



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

MINUTES

The meeting was called to order at 5:07 p.m.

IN ATTENDANCE

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

ALSO PRESENT: Ann R. Moore, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Ruth McNeil, Community Relations Manager and Nancy Roth, Administrative Secretary.

CONSENT AGENDA

Items approved through the consent agenda include the excused absence of Amy P. Sharpe due to illness; the Minutes of the November 15th Board meeting, the October Financial Report, the monthly donations resolution and the Fiscal Officer's Personnel Report. Shy made a motion to approve the Consent Agenda. Shkurti seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Shkurti and Shy. VOTING NAY: None.

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

RESOLUTION 33-11
General Fund Donations

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

\$25.00	Gene & Barbara Scott
\$25.00	Nancy Alonzo – In Memory of Walter Coultas
\$25.00	Bev Rhodes – In Memory of Walter Coultas
\$50.00	Patricia Smith – In Memory of Walter Coultas
\$100.00	R. L. Burke – In Memory of Walter Coultas
\$100.00	Elaine Simmons – In Memory of Walter Coultas

\$25.00	Karyl Hanhिलammi – In Memory of Walter Coultas
\$50.00	Mark Shy – In Memory of Mrs. Bea Holstein
\$50.00	James Sullivan – In Memory of Charles Plumb
\$20.00	Mary Austin – In Memory of Walter Coultas
\$300.00	Mr. Nathan Dawson

LIBRARY RECORDS COMMISSION MEETING

Tuesday, December 20, 2011 5:00 p.m.

MEMBERS PRESENT: John Burtch, Caroline Diwik, Garrett K. Scanlon, William J. Shkurti, Mark L. Shy, and Kate Hemleben, Fiscal Officer

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Ruth McNeil, Community Relations Manager; Nancy Roth, Administrative Secretary.

The meeting was called to order at 5:03 p.m. It was noted that the Records Commission meeting was a statutory requirement for all libraries. Library Records Commissions are required to meet at least annually.

Hemleben reported that there were no changes to submit to the record retention schedule. She noted that there were no records to be submitted to the State Library for permission to destroy.

The meeting was adjourned at 5:06 p.m.

LEVY PLANNING

Moore reported that all the necessary documents had been submitted to the Board of Elections. The library levy is issue Number 9 on the ballot. The levy chair resigned shortly after the last Board meeting due to other professional obligations. Moore, Sharpe and McNeil have been meeting most mornings at 8:15 in order to keep the levy campaign moving forward. Speaking engagements with various community groups have started. Moore, Porter, McNeil and Sharpe spoke to the UA Civic Association last week. Moore, Porter, McNeil and Shkurti spoke at the UA Rotary meeting yesterday and Moore, Porter, McNeil and Burtch will be speaking to the First Community Men's breakfast group tomorrow. The speaking engagements have gone well thus far. Additional meetings are scheduled for after the first of the year. One question being asked by the public participants is why the library didn't request more if the deferred maintenance needs are so great. Moore said that Shkurti has answered this question well.

McNeil said that the levy fact sheet has a prominent button on the library's website. The page also includes voter information and a listing of the speaking

engagements. The Levy Campaign website should be up and running by the end of the week.

ASSISTANT DIRECTOR'S REPORT

Porter provided the Board members with the patron hand-out about the new Gadget Gallery where patrons can preview new electronic platforms, such as the Kindle Fire, Nook and Nook Tablet. She reported that the public departments are busy spending the funds remaining in the materials budget. Additional funds have been allocated for e-books.

DIRECTOR'S REPORT

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

Moore noted that her written report was a compilation of the results of Admin's quarterly meetings with managers during October and November. She noted that the document had been given to Sharpe, Burtch and Shkurti and subsequently discussed with Burtch and Shkurti. She said that she wanted to share this information with the remaining Board members and also create a historical record for the new director to reference.

Moore noted that the Facilities and Technology plan will be revised to reflect a lower funding level. She hopes to be able to present that to the relevant committees and the Board in January. Moore noted that she continues to view the Adult Collections Development position as a top priority for the library once the levy question is decided.

Shkurti noted that between now and the levy; the library will experience an informal hiring freeze except for any vacant page positions. He said that the library needs to continue to be able to move forward, but that long-term financial commitments such as those represented by personnel hirings and maintenance-type contracts should be avoided until the library's future funding is secured.

Moore said that the carpeting at Lane Road has been installed. Painting is scheduled during the week of January 2nd.

The library has been working with the UA Community Foundation and will be collaborating on events to be held on April 28, 2012. The Foundation has approved a \$2,000 grant to help defray expenses for an author visit from Marc Brown, creator of the "Arthur" book series. The event will be held at the Mirolo Barn which can accommodate around two hundred people. There will be two scheduled events, one in the morning and one in the afternoon, at which Mr. Brown will make a presentation and be available for book signings.

This is the thirty-fifth anniversary of the Arthur series and Mr. Brown is undertaking visits to thirty-five communities in celebration. St. Agatha's School was initially contacted and asked the library if we were interesting in sharing the

expense of the visit. The Friends of the Library will also be participating in the event. Youth Services will be scheduling some pre-visit Arthur activities during the spring as well. Moore noted that all involved are excited about the possibilities for the event.

Moore noted that she had a unique opportunity to be a part of the Library Journal Director's Conference last month. She noted that the conference was focused on future thinking and imagining libraries for the new millennium. She said the conference was stimulating and provided the starting point for the library's Leadership Team meeting that was held the following day.

OPERATIONS

The Operations Committee did not meet. There was no report.

FINANCE

The Fiscal Officer's Notes are included here.

Notes from the Fiscal Officer December 2011

Our PLF share is \$222,201 for December 2011 and the total for the calendar year 2011 is \$2,532,539. This is \$162,334 higher than our permanent/expected PLF budget. Our final PLF revenue does match the August estimated revenue projections from the State. It's good to see that the economy aligned with their projections.

Finance Committee has quite a few resolutions this month. More details about these resolutions can be found in the Finance Committee meeting minutes.

There is one resolution I would like to expand on, the new donations fund. I had a lengthy conversation yesterday with the Local Government Services (LGS) staff member discussing the best approach for recording these monies. He informed me since the library is not a taxing authority that the library does not need to request State approval for a new fund to be created - which is awesome news. He did suggest that we should continue to gain guidance by asking the Auditor's office for advice with any future fund addition. This is the process that I will continue to ensure that the library will properly record revenues and expenditures.

This resolution has been adjusted accordingly.

Over the next few months, the Finance Committee will determine if a permanent appropriations budget will be needed for 2012. Thus, in the temporary budget resolution, there is no budget for this fund nor will there be a budget for 2011.

Our temporary employee, Heather Lott's last day was December 9. Heather provided greatly needed help over the last 8 months and will be missed. Being able to hire the temp agency was a huge help and greatly appreciated.

In her place we have hired a permanent employee, Sarah Dailey. Sarah has transferred from the Reference Department and started on December 12. I look forward to getting to know Sarah, sharing 'best practices' with her as well as our current policies, processes and procedures. Sarah has already jumped in learning the payroll process this week as well as invoice processing. Please welcome Sarah to our team.

Our next Finance Committee Meeting is scheduled for January 10, 2012 at 9am.

The notes from the Finance Committee meeting are included here.

FINANCE COMMITTEE MEETING
Wednesday, December 14, 2011 9:00 a.m.

Meeting Notes

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

Prior to the meeting being called to order, Moore asked Ramage to provide some information about the proposed new phone system in answer to questions that Burtch and Shkurti had raised during an unrelated meeting with Moore. Ramage addressed concerns about the flexibility of a new system, particularly in light of plans a new director might wish to make to the use of space in the library. Ramage said that any new system would be IP based and would offer more flexibility rather than less, since phones could be placed anywhere that computer wiring was in place. He noted that an IP based system would provide a new director with a platform for expanded services once the actual hardware is installed.

Ramage is in the process of reworking the IT 5-year plan at a 50% scale of the original plan. He said that regardless of the funds available, a new phone system would be at the top of his list for technology improvements. The goal is to submit a new Technology plan in January and then proceed with the necessary steps to obtain new phones upon approval by the Board.

The meeting was officially called to order at 9:10 a.m.

UAPL Foundation Monies

Hemleben presented a resolution creating a Restricted Donations Fund. She said that she has not yet heard from the State Auditor's office, but that she expects that they will approve the creation of this fund in the same manner that they approved the Friends of the Library fund last year. When the fund is

approved by the Board, she will transfer the money from the UAPL Foundation into it. The committee agreed to recommend this resolution.

2012 Budget

Hemleben presented the Resolution for the 2012 Temporary Appropriations Budget. She said that the budget is based on the figures that were the basis for the levy preparations. She did include a 2.5% inflation factor in the figures and reduced the Salaries/Benefits line by \$250,000. She noted that the encumbered balances were an estimate and that figure will change as bills come in and P.O.'s are closed.

Hemleben said she does not anticipate any changes from the temporary budget to the permanent budget, but noted that budget changes can be made throughout the year as conditions may warrant. She noted that the committee will need to consider if there is a need to transfer funds into the Building Improvement Fund as the Auditor's office considers that an expense and it needs to be included in the permanent budget. Technology improvements are included in the Building Improvements Fund on their own line(s). It was noted that the revenue estimate for 2012 is \$5.7 million and expenses are estimated at \$5.3 million. This leaves a balance of \$400,000 in surplus. There is also a \$3 million carryover into 2012.

Cost Savings

Hemleben said that she did not have an opportunity to update the cover sheet regarding cost savings initiatives. She said that she will be meeting with officials from the City of UA and UA Schools in mid-January to discuss partnerships and increased bargaining power. She noted that the city has reported to her that they did not anticipate any increase in their health insurance costs this year.

The Metropolitan Education Council (MEC) meeting has been postponed as they continue their negotiations with utility providers. Moore asked about the library's electric bills. The usage is down, but the unit price has increased, so that the bills are still running about the same – approximately \$13,000 each month. An energy analysis was conducted at all locations and it revealed that Miller Park is the most expensive location in terms of utilities. Moore said that she will be conferring with Sherman Wallace about this.

Banking Agreements

Hemleben presented a resolution regarding repository agreements. Burch has reviewed one agreement and will review the others, but no problems are expected. There have been no transfer of funds between banks in the past year, but the group re-iterated the policy regarding this. Hemleben noted that she needs to set up Moore with passwords in order to allow monitoring. The committee agreed to recommend the resolution.

Capital Expenditures Planning Discussion

Facilities and IT are reviewing their 5-year plan in order to prioritize expenditures at a 50% level. Hemleben said that items will not be dropped from the list, but

will be moved into an inactive column or a “parking lot” so that the needs remain visible should additional funds become available. Hemleben said that the plan is to bring these revision to the committee in January and then to the full Board for approval.

Shkurti noted that with the exception of pages, there is a freeze on personnel hires. No vacant positions will be filled until after the levy vote. He clarified that this includes positions that are currently in the budget but may become vacant. Moore noted that she is concerned about the staffing level at Lane Road. There has been a lot of turnover at Lane and they have had a recent resignation. Moore said that the proposed Adult Collection Specialist is the most important position for consideration once hiring can be resumed. She noted that this position would increase efficiencies in the library much as the Youth Collection Specialist position did. The committee noted that it was politically important to continue to be very conservative regarding personnel. Shkurti noted that it was a customary business practice to defer decisions like this when the entity experiencing a leadership transition. Shkurti said that this was not intended to be punitive to the current staff, but that over the next few months the levy is the primary consideration for the library.

Operations

FINANCIAL REPORT: The committee reviewed the financial reports for October and agreed to recommend their approval at the Board meeting. Hemleben said that there would be resolutions at the Board meeting to request an early release of tax funds and one to approve the Wage Plan for 2012. The early release of funds allows the library to obtain our portion of the annual property taxes. Moore noted that a wage plan must be approved by the library yearly even though there have been no changes to it.

CREDIT CARD LIMIT: Hemleben said that she is requesting our credit card bank to increase our corporate limit to \$30,000. She noted that previous notes from September of 2009 indicate that the limit on her credit card is \$20,000, but more accurately, the limit is an aggregate limit for all the library credit cards, not just her credit card. Hemleben said that she wants to begin paying the electric bill by credit card in order to float that expense an additional 30 days. Credit cards are currently issued to Hemleben, Moore, Porter, Ramage, Roth, Landis and Wallace. The committee agreed to the \$30,000 limit.

TAX EXEMPT FORM: Hemleben said that she would like to make the tax exempt more available to staff who are doing purchasing for the library. She provided the committee with Finance Committee notes from April of 2009. She said that in the past, the forms have been closely held in administration. She said she would like to have copies available to each branch manager without the need for them to come to Tremont. The committee agreed that this would be appropriate as long as the forms are held in the administration area of the branch office.

FRIENDS CHANGES & CREDIT CARDS: Moore explained that the Friends of the UAPL have a new treasurer who is a CPA and who is instituting procedural changes in the Friends fiscal processes. The goal is to make sure that the Friends are able to account for all their expenditures and to assure transparency for audit purposes. They also need to protect the 501(c)(3) status. Because of these changes, the library must make adjustments. Because of the changes, there will no longer be any Friends funded Petty Cash at the branches or at Tremont. For this reason, the branch will be issued library credit cards to allow flexibility for purchasing last minute programming supplies, program refreshments, etc. The Friends will continue to reimburse the library for these types of expenses, but will not be issuing reimbursement checks to library employees. The credit cards will be held securely in the safe at each branch.

CHANGE FUND: Hemleben advised the committee that she was increasing the change fund by \$120.00. There will be a \$30.00 increase at Lane and Miller and a \$60.00 increase at Tremont. She noted that she will also be increasing the library petty cash held in her office by \$30.00. She noted that this should allow Circulation to continue to make change when accepting patron fines with the Fiscal Office having to make trips to the bank.

CREDIT CARD FINE PAYMENT: Ann said that she would like to see the credit card payment of library fines to proceed as soon as possible. The library has over \$300,000 in billed fines that could be recovered. She noted that Ramage has prepared a timetable for the project. Ramage said that he has the software components that are needed ready to be installed and could have it ready by the end of March.

Hemleben noted that MEC is currently taking bids for credit card services, so she would like for those results before deciding on a bank to handle the payments. She noted that the fiscal side of this change is more complicated and will require extensive review. She said that she is meeting with an expert today to help her review the current proposals and talk about the process that would need to be implemented. She noted that one banks has a 10 week implementation schedule. With training the new Deputy Fiscal Officer and completing the necessary components to close out the fiscal year, Hemleben said that a more reasonable target date would be the end of the second quarter.

The committee agreed that they would like to have credit card payments implemented as soon as possible, but that they also wanted to be sure that all safeguards are taken with the process. The integration with Virtua to make sure that that the correct accounts are credited is critical.

Other Items of Discussion

It was noted that the annual Public Records Commission meeting will need to be held prior to the Board meeting.

Moore announced that the UA Community Foundation has approved a \$2,000 grant to support visit by the Arthur author, Marc Brown. Mr. Brown will be visiting

in the spring of 2012 and the youth department is planning some special activities for the community. Moore said that the grant submitted by the library for computers was not approved because the Foundation did not want to fund two requests from the same entity. They did agree that the proposal was “stellar” and that they will consider it for the next funding cycle which is in May.

The group discussed possible responses to questions that were raised by community members at a recent meeting. The first question asked by the group was what would happen if the levy fails. The groups discussed what would be a truthful appropriate response by speakers for the library if the question is raised in other venues. It was noted that there needs to be a balance so that it does not sound like a threat, but still conveys the drastic changes that would be necessitated by a levy failure. Sharpe said that the library needs to frame an answer that resonates with the voters. It was agreed that the levy committee will work on developing a half page information sheet to address this issue and the issue of coming back for an additional levy in two or three years.

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

Resolution 34-11 (Temporary Appropriations) is included as an Exhibit to the Minutes. Shkurti made a motion to approve the resolution. Burtch seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Shkurti and Shy. VOTING NAY: None.

RESOLUTION 35-11

Designation of Public Depositories and Award of Public Moneys

BE IT RESOLVED by the Board of Trustees of the Upper Arlington Public Library:

That the active deposit of the Upper Arlington Public Library be awarded to the Huntington National Bank commencing January 1, 2012 upon executing and delivering security required by law.

That the interim deposits may be awarded to the following Upper Arlington Public Library public depositories for the five-year period commencing January 1, 2012 through December 31, 2016:

The Arlington Bank
Huntington National Bank
Fifth Third Bank
PNC
JPMorgan Chase

Shy made a motion to approve Resolution 34-11. Shkurti seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Shkurti and Shy. VOTING NAY: None.

RESOLUTION 36-11
To Establish Restricted Donations Fund

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Fiscal Officer to create and maintain a fund for restricted donations. The title of the fund is to be Restricted Donations (Restricted Funds 250).

Burtch made a motion to approve Resolution 35-11. Shy seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Shkurti and Shy. VOTING NAY: None.

RESOLUTION 37-11
**Authorization to have County Auditor Release Advance
Distribution of Tax Dollars**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library authorizes the Fiscal Officer of the Library, Katherine Hemleben, to receive tax advances and settlements from the Franklin County Auditor for the year 2012.

Shkurti made a motion to approve Resolution 36-11. Burtch seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Shkurti and Shy. VOTING NAY: None.

RESOLUTION 38-11
2012 Pay Ranges

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the pay ranges as listed in the attached permanent exhibit to be effective for the first pay date of 2012.

The Exhibit for Resolution 37-11 is included in the Exhibits section of these minutes. Shy made a motion to approve Resolution 37-11. Shkurti seconded the motion. VOTING AYE: Burtch, Diwik, Scanlon, Shkurti and Shy. VOTING NAY: None.

PERSONNEL

The Personnel Committee did not meet and had no report.

PRESIDENT'S REPORT

Diwik said that Sharpe had not forwarded a report to her. Burtch offered an overview of the Search Committee's visit to the Westerville and Worthington libraries. The group was able to meet with the Director of both facilities and to have a tour. He noted that Westerville serves a community similar to Upper Arlington. He said that the Directors offered suggestions about the interview process that the board will shortly be undertaking.

Burtch noted that many of the services that Westerville, in particular, was able to offer patrons were the types of things the library had planned to initiate through the renovation bond issue. He said the visit gave some clarity to how our library is limited due to the physical limitation of the space.

Scanlon offered comments about Westerville having an off-duty police officer on site. He said the officer's presence has curtailed the problem of younger children being dropped off and then being unsupervised at the library. The director also said that the officer's presence has curtailed the presence of pedophiles in the library.

Moore noted that our library's use of off duty officers was eliminated as part of the budget cuts made in 2009. She noted that the officers cost at that time about approximately \$34.00 per hour. The library has a good relationship with the UA police and they respond very quickly when the library has to call about a problem.

Other items noted by Burtch and Scanlon included:

- Westerville changed Reference to Ask Us and saw a 40% increase in questions from patrons.
- One of the libraries hands out laptops to patrons instead of having stationary computer terminals. This takes up less space and allows patrons more flexibility.
- Both libraries have eliminated their circulation desks. They are completely self-check.
- Staff members roam with headsets in order to answer patrons and assist them in their use of the facilities
- Catalog computers are located in many places throughout the library.
- Westerville's coffee shop is currently run in-house and nets about \$5,000 per year.
- Both Westerville and Worthington had contractor problems with their new construction.

Ann noted that the collection is not always a top priority for today's patrons. They are interested in information, internet access and education.

Both directors had good comments about UAPL. Moore encouraged the Board members to visit the downtown location of CML as well. She said that many changes have been instituted there as well.

Shy noted that the collection at UAPL is still important to many people in the community. He noted that we are a five-star library for a reason.

ADJOURNMENT

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

The meeting was adjourned at 5:45 p.m.

Caroline Diwik, Vice President

Garret K. Scanlon, Secretary