D team has been formed and they will be reviewing various documents and sources of information in order to set realistic priorities and to report back to staff members on the status of their suggestions and ideas. The internal website, also a goal of the Strategic Plan, is nearly ready to be unveiled.

Porter asked the Board how they would like progress reports presented. After a brief discussion, the Board requested that Admin explore the possibility of setting up a secure site for Board members to access and post documents. Porter said she would discuss this with IT Manager, Greg Ramage. Sharpe indicated that she would like to attend the quarterly meeting of the staff committee coming up. The Board also suggested that the committee select the top three or four priorities and report on those in the form of a summary sheet if possible.

DIRECTOR'S REPORT

Moore's written report is included as an exhibit to these Minutes. Moore reported that interviewing is underway for the IT position. Interviews for the graphic design position will begin next week. The following week, the library hopes to start interviewing for the Deputy Fiscal Officer position. She noted that the library has had a good response from the postings on Monster.com.

Moore has confirmed that Lynda Murray from OLC will be attending next month's Board meeting. Murray expects a stay to be issued on SB-5 due to the referendum being mounted. Moore noted that she had emailed the Board a document prepared last fall comparing similarly sized libraries in Ohio to aid in their review and consideration of the transition of OPERS to be in compliance with SB-5.

Moore reported that she and Porter have been attending all the departmental meetings in the past couple of weeks in order to provide budget information to staff members and to answer their questions about the proposed state budget. She noted that Lane Road staff reported at their meeting that patrons have complained about a lack of space and a lack of computers at their branch. Moore said that staff members need to be kept informed of the levy process and progress.

Moore said that in the most recent Finance Committee meeting, it was suggested that CR put together a communications schedule similar in style to the Board action schedule that has been developed. Moore and McNeil requested clarification from the Board. Through a period of discussion, various points were made.

1. The library should be developing fundamental, fact-based educational information that can be used by the levy committee.
2. Staff members are receiving questions from the public already and need information to answer questions from patrons. Information to staff should go out sooner rather than later, as educational information rather than levy promotion.
3. Questions from patrons need to be captured and Admin/CR informed so that pertinent information for frequent questions can be made available.
4. Many patrons will ask basic questions such as how much is the levy request? What will it cost me? Why do you need it?
5. Until a levy decision is made by the Board, there may be questions that can't be answered. Staff needs to be able to tell patrons when answers will be available, hence the need for a timetable.

Moore noted that Becky Princehorn had previously prepared a memo for another library outlining what library staff members can do and cannot do regarding levy activities. She will contact Princehorn to request this information to assist staff members.

OPERATIONS COMMITTEE

The committee did not meet. They will meet on 5/5/11. The subcommittee will be meeting on 5/2/11 to finish the priority review.

FINANCE COMMITTEE

Hemleben thanked the Board for their support during the past few weeks.

The notes from the Finance Committee meeting are included here.

*FINANCE COMMITTEE MEETING
Monday April 18, 2011 4:00 p.m.*

Meeting Notes

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

The meeting was called to order at 4:00 p.m.

Stewardship Document

The group discussed some minor edits to the document. It was noted that it will be helpful for the Board and library spokespersons to know the average FTE pay and benefits for any future conversations during the levy campaign. Spokespersons during the campaign should also be conversant with the basis for the numbers cited in any factual document. The committee agreed that the document was ready for public dissemination and Admin will present it at the Board meeting.

The proposed state budget will result in a reduction of about \$60,000 in state funding for the final six months of 2011 and a reduction of about \$120,000 for the full year of 2012. The salient point is that state support continues to contract and that the library will need to make up that shortfall in some way so this will have an impact on the determination of the amount of the levy request.

Money Matters

Hemleben distributed the up-coming "Money Matters" prepared for the Summer Library Link to be published at the end of May. It was agreed that the figures referenced should be consistent with the stewardship document. The group noted that the chart contained in the article is a strong representation of the declining revenues. Hemleben noted that she will be adding two more years (2011 and 2012) to the chart which will strengthen the visual impact of the funding.

It was agreed that the article should be distributed via as many vehicles as possible. CR will prepare a news release with the article as a basis and will try to have the chart published as a part of the article. It was suggested that the article be distributed at the library as a take-away sheet as well as in the Library Link.

OPERS Pickup

The group reviewed and discussed Jon Iten's Memorandum to OLC about the impact of Senate Bill 5 on Ohio Public Libraries. One primary point is that libraries' pickup of the employee portion of OPERS payments is no longer allowed under Senate Bill 5. Some libraries that used to pay the employee portion have already changed their handling of this. The city of UA is planning to phase the change-over in at a rate of 1% per year.

The library will need to consider whether the computation would be done on a pre-tax basis or a post-tax basis. The migration of the cost of the OPERS pick-up may cost the library about \$30,000 per year because the library portion would be calculated on a higher base.

It was noted that Senate Bill 5 is likely to face a voter referendum in the fall and probable challenges in the court system after that. Litigation may go on for several years. It was agreed that the library could take the opportunity to do wages benchmarking which has not been done for several years. The group agreed that the end result will need to be fair to employees and taxpayers and in line with other markets. The committee agreed that the library needs to be clear in communicating with the public about the legal mandate for this change if and when it is made.

The committee asked two staff members present at the meeting what the probable reaction of the staff would be. Both indicated that staff members understand the mandate and that as long as the end result does not reflect a decrease in their paychecks, staff would not have a problem with the switchover.

There was some discussion about the mechanics of accomplishing the switch, i.e., whether to phase it in over several years or whether to make a one-time bookkeeping move.

As a result of the discussion, the group agreed that:

- 1. The library should develop some FAQ's about this issue and other effects of SB 5.*
- 2. The CR department should develop a communications calendar similar to the Board Action calendar that was developed.*

3. *Finance should serve as the primary committee for levy information development with other committees supplying information as needed to the finance committee.*

Finance does need final information from the Operations Committee in order to complete the five-year projections for the levy calculations. It was suggested that Operations consider the appropriate allocation of \$250,000 per year for repairs/renovations as needed, technology needs and personnel needs. Targets for these categories need to be set and then discussion can begin in Finance about developing the means to assure the funds, including the levy proposal.

There was a brief discussion about the level of reserves that the library needs to hold. The operating margin for the library is about 1%. No entity should spend all its resources. The library needs about \$500,000 per month to operate at the current level. Generally, cash reserves that allow 30-90 days of operation are justifiable. The library needs to be prudent in keeping sufficient cash reserves on hand without "hoarding" funds.

Next Meeting

It was agreed to return to a regular meeting schedule of the Tuesday prior to the Board Meeting at 9:00 a.m. The next meeting will be May 10th at 9:00 a.m.

The meeting adjourned at 5:10 p.m.

Burtch reviewed the meeting notes. He said that at this point, the only portion of SB-5 that affects the library is the issue of the OPERS employee portion pick-up. The Board does need to engage in some discussion about this. OLC has indicated that the transfer would be done on a pre-tax basis. It was noted that Lynda Murray from OLC will be at the May Board meeting and Board members should have their questions ready for her.

It was noted that the change-over should be easy to explain to voters and should resonate well with them. It was agreed that there is nothing to be gained by a gradual phase in. It was suggested that a joint meeting of Finance and Personnel be scheduled after more information is known in order to plan for the change-over. Employees' tax status may change after the switch and they will need to be prepared for that.

The issue of a possible change in the OPERS withholding to be equal between employer and employee instead of the current 10% and 14% respective requirements may need to be dealt in the future. The Board agreed to move forward with planning for the change-over despite expected legal challenges.

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

RESOLUTION 05-11

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:

\$150.00 The George Foundation

Shkurti made a motion to approve Resolution 05-11. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

RESOLUTION 06-11

To Thank the Friends of the Upper Arlington Public Library

WHEREAS the Friends of the Upper Arlington Public Library exists to support the Upper Arlington Public Library, and

WHEREAS the Friends of the Upper Arlington Public Library continues to offer material and financial support for library programming, special events and gifts to the library despite a challenging economic environment, and

WHEREAS the Friends of the Upper Arlington Public Library contributed \$80,733 to the library in 2010 in the form of programming, special events and gifts to the library, and

NOW THEREFORE, the Board of Trustees of the Upper Arlington Public Library offers sincere thanks and congratulations to the Friends of the Upper Arlington Public Library for their generous support, faithful work and constant encouragement that has helped to maintain the quality of service that makes the Upper Arlington Public Library a true community asset with a 5-star national ranking.

Diwik made a motion to approve Resolution 06-11. Burtch seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

PERSONNEL COMMITTEE

Diwik reported that there was no Personnel Committee meeting. She made a motion to approve the Fiscal Officer's Personnel Report which is included as an exhibit to the Minutes. Scanlon seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

PRESIDENT'S REPORT

Sharpe had no further report and thanked the Board for their cooperation and willingness to serve on the levy committee.

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 6:04 p.m.

Amy P. Sharpe, President

Garrett K. Scanlon, Secretary