



Board of Trustees Meeting
Tuesday, August 21, 2012 5:00 p.m.

MINUTES

The meeting was called to order at 5:05 p.m.

IN ATTENDANCE

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

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

Mr. Shy made a motion to approve the absence of William J. Shkurti. Ms. Sharpe seconded the motion. VOTING AYE: Burtch, Davis, Scanlon, Sharpe and Shy. VOTING NAY: None.

Ms. Davis moved for passage of the remainder of the consent agenda. Ms. Sharpe seconded the motion. VOTING AYE: Burtch, Davis, Scanlon, Sharpe and Shy. VOTING NAY: None.

The items approved were the Minutes from the June 19, 2012 meeting, the Monthly and Quarterly Financial Reports from June, 2012, the July and August Personnel Reports from the Fiscal Officer and the General Fund Donations Resolution. The Financial Reports and the Personnel Reports are included as exhibits to these Minutes.

RESOLUTION 15-12

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:

Amount	Fund	Donor
\$50.00	250	Lauri Sullivan in honor of Amy P. Sharpe
\$750.00	100	UAHS Senior Class
\$100.00	100	Steve Glass in support of Inter-Library Loans
\$100.00	100	Frederick & Karla Roehrig

ASSISTANT DIRECTOR'S REPORT

Ms. Porter gave the Board an up-date on the status of the replacement of the carpet at Miller Park. She also reported that

- Adventure UA would start on September 10th and will be more activity based than last year.
- Jeni Britton Bauer, of Jeni's Splendid Ice Cream, will be presenting a program for adults on September 5th.
- The UAPL app is now available for Smartphone and iPads. This app allows patrons to search the catalog, check their account and reserve items remotely using their electronic devices.

DIRECTOR'S REPORT

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

The Board engaged in preliminary discussion of the budget percentages for Materials and Personnel. Ms. Taylor noted that staff members had researched the topic and the range for materials budgets were from 10% to 20% and that the 20% level seemed to be based on 1960's era data. She noted that staff members were comfortable with a 15% materials budget range. There was general agreement to continue the budgeting process for 2013 with the recommendations presented.

Ms. Taylor recommended passage of Resolution 16-12.

16-12 RESOLUTION **To Enter Into an Agreement with the Upper Arlington Historical Society**

BE IT RESOLVED that the Upper Arlington Public Library Board of Trustees approves the agreement with the Upper Arlington Historical Society as set forth in the agreement document attached as a permanent exhibit to this Resolution,

AND BE IT FURTHER RESOLVED that the Upper Arlington Public Library Board of Trustees authorizes the President of the Board and the Director to sign any such document(s) as may be needed.

Mr. Shy made a motion to approve Resolution 16-12. Ms. Sharpe seconded the motion. VOTING AYE: Burtch, Davis, Scanlon, Sharpe and Shy. VOTING NAY: None.

AD HOC COMMITTEE

Ms. Sharpe noted that there is no pressing timetable for appointment of the additional library trustee. The city plans to wait until January to make the

appointment. The committee will review the By-laws by then in order to recommend any changes needed. Consideration will be given to making the language more open-ended, particularly as regards standing committees.

OPERATIONS COMMITTEE

There was no meeting and no report.

FINANCE COMMITTEE

The Fiscal Officer's Report is included as an exhibit to these Minutes. Notes from the Finance Committee meeting are included here.

*FINANCE COMMITTEE MEETING
Tuesday, August 14, 2012 9:00 a.m.*

Meeting Notes

IN ATTENDANCE: John H. Burtch, William J. Shkurti, Chris Taylor, Kate Hemleben, Kate Porter and Nancy Roth.

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

Item of Discussion: Electricity Savings

Finance Committee members reviewed the cost information provided by Ms. Hemleben. We are already saving an estimated \$6,400 annually for Lane and Miller Park under the city aggregation program. Library can opt out of city plan without penalty at any time with 30 day notice. Participating in city plan for Lane and Miller Park confirms the library's desire to participate in shared services ventures.

Following cost analysis of several vendors, Direct Energy offers most savings for Tremont – approximately \$30,800 per year. Assuming that refreshing price estimates does not result in a large change in current quotes from vendors and assuming positive results into history and clientele of Direct Energy, or other lowest priced provider, the Committee recommended entering into a one year agreement with Direct Energy for Tremont Road. The Committee recommends that Lane Road and Miller Park branch libraries continue to receive service under the city of UA aggregation plan.

Item of Discussion: Annual Commercial/Liability Insurance Renewal

A complete review of our policy was done in 2009. The Hylant Group rates have increased approximately 5% over the four years we have been with them. Current premium cost was \$19,903 – new premium is \$20,475. The Committee

recommends approval of the resolution to renew general liability insurance with the Ohio Plan administered by the Hylant Group.

Item of Discussion: Mid-year Financial Review with Redesigned Financial Reports

Drafts of the revised monthly financial reporting documents were presented as well as a new quarterly report. The statement of Cash Position (green sheet) meets the monthly reports requirement listed in the Ohio Revised Code. New monthly report format (blue sheet) shows high level details of revenue/expense status. The quarterly report format (purple sheet) shows some additional detail for revenue/expenses.

The Committee approved proceeding with the new financial report format. New format to be presented beginning at the August 21st Board meeting.

Item of Discussion: Budget Reallocation

Finance Committee members reviewed a draft of information to be presented to the full Board at the next meeting. Suggested edits will be incorporated into the final document for the Board.

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

17-12 RESOLUTION
To Purchase Electrical Energy

BE IT RESOLVED that the Upper Arlington Public Library Board of Trustees does hereby approve the purchase of electrical energy for 2800 Tremont Road from Direct Energy for a period of up to eighteen months, beginning with the October 2012 billing cycle.

BE IT FURTHER RESOLVED that the Upper Arlington Public Library Board of Trustees does hereby approve the participation of the Lane Road Branch Library and the Miller Park Branch Library in the City of Upper Arlington's aggregation program for electrical energy services.

Ms. Davis made a motion to approve Resolution 17-12. Mr. Shy seconded the motion. VOTING AYE: Burtch, Davis, Scanlon, Sharpe and Shy. VOTING NAY: None.

18-12 RESOLUTION
Insurance Coverage

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts the insurance quote from The Ohio Plan to be

administered by The Hylant Group for insurance coverage for a one-year term commencing September 1, 2012.

Ms. Sharpe made a motion to approve Resolution 18-12. Ms. Davis seconded the motion. VOTING AYE: Burtch, Davis, Scanlon, Sharpe and Shy. VOTING NAY: None.

The Board took note of the revised financial report format. It was agreed that they were more informative due to less clutter and allowing space for analysis and explanation.

PERSONNEL COMMITTEE

No meeting was held. Ms. Taylor noted that the Personnel Committee will be meeting soon to review the up-dated Personnel Manual. They will also discuss conducting a staffing study.

PRESIDENT'S REPORT

Mr. Burtch had no additional report.

ADJOURNMENT

Mr. Shy made a motion to adjourn the meeting. Ms. Sharpe seconded the motion. VOTING AYE: Burtch, Davis, Scanlon, Sharpe and Shy. VOTING NAY: None. The meeting was adjourned at 5:40 p.m.

John H. Burtch, President

Mark L. Shy, Secretary