



Board of Trustees Meeting
Tuesday, August 2, 2011 5:00 p.m.

MINUTES

President Sharpe called the meeting to order at 5:02 p.m.

IN ATTENDANCE

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

ALSO PRESENT: Ann Moore, Director; Kate Hemleben, Fiscal Officer; Kate Porter, Assistant Director; Kate Hastings, Youth Services Manager; Ruth McNeil, Community Relations Manager, Lynda Murray, Ohio Library Council and Nancy Roth, Administrative Secretary.

APPROVAL OF THE MINUTES

Burtch made a motion to approve the minutes of the June 21, 2011 meeting. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

LEVY PLANNING

A revised Levy Schedule for Board Actions was distributed. It was noted that the revision now reflects the change in the election date. The Board will begin discussions of levy options at the next meeting. Discussions will be on-going for three meetings if necessary, with a final date of November 15th as the date action is needed to choose and adopt levy millage. The extended timeline will allow the library to compile complete financial projections and to fully examine alternatives before making a decision. Financial projections will be presented to the Board at the next meeting.

ASSISTANT DIRECTOR'S REPORT

Porter played a YouTube video that was created by Christine Minx to highlight all the summer activities at all the library locations. Moore noted that Minx has been doing an outstanding job at preparing social media information. Board members offered positive comments about the video.

Hastings presented an up-date on the Summer Reading Club. She noted that over 4,200 children and adults have registered this year and have reported 60,500 hours thus far. If the community reaches 65,000 hours, the Youth librarians have promised to dye their hair in crazy colors.

Moore noted that the top 100 readers will be honored with a special pre-opening breakfast on Saturday, August 20th from 9:00 a.m. to 10:00 a.m. The Board members were invited to attend the event. Top readers will receive magnetic bumper stickers. It was noted that the yard signs have been seen all over the community and have been a big hit with the participants. Moore said the library has offered outstanding programs this summer and has been rewarded with outstanding attendance at the special events.

DIRECTOR'S REPORT

The Director's written report is included as exhibit to these Minutes. Moore noted that much of the month had been spent on building issues at Lane and Tremont. She said that Tremco had done some roof repair at Lane Road today, but had uncovered several soft spots on the roof. They have recommended a complete roof replacement in the very near future. An earlier estimate from Tremco was for \$35,000 - \$37,000 for a new roof.

Moore reported that she and Porter have completed the individual interviews with the Leadership team. She noted that some common themes emerged from the interviews and will be included in the information being prepared for the Personnel Committee as part of the 5-year projections.

OPERATIONS COMMITTEE

The minutes from the Operations Committee meeting are included here.

*OPERATIONS COMMITTEE MEETING
Monday, August 1, 2011 10:30 a.m.*

Meeting Notes

IN ATTENDANCE: Amy P. Sharpe, Mark L. Shy, Ann Moore, Kate Porter, Kate Hemleben, Greg Ramage, Ruth McNeil and Nancy Roth.

Five-Year Plan Narratives

The committee had been provided with drafts of supporting narratives for the Building Repairs and Improvements plan and the Technology Plan. Hemleben noted that the Finance committee had requested these narratives to accompany the five-year budget plan. Shy indicated that he had had an opportunity to review the documents; however, Sharpe had not been able to review the documents yet.

Sharpe will review the documents in the next few days and forward any comments, questions or suggestions via email.

It was suggested that the three main components discussed in the Building Repairs and Improvement Plan be highlighted via underlining and font color as was done in the technology plan. Hemleben will make that adjustment. It was agreed that any further adjustments could be done via email and that the documents would then be ready for the Finance Committee's next meeting on August 23rd.

The committee agreed to defer discussion of the mechanics of how to bring new items into the spreadsheet until a later date.

Tremont A/C Up-Date

Moore reported that the library has three proposals for the replacement of the air conditioner located on the north part of the roof. Bruner submitted a proposal for replacement with a Lennox unit at a cost of \$37,960. They subsequently discovered that Lennox has a \$1,000 rebate offer which brings the cost down to \$36,960. Carrier has submitted a proposal for \$45,183. Limbach submitted a proposal for installation of a Carrier unit for \$37,042.

Bruner has recommended the Lennox unit because of a shorter delivery time and better reliability. The committee agreed to recommend approval of the Bruner proposal. The estimated delivery time is 4 weeks. Moore noted that Sylvia Gillis has prepared a Resolution for the Board to declare an urgent necessity needed to by-pass the two week public notice requirement. The committee agreed that this was an appropriate step, particularly since the library has exercised due diligence by obtaining three proposals for the work.

Sharpe commended Shy, Moore, Wallace and the library staff for taking care of the emergency repairs needed and acting quickly and effectively during the repair period. Shy also commended Moore, Wallace and the staff. Moore noted that Bruner would be inspecting the three units that are currently operational every couple of weeks to make sure that they are not over-taxed while the library waits for the new unit to be installed.

Lane Road Parking Lot

Moore said that the city had provided the library with drawings for two options for the Lane Road parking lot, one with angled parking and one with straight in parking. The city engineer's office has since broken out the portion of the project dealing with the reduction in the size of the tree island so that can be bid as an Alternate in the bid process. It was noted that if the island is part of the project, the library will have to file a certificate of compliance with BZAP. It has been agreed that the filing fee will be waived and no permit would be required. The city estimates the island work to be approximately \$20,000.

The project estimate provided by the city engineer's office is \$150,000. This includes \$30,000 contingency. The engineer's office will provide the drawings and specifications to Sylvia Gillis so that she can prepare the bid documents. Moore said that she hopes that Gillis will have the documents tomorrow. She noted that there will need to be discussion at some point as to whether to close the branch while the work is being done. Shy said that depending on the size of the company who is awarded the contract, the project could take a week or so. The group discussed the possibility of doing some other internal work at Lane Road if the location is closed for that period.

The committee agreed that the project is newsworthy, but they would like to wait until the contract is awarded before making a news release, so that more details can be given to the public, including possible temporary closure. The committee agreed to recommend moving forward with the project at the Board meeting.

Facilities Budget

Moore said that consideration needs to be given to adjusting the Facilities budget for routine maintenance for 2012. She noted that the concrete work that needs to be done

has been estimated to cost about \$3,000, but that Wallace said he did not have enough money in his budget for this. She noted that the recent flooding in Reference through the light well patio is a continual problem during heavy rains. She said that Wallace has talked with Bruner about some possible solutions for this problem, but funds are not budgeted for this type of project. Some painting at Tremont also needs to be done, but there may be no money for it.

Hemleben said that there is money in the Facilities budget for painting, as that was a planned expense. She noted that the money for the concrete work is also available. She will check in with Wallace to clarify his budget situation when he returns from vacation next week. The committee asked about the work recommended by Miller Watson in the Friends Theater. Hemleben said that could be funded out of the Building Improvement Fund and she will also discuss this with Wallace. The committee agreed that the concrete work and the Miller Watson proposal should be pursued. Moore will check on the condition of the Lane Road sidewalk and see if that was included in the concrete work estimate that Wallace already has in hand.

Next Meeting

The committee agreed to meet on Wednesday, August 24, 2011 at 10:30 a.m.

The meeting was adjourned at 11:05 a.m.

Shy noted that the Lane Road roof replacement is a part of the 5-year facilities plan. He said he would recommend trying to get a couple more years out of the existing roof. A trip hazard at Lane Road due to concrete in need of repair was noticed. Moore will coordinate with the Facilities Manager, Sherman Wallace, when he returns from vacation to assure that it is included in the concrete work he has been planning for repair work.

RESOLUTION 21-11

**DECLARING AN URGENT NECESSITY AND WAIVING COMPETITIVE
BIDDING FOR
THE PURCHASE OF A REPLACEMENT ROOFTOP UNIT FOR THE MAIN
LIBRARY**

WHEREAS, the existing rooftop unit on the Main Library has bad compressors and a severely hail-damaged condensing coil, all of which limits its ability to function efficiently and effectively, and the replacement of the unit is recommended as a less expensive option than repairing the unit; and

WHEREAS, the cost to purchase and install a replacement unit is estimated to be no more than \$40,000.00, which is above the statutory bidding threshold for public libraries; and

WHEREAS, the Director recommends that the Board declare an urgent necessity and waive competitive bidding for the purchase and installation of a replacement rooftop unit, so that the unit can be purchased and installed as quickly as possible to keep the Main Library's mechanical system functioning with as little interruption as possible; and

WHEREAS, cost proposals have been solicited from companies experienced with the purchase and installation of rooftop units, and at least two proposals are expected to be received for the required work; and

WHEREAS, the Board believes that it is in the best interest of the Library to replace the rooftop unit as soon as possible and authorizes the Director, in consultation with the Facilities Manager and representatives of the Operations Committee, to contract on behalf of the Board with the company determined to be able to provide the best replacement solution for the existing rooftop unit, considering experience and qualifications, availability to provide and install the replacement unit, and the proposed cost for the unit and work;

WHEREAS, the Board wishes to declare an urgent necessity, waive competitive bidding, and authorize the Director to enter into a contract with a company to provide and install the replacement rooftop at a cost not to exceed \$40,000.00;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Upper Arlington Public Library as follows:

1. The Board declares an urgent necessity, pursuant to the authority granted the Board by Ohio Revised Code Section 3375.41, and waives competitive bidding for the purchase and installation of the replacement rooftop unit to address the condition of the existing unit and to provide a fully functioning unit to maintain operational efficiency at the Main Library and for the comfort of Library patrons and staff.
2. The Board authorizes the Director, with the Facilities Manager and representatives of the Operations Committee, to review cost proposals received from qualified companies that can provide the replacement unit and have experience with the replacement work required and to enter into a contract, at a cost of no more than \$40,000.00, with the contractor determined best able to address the current facility needs, considering experience and qualifications, cost to provide the equipment and perform the installation, and availability to proceed with the work expeditiously.

Shy made a motion to approve Resolution 21-11. Burtch seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

It was noted that the library exercised due diligence by getting multiple quotes for the replacement of the rooftop air conditioner. The unit that was repaired should last for 10 – 15 years. It had not sustained the hail damage that the unit being replaced sustained. The Board commended the staff on coping with the extreme heat while the situation was dealt with. An insurance claim has been entered with Hylant for the damaged unit. They have made an inspection, but the status of the claim beyond that is unknown at the present time.

Resolution 22-11

To Put the Lane Road Parking Lot Re-Paving Project Out for Bids

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Lane Road Parking Lot Re-Paving Project be advertised for bid for a period of two weeks, following which the Fiscal Officer and/or the Library Director, at a duly advertised public meeting, is hereby authorized to open such bids as may have been submitted.

It was noted that the Lane Road parking lot project is a culmination of a collaborative effort with the city. The city Engineering office has done the drawings and engineering work and provided the project estimate for bidding. It was noted that the plan with the Alt provides only about 3 more spaces for parking, but improves the maneuverability in the back part of the lot. Moore noted that the city purposely estimated the project on the high side in order to minimize the possibility of having to re-bid the project. If bid documents are prepared in time, it would be possible to award a contract at the next Board meeting.

Shy made a motion to approve Resolution 22-11. Shkurti seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

FINANCE COMMITTEE

The Fiscal Officer's written report is included here.

Notes from the Fiscal Officer July 2011

The State has announced the PLF for July. This month our share is much higher. The PLF share of the State General Fund reverted back to the original 2.22% for just the month of July. This percentage was reduced to 1.97% temporarily in the last biennium. Our share this month is \$259,509 which is about 16% or \$35,240, higher than last year.

The latest reduction will start with the August PLF payment. The Public Library Fund will receive 95% of the monies collected during State Fiscal Year 2011 (July 2010 to June 2011). There will be no growth in this fund. This is not all of the reductions we will see in our funding related to the PLF. The OPLIN and Library Services for the Blind and Physically Disabled will be funded out of the PLF in the current biennium. This means that the Franklin County share will be further reduced by 1.5%. Overall, Franklin County will receive 6.5% less than what it did in SFY 2011. Earlier this year, our library share of the Franklin County monies was reduced from calendar year 2010 to 2011. This means that from August to December 2011 we should be receiving less than our 2010 August

through December share. The Franklin County Budget Commission is in the process of re-certifying our share of the PLF for 2011 due to the new state projections.

Please note that our August PLF distribution will include the entire year of 1.5% reduction instead of that amount being spread throughout the whole year. Don't be surprised if our PLF for August has been dramatically reduced.

The OPERS conversion has been implemented with no known issues. All employees received the 11.2% increase to their base and the 10% employee deduction for OPERS has been taken.

Over the next few months, you will see lots of communication about the levy planning process. The fall Money Matters article will discuss the cost savings the Library has implemented since June 2009 as well as some details on all the committee work being done. The tentative plan is that the next three UAPL Minutes will recap some of the most recent Money Matter articles, the levy projections and levy planning.

I have met with the Franklin County Auditor Clarence Mingo's Office and have received the estimated revenue for the requested levy millage. A summary of the different options will be available at our next Board meeting.

Our next Finance Meeting is scheduled for August 23, 2011 at 9am.

Burtch noted that the Finance Committee plans to have the 5-year projections ready to present at the next meeting. It is already clear that there is not sufficient revenue to meet expenses. The projections are tentative and are based on the current year's budget numbers. The numbers are tentative and will be revised as additional information is taken into consideration. The Board will need to discuss the underlying assumptions of the calculations.

Murray noted that across the state, libraries lost more funding through property re-evaluations than they did from the state budget cuts. When property valuations go down, they are lost for the life of the levy. She encouraged the library to take into consideration other factors, such as the loss of TPP, increased fees for issues elections and tax collection, etc.

Finance Committee had distributed a brief hand-out outlining the results of the valuations that had been requested from the County Auditor's office. He noted that the information explored the parameters of the levy but that the committee was not making any recommendation yet. He said discussions among all Board members are necessary before that step is taken.

Murray noted that libraries were hit hardest in 2009 and 2010. She said that overall, library levy results were good in those two years as many libraries sought levies for the first time. Library levies are generally low millage levies in comparison to school or other levies. She reminded the Board that it is a levy

does not generate any more money if it passed by 75% or 51%. She had no prediction about whether there might be organized opposition to a library levy. She said that if opposition comes to a library levy, it generally is opposition to the levy as a whole rather than an opposition to the amount of the levy.

Shkurti said that the library will need to build a credible budget and decide whether living with a 2.0 levy is possible. Preliminary figures would indicate that it is not. Murray noted that the library needs to consider what has been lost in the PLF as well. Hemleben will check with the County Auditor's office as to the precise meaning of "additional levy" and relay that information to the Board.

Shkurti noted that it might be advisable to test out the basic assumptions by talking with both library supporters and tax reform proponents. Murray said that once a decision is made on millage, the library will need to figure out how to sell that decision to the community. She said that noting the library lost 30% in state funding since 2009 is a good starting place.

Burtch made a motion to approve the financial report for June 2011. Shy seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

RESOLUTION 23-11 **General Fund Donations**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts into the General Fund with sincere thanks the following donations:

\$25.00 Gene & Barbara Scott

Burtch made a motion to approve Resolution 23-11. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

PERSONNEL COMMITTEE

The committee did not meet in July. They continue to work on the 5-year plan for personnel needs. Admin has developed a projection and the next step is for Hemleben to attach numbers to the projections, including benefits, etc. The goal is for Personnel to meet before the Finance Committee so that they can review the 5-year budget projection and forward it to Finance. Hemleben noted that with scheduled time off and the library's biennial audit coming up in the next couple of weeks, this could be difficult.

The Fiscal Officer's Personnel Report is attached as an exhibit to these Minutes. Burtch made a motion to approve the Fiscal Officer's Personnel Report. Scanlon

seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

PRESIDENT'S REPORT

There was no report.

EXECUTIVE SESSION

Diwik made a motion to move into executive session to discuss a specific personnel matter. Shkurti seconded the motion. A roll call vote was taken. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None. The Board asked Lynda Murray to be present for the executive session.

The Board went into executive session at 6:05 p.m. The Board came out of executive session at 6:50 p.m. The meeting was then adjourned by acclamation.

Amy P. Sharpe, President

Garrett K. Scanlon, Secretary