



Board of Trustees Meeting
Tuesday, May 15, 2012 5:00 p.m.

MINUTES

The meeting was called to order at 5:08 p.m.

IN ATTENDANCE

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

ALSO PRESENT: Don Leach, UA City Council Co-President, Ann Moore, Director; Kate Hemleben, Fiscal Officer, Ruth McNeil, Community Relations Manager and Nancy Roth, Administrative Secretary.

CONSENT AGENDA

Burtch removed absences from the consent agenda. Moore noted that Shy had called in and indicated that in all likelihood, he would be unable to make the meeting. Burtch indicated that if Shy did not appear by the end of the meeting, it would be considered an excused absence.

Items on the consent agenda included approval of the minutes from the April 17th Board meeting, minutes from the May 2nd Special Board meeting. The March 2012 Financial report is included as an exhibit to these minutes. The May 2012 Personnel Report from the Fiscal Officer is also included as an exhibit to these minutes. The General Fund Donation Resolution is included here.

RESOLUTION 10-12
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:

\$10.00	Lisa Friedberg
\$100.00	Katherine Jones – To Support the Outreach Program
\$50.00	Anne Fish – In Memory of Anne P. Maher
\$100.00	Charles & Katherine Becher To Support Outreach
\$25.00	Kate Northrop

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

PROCLAMATION

Co-Mayor and City Council member, Don Leach, presented Moore with a proclamation that was passed at the City Council meeting on May 14th. Leach thanked Moore for her many years of service to the library and wished her many happy years of retirement. The proclamation is included as an exhibit to these Minutes.

Leach also noted that Sharpe had been recognized by the UA Rotary as Woman of the Year for her work on the library levy campaign.

ASSISTANT DIRECTOR'S REPORT

Porter submitted a written report that is included as an exhibit to these Minutes. Moore noted that Porter was representing the library at a meeting at CML to preview new products from ILS vendors. She noted that CML has been inviting other libraries to their meetings with vendors as they plan to transition from their current ILS software, Discovery Place. Greg Ramage, IT Manager will be attending a similar meeting tomorrow. This opportunity offers the library an advance look at new products for libraries. The selection of an ILS provider/vendor by CML may be the first step towards a possible county-wide patron cardholder system. Moore noted that she, Porter and Ramage had met with a Polaris representative last month. Polaris is currently one of the two major vendors for ILS products.

DIRECTOR'S REPORT

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

Moore said that the sign holders used in the levy campaign will be transported to Worthington Public Libraries for use in their levy campaign. Following that, they will be given to Cleveland Heights Public Library for their levy campaign. Moore and Sharpe had a brief discussion of the logistics of providing the signs to Worthington.

A number of staff members will be marching in the 4th of July parade in UA this year. About eighteen staff members have indicated that they will participate. There will be book cart drill teams and other activities.

Moore said that she has been in email communication with Chris Taylor to keep her up-dated about pending meetings and projects in progress so that she will be current on these items when she begins.

The replacement of the Miller Park carpeting has not been scheduled. There has been discussion about closing the branch for a day or so in order to install the carpet and to also do the planned re-cabling of Miller Park at the same time in preparation for a new phone system. A final decision has not yet been made.

The programming committee is already working on planning the next author visit.

The OLC sponsored omnibus legislation, Senate Bill 321, is expected to be approved by the Senate this week. One part of the bill would change municipal library boards from six members to seven members. If approved, it is expected that a new Board member would begin in January 2013. The bill would also increase the project bidding threshold from \$25,000 to \$50,000.

There was some discussion about the recent Marc Brown author visit. Over 400 people participated in the event. Davis said that she was extremely impressed by the event. Moore noted that the staff at the Barn were excellent and took care of any of the needs the library had. She said one key to the success was being able to get into the venue the day before to set things up and to troubleshoot the technology needed. She noted that Greg Ramage spent the day at the event and was able to keep the technology running smoothly.

Marc Brown drew several pictures during his presentations. The library has a set and the UA Community Foundation will be using one set to have for their auction at the Raise the Roof fundraiser. The library may use some of their drawings for future fundraising efforts as well. The funds raised by the UA Community Foundation from the drawings would go into the Ann Royce Moore Fund at the Foundation whose purpose is to fund future author visits. Mr. Brown was informed of this at the time of his visit and was pleased with the idea of helping to fund future author visits.

OPERATIONS COMMITTEE

There was no Operations Committee meeting and no report.

FINANCE COMMITTEE

The notes from the Finance Committee meeting are included here.

FINANCE COMMITTEE MEETING

Tuesday, May 8, 2012 9:00 a.m.

Meeting Notes

The meeting was called to order at 9:00 a.m.

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

Building Repairs & Improvements and Technology Plans

Hemleben said that fund 402 now includes the items discussed in the Building Repairs and Improvements Plan and the Technology Plan. The first four items in the priority Holds list are included for funding. Some minor changes have been to the narrative to reflect the adjustments made to the plan. The committee was concerned that the plan allocates funds now for projects not scheduled until 2015. It was noted that the expectation was that the projects added to the plan would be done or started in 2012.

Sharpe said that the Operations committee felt that the HVAC project planned for 2013 was a large undertaking and that it would be a strain for Wallace to juggle so many projects. She noted that the order of the projects and possibly even their necessity and scope would be affected by the possible "re-stack" of the library space. There was additional discussion along these lines among the members. It was agreed that the theater lighting should be a part of the theater up-grade. The additional \$237,000 in projects will be reviewed during further re-stack discussions with the new director later in the year.

The new cabling for Tremont and new switching equipment would enhance the library's readiness for a new phone system. Including the cabling in the phone project RFP could be more economical and would also guarantee compatibility with the new phone system. The new switching equipment could be done as a separate project since not all telecommunications companies handle switching equipment.

The committee agreed that the immediate safety issues would be addressed, but that other items will continue to be studied. The theater project, including the lighting, will move into 2013. The committee agreed to release an additional \$45,000 for the cabling and switching project on the technology Hold list. Hemleben will adjust the narratives and prepare a resolution to adjust the permanent appropriations to allow this project to proceed.

Fund Development

There are two CD's coming due in early July. After reviewing the options, the committee agreed that the library could safely roll over the CD's for another year. There is approximately \$57,000 in a money market fund that is readily available for fund development activities before the next maturation date which should allow the new director some flexibility in this area.

2013 Tax Budget

The 2013 tax budget is based on the projections done as a part of the levy planning. This is a statutory requirement. The library must submit the tax budget to the city of UA by May 31st. The city must then review it and have a public hearing on it and then submit it to the Franklin County Budget Commission by July 20th. It was noted that since the Central Ohio libraries entered into their agreement, this is just a pro forma action and that the budget does not require explanation by the library to the Budget Commission. The committee agreed to recommend the budget for approval at the Board meeting.

Electricity Cost Savings

Electricity bills have four components: Distribution, Customer Charges, Generation and Transmission. Distribution and Customer Charges remain with AEP regardless of the electric company a customer selects. The only charges affected by a change in vendor would be Generation and Transmission charges. MEC has already completed their selection and contract process for electricity and does not accept new parties to the agreement until it expires. There is a possibility of establishing a separate agreement with MEC for electricity, but it would be at a higher rate than the rate MEC pays their vendor.

The bids for electric service to the city are due in tomorrow. City Council is scheduled to decide on Monday the vendor and rate that they are accepting. It is not yet clear if the library will be able to piggy-back with the city. The plan with the city would require a two year commitment.

Hemleben provided cost estimates from three vendors for a one year commitment. The committee reviewed this information and agreed that the library should check with the PUCO to make sure that the companies are licensed in the state of Ohio. It was agreed that the library should see what decision is made by the city and then make further decisions about the library's electricity vendor at the next meeting. The city plan should include only Lane Road and Miller Park because it is for low volume usage buildings. Tremont is considered a high volume site and would probably not be a part of the project. It was also agreed that an energy audit of Miller Park may need to be conducted, since their usage seemed to be high for the size of the facility.

Operations

There was brief discussion about developing standards and procedures for entering into consortium agreements. It was agreed that this should wait until the new director is present and has time to assess the library's current situation. The committee agreed that at the very least, consortium agreements should be passed through the Finance committee for approval. It was suggested that Hemleben prepare a listing of the library's current consortium agreements, including the length of time of the agreement and cost of membership.

The committee reviewed the financial report for March 2012 and approved it for the consent agenda at the Board meeting. Both Burtch and Shkurti agreed that the last column, called Year End Summary, was not meaningful and could be confusing at times. It was agreed that column will be deleted in the future and necessary adjustments to the first column could be explained in the notes. Shkurti said that he would be in favor of the financial reports moving from less detail and providing more analysis.

The committee discussed their summer meeting schedule. It was agreed that the committee will meet in June but will not meet in July unless there is a pressing need. The next meeting date for the Finance Committee is Tuesday, June 12, 2012 at 9:00 a.m.

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

The Fiscal Officer's written report is included here.

**Notes from the Fiscal Officer
May 2012**

- Our PLF share is \$299,363 for May 2012.
- Up-date to our natural gas resolution: Based upon an email notification from our natural gas consortium, our resolution prohibiting hedging outside of our contract period was approved. Final signed copies will be returned to us over the next few weeks. If this has changed based upon my review of the final version, I will let you know.

The next up-date on the gas consortium will be related to how much money is owed to First Energy for the hedging issue.

- In your packets you have the revised documents related to our capital plans for both building and technology. In regards to each narrative, I have highlighted in yellow the most recent changes made within the last few days.
 - The Building Repairs & Improvement Plan has had a few minor changes. Four of the top priorities have moved from the right side of the page to the left side. Red coloring is no longer being used as it seemed to imply danger or immediate fixing. Hopefully, the use of orange will show the project as just a public safety issue. These top public safety issue are important and need to be done soon because they are at the end of their life cycle. At the moment, these do not present an immediate threat to life and limb. These projects have been placed on hold by Finance Committee until the discussion of the Tremont building re-stack project has been fully vetted.
 - The Finance Committee is proposing to fund, \$45,000, the first two projects on-hold (MDF & IDF switching equipment and replacing the cabling infrastructure) within the Technology Plan. When the technology plan was developed, a regular replacement cycle was established within this five-year budget cycle. Originally, the project to update MDF & IDF switching equipment was scheduled for 2013 with the replacement cycle scheduled for 2017 but then the regular

replacement cycle project was put on-hold due to funding. After the Finance meeting, it was discovered that the MDF project would have been scheduled for both 2012 and 2013. In an effort to correct the timing of this project, the project listed in 2013 (\$20,000) has been moved to 2012. The on-hold project, \$15,000, has been moved to 2017.

The second project, replacing Tremont cabling infrastructure, also proposed to be funded has moved off the on-hold list to be done in 2013 (\$30,000).

Please note that additional comments have been added within the on-hold list – see the yellow highlighted fields.

- Finance Committee is recommending a vote on these plans at the May board meeting.
- A resolution has been prepared for the 2013 tax budget. The proposed budget developed in the levy planning process has been used to create this budget.

Here is some background information related to our standard tax budget process:

This tax budget is part of an annual process that has been mandated by the State for all political subdivisions. In order to meet the state requirements, a resolution must be approved at the May Board meeting. This information is then given to our taxing authority, the City of Upper Arlington, by May 31. The City must hold a public hearing by July 15 then submits a copy on our behalf to the Franklin County Budget Commission by July 20. Next the Budget Commission meets the first month of August to determine the allocation for each library within the county. Notice of certification is then made by September 1 back to each library.

To complete the budget cycle, the Board approves a temporary budget in December prior to the start of the new fiscal year. The permanent appropriations are then finalized by the March Board meeting in the current fiscal year. Permanent appropriations must be sent to the Budget Commission by March 31 of current fiscal year.

- The CDs held at The Arlington Bank will mature in early July 2012. After discussing several different maturity date options, it was determined at our Finance meeting that the CDs will be rolled into two 365-day certificate of deposits maturing in July 2013. The current CD rate with a 365-day maturity was .3% whereas our money market account is currently yielding .20%. Our final rate will not be known until closer to July but will be shared at the next meeting. The projected CD value to be invested is \$226,500 – both CD values combined.

As an up-date, the current balances of the funds given to the library by the UAPL Foundation (now dissolved) are as follows:

The Arlington Bank money market is \$58,000 as of April 2012.

The Columbus Foundation fund is \$18,392 as of March 2012.

- The library has been investigating options in order to reduce our electricity costs. There are several good opportunities for the library such as joining in the MEC electric consortium, participating in the City of UA's new electric aggregation program for residents and small businesses, or contracting directly with electric suppliers. Finance Committee decided to wait on the decision from the City scheduled for May 14 and should have a recommendation at the June Board meeting. I will provide a more details during my Fiscal Officer report at the board meeting.
- Our next Finance Committee Meeting is scheduled for June 12, 2012 at 9am. The current plan is no July Finance Committee meeting unless needed.

Hemleben reviewed the changes made in the Building Repair and Improvement Plan and the Technology Plan. She noted that funds will be set aside from some of the projects on hold as part of a larger future conversation about a re-stack of the library and space allocation. The theater project was moved from 2012 to 2013.

Due to the replacement cycle for the public computers, that item appears on the Technology plan in 2012 and 2017, which increased their appropriations by \$50,000. Adding the cabling and switches projects and a correction in a computation formula, account for an additional \$30,000 increase in the appropriations amendment. Approximately \$55,000 will remain in unallocated reserves following these new allocations.

RESOLUTION 11-12
2012 Appropriation Amendment

Be It Resolved that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following change to the 2012 Appropriations:

BUILDING IMPROVEMENT FUND 402

Appropriations

Other Expenses	+ 80,000
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Shkurti made a motion to approve Resolution 11-12. Sharpe seconded the motion. VOTING AYE: Burtch, Davis, Scanlon, Sharpe and Shkurti. VOTING NAY: None.

Shkurti noted that discussion regarding the two plans should focus on the positive aspects of attending to current needs that will provide a benefit for years to come.

Hemleben reviewed the plans for renewing the CD's that will be coming due in early July. Details are in the meeting notes above.

Hemleben presented the 2013 tax budget as discussed in the meeting notes above. Burtch noted that since the seven county libraries entered into an agreement as to the distribution of funds, the County Tax Commission does not take much notice of the submission, but it is a statutory requirement for the library, city and county.

Resolution 12-12 is included as an exhibit to these Minutes, along with the substantiating worksheets. Davis made a motion to approve Resolution 12-12. Sharpe seconded the motion. VOTING AYE: Burtch, Davis, Scanlon, Sharpe and Shkurti. VOTING NAY: None.

Hemleben reviewed the information regarding the electricity savings initiative from the Finance Committee notes. She said that the city of UA approved a rate with AEP for \$.05545 for residential and small business customers. It is likely that Lane and Miller will qualify for those rates, but it is AEP's option as to whether Tremont qualifies for the residential/small business rates.

There was discussion among the Board members as to the possible savings that this could represent to the library. It was estimated that a possible \$20,000 annually could be saved. Details of the city's agreement with AEP have not been finalized yet. The agreement is a two year commitment. It is expected that further details will be available for the next Finance Committee meeting. The committee expects to be able to make a recommendation to the Board at the June meeting.

PERSONNEL COMMITTEE

There was no Personnel Committee meeting and no report. Moore said that the revision of the Personnel Policy Handbook is still in process. She said that she had hoped to have this completed before the new director begins, but that the project will still be pending while legal counsel conducts further reviews. The Personnel Committee will review the completed document before it is presented to the Board.

PRESIDENT'S REPORT

Board members were asked to bring their calendars to the June Board meeting in order to discuss the summer schedule. He noted that historically, the Board often cancels either the July or August meeting due to vacation schedules.

Burtch said that this is Moore's last Board meeting before her retirement. Moore thanked the Board for their kind wishes. She said that she plans to pursue doing volunteer work with the Friends of the Library and will also spend more time providing music on a volunteer basis at hospitals and other venues. She said that she wishes the library well and thanked the Board for the opportunity to be a part of the institution for 33 years.

Burtch also commended Sharpe on her achievement as UA Rotary Woman of the Year. Sharpe turned over the honorarium of \$250.00 that she received to the library to be included in Fund 250 for Fund Development. The Board thanked Sharpe for her generosity.

ADJOURNMENT

Shkurti made a motion to adjourn the meeting. Davis seconded the motion. VOTING AYE: Burtch, Davis, Scanlon, Sharpe and Shkurti. VOTING NAY: None. The meeting was adjourned at 6:52 p.m.

John H. Burtch, President

Mark L. Shy, Secretary