



Board of Trustees Meeting
Tuesday, August 30, 2011 5:00 p.m.

MINUTES

President Sharpe called the meeting to order at 5:06 p.m.

IN ATTENDANCE

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

ALSO PRESENT: Ann More, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Ruth McNeil, Community Relations Manager; Kate Hastings, Youth Services Manager; Danna Armstrong, Miller Park Branch Manager; Brianna, Youth Services Intern and Nancy Roth, Administrative Secretary.

APPROVAL OF THE MINUTES

Burtch made a motion to approve the minutes of the August 2, 2011 Board of Trustees meeting. Shkurti seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

ADVENTURE UA REPORT

Danna Armstrong, Manager of the Miller Park Branch was introduced to the Board. She offered a brief outline of Adventure UA. She noted that this was modeled after the Amazing Race television show that features teams of people following clues around the world and performing specific tasks. Adventure UA started out as a small idea within the staff at a brainstorming session that grew to become a collaboration of the library, the city of UA, and many other organizations.

Adventure UA will have teams of between 2 and 6 people. The teams will receive a challenge each week for six weeks that will involve researching local history and geography and then performing a particular task, such as taking a picture of the team in a specific location. Prizes will be awarded each week. UAPL staff has developed the clues, while other organizations contributed some research, gained permissions where necessary and did other tasks. Armstrong said she hopes this will become a yearly event.

Armstrong said she has a goal of 20 teams registering and participating. The Friends of the Library are providing the prizes. She noted that Sara Klein was instrumental in providing a lot of the historical background. Participants will use the library databases to research clues.

The Board thanked Armstrong for her time and was enthusiastic about the program. The suggestion was made that the library should consider entering the program for a national library or city community service award.

LEVY PLANNING

Shkurti noted that the documents provided to the Board were not a recommendation, but were being presented for a first review and discussion by the Board. He noted that the documents set forth the relationship between various variables and the levy decision that the Board will have to make. Hemleben reviewed the basic assumptions for each scenario presented. More detailed explanation of the documents and scenarios is contained in the minutes of the Finance Committee meeting which are included in these minutes under Finance.

Shkurti said that at the next meeting the Board will need to also have some discussion about what cuts might be necessary if a levy fails. It was noted that despite assumptions made in all the scenarios, the level of state funding was not guaranteed and could change in the next biennium budget. Estimates for Personnel and Fundraising will be plugged into the spreadsheets before the next meeting. It was also noted that property values in UA have remained relatively stable, especially in comparison to other parts of the county.

It was agreed that the next discussion would include the impact on services. Deeper cuts will be harsh and will necessarily involve changes in the branches. Administration will begin to develop options for additional cuts if they become necessary.

ASSISTANT DIRECTOR'S REPORT

Porter reported that the library hosted a group of Swedish librarians last week. The group visited several libraries in Ohio because of the state's reputation for excellent libraries and strong public support of libraries.

New managers have been hired and will begin their new duties on September 4th. Vita Marinello will become the Adult Services Manager and Annette Heffernan will become the Circulation Manager.

The library will be signing up for MAPS classes through the John Glenn School at OSU. The library participated previously in 2009; however, off-site training was one of the items that were severely restricted when budget cuts were initiated.

DIRECTOR'S REPORT

The Director's written report is included as an exhibit to these minutes. Moore noted that Personnel met last Friday and the committee is concluding its work on the five-year plan. Moore, Porter and Whitt are working on a prioritized listing of staff positions that the committee would like to include in the five-year plan.

Hemleben will be putting figures to the listing and the committee will meet again on Friday to finalize their plan for the Finance Committee. Moore said that the list is being prioritized to serve the greatest needs in the organization and the community.

OPERATIONS COMMITTEE

The notes from the Operations Committee are included here.

OPERATIONS COMMITTEE MEETING
Wednesday, August 24, 2011 10:30 a.m.

Meeting Notes

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

Lane Road Parking Lot Project Up-Date

The library received two bids for the Lane Road Parking Lot Paving Project. Moore, Porter and Hemleben met with Sylvia Gillis legal counsel this morning to review the bid materials submitted. The structure of the bids was such that Option A was for the complete project, including the reduction of the island. Option B called for a breakout of the costs associated with the reduction of the island that the City of UA requested.

The apparent lowest responsible bidder is B & C Blacktop, with a bid of \$149,250 for Option A and \$35,850 for Option B. Moore said that she has placed a call to the City Manager to discuss the results, since the amount of Option B is above the threshold that the City Manager can approve independently.

Wallace reported that he has talked with three of the company's four references. All report good to excellent experiences with the company. Columbus Parks did report an issue with a subcontractor that has not yet been resolved, but others, including Worthington Library, said that there were no issues with subcontractors or paperwork flow.

Moore said that prior to signing a contract with B & C Blacktop, she would like to arrange a meeting with the contractor, the city, and the library. This meeting would be to review the scope of the project and the items listed in Option B to confirm which items the city will be doing directly and which items will be undertaken by the contractor. She said that she would hope to be able to arrange such a meeting for later in the week, but prior to the Board meeting.

Hemleben pointed out that the library will need to include biennial maintenance costs for sealing and striping in future facilities budgets. The committee agreed that once the project is completed, the library needs to be diligent in maintaining the parking lot. The committee agreed that a resolution authorizing a contract with B & C Blacktop be prepared for the Board meeting.

The committee discussed the closure of the Lane Road Branch during the parking lot work. Moore said that internal discussions have been taking place about allocating staff during that time. IT would take the opportunity to run needed cabling at Lane Road during the closure. There was discussion about the possibility of proceeding with the carpeting installation during that week as well. Shy indicated that he was prepared to make a gift in kind donation of painting the lower level before the carpet was installed. The committee agreed to recommend the acceptance of this gift at the Board meeting. Admin will prepare a resolution to this effect. It was agreed that any closing of the facility will need to be publicized as soon as a start date is scheduled.

Five-Year Plan Review

Hemleben distributed a revised Building Repair and Improvement Plan and a revised Technology Plan. The group reviewed the revisions. Hemleben noted that with these revisions, the associated costs were as accurate as possible for the purposes of the budget projections for levy planning. Hemleben noted that the adjustments would not be in the documents distributed for the Board meeting since the Board will be having only preliminary discussions at their meeting. They will be included in the October Board packets for the second level discussions, along with personnel plan estimates.

Next Meeting

The next Operations Committee meeting will be held on Wednesday, September 7, 2011 at 10:30 a.m.

The meeting adjourned at 11:05 a.m.

Moore noted that the library met with the contractor, B & C Blacktop, and the city on Friday and again today, to discuss responsibilities and the process for the re-paving project at Lane Road. It was noted that the bid from B & C Blacktop contains a \$22,000 contingency line, however, it may not be necessary to use all of this allotted. Moore noted that the city's portion for this project is on their agenda for the September 12th meeting. The start day for the project is September 19th and Moore noted she wanted to be sure of the city's participation before beginning the work. A contract will be prepared by legal counsel. Lane Road staff will be re-assigned to Tremont and/or Miller during the time the branch is closed.

Resolution 24-11

To Award the Contract for the Lane Road Parking Lot Paving Project

WHEREAS the Board of Trustees of the Upper Arlington Public Library advertised for bids per Ohio Revised Code 3375.41 for the Lane Road Parking Lot Paving Project for a 2 week period;

WHEREAS the bids were opened shortly after noon on Tuesday, August 23rd and were publicly read.

AND WHEREAS the Board wishes to award a contract for this work;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library, Franklin County, Ohio in accordance with the Ohio Revised Code 3375.41, does hereby award a contract not to exceed \$149,250.00 for the Lane Road Parking Lot Paving Project to B & C Blacktop, 7530 Worthington Galena Rd., Worthington, OH 43085 as the lowest responsible bidder.

AND BE IT FURTHER RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Board President to sign the contract with B & C Blacktop on behalf of the Board, upon review of the contracts by the library's legal counsel.

Shy made a motion to approve Resolution 24-11. Burtch seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

Shy offered a proposal for a gift in kind to the library for painting in the Lane Road basement area and the exterior light poles. He said that his company selects a few small projects each year for gifts in kind. He said that this was one way to give back to the community and to hopefully encourage others to consider the library for their gifts. The value of the services Shy's company would provide was estimated at \$3,823.64. Shy assured the Board that the library would have no liability for his workers during the project. Shy excused himself from the room while the Board considered his offer.

RESOLUTION 25-11

To Approve the Donation of a Gift In Kind

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby approves and accepts the donation of a gift in kind offered to the Upper Arlington Public Library by Mr. Mark L. Shy, said gift in kind valued in excess of \$1,000 and outlined in the attached exhibit.

Shkurti made a motion to approve Resolution 25-11. Burtch seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe and Shkurti. VOTING NAY: None. ABSTAINED: Shy. Shy returned to the room following the vote and was offered thanks by the Board.

FINANCE COMMITTEE

The Fiscal Officer's written report is included here. The notes from the Finance Committee Meeting are also included here.

**Notes from the Fiscal Officer
August 2011**

- *In my notes from last month, I stated:*

“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.”

Good news is that this did not happen. The State will reduce the PLF monthly by equal installments in order to fund OPLIN and the Library Services for the Blind & Physically Disabled.

As expected our revenue for the month is \$160,478 which is 10% less than August 2010. Year to date, our PLF share is up about 8%.

- *As you can see by your packet, all the committees have been hard at work this month gathering data to be included in the 2012 to 2017 projections. In your packet, you will find the first reading of the projections to start our discussions at this board meeting. Currently, we will be discussing three scenarios. Within that packet, there is a narrative explaining assumptions, etc. On the back of each scenario is a related cash balance summary.*

There are two committees that are still working on finalizing their proposed estimates. Personnel and Fund Development Committees will have final estimates to Finance on September 13.

After receiving final estimates from each committee and changes from the August board meeting, Finance will present the second reading of projections at the September board meeting. Based on our predetermined schedule, Finance would present final projections at the October board meeting and a vote on the levy resolution would take place.

- *Please note that the expenses for the General Fund, the orange page, have been printed on the back side of the page.*
- *The state auditors have completed our audit for the 2009 and 2010 calendar year. The post audit meeting which is a non public meeting will be held on September 13, 2011 at 8:15am.*
- *Our next Finance Meeting is scheduled for September 13, 2011 at 9am.*

FINANCE COMMITTEE MEETING
Tuesday, August 23, 2011 9:00 a.m.

Meeting Notes

IN ATTENDANCE: John H. Burtch, William J. Shkurti, Amy P. Sharpe, Ann Moore, Kate Hemleben, Kate Porter, Nancy Roth, Bev Rhodes and Nancy Alonzo.

The meeting was called to order at 9:00 a.m.

Levy Planning

Hemleben distributed spreadsheets and a narrative document for the five-year financial projections that have been under consideration. The information included three scenarios for discussion. The spreadsheets only reflected the General Fund and did not include the Building Improvement Fund, Friends of the Library donations or Foundation monies.

Base Budget Scenario – This budget assumed the use of the 2011 budget amounts as the basis for extrapolation through 2017. It assumes a 1% yearly increase to annual revenue and a 2.5% inflationary factor for expenses, as based on the governors biennial budget assumptions. The scenario also assumes the library will maintain a ninety-day operating reserves.

In this scenario the library is projected to have a cash deficits beginning in 2013. The cash deficit for 2017 is projected to be \$473,332. These figures do not include the estimated costs of the submitted Building Repair and Maintenance Plan and the Technology Plan, or the Personnel Plan and Fund Raising Support Plan, yet to be submitted. At present, if the two submitted plans are taken into consideration, by the year 2017, the library will have a cash deficit of \$2,293,083.

Austerity Budget Scenario – The budget uses the 2011 actual expenses as the basis for extrapolation over the five year period. This budget assumed a 2% inflation rate to expenses and only a thirty-day operating reserves. It was pointed out that any disruption in the revenue in this scenario would be financially disastrous. Under this scenario, the Building Repair and Improvement Plan and the Technology Plan (and not including the Personnel Plan and the Fund Raising Support Plan) the budget would have a \$337,008 cash deficit by the year 2017.

Continued Services Budget Scenario – This scenario assumes the same expense assumptions as the Base Scenario, but assumes revenue from a 2.2 mill levy. Under those assumptions, the library would not have a cash deficit until 2016, which would allow time to mediate the shortfall through fund-raising efforts or other measures. The cash deficit for the year 2017 would be \$144,799. Taking the Building Repair and Improvement Plan and the Technology Plan into consideration, the total cash deficit for 2017 would be \$1,688,136. Following a group discussion of the three scenarios, it was agreed that all three scenarios should assume the same inflationary factor of 2.5% with a noted

reference to the state's assumption of that rate. It was also agreed that maintaining only a 30-day cash reserve is not a fiscally responsible position and that the Austerity Budget should be adjusted accordingly to reflect a 90-day cash reserve. It was noted that utilizing the same base assumptions for all three scenarios will make for a more accurate comparison for the Board and for the public. Hemleben will make those adjustments in the materials to be included in the Board packet.

Shkurti presented a one sheet summary form similar to what he has used in his professional career that could help guide the discussion at the Board meeting.

Operations

Hemleben said that Financial Reports were not balanced and completed yet.

The committee reviewed a proposed resolution that would authorize the Finance Committee to review and approve the monthly financial reports. Burtch suggested changes that would move the Board to the adoption of a Consent Agenda. The group agreed that this was an appropriate step to take and that the resolution should be adjusted to reflect this. The committee agreed that a consent agenda could include the approval of the Minutes, Financial Reports, Check Registers, Donations Resolutions and Fiscal Officer's Personnel Reports. The Finance Committee would review the Financial Reports prior to their inclusion on the Consent Agenda. An appropriate resolution will be drafted by Admin and included in the Board packet for the August 31st meeting.

Foundation Funds – Next Steps

Hemleben noted that the funds turned over to the library from the UAPL Foundation need to be booked by the end of the year. The committee engaged in a brief discussion and agreed that the funds should not be included in the General Fund or the Building Improvement Fund. The committee agreed that the funds should remain in a separate fund earmarked for development. As donations come in as a result of development activities, the library may choose to keep a separate accounting of funds earmarked for Miller and/or Lane, but that the development focus would be for the whole library system.

Next Meeting

The next meeting is scheduled for Tuesday, September 13, 2011 at 9:00 a.m.

The meeting was adjourned at 9:50 a.m.

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

RESOLUTION 26-11
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:

\$100.00 Katherine G. Becher

Burtch made a motion to approve Resolution 26-11. Shkurti seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

RESOLUTION 27-11
2011 PERMANENT APPROPRIATIONS
Amendment

EXPENDITURES

BUILDING IMPROVEMENT FUND 402

OTHER EXPENSES	400,000
GRAND TOTAL BUILDING IMPROVEMENT FUND	400,000

Comment: This change increases the Building Improvement Fund 402 to \$600,000. Original Permanent Appropriations was \$200,000.

Burtch made a motion to approve Resolution 27-11. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti, and Shy. VOTING NAY: None.

RESOLUTION 28-11
To Create a Consent Agenda and to Authorize the Finance Committee to
Review and Approve Financial Reports

WHEREAS the Board of Trustees of the Upper Arlington Public Library desires to conduct Board meetings in an efficient and timely manner, AND

WHEREAS the Finance Committee has the responsibility to advise the Board of Trustees on all matters relating to the library's budget, appropriations, funds, investments, and finances,

NOW THEREFORE, The Board of Trustees of the Upper Arlington Public Library authorizes the creation and use of a Consent Agenda for all future regularly

scheduled monthly Board of Trustees meetings. The Consent Agenda may include the following routine items:

- 1) Approval of the monthly Minutes
- 2) Approval of the monthly Check Register
- 3) Approval of the monthly Financial Reports
- 4) Approval of the monthly Donation Resolution
- 5) Approval of the monthly Fiscal Officer's Personnel Report

AND the Board of Trustees does hereby authorize the Finance Committee at their regular meetings to review and approve for inclusion in the Consent Agenda, the following routine financial reports:

- 1) Monthly Check Register
- 2) Monthly Financial Reports

All members of the Board of Trustees will continue to receive these written reports in their monthly Board packets and they will be presented as part of the Consent Agenda. The Board of Trustees retains the responsibility to fully review and approve the above listed reports in the following circumstances:

- 1) The Finance Committee did not meet in the month preceding a regularly scheduled Board of Trustees meeting.
- 2) Any member of the Board of Trustees requests a full review and approval at any regularly scheduled Board meeting.

Shkurti made a motion to approve Resolution 28-11. Burtch seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

PERSONNEL COMMITTEE MEETING

The Personnel Committee meeting notes are included here.

*PERSONNEL COMMITTEE MEETING
Friday, August 26, 2011 9:00 a.m.*

Meeting Notes

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

The meeting was called to order at 9:02 a.m.

Five-Year Plan Review

It was noted that the focus of the meeting was to review the five-year personnel plan. Moore and Porter had consulted with Hemleben to attach cost estimates to the personnel projections developed in consultation with all the managers. It was noted that the staffing levels had not been edited from what the managers had indicated they would like to have.

Hemleben distributed three spreadsheets she developed to outline the financial impact of the personnel plan. Hemleben reminded the assembled group that all the information was preliminary and that no decisions have been made. The documents have been developed for planning and discussion purposes only as the Board continues its deliberations about the levy.

The first sheet was a high level outline of the estimated yearly costs of the personnel plan through 2017. Hemleben noted that she had broken Fund Development out separately since it is still unclear whether the library will use operating funds or the funds turned over from the Foundation to support this position. She also noted that the amounts were not calculated as a cumulative total over the years, but just the impact on personnel costs in the year in which any new positions were added. That total was estimated at \$913,530.

The second spreadsheet was a breakdown of the plan by each department. Again Fund Development was separated out. The final spreadsheet was a more detailed listing by department of all the new positions and reclassifications requested by the managers over the relevant time period. This spreadsheet also included a benefits calculation for new positions. With the benefits included, the final impact was estimated to be \$1,054,671.

The committee reviewed the third spreadsheet in detail. The committee noted that Finance had initially talked about a \$200,000 pool for changes. In addition, the current personnel budget is approximately \$250,000 under budget which could be used to help fund the plan. The committee discussed some of the specifics contained in the plan. The committee asked Moore and Porter for their expertise to advise the committee as to their recommendations for which positions should receive priority status.

Next Steps

It was agreed that Moore and Porter will review the listing with the object of making edits to the list. They will provide Hemleben with an edited listing and Hemleben will adjust the financial information involved. In order to have the information to the Finance Committee in time, the work needs to be completed by Admin next week. It was agreed that Moore and Porter would get corrections to Hemleben by Wednesday, August 31st. Hemleben will do her calculations and get an up-dated document to the committee by Thursday. The Committee will meet again on Friday, September 2nd at 9:00 a.m. to review the listing in preparation for recommending it to the Finance Committee.

The meeting adjourned at 9:47 a.m.

Next Meeting: Friday, September 2, 2011 9:00 a.m.

Diwik noted that the committee hoped to finish their work at their next meeting scheduled for Friday.

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

PRESIDENT'S REPORT

There was no President's report.

EXECUTIVE SESSION

Shkurti made a motion to go into Executive Session to discuss a specific personnel matter. Burtch seconded the motion. The Board took a roll call vote on the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None. The Board went into Executive Session at 6:40 p.m. The Board came out of Executive Session at 6:50 p.m. and immediately adjourned by acclamation.

Amy P. Sharpe, President

Garrett K. Scanlon, Secretary