



**Board of Trustees Meeting**  
Tuesday, January 24, 2012 5:30 p.m.

**MINUTES**

The meeting was called to order at 5:30 p.m.

**IN ATTENDANCE**

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

ALSO PRESENT: Ann Moore, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Sarah Dailey, Deputy Fiscal Officer; Ruth McNeil, Community Relations Manager; Kate Hastings, Youth Services Manager; Bev Clevenger, UA City Clerk; Lynda Murray, OLC and Nancy Roth, Administrative Secretary.

**ADMINISTRATIVE ORGANIZATION**

Bev Clevenger, UA City Clerk, administered the oath of office to new Board member Karen A. Davis and re-appointed members, John H. Burtch and Amy P. Sharpe.

Shkurti nominated Burtch as President. Shy seconded the motion. There were no other nominations. VOTING AYE: Davis, Scanlon, Sharpe, Shkurti and Shy. NAY: None. ABSTAIN: Burtch.

Sharpe nominated Shkurti as Vice-President. Burtch seconded the motion. VOTING AYE: Burtch, Davis, Scanlon, Sharpe and Shy. VOTING NAY: None. ABSTAIN: Shkurti.

Scanlon nominated Shy as Secretary. Shkurti seconded the motion. There were no other nominations. VOTING AYE: Burtch, Davis, Scanlon, Sharpe, and Shkurti. VOTING NAY: None. ABSTAIN: Shy.

Burtch noted that he had reviewed the committee structure of the Board as outlined in the By-Laws. He raised the issue that the current structure was developed in the 1970s and may be outmoded. Some recent committee meetings have been more productive when two committees met together since issues requiring discussion and decisions seem to impact more than one aspect of the library, e.g. Operations often impacts Finance.

Burtch requested volunteers for an Ad Hoc committee to review the committee structure and to make recommendations to the Board if it was determined that

the By-Laws should be revised. Shkurti, Sharpe and Shy volunteered and were duly appointed by Burtch to the Ad Hoc Review Committee.

Shkurti made a motion to re-appoint Kate Hemleben to the post of Fiscal Officer. Shy seconded the motion. VOTING AYE: Burtch, Davis, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

Shy made a motion to appoint Sarah Dailey to the post of Deputy Fiscal Officer. Sharpe seconded the motion. VOTING AYE: Burtch, Davis, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

## **CONSENT AGENDA**

Items included in the Consent Agenda were the Minutes of the December 20, 2011 Board of Trustees Meeting, the November 2011 financial report and the January personnel report from the fiscal officer. The financial report and the personnel report are included as exhibits to these minutes. Sharpe made a motion to approve the consent agenda. Shkurti seconded the motion. VOTING AYE: Burtch, Davis, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

## **LEVY COMMITTEE REPORT**

Sharpe presented the Levy Committee report. Yard signs are being distributed. Sharpe noted that she has yard signs for the Board members with her. Kate Porter and Kate Albers, acting in a volunteer capacity, worked with Sharpe the previous Sunday to pass out yard signs at the library. About seventy signs were distributed to patrons.

The Levy Committee now has more than 120 friends on Facebook. The first letter of support is scheduled to appear in This Week UA on Wednesday. The committee is about to kick off the Library Champions campaign. Library supporters have been asked to send out a letter provided to them to their friends and neighbors in the community in order to solicit support and donations for the levy campaign. The committee has approximately \$13,000 in the bank.

Postcards have been prepared to be mailed to absentee voters. There have been thirteen community presentations and an additional four or five more are scheduled. The website has been updated. The committee is launching a friend-to-friend initiative asking people to send prepared postcards to ten friends encouraging them to vote and to support the levy.

Yard signs were distributed at the State of the City event and endorsements were given by the UA City Council members and some UA Schools administrators.

## **ASSISTANT DIRECTOR'S REPORT**

Porter reported about Overdrive, the digital download platform used by the library. This is a collaboration among fourteen central Ohio libraries, including

UAPL. Patron usage in 2009 doubled and in 2010 tripled. Kindle seems to be the most popular e-reading device at the present time. Amazon sold over a million Kindles each week in December. She noted that the consortium pays retail pricing for the e-books in the collection, anywhere from \$5.99 to \$25.99 per title. The number of circulations per purchased title varies with the publisher. She said that the titles are not actual copyright purchases, but act more like lease agreements. It is estimated that about 29% of the population has an eReader or tablet.

Murray noted that the variation in circulation limits and sharing capabilities is an issue of national concern tied up with intellectual property rights, etc. Davis asked if Overdrive patrons get any type of message regarding the cost of downloads to the program. She said this might encourage them to be more selective rather than downloading something and not reading it within the allotted time period. Porter said she would pass this along to the Overdrive steering committee.

Porter passed along a request from a regular patron asking that the library return to a 9:00 a.m. opening time. The Board acknowledged the comment but took no action.

A concern was raised about the main library's interior lights being left on all night. Moore said that there is custodial staff cleaning in the building until about midnight. Early custodial crews begin at 5:00 a.m. She noted that depending on when a patron may go by the library, it might appear that lights have been left on, but from midnight to about 4:30, the building would be dark other than the mandated security lights.

## **DIRECTOR'S REPORT**

The Director's written report is attached as an Exhibit to these minutes. Moore offered Resolution 20-12 for consideration.

### Resolution 02-12

#### **To Thank Caroline Diwik for her Dedication and Service as a UAPL Board Member**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the service and dedication of Caroline Diwik to the Upper Arlington Public Library.

Caroline Diwik, as a member of the Board of Trustees from April 2009 to January 2012, gave unselfishly of her time. Ms. Diwik served on the Finance Committee and Personnel Committee, offering positive contributions in those committee meetings. She served as Vice-President of the Board for two years. She helped

the library to maintain services to patrons while instituting staffing changes that allowed the library to remain financially viable during difficult economic times. Ms. Diwik offered a clear voice as to the needs of young families so that the library could maintain its relevance in the community.

That Caroline Diwik has made an outstanding and lasting contribution to the Upper Arlington Public Library and to the greater Upper Arlington community is hereby noted and witnessed this 24<sup>th</sup> day of January 2012.

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Shy made a motion to approve Resolution 02-12. Sharpe seconded the motion. VOTING AYE: Burtch, Davis, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

Moore noted that the painting and carpeting at Lane Road has been completed and patrons and staff are very pleased with the refreshed area.

Moore said that the library offered the first Spectrum story-time last week. This story time is designed to meet the requirements of autistic children and grew out of ideas presented at the ALA convention last summer. Dena Little and Kate Albers created and presented the program. There were four participants and their care-givers and it was a very positive experience for all. Moore noted that iPads will be worked into future programs as some autistic children find more connection through electronic means. The Board requested that Little and Albers appear at a future Board meeting to describe the program and their experiences with it in more detail.

Author Marc Brown will be visiting on April 28<sup>th</sup>. The library is collaborating with the Upper Arlington Community Foundations, UAPL Friends and St. Agatha's to sponsor an event at the new Arlington Barn. Students at Greensview Elementary are also going to be involved in preparing videos about their Arthur projects. Moore will keep the Board informed as plans progress.

Moore has been informed by Joe Valentino in UA City administration that the city is investigating a proposal from a private company to install solar panels on some municipal building locations. He invited the library to attend an informational meeting with the company. The company, Tipp Energy, would lease rooftop space to generate electricity and the city would then be able to purchase energy from them at less than normal rates. Shy indicated that he would attend such a meeting with Moore when it is scheduled.

## **OPERATIONS**

Operations did not meet and there was no report.

## FINANCE

The Fiscal Officer's report is included here.

### **Notes from the Fiscal Officer January 2012**

*Our PLF share is \$204,633 for January 2012.*

*We have received our estimated PLF for calendar year 2012. The state is projecting our revenue to be \$2,389,118 which is about \$49,000 higher than anticipated.*

*Sarah & I are still working on processing year end documentation as well as starting the new year. As we move forward in the year, we will be spending time strengthening the library's internal processes and procedures related to the finances.*

*Our next Finance Committee Meeting is scheduled for February 7, 2012 at 9am.*

The minutes from the Finance meeting are included here.

**FINANCE COMMITTEE MEETING**  
*Thursday, January 12, 2012 9:30 a.m.*

### **Meeting Notes**

*IN ATTENDANCE: William J. Shkurti, John H. Burtch, Amy P. Sharpe, Ann Moore, Kate Hemleben, Kate Porter, Julie Whitt, Tricia Schmidt – Willis, Shahin Shoar, Nancy Alonzo, Bev Rhodes, Nancy Roth*

*The meeting was called to order at 9:35 a.m.*

#### **Health Insurance Renewal Review**

*Tricia Schmidt from Willis was introduced to the group. Whitt noted that currently the library pays 85% of the health insurance premiums for single coverage and 80% of the premium for coverage of an employee and spouse or child for the core option plan. Employees who elect to enroll in the buy-up plan pay the difference in the premiums. She noted that last year the library's increase was 10.9%.*

*The renewal went out for bids in December. Prior to that, all eligible employees completed the Form Fire on-line medical questionnaire to provide information to prospective bidders. Whitt distributed spreadsheets that outlined the results of the bid process. Medical Mutual submitted a bid that represented a 44.4% increase in premiums. United Health Care submitted a bid that was a 39.8%*

increase. The Anthem renewal bid amounted to a 5.7% increase for the core plan option and a 15.1% increase for the buy-up plan.

Schmidt said the wide variance between Anthem and the others was due to the fact that Anthem is able to base their quote not just on the demographics of the enrollees, but also the actual historical usage by the library's participants. She noted that in preparation for the changes in health care insurance mandated by federal law, Anthem has been consolidating basic plans in order to be ready for insurance exchanges and changes in the Anthem structure are reflected in the plan proposed.

There was brief discussion about the buy-up plan. It was noted that the benefits of the buy-up plan, over time, have diminished so that for some people, there may little incentive in electing the buy-up option. It was agreed that the library has nothing to lose by offering the buy-up plan, since employees do pay the difference. Schmidt noted that in most cases, at least two participants are required in order to continue to have the buy-up option. It was agreed that it would be appropriate for Admin to meet with the five employees currently enrolled under the buy-up option and to review the renewal changes with them and any other staff members who might be interested in the buy-up option.

A second option was prepared by Anthem with additional design changes that included a larger out-of-pocket maximum and an 80% payout after reaching the deductible compared to the current plan and the renewal plan payment rate of 100%. The co-pay savings for employees would not be significant under this option. Under this option, the plan would have a 2.4% increase over the current premiums.

A third option was developed to incorporate a Health Savings Account. It was noted that an employee focus group was conducted last year to look at this option. The results of that were mixed. It was also noted that the savings the library would realize would be needed to provide initial funds for the employees. Employees would pay the contracted rate for services and prescriptions which could result in higher actual costs for employees. In addition, if changes via the Healthcare Reform Act continue, the HSA option may no longer be possible after 2014. The group agreed that this was not a good time to initiate this type of change, but appreciated having the comparative information available.

The committee agreed that the first renewal option was preferred. This option also includes the 1% discount that members of the UA Chamber of Commerce receive from Anthem. The committee agreed that they would be prepared to act to recommend the first option after the meeting with employees enrolled in the buy-up plan. The plan will be to make a recommendation to the Board for approval at the February meeting.

## **2012 Budget**

*Hemleben reported that Sherman Wallace and Greg Ramage will have their revised capital expenditures ready for review with Hemleben by January 18<sup>th</sup>. A final document should be ready for the Finance Committee at their February meeting.*

*Preliminary year-end figures indicate that the library may have an estimated \$600,000 cash reserves. The committee will be thinking of strategic ways to utilize the excess of about \$200,000.*

*Hemleben has received the reappraisal figures for Upper Arlington. UA home values are down about 1.3%, which will result in about \$3,000 less in the expected revenue. The committee noted that there are hopeful signs that the economy is starting to turn around. It was also noted that commercial property values in UA were greatly increased, however the library will not see a corresponding increase in the levy revenue since the levy request is for a renewal at the current valuation rather than a replacement.*

### **Cost Savings**

*MEC is still in negotiations for natural gas rates. The current contract ends in June. The library will need to re-join MEC.*

*Hemleben has met with UA city officials. She reported that Cathe Armstrong, city finance director, has indicated that she is willing to contact their electricity vendor to see if the library can be included in their contract for lower rates. The contract is up for renewal in 2014.*

*Hemleben will be reviewing snow removal and landscaping contracts and will explore the possibility of joining with the city for contracts for these services. The city is also exploring joining forces with the schools for maintenance services.*

*Hemleben reported that a CD recently matured at Arlington Bank and was immediately rolled over. The committee will need to consider the utilization of the funds before the next maturation date as plans for a development position are clarified.*

### **Operations**

*The committee reviewed the financial report for November and recommended it for inclusion in the consent agenda.*

*It was noted that there may be additional costs for the Director search, such as travel and lodging expenses. Hemleben said that some funds have been earmarked.*

### **Emerging Issues**

*Hemleben said that once levy activities are completed, she would like the committee to discuss a communication plan for 2012. Shkurti suggested that the library be prepared to do a positive story about meeting some deferred maintenance and technology needs once the levy passes to demonstrate to patrons that the library is now moving forward.*

**Other**

*Moore said that she has been working very closely with the Friends to track their expenditures more accurately. The Friends expect to raise \$70,000 - \$80,000 next year and have about \$10,000 in organizational expenses. This means that their ability to provide the library with extra gifts, such as furnishings and extra technology, outside of the programming support, will be somewhat constricted in 2012.*

**Next Meeting**

*The next meeting of the Finance Committee was set for Tuesday, February 7, 2012 at 9:00 a.m.*

*The meeting adjourned at 10:30 a.m.*

Hemleben reported that the library has received \$803,000 in advance tax distributions.

**RESOLUTION 01-12**

**To Acknowledge Donation-in-Kind**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library, having previously approved the proposal of a donation-in-kind through Resolution 25-11, hereby acknowledges and accepts with sincere thanks the following donation-in-kind:

Painting services at Lane Road Branch Library provided by Renovators, Inc., 757 Adena Dr., Columbus, Ohio, 43215, valued in excess of \$1,000.

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Sharpe made a motion to approve Resolution 01-12. Davis seconded the motion. VOTING AYE: Burtch, Davis, Scanlon, Sharpe and Shkurti. VOTING NAY: None. ABSTAIN: Shy.

It was noted that the Finance Committee had asked Administration to meet with the employees who currently have the Buy-Up option under the health insurance plan in order to explain the changes in the proposed plan. It was noted that due to adjustments made in the health insurance industry in anticipation of the national health care initiative deadlines, plans are moving closer together and there may be little financial benefit to enrolling in a Buy-Up plan. Admin was able to arrange a meeting with the affected employees and Willis representatives and all of the employees indicated that they would be declining the Buy-Up option.

The overall increase in rates from Anthem is 5.7% which is substantially less than the 15% increase that was budgeted. Due to the tight time frame between



the February Board meeting and the March first deadline, it was recommended that the Board take action on the proposal at this meeting in order to allow sufficient time for open enrollment. Shkurti indicated that big changes in health care may be on the horizon, but that the current proposal is a good one for the employees and the library.

**Shkurti made a motion to accept and approve the health insurance plan from Anthem as outlined and presented by Willis (included as an Exhibit to the Minutes). Shy seconded the motion. VOTING AYE: Burtch, Davis, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.**

## **PERSONNEL**

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

The Personnel Committee did not meet and there was no report. Scanlon asked how often the Personnel committee should meet. Burtch indicated that historically Personnel might meet only once or twice a year, unless the library had an on-going personnel issue. He said that the committee might need to meet after the levy election.

## **PRESIDENT'S REPORT**

Burtch had no report. Shy offered his appreciation for Sharpe's hard work during her term as President.

## **EXECUTIVE SESSION & ADJOURNMENT**

Shkurti made a motion to enter into Executive Session to discuss a specific personnel matter. Sharpe seconded the motion. A roll call vote was taken. VOTING AYE: Burtch, Davis, Scanlon, Sharpe, Shkurti and Shy. VOTING NAY: None.

The Board went into Executive Session at 6:20 p.m. The Board came out of Executive Session at 7:26 p.m. and the meeting was adjourned by acclamation.

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John H. Burtch, President

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Mark L. Shy, Secretary