



Board of Trustees Meeting
Tuesday, October 18, 2011 5:00 p.m.

MINUTES

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

IN ATTENDANCE

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

IN ATTENDANCE: Ann Moore, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Suzy Swanson, UAPL Levy Committee Chair; Lynda Murray, OLC; Ruth McNeil, Community Relations Manager; Kris Stahler, YMD Winner; Danna Armstrong, YMD Winner; Christine Minx, YMD Winner, Mark Dubovec, UA News; additional member of the press and Nancy Roth, Administrative Secretary.

YOU MAKE A DIFFERENCE AWARDS

Moore introduced three of the four winners of the You Make a Difference awards that were presented at the staff in-service day on October 6th. Danna Armstrong, Miller Park Branch Manager; Christine Minx, Communications Specialist; and Kris Stahler, Adult Services staff member were introduced to the Board. Alexa Elgabri, a Media Services staff member, was the fourth winner, but was unable to attend the Board meeting. Moore explained that candidates for the award were nominated by their fellow employees and then the Managers voted secretly on the candidate slate to arrive at the top four. The Board offered their congratulations to this year's winners.

LYNDA MURRAY, OLC

Murray said that she was present to give the Board an outline of the services OLC could provide regarding the search for a new Director. She said that the Board does need to concentrate on a successful levy campaign in order to ensure a successful Director search. She noted that potential candidates will find the position more attractive knowing that they will not have to jump immediately into a campaign.

Murray said that she has provided search services in 73 other cases. Selection of a Director is the biggest, most important decision that a Board can make. She said she will outline some basic steps, but noted that there is room in the process for the Board to make adjustments.

1. At an initial meeting, the Board will need to identify how they intend to conduct the search. Will there be a subcommittee or the full board? Murray advised that the full board should be involved in all the final interviews.
2. Murray said that the posting should go out in mid to late February and follow-up with success on the levy campaign in March.
3. The Board will need to decide on the process. Will candidates have some contact with staff members, Fiscal Officer, Administrative staff? Some searches include staff involvement, but not geared toward influencing the selection, but so that the candidate may get an idea of pending projects, etc. If staff is involved, Murray would train staff on their roll in the process. Candidates may or may not have interaction with Moore.
4. The Board needs to work on up-dating the formal job description.
5. OLC will place online advertisements on appropriate websites. There will be no print ads.
6. This position should be an attractive opportunity to many candidates. Generally, Murray has recently been seeing smaller pools of candidates when relocation is required because of the depressed housing market.
7. All applications will be submitted to OLC and will therefore NOT be subject to public records regulations. The Board/Subcommittee will meet to review all résumés. Preliminary telephone interviews are an option for consideration for initial screening.
8. OLC will provide training for the Board so that all interviews are structured in order to have an apples-to-apples comparison of the candidates. The library has the option of requesting a specific prepared presentation from candidates.
9. The goal would be to schedule all in-person interviews on one day, or as close together as possible.
10. The Board should plan to meet immediately after all the interviews are concluded to rate the candidates. Often a stand-out candidate emerges. OLC will then assist in the transition with the new director.
11. Search will be focused in the Midwest, but the OLC job line on their website gets national attention.

Following Murray's presentation, **Burtch made a motion to engage OLC for the purposes of assisting in the search for a new Director for the Upper Arlington Public Library, said services not to exceed \$5,000. Shkurti seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.**

CONSENT AGENDA

Items on the consent agenda included the approval of the Minutes of the September 20, 2011 Board meeting, approval of the August 2011 Financial Report and approval of the October Personnel Report. The August 2011 Financial Report and the October Personnel Report are included as exhibits to these minutes. Burtch made a motion to approve the consent agenda. Shkurti

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

LEVY PLANNING

Shkurti reported that the library has absorbed \$1.4 million in state funding cuts. This represents a reduction of about 40% of the previous level of state funding. He said that the impact on patrons has been mitigated due to the good management of the library. He said staff has been reduced by 20% and deferred maintenance has allowed the library to build up a cash reserve of \$5 million. The Finance Committee worked to develop two options regarding the levy rate – a renewal of the current 2.0 levy or a 2.2 levy rate. He noted that the 2.2 levy rate would generate an additional \$300,000 to help make up the cuts in state funding.

Shkurti says that the need for a 2.2 levy can be justified, but the need to sell any tax increase in the current economic environment would be difficult. For this reason, Shkurti said that the Finance Committee recommends a continuation of the current levy at the 2.0 rate. He noted that this will allow the library to maintain current services for the next two or three years, at which time there may be a need for additional levy action.

Shkurti noted that the projections assume that state funding remains at its current level. There is little margin for error so that if the next biennial budget involves more reductions to the PLF, the library will be adversely affected. He recommended that the financial position of the library be carefully reviewed after the next biennial budget is released.

Shkurti made a motion to approve submitting a 2.0 levy renewal. Burtch seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

UAPL Levy Committee Chair, Suzy Swanson, was introduced to the Board. She is a volunteer with a background in strategic planning and marketing. She indicated that she has been meeting with lots of people to enlist support on the committee. She said that while she has done a lot of non-profit work, she has never worked on a levy campaign, but is looking forward to the experience. She said that she is a huge library supporter and frequents Miller Park.

ASSISTANT DIRECTOR'S REPORT

Porter provided the Board with a video presentation of the library's Digital DIY effort. This is a self-guided learning tool for staff that has been developed by staff. The goal is to help staff learn more about social media and electronic options available so that they can assist patrons more effectively. The training is based on the "23 Things You Need to Know" concept that was developed by Helene Blowers who is now with Columbus Metro.

The staff will be starting with six training modules to work through at their own pace. The program will go live on November 1st and the goal is for participants to complete all six modules within a twelve week period. The six topics covered will be Blogging, RSS, Wiki's, Image Sharing, Video Sharing and Social Networking.

There will be incentive prizes courtesy of the Friends of the Library. Porter thanked Greg Ramage, IT Manager and Shahin Shoar, Media Services Manager for their leadership in this project. Porter noted that this incentive will meet one of the goals of the Strategic Plan. The Board offered their congratulations.

DIRECTOR'S REPORT

The Director's written report is attached as an exhibit to these Minutes.

Moore said the recent staff In-Service day had been very successful. The presentations by each department were creative and enjoyable. She noted that the video presentation capturing Adventure UA was well done.

The Friends of the Library have donated funds for the several technology pieces that will allow staff and patrons to become more familiar with new options in technology. The purchase will include three iPads, four Nooks, an Android and a Kindle Fire. Media Services will be developing a "Try-It" toolbox for patrons to test out these platforms.

The new UA City Manager, Ted Staton will be attending the next Board meeting. Lane Road parking lot work has been completed. The painting and carpeting work is being planned for November. The new cabling up-grade work that was done at Lane Road will make it possible to move forward with a new phone system. Moore commended the Lane Road staff and Sherman Wallace for all their hard work and planning that allowed the branch to close with minimal disruption.

Wallace and Moore are reviewing alternatives for improving the lighting to the exterior of the library. Different lamps that produce more light will be installed to the current fixtures.

Moore noted that it was National Friends of the Library Week. She distributed membership forms to the Board and encouraged them to become members. She noted that the Friends will be raising their membership fees next year, so joining now will ensure the lower rate.

OPERATIONS COMMITTEE

There was no report from Operations other than to note that B & C Blacktop had done a good job on the paving project at Lane Road

FINANCE COMMITTEE

FINANCE COMMITTEE MEETING
Tuesday, October 11, 2011 9:00 a.m.

Meeting Notes

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

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

Levy Planning

Hemleben provided the group with a packet of documents which included:

- 1. Discussion Guide*
- 2. Revision of Scenarios Definitions*
- 3. "Base" Budget Scenario*
- 4. "Added Revenue" Scenario (formerly named Continued Services)*
- 5. Personnel Plan Narrative and Spreadsheet*
- 6. Building Repairs and Improvements Plan Narrative and Spreadsheet*
- 7. Technology Spending Plan Narrative and Spreadsheet*
- 8. Branch Operating Budgets and Statistics*
- 9. Cost Savings Narrative*
- 10. Draft of the Resolution to Request the City Submit a Tax Levy*

Hemleben noted that in merging the Austerity scenario with the Base Budget Scenario, a \$250,000 expense reduction was assumed in order to maintain a balanced budget. This evolved primarily from the savings in the 2011 Personnel Budget expenditures.

The committee reviewed the questions posed in the Issues section of the Discussion Guide. It was agreed that the Board has all the information needed to make their decision about the levy at the next Board meeting.

Shkurti noted that he saw three reasons to recommend a 2.0 renewal levy to the Board.

1) The library could justify an increase on the basis of the five-year planning that has been done, but the electoral environment is hostile to any tax increase and there is goodwill to be earned by foregoing the increase and continuing to pare expenses.

2) The library has to explain the \$6,000,000 cash surplus. It was noted that about \$1.3 million will need to be preserved as the 90-day operating reserves. The deferred maintenance costs will need to be explained to the voters, such as the \$2.2 million for HVAC replacement.

3) Due to the political process at the state level, the library has only a short time to inform and educate the voters and to garner their support.

The committee acknowledged the 2.0 levy is not sufficient for all the needs of the library and that the library may need to go back to the voters for an additional operating levy before this levy would expire. The committee noted that being unable to implement the personnel plan will be painful for the library but may position them for future growth as the economy improves.

The committee reviewed and offered comments and editorial suggestions for the Cost Savings narrative. It was agreed that the document should explain the impact of the deferred maintenance. It was noted that area of savings should be presented as falling under the umbrella of a continual review of processes and exploration of partnership opportunities in all areas.

The committee agreed that "DRAFT" should continue to appear on the documents until the Board has had an opportunity to review them at the meeting. Burtch asked who the intended audience was for the narrative pieces. It was agreed that the narratives are not intended to be Public Relations pieces, but are rather to inform Board members and any other interested party. They are intended to serve as a background source for conversations that Board members and library staff may have with voters.

It was agreed that the Board would be asked to approve the formal resolution, but that approval of the documents was not necessary. The documents serve as a framework in support of the resolution.

Operational Items

The committee reviewed the check register for the month of September. They also reviewed the August financial report, noting that several areas of expenditure were under budget projections. The committee commended the continued efforts being made to conserve financial resources. It was noted that departments will not be "punished" for having a surplus as the library will not take a "spend it or lose it" approach. Unspent funds in one area can help support other needs the library has. The committee approved the financial report for inclusion in the Consent Agenda.

The meeting adjourned at 9:50 a.m.

The Fiscal Officer's written report is included here.

Notes from the Fiscal Officer October 2011

- *PLF has been announced for this month. Our share is \$199,492 or 10% less than October 2010. To date, we have had seven months out of ten with a positive increase over the previous year. Year-to-date we have collected approximately 4% more than last year.*

- *We have one resolution this month. It is the resolution for the levy. It can be found in the resolution section of the board packet. It is NOT in the levy section.*

Please note that the pink page for the financial forecast narrative has not finished going through its normal number of reviews. This document will be changing over the next few weeks.

- *Our next Finance Meeting is scheduled for November 8, 2011 at 9am.*

Hemleben thanked everyone for their work on the five-year planning for the levy preparation.

Burtch noted that there was some action pending at the state level that could once again affect when the primary election would be held. He noted that the wording in Resolution 31-11 be modified to include a non-specific date for the election so that if last minute changes are made in the state legislature, the Resolution will remain valid. It was noted that the language simply refer to the 2012 Primary Election.

Burtch made a motion for passage of Resolution 31-11 subject to review by legal counsel. Shkurti seconded the motion.

RESOLUTION 31-11

RESOLUTION REQUESTING THE CITY OF UPPER ARLINGTON, FRANKLIN COUNTY, OHIO TO SUBMIT TO THE ELECTORS OF THE CITY THE QUESTION OF A RENEWAL TAX LEVY FOR CURRENT EXPENSES OF THE UPPER ARLINGTON PUBLIC LIBRARY.

(R.C. Sections 5705.03, 5705.23, 5705.25)
Renewal Library Operating Levy

WHEREAS, the Library is currently levying a two (2.00) mill 5-year 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;

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; and

WHEREAS, the Franklin County Auditor has certified that the renewal tax will generate \$3,144,955.23 during the first year of collection, based on the current tax valuation of the City of \$1,581,436,650;

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 appointed thereto concurring, that:

Section 1. It is hereby found, determined, declared and recited, that (a) the Library was established as a free public library to serve the City by resolution adopted by the City Council of the City prior to June 20, 1978 pursuant to Ohio Revised Code Section 3375.121; and (b) 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.

Section 2. It is hereby found, determined and declared that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax list and duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Library, and it is necessary to renew all of the Original Levy for current operating expenses of the Library.

Section 3. This Board hereby requests the City Council of the City to pass a resolution under Ohio Revised Code Section 5705.23 and other applicable provisions of law to submit to the electors of the City at an election to be held therein at the 2012 Primary Election, the question of such renewal. The Library shall reimburse the City for the costs of the election as certified by the Board of Elections of Franklin County, Ohio.

Section 4. Such renewal tax levy shall be 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.

Section 5. Such renewal tax levy shall be placed upon the tax list and duplicate for the tax year of the election, commencing in 2012, first due in calendar year 2013, if a majority of the electors voting thereon vote in favor thereof.

Section 6. This Board finds, determines and declares that the renewal tax, if approved by the electors, is necessary to the proper furnishing and rendering of free public library services in the City and for the residents of the City.

Section 7. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the City Council of the City.

Section 8. It is hereby found and determined that all formal actions of this Board concerning and relating to the passage 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 Ohio Revised Code Section 121.22.

A roll call vote was taken. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

PERSONNEL COMMITTEE

The Fiscal Officer's Personnel Report is included as an exhibit to these Minutes.

*PERSONNEL COMMITTEE MEETING
Thursday, October 6, 2011 12:45 p.m.*

Meeting Notes

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

The meeting was called to order at 12:48 p.m.

Staff Wage Increase Discussion

The committee took note of the information that was given by Board Member Bill Shkurti during the In-Service Day staff meeting earlier in the day. The need to pass the levy in five months time is of paramount importance. Shkurti had indicated to staff at the meeting that action on a pay increase before the levy would not be in the library's best interests. He also had indicated that the Board will re-visit the issue next July.

It was noted that the 5-year budget projections have an annual inflation rate of 2.5% built in, including the personnel line. The committee indicated that while they recognized that staff had been performing additional duties and had not had a pay increase for some time, they also felt that they should defer to the Finance Committee on the issue. The committee indicated that it was more important to preserve jobs and that a levy failure would definitely mean that jobs would be lost. Sharpe said that staff seems to understand the need to wait.

Hemleben provided the committee with information they had requested from the last meeting regarding the current cost of health care. It was noted that a 10% increase in part-time hours would result in 52 employees being eligible for benefits which would return the library to a larger pool with probable pricing benefits. 29 out of 73 part-time employees are eligible for some sick and vacation time.

Five-Year Plan Discussion

Hemleben provided the committee with an updated narrative and spreadsheet for the Personnel Plan. The spreadsheet now shows the first four personnel priorities being initiated in 2012; item 5 and 6 being initiated in 2013; and item 7 and 9 being initiated in 2014. Item 8 has been removed from the priority listing. The narrative for the plan was reviewed by the committee and with the deletion of one phrase was approved for presentation to the Finance Committee. Diwik said that she would try to attend the Finance Committee meeting next week in order to present the plan, but that her work schedule was subject to change.

The committee entered into a discussion of some concerns that had been voiced by some UA residents to Scanlon at a recent meeting. He reported that there was concern that UA property taxes to support the library provided services for individuals who were not residents of UA. The concern was specifically the Outreach program and proposed renewal of the Youth Outreach program. It was noted by the Board members that the library is seen by a certain segment of the community as evasive and non-transparent. The group said it was important that Board members have accurate information to give residents and that everyone gives the same message.

Specifics regarding Outreach at the present time are moot in that there is no Youth Outreach. The library will review the locations of pre-schools previously serviced by Youth Outreach to determine which may lie outside of UA, despite their zip code designation.

Regarding Adult Outreach it was noted that the delivery is done completely by volunteers in their own vehicles. The library staff pulls the materials from the shelf, as they would for any items requested by a patron via the library website or by phone. It was noted that as a public library and a recipient of state PLF monies, the library is required to provide services to any resident of the state of Ohio. Many patrons currently utilizing the Adult Outreach services are older UA residents who have moved into care facilities such as the Forum.

It was noted that in discussions with some residents, it may not be possible to get to a state of agreement, but that it is important for Board members to be able to address issues raised in an open way with as much information as possible. Scanlon said that he felt his recent meeting went well and may have garnered some support. He said that individuals were looking for a platform to be heard and felt that they had gotten that.

Staffing Discussion

Whitt brought it to the committee's attention that there are currently two vacant Library Assistant I positions. These are entry-level positions that, when filled internally, are filled by people who have a Page position. Any other internal transfer would be in effect a voluntary demotion. Whitt said that the library has

exhausted their current supply of likely candidates from the Page pool and would like to post the current positions externally.

She noted that during 2010 and 2011, six pages moved into Library Assistant I positions. The current positions are broken into one position of 27 hours per pay including weekend duty and one position of 19 hours per pay including alternate weekend duty. The minimum pay for the position is \$10.62.

The committee did have some discussion about the possibility of combining the two positions into one position which would work every weekend. It was noted that keeping the positions as two separate schedules would allow the library more flexibility. It was noted that external postings are still open to any internal candidates that may be interested. It was agreed that Admin can proceed to use their best judgment to post the openings.

The committee did not set another meeting date.

The meeting adjourned at 1:45 p.m.

Diwik acknowledged the hard work and dedication of the staff thus far. She noted that the committee felt they needed to defer to the Finance Committee on the matter of staff pay increases and that no increases are being recommended at the present time. It was noted that Shkurti's presentation and explanation to the staff at In-Service Day was understood. He did a good job explaining the library's financial situation to the staff.

PRESIDENT'S REPORT

There was no report.

EXECUTIVE SESSION

Burtch made a motion to move into Executive Session to discuss a specific personnel matter. Diwik seconded the motion. A roll call vote was taken. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None. The Board went into Executive Session at 6:03 p.m. The Board came out of Executive Session and adjourned by acclamation at 6:15 p.m.

Amy P. Sharpe, President

Garrett K. Scanlon, Secretary