



Board of Trustees Meeting
Tuesday, June 21, 2011 5:00 p.m.

MINUTES

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

IN ATTENDANCE

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

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Greg Ramage, IT Manager; Ruth McNeil, Community Relations Manager; Rebecca Princehorn, legal counsel and Nancy Roth, Administrative Secretary.

Burtch made a motion to approve the absence of William J. Shkurti due to a scheduling conflict. Shy seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe and Shy. VOTING NAY: None.

APPROVAL OF THE MINUTES

Shy made a motion to approve the minutes of the May 17, 2011 Board of Trustees meeting. Burtch seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe and Shy. VOTING NAY: None.

LEVY PLANNING

Moore introduced Rebecca Princehorn, legal counsel from Bricker and Eckler. Princehorn said that in order for the primary election in 2012 to be held in March, the state senate will need to complete their work by October of 2011. If the work is not completed, the election will move to May of 2012. She noted that at the present time, it appears likely that the election will take place in May rather than March.

Princehorn said that an additional concern for the library is the county property reappraisals that are to be completed by the end of the year. She said the expectation is that property will be down about 10% in value. This valuation has a direct relationship to the amount that any levy will generate. She noted that CML is very concerned that having passed a levy last fall, the valuations will still leave them short of revenue.

Princehorn explained that in the past library funding has been fairly stable. She noted that the means of funding libraries is changing and they are becoming more dependent on local bond issues. Currently there is no legislatively

established floor for such funding valuations for libraries. Schools and other entities have a guaranteed floor below which their base cannot fall. She said that one initiative that OLC is working on is to establish a similar floor for libraries. She noted that many legal mechanisms and protections that apply to schools and other public entities do not apply to libraries. She noted the need to up-date the laws to reflect a more realistic funding picture of libraries.

Princehorn said that the city has provided a new schedule for the various levy actions they need to take. The city has no substantive questions about the library's plan to seek a levy. Princehorn posed the question as to whether the Board wanted to proceed with their current schedule or if they would prefer to wait to assess the effects of the state budget and the reappraisal. Valuations requested now will be based on current property appraisals.

Hemleben noted that the Auditor's office has indicated to her that they will not release reappraisal figures until January 2012. After some discussion, the Board agreed that it would be better to proceed with the schedule as planned and make adjustments later. The Finance Committee has indicated that they feel they can extrapolate other scenarios based on the results of the proposed requested valuations.

Burtch suggested that the library keep to the current schedule but also create a schedule based on a May election date so that they can assess any flex time that might be needed. The library can make additional requests for other valuations if necessary. Moore will inform Princehorn of the results of subsequent voting on valuations requests.

The Board asked Princehorn to elaborate on what the library can do with resources, staff time, etc., regarding the levy. Princehorn noted that public funds cannot be used to support any campaign. She said that the library can make meeting space available to the levy committee, but has to also make space available to any opponents of the levy if it is requested.

The library can provide space for factual information sheets about the levy, but has to allow any opponents to also have the same opportunity. Any copying or postage must be reimbursed to the library by the levy committee. Princehorn said that it is generally preferable for the levy committee to utilize other commercial resources for copying and postage.

Princehorn said that Board members and library management should not serve as the campaign committee treasurer or chairperson. They can participate in any other levy campaign activities on their own time as they might choose. Staff members may also participate on their own time. The library cannot coerce staff into participating in campaign activities or volunteering for service. The library can produce factual information but cannot produce or disseminate promotional materials. Factual information can include the effects of a failure of the levy.

Princehorn said the campaign committee has to maintain a separate digital presence, whether website or Facebook account. The library cannot provide a hot link on the library website to the levy committee website. She was asked if the library posts factual information on the website, are we required to also post opponents. Princehorn said that this point is still under discussion in legal circles. She advised that the library should contact her if an opposition group requests access to the library website.

There was some discussion among Board members about whether there is any active opposition in the community. This is not known at the present time.

McNeil noted that some libraries have had a levy planning tab on their websites. She asked if this was permissible. Princehorn said that this was permissible but information must remain factual only and not promotional. The Board thanked Princehorn for her time.

Moore noted that she, McNeil and Sharpe will be meeting on their own time tomorrow to review a proposal from Kathleen Murphy for consulting work for the levy. Sharpe noted that the financial cost of Murphy's proposal was going to require some active fundraising. Burtch and Diwik agreed to work on drafting a fundraising appeal letter. Burtch asked what was being done to populate the committee. McNeil has collected the names of various community members that were suggested in the course of the Board members interviews with civic leaders early in the spring. She will be following up with them via her private email account.

Burtch noted that the Finance committee is getting planning numbers from Operations, IT and Facilities. He noted that the estimates from Personnel are not ready yet. He said that July is NOT the drop-dead date for those estimates and that it is more important that the Personnel Committee is comfortable with the information. The final figures are not needed until September.

ASSISTANT DIRECTOR'S REPORT

Porter reported on the preliminary Summer Reading Club numbers. She noted that the youth librarians have issued a community challenge to read 65,000 hours this summer. If the goal is reached, the librarians will dye their hair various colors. Porter noted that Read-o-meters have been installed at all three locations in order to track Summer Ready Club progress.

DIRECTOR'S REPORT

Moore's written report is included as an exhibit to these minutes. Moore reported that she, McNeil and Sharpe recently met with Elizabeth Dilz and Sue Ralph to brainstorm development options. Ralph suggested they follow-up with a meeting with Brad Britton of the Columbus Foundation. Moore said she hopes to arrange a meeting with him sometime in July.

Five people will be attending the ALA convention next week, including Moore and Porter.

Moore distributed some comparative data sheets to the board. The data was generated through Institute for Museum and Library Services and was based on 2009 data. Moore said she finds such tools helpful. She chose libraries of similar size or within a close proximity to UAPL.

Moore told the Board that the library had received a flag that had been flown over a U.S. base in Afghanistan. A UA resident and library patron, Colonel James King, had arranged for the library to be honored at his base. Moore said that the flag will be displayed over the 4th of July in the stair well and then permanently displayed along with the accompanying letter and proclamation elsewhere in the library.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

OPERATIONS MEETING
Friday, June 10, 2011 8:30 a.m.

Meeting Notes

IN ATTENDANCE: Amy Sharpe, Mark Shy, Ann Moore, Kate Porter, Kate Hemleben, Sherman Wallace, Ruth McNeil, Greg Ramage, Bonnie DeWitt, Nancy Roth, Tim Moloney, UA Parks and Recreation and Tom Komlanc, UA City Engineer.

The meeting was called to order at 8:32 a.m.

Lane Road Parking Lot

Moore said the library is planning on moving forward with re-paving the parking lot this year. In previous discussion with Moloney, he had indicated the city's willingness to partner with the library for this purpose.

Moloney said that the city can prepare the bid documents and necessary drawings in-house for the library. The city would like to substantially reduce the size of the tree island in order to facilitate a safer traffic flow and possibly create more spaces. The city may need outside assistance on the drawings if composition drawings are needed.

The committee discussed a possible timeline for the project. Moloney and Komlanc indicated that it would take 6 to 8 weeks to produce the drawings for the library. The committee indicated that the changes to the island add to the cost of the project. In order to be good stewards of library funds, the committee indicated that the city would have to bear the cost of the ancillary work if it was to be done. It was suggested that when the project goes out to bid, that the island

work would be bid as an alternate. Moloney said that he currently does not have funds available for this, but that he would begin to work on finding some funds. Much will depend on the cost of the island portion of the project.

Projecting ahead for the various pieces of the project needed to move ahead, it appeared that the completion date was falling in late August or early September. The committee noted that it would be preferable to have a mid-August completion date in consideration of the park events schedule and the fact that August is generally a slower month for the library as well.

Shy noted that the library will need a commitment from the city about the funding of the island piece of the project before the bid would be awarded. Moloney noted some of the work, such as tree removal and moving the dirt, could be done by the city in order to keep costs down. The committee agreed that this would be a good plan.

The group agreed to the following:

- 1. The library would take leadership of the project.*
- 2. The library will take responsibility for the legal bid documents.*
- 3. The city will prepare the engineering bid documents.*
- 4. The library will be responsible for the daily supervision during construction.*
- 5. The library will pay for necessary lighting and electrical work to prepare for installation of the lighting.*
- 6. The city will do the actual lighting fixture installation on the base. Current fixtures may be usable.*

Moloney said that expenditures under \$20,000 can be approved by the city manager. Expenditures over that amount require action by city council. The committee said that previous estimates indicate the island reduction work will come in under \$20,000.

It was agreed that the city will move forward with the engineering work. The library will provide the city with previous parking lot schematics from the exterior drainage project.

Lane Road Carpet

Wallace reported that he had previously received two quotes for the carpeting at Lane Road. He has contact two additional companies who could not provide quotes because ReSource had registered their quote with the manufacturer. ReSource had indicated that they would be willing to provide a quote without using state contract pricing if the library needs a comparison. The library is not obligated to use state contract pricing. Wallace will get quotes from two other sources and a non-state contract quote from ReSource. The library will then decide which one works best to fit its needs. The committee agreed that the project needs to move forward. There was some discussion about the stairs and their transition into both levels. It was noted that the ReSource designer had some suggestions and ideas about that area to make it cohesive. Wallace will follow up on the project.

Room Reservation Language

Hemleben noted that the library's insurance carrier had conducted an insurance audit in May of 2010. One item of concern they had involved the liability issues with the public use of the meeting rooms. She noted that with the imminent introduction of an on-line meeting room reservation system, the library is updating the information and rules given to patrons requesting the use of a room. One item added to the form was an indemnification clause. A request for patrons to inform the library of damaged furniture and/or equipment was also added. Following a brief discussion, the committee agreed to recommend approval of the changes at the Board meeting.

Building Maintenance Summary

Hemleben presented a shortened summary worksheet. Hemleben said that she was working on a short narrative page to accompany the worksheet. The committee reviewed the document. It was noted that the library will need to be ready to explain the HVAC expenditure if asked. The equipment is nearing the end of its useful life. Replacement costs have been estimated for mid-range-price components. Energy savings from a new system are not figured into the estimates, but will help to mitigate the cost.

Wallace reported on the current AC problems at Tremont. Two compressors were out of service. Bruner was able to repair one, but the second one will have to be replaced. The Carrier equipment was installed in 2001 by Bruner. Shy suggested that the equipment should have lasted more than 10 years. He suggested that the library do some research to see if there were recalls on this model.

The new exterior doors for Lane Road are on order.

The estimate from Miller Watson for the Theater remediation project was received by Wallace. He has forwarded the information to Hemleben.

Wallace will get three bids for minor concrete work at Tremont.

Technology Plan

Hemleben and Ramage presented a spreadsheet outlining a 5-year technology plan with associated costs. Ramage noted that 5 years is an average life span for technology equipment. Current pricing of equipment was used to generate the cost estimates. The plan would add more early literacy stations like the one recently donated by the Friends and would replace the MAC's currently used for gaming in Youth Services.

The library is outgrowing its server capacity. This is expected to accelerate because of the increased use of scanned document storage and video content. The resolution of this problem is the Server Virtualization project which is outlined in the plan. This would allow for relatively unlimited redundancy as needed and would require less electrical power than we are currently using for the servers.

The goal is to stay on the leading edge of new technologies, but predictions more than three years out are much more speculative in nature. To help prepare for un-thought-of new technologies, the plan includes an innovation line. The entire plan will be reviewed annually during the budget process.

One major change is the purchase of a new ILS system. It was noted that the current system was developed for academic libraries and does not provide a satisfactory patron interface. The library would be able to produce more reports and get more useful data from a new system. Some web-based library products are being developed, but are not yet available.

In reviewing the listing, the committee agreed that the Building Watch system should appear on the Building Maintenance listing rather than the Technology listing. It was also agreed that the purchase of a new phone system should be a part of the Technology plan and taken off of the capital expenditure listing. The committee agreed that the plan was ready to be presented to Finance for inclusion in the levy planning documents. Ramage will present the plan at the Finance meeting.

Tremont Terrace

Shy said he would like to present a conceptual estimate for the terrace at the Board meeting. The committee agreed that he could proceed with that.

Next Meeting

Sharpe said that she had been able to contact all Board members about the July Board meeting schedule. All members were in agreement to cancelling the July meeting. The Board will meet on Tuesday, August 2nd and Tuesday, August 30th at 5:00 p.m.

The Operations Committee will meet on Monday, August 1st at 10:30 a.m.

The meeting adjourned at 10:00 a.m.

Shy reviewed the Operations notes. It was noted that Moore has provided site plans for Lane Road to the city. This should take a week or so off of the city's prep time in order to facilitate doing the work by September.

Moore said that she and Wallace will be meeting with J & J flooring to get a recommendation for materials in order to get quotes for the Lane Road carpeting.

Ramage reviewed the Technology 5 year budget planning.

Moore noted that there are air conditioning problems at Tremont. Two of the compressors have failed. One was able to be repaired; however the second one needs to be replaced. The estimate for the compressor replacement is \$8,500. There was some discussion about the advisability of replacing both compressors

as a preventive measure. It was decided to replace only the compressor that is inoperable.

Shy gave a presentation encompassing the conceptual planning for a reading terrace on the east side of the building. He noted that one step that would make that possible would be the installation of French doors in the center window panel of the current space. Landscaping would be removed from around the door and a terrace could be developed as large or as small as the library might want. He said the space available is about 3000 square feet. He prepared a cost estimate based on a full-sized terrace. Costs are:

- Architect/Engineering \$11,000
- Permits \$ 2,500
- Site Work \$ 6,875
- Concrete \$15,625
- Doors/Glass \$15,625
- Furniture \$ 9,341
- Lighting \$ 4,375

TOTAL ESTIMATE \$65,341

The Board entered into discussion about this concept. It was noted that there were many ways to lower the cost, such as leaving it in its current configuration. It was agreed that the space would undoubtedly be used if it was developed. Ramage has indicated that the Wi-Fi signal could be enhanced at little cost. Moore said the space could be used by the community without necessarily being related to library activities.

Shy said he would like to use this concept as a community project to be gifted to the library. He said this could be a first project for a fundraiser. He suggested an approach targeting businesses and community members. It was noted that \$15,000 had been put in the facilities budget for patio development. Burtch noted that people are using the outdoor space at Columbus Commons that CML operates. Moore noted that the Friends are supportive of the idea.

It was agreed that getting an estimate for the doors would be a logical next step. Shy agreed to take on that task.

FINANCE COMMITTEE

The notes from the Finance Committee meeting are included here.

FINANCE COMMITTEE MEETING
Wednesday, June 15, 2011 9:00 a.m.
Meeting Notes

IN ATTENDANCE: William J. Shkurti, John H. Burtch, Amy P. Sharpe, Ann Moore, Kate Hemleben, Kate Porter, Greg Ramage, Ruth McNeil, Nancy Roth

The meeting was called to order at 9:04 a.m.

OPERS Conversion

Hemleben distributed an outline of the costs of the OPERS conversion. Costs had been annualized based on actual expenses through May of 2011. The adjustment cost to the library is estimated to be approximately \$36,000 - \$40,000 per year due to the increase of the base salary of the employees and the correction needed to "hold harmless" all employees. There is approximately \$275,000 in unencumbered funds in the personnel budget, so additional funds will not have to be allocated. Approximately \$237,000 will remain in the personnel budget following the conversion. Approximately \$60,000 is needed to fund the vacant positions for which the library is interviewing. The remaining surplus in the personnel budget will be approximately \$170,000.

The committee suggested that Hemleben simplify the format of the chart for the sake of clarity. The committee agreed that the conversion of the OPERS employees' payment should be done at the June meeting. The OPERS employee line will not be a line item in of the budget for 2012.

Permanent Improvement Gift Policy

The committee received a copy of a draft of the Permanent Improvement Gift Policy drafted by legal counsel, Becky Princehorn. Hemleben noted that the issue of gifts in kind for services or improvements to the library has been raised several times over the past few years. Establishing a formal policy will allow the library to make use of offers of gifts in kind, such as Board member Shy's offer to power wash the Tremont Road facility. If the policy is approved, the library will draft procedures for its implementation.

The committee reviewed the document and agreed that the policy should be presented to the Board with a recommendation for approval. The committee determined that the value of the donation that would trigger the need for Board approval should be \$1,000. The committee agreed that donations valued at less than \$1,000 could be approved by the Director with subsequent notification to the Board.

Foundation Up-Date

Burtch reported that he had spoken to former UAPL Foundation President, Dan Boda. He confirmed that the Foundation intended the funds turned over to the library to be used as seed money to raise more funds for the library. He said it is legal and ethical to use the money for what is needed in that regard. Burtch noted one exception is that there is \$6,450 specifically designated for use at Miller Park. Burtch agreed that he would put this understanding in writing for the library.

Moore reported that she, McNeil and Sharpe had met with Sue Ralph of the Upper Arlington Foundation and with Elizabeth Dilz. Both urged the library to make some type of link with the Columbus Foundation for fund-raising purposes,

possibly through the Upper Arlington Foundation. They suggested the library create a fund development board. They suggested the library develop six or eight fund raising goals and to then create a job description for a fund developer that reflects those goals.

Moore suggested another meeting with Sue Ralph be scheduled to meet with Brad Britton from the Columbus Foundation. Burtch agreed to attend the meeting when it is arranged. Britton has experience helping organizations link up with the Columbus Foundation.

The committee had a brief discussion about where the funds should be held in the meantime. Moore noted that this was one of the ways the Britton could advise the library. A decision is needed by the end of the year so that proper accounting can be done. Currently a CD is scheduled to come due in July. The committee agreed that those funds should probably be rolled over into a money market account so that they would be available without penalty.

Levy Planning

In discussions with the city, Hemleben reported that property reappraisals could result in the loss of 2% of the tax base. Hemleben will be meeting with the County Auditor to confirm this assumption.

A spreadsheet outlining the IT 5-year plan was distributed. Ramage reviewed the plan with the committee. It was noted that the plan had been approved at the Operations Committee last week. One of the largest items on the listing is the replacement of the ILS system. Ramage explained that VIRTUA, the library's current ILS system, was developed for academic libraries. Because of this, it lacks functionality for patron uses and acquisitions. Other systems are more user friendly for patrons and offer more useful report options for the library.

Ramage explained the goal to consolidate servers in a virtual setting. This would increase capacity and decrease power needs. It was noted that the Building Watch system currently on the spreadsheet will be moved to the maintenance spreadsheet. The new phone system will remain on the IT plan and removed from the building maintenance spreadsheet. The innovations line in the plan will allow IT to prepare for new technologies that have not yet hit the marketplace.

Shkurti suggested that the library prepare a brief narrative outlining 1.) What will be done within the IT budget; 2.) What won't be done; and 3.) What efficiencies will be gained? Ramage noted that the plan will be reviewed and revised yearly.

A sample of the value estimator was demonstrated to the committee. The tool is ready to be posted on the library website if the Board approves. There was some concern about proceeding with this during the levy campaign. The committee decided that they would like an opportunity to consider possible ramifications before moving forward with the posting of this tool. The committee agreed to have more discussion about this at their next meeting.

Moore noted that a 5-year personnel plan is in the works.

The communications schedule for the levy is under way. McNeil noted the recent roust article in the UA News. She said that CR continues to feed information to the media so that they follow-up. The FAQ sheet is still in a state of flux until the state budget is finalized. Kathleen Murphy has not yet submitted her proposal as a levy campaign consultant.

The committee noted that the June meeting is the meeting when the Board is scheduled to decide what levy scenarios to request from the County Auditor's office. After some discussion, the committee decided to recommend requesting options for 1.75 mills, 2.0 mills and 2.5 mills for both renewal and replacement levies for five years. This would be a total of six scenarios. It was noted that CML requested ten. Other options could be extrapolated from these figures.

McNeil distributed a draft of the fact sheet being prepared from the Good Stewardship document.

The committee discussed what questions need to be asked of Princehorn at the Board meeting. Two major questions were proposed:

1. What can/can't the library do in support of the levy?
2. What changes if the primary is moved to May?

The levy committee currently has \$4,400 in their account.

Change Fund

Hemleben, in accordance with policy, informed the committee that the current change fund has been increased to \$1350.95 due to the installation of the new coin operated copiers at Lane and Miller.

Tax Budget

Hemleben noted a correction to the transfer in to the capital project fund on the tax budget that was submitted to the County Budget Commission. The exhibit was corrected. The committee suggested that the exhibit format be modified in the future to delete the last column.

Monthly Reports

The committee discussed the timing of monthly financial reports. Hemleben noted that in order to move to a consent agenda for the Financial Reports at Board meetings, the committee needs to review the financials at their meeting which is generally a week prior to the Board meeting. She said that this time makes it difficult for her to be able to close out the month, generate the reports and take care of other business needs by the committee meeting. She suggested that the process be modified so that the committee reviews the financials a month behind. In other words, the financial report for January would be reviewed by the Finance Committee in March and set for a consent agenda at the March Board meeting.

The committee members had some concerns about the time lag for review and approval. Burtch will research the statutory requirements. For the time being the procedures will not change.

Fiscal Year

Hemleben distributed a spreadsheet to illustrate the way in which the state fiscal year overlaps the library's fiscal year. She noted that cash accounting generally uses the calendar year as the fiscal year while accrual accounting uses the July-June calendar as their fiscal year.

501(c)(3)

Moore noted that some libraries have taken steps to receive the 501(c)(3) designation from the IRS. Some individuals and entities will not make donations unless it is to a 501(c)(3) organization. This was the case with a recent donation from OSU which Ramage was able to arrange. The library was able to receive the donation only through the Friends. It is unclear how public entities are able to achieve this designation. Burtch agreed to research this possibility and the accompanying requirements.

Next Meeting

The Finance Committee will meet on Tuesday, July 26, 2011 at 9:00 a.m.

The meeting adjourned at 10:30 a.m.

The Fiscal Officer's notes are included here.

Notes from the Fiscal Officer June 2011

The State has announced the PLF for June. Our share is \$220,169 or about a 9% increase over June 2010. As of this month, we have had 11 straight months of increases over the same month in the prior year.

The last update I have from OLC dated June 1 states that the proposed budget bill continues to fund the PLF at 95% of the state fiscal year 2011 amounts. It also includes another 1.5% to fund OPLIN and the Library Services for the Blind and Physically Disabled. For now we are on track to receive a total of 6.5% less from SFY 2011 funds. Dollar-wise based on my calculation, we will receive \$2,461,649 for calendar year 2011. The reduction starts in July 2011.

In calendar year 2010, we received \$2,431,769. Though small, it is an increase of \$29,880 over last calendar year. As I reviewed the PLF amounts collected over the years, calendar years 2005-2007 were the highest at approximately \$3,200,600. Comparing our current revenue budget to those years, the Library is down about \$739,000.

The projected PLF for calendar year 2012 is approximately \$2,374,560. This is about \$87,100 less than the estimated amount for this year (calendar year 2011).

Recently, the library was audited by the Ohio Bureau of Worker's Compensation. The audit period was our calendar year 2009. Most businesses are audited at least once during the company's lifecycle. Governments were not regularly in the audit cycle until recently as BWC has increased their audits of governmental entities. We had no findings and therefore owe no extra premium. During their audit, they reviewed our financial statements, W2s and 1099s for calendar year 2009 to verify the amount that is reported to the IRS matches our submission to BWC. Surprisingly, the audit took only an hour.

I have scheduled my meeting with Clarence Mingo's Office, Franklin County Auditor on June 23 at 3pm to review our request of levy millage and gain some insight to that process. If anyone would like to join me, please feel free.

Our next Finance Meeting is scheduled for July 26, 2011 at 9am.

Burtch reviewed the Finance meeting notes. Hemleben distributed a summary of the OPERS conversion being proposed. The library is required by SB 5, to cease paying for the employee's portion of OPERS benefits. The goal is to equalize the payment by increasing the salary line so that staff members are neither harmed nor benefited by the accounting changeover.

RESOLUTION 08-11

To Eliminate the Payment of the Employee Portion of OPERS

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby eliminate the library's payment of the employee portion of the OPERS and will adjust salaries equivalently for employees to assume the cost of the pick-up effective for the pay period beginning June 26, 2011 through July 9, 2011 and paid on July 15, 2011.

Burtch made a motion to approve Resolution 08-11. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe and Shy. VOTING NAY: None.

RESOLUTION 09-11

RESOLUTION THAT THE UPPER ARLINGTON PUBLIC LIBRARY WILL PICK UP THE STATUTORILY REQUIRED CONTRIBUTION TO THE OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM FOR THE EMPLOYEES OF THE UPPER ARLINGTON PUBLIC LIBRARY PURSUANT TO INTERNAL REVENUE CODE SECTION 414(h)(2)

WHEREAS, pursuant to federal and Ohio laws, the federal and state income taxes on a portion of the wages or salaries of the employees of the Upper Arlington Public Library will be deferred if the Upper Arlington Public Library "picks up" (assumes and pays) the

contributions statutorily required by such elected officials and covered employees to Ohio Public Employees Retirement System (OPERS); and

WHEREAS, the Upper Arlington Public Library will not incur any additional costs in the picking up of such contributions.

NOW THEREFORE BE IT RESOLVED BY THE UPPER ARLINGTON PUBLIC LIBRARY BOARD OF TRUSTEES, UPPER ARLINGTON, OHIO THAT:

SECTION 1: Effective June 26th, 2011, the full amount of the statutorily required employee contributions to the OPERS shall be withheld from the gross pay of each person within any of the classes established by Section 2 herein and shall be “picked up” (assumed and paid to OPERS) by the Upper Arlington Public Library. The “pick up” by the Upper Arlington Public Library shall be designated as public employee contributions and shall be in lieu of contributions to OPERS by each person within any of the classes established in Section 2 herein. No person subject to this “pick up” shall have the option of choosing to receive the statutorily required contribution to OPERS directly instead of having it “picked up” by the Upper Arlington Public Library or of being excluded from the “pick up.” The Upper Arlington Public Library shall, in reporting and making remittance to OPERS, report that the public employees contribution for each person subject to this “pick up” has been made as provided by the statute. Therefore, contributions, although designated as employee contributions, are employer-paid, and employees do not have the option to receive the contributions directly. All contributions are paid by the employer directly to the plan.

SECTION 2: The “pick up” by the Upper Arlington Public Library provided by this resolution shall apply to all persons that are employees of the Upper Arlington Public Library who are or become contributing members of OPERS.

SECTION 3: The Upper Arlington Public Library’s method of payment of salary to employees who are participants in OPERS is hereby modified as follows, in order to provide for a salary reduction pick up of employee contributions to OPERS.

SECTION 4: The total salary for each employee shall be the salary otherwise payable under the Upper Arlington Public Library policies. Such total salary of each employee shall be payable by the Upper Arlington Public Library in two parts: (a) deferred salary and (b) cash salary. An employee’s deferred salary shall be equal to that percentage of that employee’s total salary which is required from time to time by OPERS to be paid as an employee contribution by that employee, and shall be paid by the Upper Arlington Public Library to OPERS on behalf of that employee as a pick up and in lieu of the OPERS contribution otherwise payable by that employee. An employee’s cash salary shall be equal to that employee’s total salary less the amount of the pick up for that employee, and shall be payable, subject to applicable payroll deductions, to that employee. The Upper Arlington Public Library shall compute and remit its employer contributions to OPERS based upon an employee’s total salary. The total combined expenditures of the Upper Arlington Public Library for such employees’ total salaries payable under applicable Upper Arlington Public Library policies and the pick-up provisions of this resolution shall not be greater than the amounts it would have paid for those items had this provision not been in effect.

SECTION 5: The Fiscal Officer is hereby authorized and directed to implement the provisions of this resolution to institute the “pick up” of the statutorily required

contributions to OPERS for those persons reflected in Section 2 herein so as to enable them to obtain the result in federal and state tax deferments.

Burtch made a motion to approve Resolution 09-11. Scanlon seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe and Shy. VOTING NAY: None.

RESOLUTION 10-11
To Approve Changes to the Personnel Policy Manual

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve the following change to the Personnel Policy Manual. The selection in red strikethrough is deleted from the manual.

OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM (OPERS)

“The Upper Arlington Public Library is a member of the Ohio Public Employees Retirement System (OPERS). OPERS provides retirement, disability, and survivor benefit programs for public employees throughout the state who are not covered by another state or local retirement system. All employees of the Upper Arlington Public Library must become members of OPERS upon employment. The library adheres to federal, state, and local laws regarding retirement from library employment. ~~The library pays the total amount of each eligible employee’s contribution to the Ohio Public Employees Retirement System (PERS) (www.opers.org) on behalf of the employee.~~”

Burtch made a motion to approve Resolution 10-11. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe and Shy. VOTING NAY: None.

RESOLUTION 11-11
2011 Pay Ranges

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the pay ranges as listed in the attached permanent exhibit to be effective beginning the pay period of June 26th through July 9th, 2011 with a pay date of July 15, 2011.

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

RESOLUTION 12-11
To Approve Permanent Improvement Gift Policy

WHEREAS, pursuant to Section 3313.40(K), Ohio Revised Code, the Board is permitted to accept gifts, including gifts of permanent improvements;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, that:

Section 1. The Permanent Improvement Gift Policy attached hereto as Exhibit A is hereby approved.

Section 2. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Burtch made a motion to approve Resolution 12-11. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe and Shy. VOTING NAY: NONE.

Burtch noted that since the Finance meeting he has researched the possibility of the library gaining 501(c)(3) status. He said that this is not an option for the library under current laws.

Burtch made a motion to approve the Financial Report for May 211. Shy seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe and Shy. VOTING NAY: None.

RESOLUTION 13-11
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:

\$40.00	James & Linda Rish in memory of Ned Kauffman
\$15.00	Kathy Jackson

Burtch made a motion to approve Resolution 13-11. Shy seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe and Shy. VOTING NAY: None.

RESOLUTION 14-11
To Approve Meeting Room Rules and Acceptance of Responsibility Form

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby approves and adopts the Meeting Room Rules and Meeting Room Acceptance of Responsibility Form as attached as a Permanent Exhibit to this Resolution.

Shy made a motion to approve Resolution 14-11. Burtch seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe and Shy. VOTING NAY: None.

RESOLUTION 15-12
RESOLUTION REQUESTING THE FRANKLIN COUNTY AUDITOR TO CERTIFY THE CURRENT ASSESSED VALUATION OF THE CITY OF UPPER ARLINGTON, FRANKLIN COUNTY, OHIO AND THE AMOUNT TO BE GENERATED DURING THE FIRST YEAR OF COLLECTION OF A REPLACEMENT WITH A DECREASE TAX LEVY FOR CURRENT EXPENSES OF THE UPPER ARLINGTON PUBLIC LIBRARY.

(R.C. Sections 5705.03, 5705.23, 5705.192)

Replacement with a Decrease Library Operating Levy (1.75)

WHEREAS, the Library is currently levying a two (2.00) mill 5-year library operating levy approved by the voters of the City on May 8, 2007, and first placed on the tax list and duplicate in 2007 (the "Original Levy") for collection years 2008, 2009, 2010, 2011 and 2012; and

WHEREAS, this Board wishes to initiate proceedings for the submission to the electors of the City the question of a replacement with a decrease tax levy for current expenses of the Library;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, two-thirds of all of the members elected thereto concurring, that:

Section 1. It is necessary to replace part of the Original Levy, being a reduction of one-quarter (0.25) mills, for current operating expenses of the Library.

Section 2. The Franklin County Auditor is hereby requested to certify the current assessed valuation of the City and the amount to be generated during the first year of collection of a replacement with a decrease tax levy, being a reduction of one-quarter (0.25) mills, for the benefit of the Library at a rate not exceeding one and three-quarters (1.75) mills for each one dollar of valuation, which amounts to seventeen and one-half cents (\$0.175) for each one hundred

dollars of valuation, for current expenses of the Library, for five (5) years, commencing in 2012, first due in calendar year 2013.

Section 3. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Franklin County Auditor.

Section 4. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Burtch made a motion to approve Resolution 15-11. Shy seconded the motion. A roll call vote was taken. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe and Shy. Voting Nay: None.

RESOLUTION 16-11
**RESOLUTION REQUESTING THE FRANKLIN COUNTY AUDITOR TO
CERTIFY THE CURRENT ASSESSED VALUATION OF THE CITY OF UPPER
ARLINGTON, FRANKLIN COUNTY, OHIO AND THE AMOUNT TO BE
GENERATED DURING THE FIRST YEAR OF COLLECTION OF A
REPLACEMENT TAX LEVY FOR CURRENT EXPENSES OF THE UPPER
ARLINGTON PUBLIC LIBRARY.**

(R.C. Sections 5705.03, 5705.23, 5705.192)

Replacement Library Operating Levy (2.00)

WHEREAS, the Library is currently levying a two (2.00) mill 5-year library operating levy approved by the voters of the City on May 8, 2007, and first placed on the tax list and duplicate in 2007 (the "Original Levy") for collection years 2008, 2009, 2010, 2011 and 2012; and

WHEREAS, this Board wishes to initiate proceedings for the submission to the electors of the City the question of a replacement tax levy for current expenses of the Library;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, two-thirds of all of the members elected thereto concurring, that:

Section 1. It is necessary to replace all of the Original Levy for current operating expenses of the Library.

Section 2. The Franklin County Auditor is hereby requested to certify the current tax valuation of the City and the amount to be generated during the first year of collection of a replacement tax levy for the benefit of the Library at a rate not exceeding two (2.00) mills for each one dollar of valuation, which amounts to twenty cents (\$0.20) for each one hundred dollars of valuation, for current expenses of the Library, for five (5) years, commencing in 2012, first due in calendar year 2013.

Section 3. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Franklin County Auditor.

Section 4. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Burtch made a motion to approve Resolution 16-11. Shy seconded the motion. A roll call vote was taken. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe and Shy. Voting Nay: None.

RESOLUTION 17-11
**RESOLUTION REQUESTING THE FRANKLIN COUNTY AUDITOR TO
CERTIFY THE CURRENT ASSESSED VALUATION OF THE CITY OF UPPER
ARLINGTON, FRANKLIN COUNTY, OHIO AND THE AMOUNT TO BE
GENERATED DURING THE FIRST YEAR OF COLLECTION OF A
REPLACEMENT WITH AN INCREASE TAX LEVY FOR CURRENT
EXPENSES OF THE UPPER ARLINGTON PUBLIC LIBRARY.**

(R.C. Sections 5705.03, 5705.23, 5705.192)

Replacement with an Increase Library Operating Levy (2.50)

WHEREAS, the Library is currently levying a two (2.00) mill 5-year library operating levy approved by the voters of the City on May 8, 2007, and first placed on the tax list and duplicate in 2007 (the "Original Levy") for collection years 2008, 2009, 2010, 2011 and 2012; and

WHEREAS, this Board wishes to initiate proceedings for the submission to the electors of the City the question of a replacement with an increase tax levy for current expenses of the Library;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, two-thirds of all of the members elected thereto concurring, that:

Section 1. It is necessary to replace all of the Original Levy and levy an increase of one-half (0.50) mills, for current operating expenses of the Library.

Section 2. The Franklin County Auditor is hereby requested to certify the current tax valuation of the City and the amount to be generated during the first year of collection of a replacement with an increase tax levy, being an increase of one-half (\$0.50) mills, for the benefit of the Library at a rate not exceeding two and one-half (2.50) mills for each one dollar of valuation, which amounts to twenty-five cents (\$0.250) for each one hundred dollars of valuation, for current expenses of the Library, for five (5) years, commencing in 2012, first due in calendar year 2013.

Section 3. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Franklin County Auditor.

Section 4. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Burtch made a motion to approve Resolution 17-11. Shy seconded the motion. A roll call vote was taken. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe and Shy. Voting Nay: None.

RESOLUTION 18-11
**RESOLUTION REQUESTING THE FRANKLIN COUNTY AUDITOR TO
CERTIFY THE CURRENT ASSESSED VALUATION OF THE CITY OF UPPER
ARLINGTON, FRANKLIN COUNTY, OHIO AND THE AMOUNT TO BE
GENERATED DURING THE FIRST YEAR OF COLLECTION OF A RENEWAL
WITH A DECREASE TAX LEVY FOR CURRENT EXPENSES OF THE UPPER
ARLINGTON PUBLIC LIBRARY.**

(R.C. Sections 5705.03, 5705.23, 5705.192)

Renewal with a Decrease Library Operating Levy (1.75)

WHEREAS, the Library is currently levying a two (2.00) mill 5-year library operating levy approved by the voters of the City on May 8, 2007, and first placed on the tax list and duplicate in 2007 (the "Original Levy") for collection years 2008, 2009, 2010, 2011 and 2012; and

WHEREAS, this Board wishes to initiate proceedings for the submission to the electors of the City the question of a renewal with a decrease tax levy for current expenses of the Library;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, two-thirds of all of the members elected thereto concurring, that:

Section 1. It is necessary to renew part of the Original Levy, being a reduction of one-quarter (0.25) mills, for current operating expenses of the Library.

Section 2. The Franklin County Auditor is hereby requested to certify the current tax valuation of the City and the amount to be generated during the first year of collection of a renewal with a decrease tax levy for the benefit of the Library at a rate not exceeding one and three-quarters (1.75) mills for each one dollar of valuation, which amounts to seventeen and one-half cents (\$0.175) for each one hundred dollars of valuation, for current expenses of the Library, for five (5) years, commencing in 2012, first due in calendar year 2013.

Section 3. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Franklin County Auditor.

Section 4. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Burtch made a motion to approve Resolution 18-11. Shy seconded the motion. A roll call vote was taken. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe and Shy. Voting Nay: None.

RESOLUTION 19-11

RESOLUTION REQUESTING THE FRANKLIN COUNTY AUDITOR TO CERTIFY THE CURRENT ASSESSED VALUATION OF THE CITY OF UPPER ARLINGTON, FRANKLIN COUNTY, OHIO AND THE AMOUNT TO BE GENERATED DURING THE FIRST YEAR OF COLLECTION OF A RENEWAL TAX LEVY FOR CURRENT EXPENSES OF THE UPPER ARLINGTON PUBLIC LIBRARY.

(R.C. Sections 5705.03, 5705.23, 5705.192)

Renewal Library Operating Levy (2.00)

WHEREAS, the Library is currently levying a two (2.00) mill 5-year library operating levy approved by the voters of the City on May 8, 2007, and first placed on the tax list and duplicate in 2007 (the "Original Levy") for collection years 2008, 2009, 2010, 2011 and 2012; and

WHEREAS, this Board wishes to initiate proceedings for the submission to the electors of the City the question of a renewal tax levy for current expenses of the Library;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, two-thirds of all of the members elected thereto concurring, that:

Section 1. It is necessary to replace all of the Original Levy for current operating expenses of the Library.

Section 2. The Franklin County Auditor is hereby requested to certify the current assessed valuation of the City and the amount to be generated during the first year of collection of a renewal tax levy for the benefit of the Library at a rate not exceeding two (2.00) mills for each one dollar of valuation, which amounts to twenty cents (\$0.20) for each one hundred dollars of valuation, for current expenses of the Library, for five (5) years, commencing in 2012, first due in calendar year 2013.

Section 3. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Franklin County Auditor.

Section 4. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Shy made a motion to approve Resolution 19-11. Diwik seconded the motion. A roll call vote was taken. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe and Shy. Voting Nay: None.

RESOLUTION 20 - 11

RESOLUTION REQUESTING THE FRANKLIN COUNTY AUDITOR TO CERTIFY THE CURRENT ASSESSED VALUATION OF THE CITY OF UPPER ARLINGTON, FRANKLIN COUNTY, OHIO AND THE AMOUNT TO BE GENERATED DURING THE FIRST YEAR OF COLLECTION OF A RENEWAL

WITH AN INCREASE TAX LEVY FOR CURRENT EXPENSES OF THE UPPER ARLINGTON PUBLIC LIBRARY.

(R.C. Sections 5705.03, 5705.23, 5705.192)

Renewal with an Increase Library Operating Levy (2.50)

WHEREAS, the Library is currently levying a two (2.00) mill 5-year library operating levy approved by the voters of the City on May 8, 2007, and first placed on the tax list and duplicate in 2007 (the "Original Levy") for collection years 2008, 2009, 2010, 2011 and 2012; and

WHEREAS, this Board wishes to initiate proceedings for the submission to the electors of the City the question of a renewal with an increase tax levy for current expenses of the Library;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, two-thirds of all of the members elected thereto concurring, that:

Section 1. It is necessary to renew all of the Original Levy and levy an increase of one-half (0.50) mills, for current operating expenses of the Library.

Section 2. The Franklin County Auditor is hereby requested to certify the current tax valuation of the City and the amount to be generated during the first year of collection of a renewal with an increase tax levy, being an increase of one-half (0.50 mills) for the benefit of the Library at a rate not exceeding two and one-half (2.50) mills for each one dollar of valuation, which amounts to twenty-five cents (\$0.250) for each one hundred dollars of valuation, for current expenses of the Library, for five (5) years, commencing in 2012, first due in calendar year 2013.

Section 3. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Franklin County Auditor.

Section 4. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Shy made a motion to approve Resolution 20-11. Burtch seconded the motion. A roll call vote was taken. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe and Shy. VOTING NAY: None.

PERSONNEL COMMITTEE

Diwik reported that the committee had met just prior to the Board meeting. They continue to work on developing a five year plan for the Finance Committee. The minutes for the June 3, 2011 meeting and the June 21, 2011 meeting are included here.

PERSONNEL COMMITTEE MEETING Friday, June 3, 2011 1:15 p.m.

Meeting Notes

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

The meeting was called to order at 1:30 p.m.

Five Year Plan

Admin presented a spreadsheet with preliminary costs for additional Personnel needs for the period 2012 through 2014. In addition, a position to be added in 2011 was included in the projections. Benefits for the proposed positions were separated out, but included in the totals. Increases in benefits for existing staff positions have not yet been calculated and were not included.

Moore said that she included the Adult Services Manager position to the spreadsheet. She said the position was not intended to remain vacant for three years, but circumstances intervened to make this the case. She said she feels strongly that the position needs to be filled this year. Many emerging issues within the department would be resolved by having a manager present in the department. She noted that a Reference Librarian retired in December, but that position was funded in the 2011 personnel budget. Moore noted that those funds could sustain the hiring of an Adult manager. Internal candidates for the position are likely in that managerial positions are not often open.

Noting that it is difficult to plan for personnel needs five years ahead, Moore said that the most changes and growth are expected in the Media Department. There is an expectation for a migration for more one-on-one training with patrons for their various electronic platforms. For this reason, a Librarian Specialist position was added for Media in 2012. A support media staff person was added in the 2014 projection.

A Youth Services librarian position was proposed for 2013. While this position might have some teen librarian responsibilities, Moore said the department was becoming more generalists with smaller areas of specialization, so that the position would also function as a general librarian in Youth Services.

There followed a lengthy period of discussion about the information presented by Admin. Board members of the committee did not feel that the information was sufficient and was not responsive to what they had been requested to provide to

the Finance Committee. Admin indicated that the document presented represented their understanding of what information the Finance Committee wanted for their use. The discussion that followed attempted to clarify the format, the information requested and the foundational assumptions that the Personnel Committee wanted to have reflected in the plan.

There were several areas of concern expressed by the Board members of the committee. These were:

- Concern for staffing level of IT as technology expands.*
- Concern that the weekend coverage by full-time non-public area staff be addressed.*
- Concern that re-training of staff be addressed.*
- Concern that the overlap between departments be addressed.*
- Concern that the library develops a new personnel model with more synergy between departments.*
- Concern that the option of restoring the 10% cut in part-time hours was not explored.*
- Concern that a general summary of positions be provided.*
- Concern that changes in library usage by patrons be more directly connected to staff projections.*
- Concern that workflow issues be explained and taken into account.*

*Following discussion of these points, Porter offered a summary of what the Board members of the committee were expecting in the plan. This would be a **General Summary** for each department along with Library Trends expected to impact UAPL, **Concerns** in addressing those changes and trends and the **Expected Personnel Needs** to do so along with the **Associated Costs**.*

The Board members of the committee agreed that this was more what they would like Admin to prepare for a future meeting. The Board members of the committee felt that a document that was more of a flow chart with staff positions listed along with associated responsibilities was more what they were looking for. The Board members of the committee also indicated that they would like a complete staffing plan for the five year period under discussion. They requested that the committee try to meet again before the next Board meeting. The committee requested that IT Manager Greg Ramage attend that meeting in order to offer insight into the IT staffing needs.

Hemleben asked for suggestions for the cost estimates for the benefits portion on the current spreadsheet. The committee suggested that she discuss this with Shkurti. There was a brief discussion of the pool of employees who have reached, or will soon reach, retirement options. Adjustments for the impact of this on the budget and personnel planning will be dealt with conservatively.

The Board members requested that staff meet with each department head to prepare a more detailed staffing plan for the years 2011 through 2017. The results of these meetings are to be presented in a spreadsheet format which

indicated by each department and staff titles, the number of staff in each year. The Board members understand that some departments will grow while others will decrease depending on efficiencies and industry trends. The Board members also requested that the staffing plan reflect the increase costs in abolishing the weekend and off-peak coverage by salaried staff and replace these hours with part-time employees.

Recruitment Issues

Diwik indicated that following receipt of Whitt's information about recent recruitment difficulties, she went to a website called payscale.com and researched the open positions. She noted that while the open custodial position was in line with current ranges, the other open positions did seem to be lower than the marketplace averages.

The committee reviewed the information that Whitt had provided. It was noted that the library does market their benefits package, but that some candidates fail to take the OPERS benefit into consideration when thinking about salary comparisons. It was noted that this situation will be rectified when the library no longer pays the employee portion. It was noted that this change needs to be approved at the next Board meeting.

Salary Increase

The committee noted that they had made a commitment to review this issue in July. There was discussion as to whether or not to incorporate a pay increase with the migration of the OPERS employee payment. Hemleben suggested that due to software issues it would be better to have the two actions taken during separate pay periods. In addition, it was noted that it would be simpler for employees to follow and thus be assured that they did not lose financially when the adjustment was made. The bookkeeping would be cleaner for the auditor, the employee and the public.

It was noted that any pay increase could be made retroactive if need be. Hemleben said that she would also need to know the estimated cost of any compensation study if the library was contemplating undertaking this in order to add this information to her expense projections.

The group agreed that a joint meeting with Finance could be helpful. Sharpe said that she would coordinate getting Board members vacation schedules in order to facilitate setting a joint meeting.

Summary

- 1. Admin will post the Adult services manager for internal applicants. If the position is filled internally, Personnel will then review the staffing position vacated by the successful candidate.*
- 2. Admin will continue to revise the 5-Year Personnel Plan, including the restoration of the 10% part-time hours.*

The meeting adjourned at 2:50 p.m.

PERSONNEL COMMITTEE MEETING
Tuesday, June 21, 2011 4:00 p.m.

Meeting Notes

IN ATTENDANCE: Caroline Diwik, Garrett K. Scanlon, Amy P. Sharpe, Ann Moore, Kate Porter, Kate Hemleben, Julie Whitt, Shahin Shoar, Greg Ramage, Vita Marinello, Kate Hastings, Ruth McNeil, Danna Armstrong.

The meeting was called to order at 4:04 p.m.

Five-Year Document Review

Sharpe provided a clarification to be included in the minutes of the June 3rd Personnel Committee meeting. Prior to the meeting, on 6/20/11, the committee had requested that the managers be in attendance at this meeting if their schedules allowed.

Scanlon requested that managers give their input about the trends, new technology impact and re-training concerns they may have affecting their departments, Moore and Porter noted that, while they had met with several, they had not yet met with every manager and that the managers had not yet seen the draft of the five year staffing outline that Admin had been working on in response to the previous Personnel Committee meeting. Extra copies of the draft were distributed to the managers.

YOUTH SERVICES, Kate Hastings

Hastings explained the need for a generalist position. She said that a full-time professional librarian is needed for the additional knowledge they would bring to the department. The full-time position would allow staff, including the professional librarians, to work more collaboratively with the schools. Currently, the department has had to decline some opportunities to do joint projects due to staffing limitations. She noted that the cessation of the youth outreach program has had a negative impact on circulation and Summer Reading Club enrollment. Hastings said that additional story times would also be popular with patrons. There is a need to develop more teen activities and service hour opportunities.

CIRCULATION, Vita Marinello

Marinello said that she would anticipate some reduction in staff as more services become available on-line and more self-service options for patrons become viable. She noted that a new phone system and on-line payment of fines would help reduce the need for staff. She noted that Circulation is operating with a much leaner staff than two years ago. Natural attrition has impacted the Circulation department more than many others. She noted that three staff members are needed each shift due to the physical layout of the department. Marinello noted that pages are a separate issue. Page hours are circulation-based and as circulation increases more hours are needed in order to keep items on the shelves. She noted that Circulation staff, particularly the page position is

often a beginning step for staff members that move into other patron service positions within the library as advanced positions become available.

Sharpe noted that she was looking for specific numbers for each department by job title in the staffing outline. She asked that Admin translate the narrative into numbers for personnel's consideration. Porter noted that digital circulation accounts for only 1% of the library's circulation and is not likely to increase so rapidly as to have a major impact on the need for circulation staff in the near term.

Sharpe inquired as to what predictions were being made within the industry. The managers generally agreed that the library world is not making predictions about digital media and the near-term impact on libraries yet. It was noted that other predictions made 20 years ago about the demise of libraries due to the advent of computers have proven to be incorrect, so the validity of any prediction is questionable.

MEDIA, Shahin Shoar

Shoar noted that the Arlington community expects great service and materials to be available at the library. She said that for the Media department to operate efficiently, staff hours need to be restored as outlined in the five-year plan. She noted that managers and professional librarians currently cannot watch trends and do necessary research as they are busy with other duties. She noted that the Media Department has 34% fewer staff hours than two years ago. The department would like to be able to train library staff in new media and offer patrons the assistance they need, but are unable to meet the demand.

McNeil asked for clarification as to whether the committee was looking for the lowest number of staff needed or the optimal number. Scanlon said that planning does not have to be austere as the economy seems to be recovering. Current trends seem to offer good services at a good price.

Shoar said that her department does need two full-time positions with one of them being a professional librarian. She spoke to the need for consistency and intellectual discourse within any department. Moore and Porter noted that the plan was developed within the framework of a \$200,000 budget that Admin understood to be the level suggested by the Finance Committee.

IT, Greg Ramage

Ramage said that outsourcing on a project by project basis is an option for his department. He noted that his concern is being able to recruit and retain qualified IT professionals because current salary levels are not competitive with private industry. Outsourcing options were taken into account in the technology plan that was submitted to the Operations and Finance committees. It was clarified that the IT Department was not responsible for providing computer training for patrons.

Scanlon asked about the opportunity for the library to add a revenue source by selling advertising space on the library website. Ramage said that his research indicated that the library's contract with OPLIN does not permit advertising. He said that it is highly unlikely that it would generate much revenue even if it were permitted. Scanlon indicated that he would expect \$200,000 to \$500,000 to be generated. Ramage stated that due to the low number of unique visitors to the site it would likely be more in the range of hundreds of dollars.

Moore noted that the research and a legal opinion offered on the subject by OLC is that libraries could not pick and choose among advertisers. Much as meeting room space has to be made available on an equal basis, the library would have to open advertising space to all. Scanlon had questions about the accuracy of this information and felt that Ramage's estimate was low.

Diwik noted that the change in weekend coverage had not been accounted for in the spreadsheet or narrative. She requested that information be included. Moore noted that when the hours of operation were reduced in 2009, patrons were informed that the reduction was due to the reduction in staff hours. She said that if the 10% reduction in part-time staff hours is restored, the library should consider also extending the hours of operation. Moore said that there has not been time to generate a cost estimate for the restoration of the 2009 10% reduction. Admin will continue working on getting this figure for the committee.

Hemleben said that the Finance is putting all costs into a spreadsheet as they consider the amount of the levy request. She said if something is not included in the spreadsheet, it can't be considered for funding subsequently. The Finance Committee will have to trim the departmental requests as necessary depending on how the budget develops.

Moore noted that at the end of the day, the library is a \$6,000,000 organization that has been running on \$5,000,000. She noted that it is possible to run the organization on less but that to offer the best in materials, services and technology, the revenue needed is \$6,000,000.

Shoar asked the Board members present what their vision was for the library. She said that the library has a reputation in the general community and within the library community for good service to the credit of the Board, staff and administration. Scanlon said that he would envision a library that provided good service and that was running efficiently. Sharpe asked Shoar if the Board needed to supply the vision for the library.

COMMUNITY RELATIONS, Ruth McNeil

McNeil noted that she had not been consulted about the staff outline. She said that if the committee was looking at all possibilities and needs rather than the bare bones needs, she would recommend expanding the graphic coordinator position to a full-time position. She noted that as the library's digital presence expands and more collaboration is developed with other organizations, there will be more call for special materials to be created by a graphic artist.

Moore said that Admin will continue to refine the plan with a new understanding of the parameters. She noted that she does have concerns about the suggestion that if an idea is not in the plan, it cannot be utilized. She noted that the library will need to remain flexible in their services, goals and priorities over the next five years. She said the plan needs to be fluid in order to adjust to societal changes.

The committee did not set another meeting date. The meeting adjourned at 5:00 p.m.

Diwik said that some clarifications were made at the most recent meeting. Admin will work on a listing of personnel needs without the constraint of a \$200,000 cap. The Board indicated that the termination of Saturday hours by full-time M-F staff should be considered as a possible goal.

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

PRESIDENT'S REPORT

There was no report from President Sharpe.

ADJOURNMENT

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

Amy P. Sharpe, President

Garrett K. Scanlon, Secretary