



Board of Trustees Meeting
Tuesday, February 21, 2012 5:15 p.m.

MINUTES

The meeting was called to order at 5:17 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, Ruth McNeil, Community Relations Manager; Dena Little, Youth Librarian; Kate Albers, Miller Park staff member; Dr. Richard Weber, UA Resident and Nancy Roth, Administrative Secretary.

CONSENT AGENDA

Items included in the Consent Agenda were the Minutes of the January 24, 2012 meeting, the December 2011 Financial Report, the February Personnel Report and the General Fund Donations resolution. That resolution is included here. The Financial Report and Personnel Report are included as exhibits to these Minutes.

RESOLUTION 03-11

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:

\$20.00	Carol Kathary
\$50.00	Adult Services in Memory of Walter Coultas
\$15.00	Gene & Barbara Scott
\$100.00	Richland Correctional Institution
\$100.00	Charles A. Wilcox
\$100.00	Ronald Kukura

Shy made a motion to approve the consent agenda. Shkurti seconded the motion. VOTING AYE: Burtch, Davis, Scanlon, Sharpe, Shkurti and Shy. Voting Nay: None.

PUBLIC COMMENTS

There were no public comments.

SPECTRUM STORY TIME PRESENTATION

Moore introduced Dena Little and Kate Albers to the Board. Albers said that the program was a result of a session that she and Little attended at the ALA conference in New Orleans last summer. Both were very excited about the prospect of offering a story time geared for children on the autism spectrum and they proceeded to develop a program proposal. They provided the board members with copies of their initial proposal, noting that it outlined the research they had done and the materials that would be needed for the library to offer the program.

UAPL is the first and currently the only library offering this in the central Ohio area. Little and Albers have had two sessions so far and have met with extremely positive feedback from parents and caregivers of the autistic children attending. The story time is offered monthly at the present time and meets in Meeting Room B where there is less sensory stimulation than in the Youth Department. Registration is required with a maximum capacity of 10 children.

Little and Albers noted that they are not providing therapy for the children and the program should not be viewed as therapy. They explained that it is just a story time that is offered more slowly, more quietly, repetitively and in multiple formats, such as regular reading, with a felt board, or in rhyme, so that children's differing needs can be accommodated. Little was required in the way of special materials. Weighted bean bags and stretch bands were obtained as many autistic children find comfort in these types of things. The stories are geared for developmental ages from 2 – 5 years of age.

Albers and Little pointed out that this program is addressing the needs of families who may not normally feel comfortable bringing their children to the library or to other public venues. However, the parents involved thus far have appreciated the safe environment and care being provided by the library. Little noted that one parent has a five year old daughter with autism and a 3 year old son who is typically developing. The parent noted that this was the first time that her 3 year old son has been able to attend any activity at the library because the needs of the 5 year old limit what the family is able to do. Both Little and Albers said that reactions from parents have been very heart-felt and emotional.

The Board members had many questions for Little and Albers and offered many suggestions about how the program could grow, possible partnerships with institutions of higher education, grant opportunities, volunteers, etc. President

Burtch commended both Albers and Little for their initiative and courage and the work that they have put into the program. Both staff members said that other libraries are showing an interest and that this may serve as a pilot program in the Central Ohio library community.

LEVY COMMITTEE

Sharpe reported that the polls open in 13 days and 13 hours. The committee continues to get positive feedback at the community presentations. She thanked Moore and Shkurti for doing the bulk of the presentations. The final two are this week. The new message is "Get out the Vote." There will be a mailing to 9 key precincts this week. Follow-up with the "Champions" is planned to urge them to distribute post cards to their friends and neighbors. Sharpe distributed post card packets to the Board members.

Letters are finally appearing in the local papers. There should be an article soon from an interview that SNP conducted on Friday with Moore and Shkurti. Sharpe commended Porter's idea to have a "remember to vote" flyer placed in all the holds materials between now and the election. 56,000 quarter sheet flyers have been printed. There will be half-page ads in This Week and the SNP papers outlining the levy facts. Next week the same ad will run but will also include the names of all the people who have endorsed the levy.

Sharpe said that volunteer opportunities are still available for the final push. The weekend prior to election day, the committee plans to have living yard signs at First Watch, Giant Eagle and Panera. The committee is cautiously optimistic as to the outcome of the vote on March 6th.

ASSISTANT DIRECTOR'S REPORT

Porter noted that 83% of Americans have cell phones. Of that number, 73% use the device for texting. With those statistics in mind, the library will begin offering "Text a Question" to library patrons within the next few weeks.

Porter said she spoke with a class of library students at Kent State last night. These classes are held at the State Library. The students had many questions for Porter. In addition, UAPL will be represented at the annual State Library careers night on March 6th. Julie Whitt, Human Resources Manager and Shahin Shoar, Media Services Manager will be hosting the library's table.

DIRECTOR'S REPORT

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

Moore noted that two different companies had recently requested a meeting with the library to make a presentation about possible improvements in efficiencies in heating/cooling and lighting. She noted that she and Sherman Wallace had brief meetings with the two last week. Mr. Weber was a representative at one of those

meetings. Moore explained to both that the library was just beginning to study the issue and that any audits would have to be publicly bid. Moore will also be meeting Joe Valentino on February 28th to get more information about the city's solar power initiative. Following that meeting, Moore noted that Operation Committee will need to meet to discuss any follow-up.

More continuing education for staff members is coming up. Five staff members will be attending PLA in Philadelphia in March. Greg Ramage and Guenther Keim from the IT department will be attending the Computers in Libraries conference in Washington, D.C., also in March. In addition, CML is sponsoring a workshop called "Leading the Change" that Moore hopes to have several managers attend.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here. Shy reviewed the highlights from those notes.

OPERATIONS COMMITTEE
Friday, February 3, 2012 11:00 a.m.

Meeting Notes

IN ATTENDANCE: Mark L. Shy, Amy P. Sharpe, Ann Moore, Kate Hemleben, Kate Porter, Greg Ramage, Sherman Wallace and Nancy Roth.

The meeting was called to order at 11:02 a.m.

Review of Technology Plan

Hemleben distributed a packet of worksheets including a summary of the revisions made to the Technology plan based on the Finance Committee's request that planning be proposed at a 50% funding level. Ramage reviewed the changes made to the original plan. He noted that it was a painful process. A new category on the worksheets, named Parking Lot/On Hold, was added in order to keep items on the overall listing in case funding improves. This will assure that the needs are not forgotten over time.

Ramage said the resulting plan represents purely maintenance needs for equipment and licensing. The coming trends investment line was cut by \$5,000 yearly. Despite the cuts made, the plan over the five year term is still \$52,000 over budget and the committee was asked to assist in making these additional cut decisions, with an eye to what the Board would be comfortable with.

It was noted that the items listed for action in 2012 are items that do need to be accomplished and that cuts will need to be made in the outlying years. It was noted that the purchasing of new staff computers in 2013 might be estimated high and that bulk purchasing and possible lease options could result in savings on this item.

Following some detailed discussion, it was agreed that the copier replacement could be delayed by two or three years without too much of an issue, so this item was moved to the parking lot. It was also noted that items 26 – 31 on the listing were possible items for alternate funding when a development position becomes operational. The UA Community Foundation has already been approached with a request for an Early Literacy Station grant this year (Item #6 currently in the Parking Lot category). Items 30 and 31 were moved to the Parking Lot for a total reduction of \$55,000, bringing the Technology Plan under budget by about \$2,000.

Review of Facilities Plan

Planning at a 50% funding level put the Facilities Plan \$147,115 over budget. Everything on the plan was moved to the Parking Lot category except for scheduled carpeting replacement in 2012 and 2016. The planned HVAC replacement remains scheduled for 2013 at an estimated cost of \$2.2 million. There was extensive discussion among the group about emerging technologies that might produce savings when the time actually comes to move forward with the HVAC replacement. However, it was agreed that actual cost estimates are based on now out-dated studies and are, therefore, speculative. The library will need to invest some additional funds for preparatory work to initiate the HVAC project, including consulting fees, legal fees and advertising fees that are not reflected in the current plan.

There was discussion about trying to find a collaborative partner to help the library develop a plan. It was also noted that the current HVAC system does not necessarily have to be replicated if there is a more reasonable option. Engineering consultants should help the library decide what technology would be most beneficial and all options should be explored, including passive solar technology, improved controls, a mix of natural gas and electric, etc. This could apply to possible roofing work at Lane Road as well.

It was agreed that the library should utilize 2012 to do preparatory research for the HVAC project. It was noted that because of the nature of the project, the work would have to be done either in the spring or fall to take advantage of more temperate weather so that staff and patrons could hopefully maintain a reasonable comfort level while the system was off-line. In order to coordinate this, a vendor might need to be selected by December in order to get equipment ordered and delivered for a spring 2013 installation.

It was agreed that the library should include about \$60,000 in the 2012 permanent budget for consulting fees for the project when the budget is submitted for approval in March.

There was brief discussion about the amount of carpeting to be replaced at Tremont in 2012. Depending on the material selected, about 5,400 square feet could be re-done. The need to maintain the Lane Road parking lot was also discussed. It was agreed that the library should plan on re-sealing and striping

the parking lot every three years to keep it in good shape and maintain our investment. The cost would be estimated at about \$4,000 - \$4,500 every three years.

Hemleben will make the agreed upon adjustments to the worksheets and present the information to the Finance Committee next week. Moore will follow-up with the City regarding the solar panel meeting with Joe Valentino and Tipp Energy.

The meeting was adjourned at 12:00 noon.

Moore said that the carpet tiles at Miller Park are showing some shrinkage, which has never happened before. There is no trip hazard, but it is wearing far more than it should in only five years. Moore did contact DesignGroup about the problem and architect Jack Hedge has viewed the tiles. He has indicated to Moore that he will work to take care of the problem without cost to the library. Earlier in the day, Moore and Wallace met with Hedge and representatives from the carpet manufacturer and flooring installer at Miller Park. They are working on a resolution. Shy suggested that the library conduct an independent moisture test which he volunteered to do.

It was noted that the Wi-Fi system, which had become very unstable and unreliable in many parts of the building, has been repaired with some borrowed equipment. It will soon be repaired with purchased equipment and will be much more stable, powerful and have more portals.

FINANCE COMMITTEE

The notes from the Finance Committee meeting are included here.

*FINANCE COMMITTEE
Tuesday, February 7, 2012 9:00 a.m.*

Meeting Notes

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

2012 Budget

Hemleben presented the committee with the summary sheet and detailed worksheets for the Technology Plan and the Facilities Plan. It was noted that the Technology plan was now about \$2,000 under budget for the 2012 – 2017 time period. The Facilities Plan remains over-budget due to expenses involved in the replacement of the HVAC system at Tremont scheduled for 2013. She noted that due to legal fees and consulting fees, some preparatory costs for the project will occur in 2012 and will need to be added to the 2012 Budget.

A final review of the 2011 budget may reveal that there are additional undesignated funds available to the library to help with the Technology and

Facilities needs currently being moved to "Parking Lot" status. Expenditures on upgrading technology will be more evident to patrons than some of the Facilities needs, but the approach should be balanced.

The committee asked Hemleben to prepare a review of the technology priorities before the next Board meeting. Moore noted that the need for replacement/repair of the current wireless system has become critical. She said that she would like to move forward with that project when Ramage returns from vacation next week. The committee agreed that this is a priority.

MEC Natural Gas Program

Hemleben, Wallace and Sarah Dailey, DFO, attended a meeting of the Metropolitan Education Council on February 1. Hemleben said that an agreement has been worked out in principal between MEC and their contracted natural gas supplier. MEC had hedged on gas futures in their last contract and ended up paying much higher rates than the current market price. If the agreement in principal is accepted by the parties involved, the library will owe approximately \$19,000.

A part of the current issue with MEC and its participants is that MEC extended their agreement with the vendor for an additional two years beyond the contracted five year commitment, without adequate notice [or approval] from the participating entities. The current proposed agreement with the utility involved is for a much lower rate locked in for only three years. The Board will need to approve the contract once it is received from MEC. It will have to be ratified and returned to them by 4/1/12. The plan is to present the contract to the Board at the March meeting. The committee agreed that it continues to make sense to participate in natural gas program through MEC, despite the unfavorable results of the last agreement.

Fiscal Communication Plan

Hemleben reviewed the past year's fiscal communication efforts. She said that the Spring Library Link that is now at the printer will have a review of 2011. The Summer issue will focus on the passage of the levy, its positive impact and the annual report. The Fall issue is unplanned at present and for the Winter 2013 issue, Hemleben suggested an article about the library's internal budget process.

Shkurti and Burtch agreed that the patrons' strong interest in technology that levy speakers are seeing at their external community meetings should be reflected in the fiscal communication plan. It was suggested that an article could preview some of the technology improvements/updates in which the library plans to invest. An article about cost savings through consortiums and shared information among entities could also be of interest to patrons. It was also suggested that an article highlighting the accomplishments of Moore during her tenure as Director and the transition to a new Director could provide a subject for an article, with a Library Link article or a more general press release.

Hemleben said that the planned website up-date will include a finance page which IT hopes to roll out in April. This page will include the annual report, financial reports and other related information.

Operations

The committee reviewed the financial report for December 2011 and agreed that it should be included in the Consent Agenda at the Board meeting. Hemleben pointed out the newly created Restricted Donations Fund (250). The current balance in that fund is the transfer of money from the UAPL Foundation. There was brief discussion as to whether an expense budget for this fund for 2013 should be created. It was agreed that with the transition to a new director, this fund and development activities would not become active until later.

Additional Information

Moore noted that during 2010 and 2011, the Friends of the library spent more money than they raised cutting into their reserves. The budget for programming support from the Friends this year is approximately \$55,000. Moore noted that she would be more selective this year with any additional special requests submitted to the Friends in order to help them recover some of their reserve funds. She noted that the new Friends treasurer has instituted several procedural changes to help the organization be more aware of their financial situation.

Next Meeting

The next meeting was scheduled for Tuesday, March 20, 2012 at 9:00 a.m.

The meeting was adjourned at 9:50 a.m.

The Fiscal Officer's notes are included here.

Notes from the Fiscal Officer February 2012

Our PLF share is \$239,354 for February 2012.

In your board packet there is a summary of the natural gas program update provided to Finance on February 7. This particular summary will have some board required action at our March board meeting. This was the first reading for Finance with a planned second reading in March. Finance does have a recommendation to move forward based upon the current information. However, we will be waiting to review the final contracts and resolutions before making any formal recommendations to the board. The plan is to have our legal counsel review these contracts prior to the next Finance meeting. MEC (Metropolitan Education Council, natural gas consortium) anticipates that all approvals must be done by April 1.

In a quick review of the last few months of personnel reports, I found the January 2012 Personnel Report needed a minor adjustment. In your packet, there is a

revised report adjusting the effective date from 12/22 to 12/14 for the first two employees under the FMLA category. The date of paperwork was used rather than the effective date of the action.

Our next Finance Committee Meeting is scheduled for March 20, 2012 at 9am.

Hemleben reviewed the Finance Committee meeting highlights. She noted that the proposed MEC natural gas contract has been forwarded to legal counsel for review before being signed, although no problems are anticipated. The contract approval will appear on next month's agenda. The library is also looking at other options for electricity. The City of UA went out to bid for electricity last year and is currently paying a lower rate than the library. Hemleben will be exploring the possibility of being included in the city's agreement. Another option is an electric purchasing program through MEC similar to the natural gas program. Hemleben said that usage by the library is down, but base costs have risen, so we have not seen any savings.

Shkurti noted that the library may have a larger than anticipated cash balance for 2011 and the committee will be looking to do more as the economy continues to improve. Some projects on the "parking lot" list could be opportunities for fund raising efforts.

Hemleben noted that the permanent appropriations will be on the March agenda for approval.

PERSONNEL

There was no Personnel Committee meeting.

PRESIDENT'S REPORT

Burtch said that he received a call yesterday from Wes Newhouse who is on the Board of the UA Chamber of Commerce. The Chamber is in the process of preparing a grant application and would like to partner with the library to establish a formal small business resource center within the library. Burtch said that he has agreed to meet with Newhouse and asked Davis, who is acquainted with Newhouse, to also attend that meeting.

McNeil noted that in discussions she has had with Becky Hajost, the Chamber seems to be interested in having a dedicated space at the library where mentors can confer with potential entrepreneurs, in addition to having more organized and obvious access to basic business resource materials. Some personal assistance may also be involved, possibly with volunteers or mentors from the Chamber of Commerce. The Board offered some comments and suggestions and Burtch will report further following his meeting with Newhouse.

EXECUTIVE SESSION

Sharpe made a motion to move into Executive Session to discuss a specific personnel situation. Davis 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 6:15 p.m.

The Board came out of Executive Session at 6:55 p. m. and the meeting adjourned by acclamation.

John H. Burtch, President

Mark L. Shy, Secretary