



**Board of Trustees Meeting**  
Tuesday, September 20, 2011 5:00 p.m.

**MINUTES**

President Sharpe called the meeting to order at 5:04 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 and Nancy Roth, Administrative Secretary.

**CONSENT AGENDA**

Items on the consent agenda include the approval of the Minutes from the August 30<sup>th</sup> Board of Trustees Minutes, approval of the Fiscal Officer's Personnel Report for September and Resolution 29-11. Shy made a motion to approve the items on the consent agenda. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

The Fiscal Officer's Personnel Report is included as an exhibit to these minutes. Resolution 29-11 is included here.

RESOLUTION 29-11  
**General Fund Donations**

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

\$150.00            The Wednesday Literary Club

**LEVY PLANNING**

Shkurti noted that the Board needed to consider three things this month as part of the levy planning. 1. What would Personnel priorities could be satisfied if there was \$250,000 to be utilized for those needs. 2. Fundraising cost and revenues need to be reviewed and estimated. It was noted that development activities require time and investment and do not bear immediate fruit. It is not a panacea for the operational needs of an organization. 3. Review of the cost of

operations of the branch library locations. The Board will need to take action next month on an appropriate levy request.

Hemleben distributed up-dated scenarios to the Board members that included numbers for Personnel. The narrative continues to be refined. The Personnel Committee has reviewed the figures. All options have been ranked by priority by Admin as requested by the Personnel Committee. It was noted that the library is down about 30 positions from 2008 levels. It is not anticipated that the library will restore all of those positions. The Personnel plan returns about 6 or 7 FTE to the library. All the positions proposed are at Tremont except for a Lane Road Page position.

The Fund Development Support Plan was also reviewed. Hemleben noted that input had been received from an expanded advisory committee and the UA Educational Foundation. The goal would be to hire or contract with a professional development person by 2012. It is anticipated that development revenue would start to flow in 2014. The figures used in the projections were predicated on holding an annual fundraising event. The projections show an investment of \$350,000 for a return of \$600,000. The plan would be to start looking for staff in June of 2012.

The Board also reviewed the information prepared by Hemleben regarding the operational costs of the branches. There was some discussion about the impact on Tremont if the branches were to be closed. It was noted that while the impression among the public might be that the library would save lots of money by closing the branches, the worksheet indicates that this is not the case and that Tremont's capacity would be strained by these closures if they became necessary.

Shkurti encouraged the Board members to speak with their friends and neighbors to get a feel for what people in the UA community want and expect and what they are willing to pay for. He said the Board must advocate and educate to put the library in the best position to move forward.

The Board reviewed the up-dated budget scenarios. It was agreed that going forward, the Board would consider only two scenarios; the Base Budget Scenario and the Continued Services Scenario. It was noted that the Austerity Scenario impacted the cash balances but did not cut the projected final deficit in 2017. It was noted that the Continued Services Scenario would result in a \$23.00 yearly tax increase on a \$300,000 home – up from \$184.00 to \$207.00.

The Board was advised that they would need to be prepared to vote on millage amount at the next Board meeting. Notes will be added to the scenarios to source the inflation factor used and the source of the tax revenue figures.

The Board was encouraged:

- 1) To do the best they can when talking about the levy.
- 2) To be confident and tell their story.

- 3) To be aware of the milieu in which they are speaking, i.e. group vs., individual, public vs. private.

Sharpe said that the advisory group is close to announcing the co-chairs for the Levy committee and are drafting a solicitation letter.

### **ASSISTANT DIRECTOR'S REPORT**

Porter said that fifty-seven teams have signed up for Adventure UA. She noted that Lane Road has been closed for the parking lot work. She thanked the staff for all their hard work in moving the necessary materials over to Tremont. Meeting Room A will be used for Lane Road returns and Lane staff is filling in at various departments at Tremont. Two new Circulation Supervisors have been hired internally – Ellen Biegler and Josh Stewart.

### **DIRECTOR'S REPORT**

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

Moore noted that all the reserves from Lane are housed in the two yellow carts by circulation. She noted that this would be an example of just one issue that would result from closing the branches – housing materials for reserves that patrons now pick up at the other two locations. In addition, she noted there would be less access for patrons to computers and materials. There would also be staff layoffs as there is not room to house all the staff members at Tremont.

The Board was shown pictures of the initial workday at Lane Road. Moore said that Black Box was doing the cable work at Lane and expected to finish Thursday.

In-Service Day is scheduled for the morning of Thursday, October 6<sup>th</sup>. The library will open to the public at 1:00 p.m. Staff will be receiving training on electronic media.

Moore then presented the Board with her written letter of intent to retire as of May 31, 2012 a copy of which is attached as an exhibit to these Minutes. Moore said that it has been her honor and pleasure to have been a part of the library for 33 years, including 15 years as director. She noted that she will continue to work diligently in behalf of the library during her remaining time and work for the passage of the levy. She said that she knows the library will be in good hand with Kate Porter while the Board conducts a search for the next director.

Sharpe thanked Moore for her 33 years of service to the community and the Upper Arlington Public Library. She noted that Moore had moved the library forward to become a Five-Star library, oversaw the renovation and expansion of Miller Park Branch Library and continued to develop an excellent collection. She said it would be difficult to fill Moore's shoes.

Burtch made a motion to accept Moore's letter of resignation and to acknowledge and thank her for her many years of service. Shkurti seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

## **OPERATIONS COMMITTEE**

The notes from the Operations Committee meeting are included here.

*OPERATIONS COMMITTEE MEETING  
Wednesday, September 7, 2011 10:30 a.m.*

### ***Meeting Notes***

*IN ATTENDANCE: Amy Sharpe, Ann Moore, Kate Porter, Kate Hemleben, Ruth McNeil, Sherman Wallace and Nancy Roth. Mark L. Shy was contacted and was unable to attend due to a scheduling conflict. He requested that the meeting proceed without him.*

#### **Lane Road Up-Date**

*Work on the parking lot is scheduled to begin on September 19<sup>th</sup>. IT will try to do their work during the first week. Painting can then be scheduled for the second week. Quotes from three companies for carpeting have been requested. Quotes will be due by September 14<sup>th</sup> so that a decision can be made and an order placed in time to have the work scheduled while the facility is closed. The project is expected to be under the \$25,000 threshold requiring a public bid process.*

#### **Tremont A/C Up-Date**

*Bruner is still awaiting the delivery of the A/C rooftop unit. It is expected around the first week of October. No special considerations are needed from the public or staff during installation.*

#### **Theater Up-Date**

*Moore and Wallace met with Miller-Watson Architects yesterday to review alternatives for work in the Friends Theater to make it ADA compliant and to address safety issues. They will be developing several proposals for the Board to review.*

*Along with lighting, the biggest issue is that the exit door at the east rear of the theater is not wide enough for ADA specifications. A means to remediate this issue will have to be developed and may involve the removal of the drinking fountain in the hall. Sharpe asked if the door would have to be adjusted if the library only worked on the lighting. Admin will address this question to Miller/Watson. Other topics discussed with Miller/Watson by Moore and Wallace were railings and the removal of the center aisle.*

### **Five Year Plan**

*Hemleben noted that the only change to the plan was the addition of funds necessary for biennial sealing and striping of the Lane Road parking lot. Finance will get the draft at their meeting on Tuesday.*

### **General Facilities Review**

*Wallace is waiting for a start date from Legg & Davis for the work on the exterior concrete at Tremont. He has met with Roberts Electric to discuss the installation of additional fixtures at the entrance at Tremont. Roberts will be assisting in getting approval from the city once a recommendation has been made. Electrical wiring is already in the area where additional fixtures would be installed, so the cost should not be excessive.*

*The library is looking into the rental of a storage unit. The area in the east end of Adult Services has become a jumble of excess shelving that should be kept for future use, due to its cost. IT also has a large number of donated good used computers that they need to warehouse until they are needed as replacements. There was discussion about checking with the schools or the city to see if they would have some available storage space. It was also suggested that the library solicit a donation of such space.*

*Wallace reported that Bruner was able to find and fix a clog in the drainage system affecting the Reference area light well. Bruner will be doing semi-annual checks on this area to keep the drain free.*

### **Next Meeting**

*The committee will tentatively plan to meet on 9/16/11 at 10:30 a.m. in order to review the carpeting quotes. Admin will check with Shy to confirm arrangements.*

*The meeting adjourned at 11:10 a.m.*

*Shy reported that his crew will begin painting at Lane Road next week. Moore reported that the library obtained three quotes for carpeting in the Lane Road basement. It was agreed to proceed with the Shaw carpeting through Spectra, which was the lowest quote. Moore said ideally the carpet could be installed while the library was closed for the parking lot work, but she did not know if that would be possible.*

## **FINANCE COMMITTEE**

The notes from the Finance Committee meeting are included here.

FINANCE COMMITTEE MEETING  
Tuesday, September 13, 2011 9:00 a.m.

**Meeting Notes**

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

*The meeting was called to order at 9:03 a.m.*

**Levy Planning**

**FUND DEVELOPMENT**

*Hemleben presented the narrative and cost summary of the Fund Development Support Plan piece of the Five-Year projections. It was noted that the expenses for the program initiate in 2013 and include either a direct hire of a fund development professional or contract services. Revenue of \$50,000 was estimated to begin in 2014. Estimates were reviewed by a fund development professional who felt the costs were realistic, but that the revenue was too conservatively estimated. The committee agreed to maintain a more conservative approach, but to add an additional note to the spreadsheet as to the reason for their approach. It was also agreed that a note should be added to acknowledge the Friends of the Library and their fund-raising support.*

**PERSONNEL**

*A narrative and spreadsheet outlining the Personnel portion of the Five-Year plan was distributed. Hemleben noted that the Personnel Committee had not reviewed the narrative yet, but the spreadsheet information has been reviewed and approved by the committee. There was some discussion about the most effective way to present the information to the public, particularly how to explain the return of the 10% of part-time hours. It was agreed to make an explanation of that in the narrative portion.*

*It was suggested that the narrative include a statement to acknowledge that the plan includes additional positions outside of Youth and Media, which were the departments mainly focused on in the narrative. Moore noted that the additional positions were a reflection of services and needs that patrons have requested. The committee requested that Admin prioritize the personnel positions so that if funds are not available for all nine initiatives, the Board and the public would have some idea of what might be sacrificed.*

*The committee engaged in extensive discussion about the impact of the Personnel projections and the public's support of the levy. It was noted that supporting a pay increase while requesting a levy renewal with an increase would be a difficult position to sell to the voters. There was discussion that the Board has not yet formed a consensus regarding levy options and that the Board must be united for the levy to be successful. The group agreed that there also*

*need to be discussions about what cutbacks would be needed if the levy fails. It was noted that even if a 2.2 mil levy is approved by the Board and the voters, the resulting budget would still be very tight.*

#### **LANE ROAD AND MILLER PARK**

*The committee reviewed the worksheet distributed by Hemleben that outlines the operational costs of both branches and their average daily patron count. It was noted that the personnel costs are the largest factor in the cost of operating the branches. Actual utility costs and building costs are not as significant. Closure of the branches would increase the use of Tremont which is already a heavily used facility. Personnel costs would be spread to Tremont and other problems would ensue, such as space restrictions, crowding, materials processing and storage, parking, etc. The committee agreed that the summary should include projected facility repair costs for the branches and that a narrative should be added to the information.*

#### **SCENARIO REVIEW**

*Hemleben distributed the Base, Austerity and Continued Service Scenarios that had been updated with the Personnel and Fund-Raising information. The committee discussed the information that Hemleben was able to gather from the state taxation department about the PLF calculations. Their revenue estimate does not match the library's permanent appropriations. The committee suggested that the spreadsheet retain the current appropriation, and that an explanatory note be added.*

*There was substantial discussion about the presentation of the personnel plan and how to represent it in the various scenario reviews. Some inaccuracies/inconsistencies were pointed out. Hemleben will re-work the spreadsheet to reflect the suggestions made at the meeting.*

#### **Operations**

*There were no items for discussion under the Operations segment of the agenda.*

#### **Next Meeting**

*The next meeting of the Finance Committee is scheduled for Tuesday, October 11, 2011 at 9:00 a.m.*

*The meeting was adjourned at 10:20 a.m.*

Hemleben offered thanks to all the people who helped her develop the narratives for the Five-Year Plan. Her written report is included here.

**Notes from the Fiscal Officer  
September 2011**

- *PLF has been announced for this month. Our share is \$167,005 or 10% less than September 2010. To date, we have had seven months out of nine with a positive increase over the previous year.*
- *We have one additional resolution this month. It is an annual resolution regarding our levy. Every year we must accept the amounts and rates authorizing the tax levy. This is a state requirement. It must be approved by the Board AND submitted back to the county prior to October 1. Attached is the resolution to be approved at Tuesday's meeting.*

*These numbers do not include the new reappraisal values. Our current tax revenue estimates may increase or decrease when the actual valuation and effective tax rate data becomes available in December.*

- *Our next Finance Meeting is scheduled for October 11, 2011 at 9am.*

RESOLUTION 30 -11

**Resolution Accepting the Amounts and Rates as Determined by the  
Budget Commission and Authorizing the Necessary Tax Levies  
And Certifying Them to the County Auditor**

**OHIO REVISED CODE, SECTION 5705.34, 5705.35**

WHEREAS, This Board in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2012; and

WHEREAS, the Budget Commission of Franklin County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore be it

RESOLVED, the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there by and is hereby levied on the tax duplicate of said Library the rate of each tax necessary to be levied within and without the ten mill limitation for tax year 2011 (collection year 2012) as follows:



## SCHEDULE A

### Summary of Amounts Required from General Property Tax Approved by the Budget Commission, and County Auditor's Estimate Tax Rates

Fund	Amount to be Derived from Levies Outside 10 Mill Limitation	Estimate of Full Tax Rate to be Levied Outside 10 Mill Limitation
General Fund	\$3,149,906.85	2.00
TOTAL	\$3,149,906.85	2.00

and be it further

RESOLVED, that the Clerk of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

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Shy made a motion to approve Resolution 30-11. Shkurti seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

Burtch noted that the Finance Committee met with the State Auditor for their audit report. The one problem noted was that the check book was not balanced monthly and yearly. When it was balanced, there was a \$1,700 in additional funds. Hemleben indicated that the Board will now receive a monthly reconciliation.

## PERSONNEL

The notes from the Personnel Committee meeting are included here.

*PERSONNEL COMMITTEE MEETING  
Friday, September 2, 2011 9:00 a.m.*

### ***Meeting Notes***

*IN ATTENDANCE: Caroline Diwik, Garret K. Scanlon, Ann Moore, Kate Porter, Kate Hemleben, Nancy Roth, Bev Rhodes, Nancy Alonzo*

### **Five-Year Plan Review**

*The committee reviewed the modified five-year plan that had been supplied to them by Admin. There was some discussion about whether the 10% increase in hours for part-time staff members would impact the Saturday lunch coverage currently assigned to full-time support staff. It was noted that this increase would*

*help eliminate the need for Saturday coverage, but that there would still be occasional open slots that would have to be covered. The cost for a part-time position to help with this coverage represents a maximum. Depending on how staff schedules are finalized, the expectation is that the expenditure will be less than the maximum. The committee indicated that they were in agreement with having both items as part of the five-year plan.*

*It was noted that the increase of 10% could have a beneficial impact on the library's health care premiums. More employees would become eligible for insurance which could return the library to the larger pool with lower rates. Historically, most part-time employees do not elect to have coverage due to the cost, but their eligibility for coverage is the determining factor into which pool the library is rated.*

*The committee questioned the paid holiday hours for part-time staff. It was noted this option had been raised as a benefit to staff in lieu of raises when the Board had solicited suggestions. CML and Worthington do offer some paid holiday time for part-time staff. About 2/3 of the UAPL staff are part-time. The committee agreed that it might be more appropriate to look at raises for staff. It was noted that the Board had promised to review this issue.*

*The committee requested some clarification about the Adult Collection Development position. It was noted that this would consolidate the ordering of adult materials for all three locations. Currently each location submits their orders to the Acquisition Coordinator and she may then find herself ordering the same items three times, tracking three orders and entering data into the catalog three different times. The library has had a Youth Collection Development position for the past few years and it has been a much more efficient way to handling the ordering of materials. Following a brief discussion, the committee agreed that they were in accord with this position being a part of the five-year plan.*

*The committee was in accord with adding the part-time custodial position and the part-time Lane Road page position. The page position would be added effective immediately.*

*The committee was also in accord with the addition of a digital specialist position in Media. There was some discussion about the Library Associate I position that was planned as support in 2013. It was noted that depending on how the digital specialist position developed, this additional position might end up as a part-time position or be added later in the cycle. It was noted that internal candidates would be sought for the position if and when it became available.*

*The committee agreed that an additional youth librarian would allow the library to restore outreach services to schools and pre-schools and was appropriate. The group also agreed that the proposed Library Associate I position could be changed to a part-time position and would still be beneficial to the department in support of outreach services.*

*The committee indicated that they would also like to include two Community Relations positions that were not on the revised plan. They indicated that they would like to increase the graphic artist position to a full time position. They indicated they would also favor a part-time social media assistant position for 2013 at about 25 hours per week.*

*The committee said that they were comfortable with the plan and recognized that some of the positions would require external job postings.*

*The committee said that it was appropriate to review the issue of raises as previously promised by the Board. Diwik said that she favored a staff raise previously and that she was still in favor. Scanlon noted that he had not been in favor of the raises previously due to the concern about state funding. He said that with prices of gas, food, etc., continuing to rise and the state funding more assured, he would now be in favor of staff raises.*

*The committee said they would like to have Admin prepare scenarios for the upcoming Board meeting for staff raises of 1.5% - 2.5% effectively immediately. The committee will present the information at the Board meeting.*

*The meeting adjourned at 10:15 a.m.*

## **PRESIDENT'S REPORT**

Sharpe had no additional report. She asked if Board members had received any negative comments about the closure of Lane Road for the parking lot repairs. Board members indicated that only a couple of complaints had been registered with them.

## **ADJOURNMENT**

Shkurti made a motion to adjourn the meeting. Burtch seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None. The meeting was adjourned at 6:25 p.m.

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Amy P. Sharpe, President

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Garret K. Scanlon, Secretary