



Board of Trustees Meeting
Tuesday, November 15, 2011 5:00 p.m.

MINUTES

President Sharpe called the meeting to order at 5:01 p.m.

IN ATTENDANCE

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

ABSENT: Mark L. Shy

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Suzy Swanson, UAPL Levy Committee Chair; Ruth McNeil, Community Relations Manager; Kate Hastings, Youth Services Manager; Ted Staton, UA City Manager and Nancy Roth, Administrative Secretary.

CONSENT AGENDA

Items approved through the consent agenda were the Minutes of the October 18th Board meeting, the September Financial Report, the monthly donations resolution, the November Personnel Report from the Fiscal Officer and the absence of Board member Mary Shy. Shkurti made a motion to approve the consent agenda items. Diwik seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Sharpe and Shkurti. VOTING NAY: None.

The Financial Report and the Fiscal Officer's Personnel Report are included as Exhibits to these minutes.

RESOLUTION 31-11

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:

\$50.00	The George Foundation
\$25.00	A Company of Writers

LEVY PLANNING

Suzy Swanson, UAPL Levy Committee Chair reported that the Levy Committee now has twelve subcommittees and nearly all have volunteer chairpersons. The group will have their first meeting tomorrow evening at the offices of the UA Community Foundation at 5:30 p.m. Swanson said that the committee's web designer has secured a name for their website – UALibraryLevy.com. The website should be operational by the first part of December.

Fundraising is the key issue for the committee at the present time. About half of what is needed has been donated at the present time. Swanson said that they plan to have a PayPal button on the website to facilitate donations. The committee continues to seek individual donations and have been contacting local groups as well. She noted that the committee has received some donations from staff members and she thanked the Board for their individual donations.

Swanson noted that over 35 staff members have asked to be kept informed via email up-dates. She noted that Moore has just given her an estimated additional 35 – 40 staff member names and contact information who have asked to be added to the contact list. Moore and Porter have been attending the monthly department meetings in order to answer staff members' questions about the levy progress.

Swanson attended the Friends of the Library meeting last week. The Friends did make a generous donation to the Levy Committee and also included levy materials in their annual membership mailing which saved Levy Committee mailing costs and resulted in several donations. The Westerville Library Levy Committee has given the UAPL Levy Committee between 900 – 1000 wire sign frames that they used for their recent successful campaign. These are being stored at the UA Community Foundation offices. The UA Community Foundation is also hosting the levy committee meetings. Swanson expressed appreciation for their cooperation and partnership.

The committee's speakers' bureau has had several speaking engagements and have several more scheduled. Swanson invited Board members to participate. Swanson hopes to have a timeline completed within the next week or so to help keep the committee on schedule and on task. She will be preparing weekly up-dates for the strategic core committee members and for staff. Board members requested that they also receive these strategic up-dates. A Facebook page will be created once the website is up.

The Board thanked Swanson for her report and for her efforts thus far on behalf of the library.

ASSISTANT DIRECTOR'S REPORT

Porter noted that the Digital DIY training has forty-one participants thus far. The Board was given a preview of the training last month.

DIRECTOR'S REPORT

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

Moore distributed the results of library levies from last week's election. She noted that 77% of the levies passed. Some were passed with wide margins and some were quite close. She indicated that she felt very positive about the library's levy prospects.

Carpeting for Lane Road is due to be shipped next week. The plan will be to have the carpet installed in the next week or so, probably after Thanksgiving. Sharpe inquired about coordinating the painting at Lane Road with the carpet installation. Moore said that Shy had provided her with a contact in his company to arrange the painting. She noted that regardless of how efforts to coordinate these activities turn out, the library staff will cope and make it work. She noted that Operations does need to schedule a meeting in order to review the Miller-Watson proposal for the Friends Theater.

The Friends donated funds for the gadgets in the Gadget Gallery at their October meeting. This month, they donated funds for the display table and security devices for the gadgets.

Moore has met with Sue Ralph from the UA Community Foundation. Neither the Foundation nor the library was able to be a part of the Columbus Community Foundation's recent Big Give event. Moore said that she had contacted the Columbus Community Foundation and was informed that some initial paperwork had been filed by somebody – probably from the UAPL Foundation before it disbanded. In order to be able to participate in the Big Give, the institution has to attend a training workshop. Moore said that she and Ralph will be attending the next one so that the library will be able to benefit from the next Big Give.

Moore has discussed grant opportunities through the UACF with Ralph. The library will be submitting a grant application for the next cycle which UACF will award in December.

December 5th and 6th, Moore will be attending a Director's Summit meeting being hosted by Library Journal. Moore noted that CML Director Pat Losinski has a current article about library funding and changing success metrics for libraries to a more out-comes based system. She said the conferences should be instructive.

OPERATIONS

Operations did not meet. There was no report.

At this point, the new City Manager for Upper Arlington, Ted Staton, arrived and was introduced to the Board. Staton previously worked in East Lansing, Michigan which is a similar university community. He noted that the library board

set-up there was similar to here and that he had a close relationship with the library there. He said that libraries play a significant role in community life and that he hopes to build on existing partnerships. The Board welcomed him to the community and Sharpe said the board would look forward to more partnership opportunities with the city.

FINANCE

The Finance Committee meeting notes are included here.

*FINANCE COMMITTEE MEETING
Tuesday, November 8, 2011 9:00 a.m.*

Meeting Notes

IN ATTENDANCE: John H. Burtch, William J. Shkurti, Ann Moore, Kate Hemleben, Kate Porter and Nancy Roth

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

UAPL Foundation Monies

Hemleben noted that the funds turned over to the library by the UAPL Foundation need to be entered into the library accounting system by the end of the year. She recommended creating a separate fund for these monies rather than co-mingling them in the General Fund. The committee agreed that this approach made sense so that the funds could be dedicated to development activities as was the intent of the Foundation and their donors. It was agreed that the committee would present this to the full Board at the next meeting to see if there were any objections. Hemleben will contact the State Auditor's office to get permission to create a new fund as required. The plan would be to take a vote at the December meeting to approve the new fund and subsequently record the funds.

2012 Budget

Hemleben had provided the committee with a proposed timeline for the 2012 Permanent Budget process. The Permanent Budget has to be approved at the March 2012 Board meeting. Hemleben said that she is using current budget figures as the basis for the Temporary Budget which has to be approved at the December 2011 Board meeting. The committee agreed that this approach made sense. Moore noted that she does want to meet with Porter and Hemleben prior to the December Finance meeting in order to review the temporary budget.

Shkurti noted that levy planning budgets were based on the removal of the current \$250,000 surplus from the Personnel line in order to reach a balance budget. Hemleben said that she was not including the 2.5% inflationary increase in the temporary budget, but would include it in the permanent budget.

It was noted that the library and the Operations Committee will need to begin thinking about what building repairs should be undertaken with an assumption that the levy will pass, but that will allow funding of only 60% of the building needs and technology needs. Shkurti noted that the Personnel plan takes the financial hit because it represents continuing cost commitments whereas the building repairs and technology plans represent one-time costs. It was agreed that the materials budget should be maintained at the near 20% level as it is currently.

Moore noted that she and Porter will need more detailed financial information by department to assess personnel needs and allocation of resources. Some personnel changes are needed in order to adjust to new priorities and critical decisions will have to be made.

Moore noted that Miller-Watson had submitted a proposal for addressing the lighting and safety issues in the Friends Theater. The estimated cost is \$97,000, compared to the \$30,000 estimate used in the Building Maintenance and Repair Plan. In view of this estimate, the committee agreed that planning for technology and building repairs should assume a 50% level rather than the 60% suggested earlier in the meeting.

Moore said that she will want to review the proposed personnel plan after the levy results. She noted that staff has been filling in holes for a long time and that these measures were not intended to be a long-term solution. She said that she will also look at some changes in Adult Services staffing that would lead to greater efficiencies.

The question was raised that if the Operations Committee recommends proceeding with the work in the Theater, where would the funds come from. There was no resolution to this question at the present time.

Questions were also raised about funds for improvements to the exterior lighting at Tremont. The cost for adaptors and LED bulbs is approximately \$1,500. The question of these funds coming from the general maintenance budget or the building fund was discussed. It was generally agreed that the Board does not need to approve such small expenditures. The library may need to establish a procedure whereby certain thresholds are established which would be charged against the building fund rather than the general maintenance budget. Committee members also noted that the improvements in the theater could be a target for fundraising efforts.

Cost Savings Initiatives

Hemleben had previously provided the committee with a proposed timeline outlining cost savings for electricity, natural gas and health insurance. She noted that the library currently is a member of the Metropolitan Education Council (MEC) that has a discounted rate for natural gas. This contract is scheduled to expire in March 2012. She said that she plans to issue a review options for both gas and electricity at the beginning of 2012.

Primary discussion centered on health insurance costs. It was noted that the Operations Committee should be involved in the gas and electricity RFP process and decisions, while Personnel should have some oversight of the health insurance. There was discussion about the possibility of seeking a consortium opportunity with another governmental entity such as the City of UA, UA Schools or the County Commissioners. There were concerns that the library does not have an attractive population to bring to a consortium. There was also discussion that the legality of the library participating in a consortium was still in question.

Moore said that she will be meeting with Lynda Murray from OLC and she will seek clarification as to the library's legal status regarding being a part of a consortium for health insurance. It was noted that the City of UA has several different health care packages in effect due to their multiple contracts with different labor unions.

It was noted that the library will need to do some research to see what options are available and which might result in the best savings. It was suggested that a target savings goal be set. An informational presentation could be prepared for the next Finance committee meeting. The question of who should coordinate this research was discussed; whether a sub-committee of employees should be formed or the Board or the HR administrator, Julie Whitt.

There was also discussion of the utilization of Willis as the health insurance broker. It was noted that regardless of the selected insurance company, Willis did have a financial interest in the end result and were paid by the insurance companies, not the library. The committee felt that this might be in conflict with the library's best interests. There were no alternatives suggested.

It was suggested that any edits to the timeline proposed be made by December 12th so that the Finance Committee can review them prior to the December Board meeting. It was noted that if OLC does develop a consortium, as has been postulated, there is no assurance that it will provide the most cost-effective alternative for health insurance.

Monthly Financials

The committee reviewed the September financial report and agreed to recommend its approval at the Board meeting.

It was agreed that the committee will present a first reading of the proposal for integrating the UAPL Foundation funds into the library's accounts and will present informational documents for the 2012 budget and the cost savings initiatives.

The committee asked who would present the levy activities up-date now that the Board had passed their Resolution to place the levy on the ballot. Moore said

that she would contact Suzy Swanson and request that she come to the Board meeting to offer a brief report.

Ann noted that former Board member, Dan Boda, has agreed to be an advisor to the committee. The UAPL Friends have included levy information and a solicitation for funds in their annual membership mailing, thereby saving the Levy Committee the cost of a separate mailing. The Friends have also authorized a \$5,000 donation to the Levy Committee. Sylvia Gillis is serving as Treasurer for the group. Hemleben will prepare the budget for the Levy Committee as a volunteer. Moore and Porter have been attending departmental meetings in order to provide staff members with levy information and answer questions.

It was noted that the UAPL Levy Committee has remained an active PAC following the 2009 Bond Campaign. This allows them to utilize carryover funds and provide a vehicle to continue to accept donations for future levy activity. Moore noted that the Friends have discussed making an annual donation to the Levy committee and having an open PAC would make that possible. Hemleben said that she has had an inquiry from a bank that would like to make a donation as well.

Adjournment

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

Hemleben reviewed the action plans developed for the Foundation monies, the 2012 budget and cost savings initiatives.

Sharpe indicated that the timeline approach was helpful. Shkurti noted that the easy savings have already been found and that more adjustments will have to be made as time goes by. There may be more flexibility in health care options than in previous years. The library will try to get in sync with the city for some contract renewal such as trash removal. Hemleben is working with Kathe Armstrong on this.

Shkurti reminded the group that there will be a need to re-calibrate the planning done. There will not be sufficient funds for all the needs projected in all the planning documents. The primary concern is the passage of the levy.

The Fiscal Officer's written report is included here.

Notes from the Fiscal Officer November 2011

PLF has been announced for this month. Our share is \$184,205 as expected this is 10% less than November 2010. Good news is that the PLF will be higher for the year than expected.

Now with the millage for the levy decided, a variety of agenda items will start to be presented to Finance Committee. Some will be simple and others more complex. The idea is to have everyone on the same page. Each month you will see the cover sheet and any supporting documents presented to Finance Committee. Timelines will be a huge part of the documentation.

I'm attaching the cover sheets and timelines for the three most recent topics discussed in this month's Finance Committee meeting:

*Accounting for the UAPL Foundation monies
2012 budget process
Cost saving opportunities*

Our next Finance Committee Meeting is scheduled for December 13, 2011 at 9am.

PERSONNEL

There was no Personnel Committee meeting.

ADJOURNMENT

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

The meeting adjourned at 5:45 p.m.

Amy P. Sharpe, President

Garrett K. Scanlon, Secretary