



Board of Trustees Meeting
Tuesday, June 19, 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. EXCUSED: Mark L. Shy

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

CONSENT AGENDA

Ms. Davis made a motion to excuse the absence of Mark L. Shy who was out of town. Ms. Sharpe seconded the motion. VOTING AYE: Burtch, Davis, Scanlon, Sharpe and Shkurti. VOTING NAY: None.

Ms. Davis made a motion to approve the remainder of the consent agenda with Ms. Sharpe offering a second to the motion. VOTING AYE: Burtch, Davis, Scanlon, Sharpe and Shkurti. VOTING NAY: None.

The items approved were the Minutes from the May 15, 2012 Board of Trustees meeting, the April 2012 Financial Report, the June 2012 Personnel Report and the Donation Resolution.

RESOLUTION 13-12
Donations

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

Amount	Fund	Donor
\$250.00	250	UA Rotary in honor of Amy P. Sharpe

ASSISTANT DIRECTOR'S REPORT

Ms. Porter reported that the Sony eReaders the library has circulated for the past three years will soon be replaced with Nooks. She reported that the library will soon have the National Geographic database which contains digital copies of their magazines from

1888 through 1994. The library will also be subscribing to the Oxford English Dictionary database.

Summer reading is off to a good start with about 3,100 participants signed up so far. Annually there are usually around 4,100 – 4,300 participants.

Weekend lunch coverage by full-time non-public staff will end at the end of June. Two part-time positions in Media and one in Youth have been filled to allow coverage to go back to normal. Ms. Porter noted that other internal transfers have taken place with some Circulation staff taking new positions at Lane Road. She announced that Kate Hastings, Youth Service Manager, will be taking a school librarian position at Wickliffe Elementary in August.

Ms. Porter and Ms. McNeil have been working on the planning for the library's participation in the UA 4th of July parade. About 21 staff members have signed up to be part of the parade.

DIRECTOR'S REPORT

The Director's written report is attached to the Minutes as an Exhibit.

Ms. Taylor had included information about the omnibus legislation that OLC had sponsored through the Ohio House. The legislation is awaiting the Governor's signature and will become law forthwith. The Board engaged in discussion about the provision of the law that would increase the size of municipal library boards to seven people.

As the new law will entail a change in the current bylaws, it was noted that the Board may take this opportunity to review and revise the current committee structure that is a part of the bylaws as well.

Mr. Burtch appointed Ms. Sharpe and Mr. Shkurti as an *ad hoc* committee to review the bylaws, coordinate the appointment process with the city. Both accepted the appointment.

Two items for discussion were included in the Director's report. Ms. Taylor noted that the library will be returning to acknowledging prior library service in the pay rules. This would currently affect some part-time staff members who have taken new positions within the library. The estimated cost for this year is under \$1,000.

Ms. Taylor said that the library has had conversations with the UA Historical Society about housing the Historical Society's materials at the Tremont location. Ms. Taylor noted that she had reviewed the request and it is a natural and desirable partnership. The library does have some space and cabinetry available that would be appropriate for the Historical Society's materials.

The Board entered into a brief discussion and raised certain points that should be addressed in any letter of agreement between the two entities. The primary concern

was that the arrangement should be cost neutral for the library and that the library be held harmless for any damages, theft, etc. The Board did agree that Ms. Taylor should move forward with the plan and a memorandum of agreement.

Board members asked if the Marc Brown Arthur illustration had been auctioned off during the UA Foundation's Raise the Roof event. Ms. McNeil said that it was her understanding that the sketch has been sold and others would be held back for other fundraising efforts by the Foundation. The Foundation has a Board meeting soon at which time Sue Ralph is expected to announce the results of the auction.

OPERATIONS

There was no meeting and no report. The ash trees in the median strip in the Tremont parking lot are scheduled to be removed by the city tomorrow in order to contain the emerald ash tree borer infestation.

FINANCE

The Fiscal Officer's written report is included here.

Notes from the Fiscal Officer June 2012

Our PLF share is \$209,268 for June 2012.

We have been given some good news. The Franklin County Auditor has distributed about \$7 million in surplus taxes to local taxing districts, of which we are one. The library's share is \$10,309. The calculation of the surplus is based upon actual costs through 2011 including the most recent reappraisal and an estimate for the 2014 triennial reappraisal. This was totally unexpected and unbudgeted. These monies can be used for whatever the library sees fit.

Recently, I have received an update on our settlement for the MEC natural gas hedging issue. Our share is \$21,618.34. As discussed before the library has 3 options to pay off this settlement: 1) one-time payment in full 2) five annual payments or 3) seven payments each year for five years.

With consultation of the Finance Committee, the goal has been determined to pay this off as quickly as possible. This will allow the library to use the projected savings due to this new natural gas consortium recently signed in later years. Currently, the projected savings is 35-45%, I will know more of the actual savings once we get the projected budget from the consortium.

By not adjusting our natural gas budget for next year, my projections show that we could pay the full amount off by the end of 2013 (about \$8,000 this year and \$13,700 in

2013). We do have the flexibility with EnergyUSA to pay it off in full at the end of this year if our budget allows us to do so. There is no penalty for paying the settlement off early. As we get closer to year-end I will keep you posted any new developments.

At this month's Finance Committee meeting, we discussed the limit of the director's corporate credit card. Per our Operations policy:

"Library credit cards will be established in the name of the Upper Arlington Public Library and the specific name of an individual with a maximum credit limit. This limit will be set by the Director, Assistant Director, Fiscal Officer and employee's immediate supervisor. The card may be issued in the name of the Department Manager or their designee. The Finance Committee of the Board of Trustees will set the maximum credit limit for Director, Assistant Director and Fiscal Officer, if applicable. There is no cash access feature on the library credit card. "

Here is some additional background information: As of June 2009, the library may provide corporate credit cards to staff to help expedite purchases when it does not circumvent the normal purchase order process. In addition, this helps the employee with travel arrangements when traveling to and from conferences on the library's behalf. Current library maximum credit limit for corporate account is \$30,000. There are ten staff credit cards including the director's card. Previous director's limit was \$5,000 and will be the new limit for our new director. At this time, there is no action required by the Board for this request.

Our next Finance Committee Meeting is scheduled for August 14, 2012 at 9am. The current plan is no July Finance Committee meeting unless needed.

Hemleben said that the City's planned agreement for electrical service is on hold until August while details continue to be finalized. The Lane Road and Miller Park branches will qualify to be part of the aggregation plan. As things stand at the moment, this would save the library about \$7,000. A possible change in vendors for Tremont could increase that savings. The library will need to decide if there is a problem in dealing with two vendors and billing systems and cycles or if any inconveniences are worth projected savings. Finance will continue to monitor this and will make a recommendation to the Board at some future point.

The Finance Committee proposed the passage of Resolution 14-12.

**RESOLUTION 14-12
To Adopt a Capital Plan**

BE IT RESOLVED that the Upper Arlington Public Library Board of Trustees does hereby adopt, as a guiding principle, the Capital Plan (Building Repairs and Improvements Plan and Technology Plan) as outlined in the attached exhibit.

FURTHER, IT IS UNDERSTOOD that the Administration Office of the Upper Arlington Public Library maintains the ability to adjust the order of the priorities listed as would make sense based on future circumstances within the overall spending limits of the attached documents;

that the Board of Trustees shall be notified if project costs exceed current estimates by more than 10%;

that the Board of Trustees shall be notified of any major shift in priorities and;

that the status of the Capital Plan shall be reported to and reviewed by the Board of Trustees annually, at a minimum.

Mr. Shkurti made a motion to approve Resolution 14-12. Ms. Sharpe seconded the motion. VOTING AYE: Burtch, Davis, Scanlon, Sharpe and Shkurti. VOTING NAY: None.

Ms. Hemleben noted that the estimates for the cost of the public computers and software are coming in lower than what was budgeted. IT will be moving forward with their plan.

PERSONNEL

There was no meeting and no report.

Mr. Burtch noted that the library does need to review the current personnel classification system. He noted that when the system was put in place, it was designed to be reviewed and up-dated every two or three years. It has been six years since any review has been undertaken. It was suggested that the Board consider including a merit component in any pay system the library adopts in the future. Mr. Burtch suggested that the Board set this as a goal for 2013. It was noted that there may be other libraries who need to conduct similar type of studies and that it might be possible to enter into a partnership with them to share the cost of an outside consultant.

PRESIDENT'S REPORT

Mr. Burtch noted that the Board will not have a quorum for the July meeting, so that meeting is cancelled. The next Board of Trustees meeting will be Tuesday, August 21, 2012 at 5:00 p.m.

ADJOURNMENT

Ms. Sharpe made a motion to adjourn the meeting. Mr. Shkurti seconded the motion. VOTING AYE: Burtch, Davis, Scanlon, Sharpe and Shkurti. VOTING NAY: None. The meeting adjourned at 5:45 p.m.

John H. Burtch, President

Mark L. Shy, Secretary