



Board of Trustees Meeting
Tuesday, September 18, 2012 5:00 p.m.

MINUTES

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

IN ATTENDANCE

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

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

CONSENT AGENDA

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

Mr. Shkurti moved to approve the remainder of the consent agenda. Ms. Sharpe seconded the motion. VOTING AYE: Mr. Burtch, Mr. Scanlon, Ms. Sharpe, Mr. Shkurti and Mr. Shy. VOTING NAY: None.

Included in the Consent Agenda were the Minutes from the August 21, 2012 Board meeting; the July 2012 Financial Report which is included as an Exhibit to these minutes; the September 2012 Fiscal Officer's Personnel Report which is included as an Exhibit to these minutes and the General Fund Donations Resolution.

RESOLUTION 19-12
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
\$25.00	100	Gene & Barbara Scott
\$100.00	100	Charles A. Wilcox

ASSISTANT DIRECTOR'S REPORT

Ms. Porter reported that the replacement carpeting at Miller Park has been installed. A meeting with the manufacturer's rep is scheduled for the end of the week for on-site inspection. A couple of tiles may need some additional adhesive. The library did receive a new five-year warranty with the replacement.

Ms. Porter announced that Alexander McCall Smith has been retained for the 2013 Author's visit. Mr. McCall Smith is widely known for his Number 1 Ladies' Detective Agency stories. The Upper Arlington Community Foundation will be working with the library to organize the event. The Friends of the Library will assist in funding the event. Mr. McCall Smith will be in Upper Arlington on Sunday, April 7th. There will be two events – one private ticketed fund-raising luncheon event, followed by a public lecture presentation by the author.

Adventure UA has begun. Twenty-four teams have registered with eighty-two patrons participating.

The UAPL mobile app for smart phones has been launched. There have been 353 downloads thus far.

DIRECTOR'S REPORT

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

Ms. Taylor reported that she has a call with Lynda Murray scheduled for tomorrow to discuss the implications of the recent Sacramento Public Library settlement with the National Federation for the Blind. The ruling affects our library's plan to circulate pre-loaded Nooks. The Sacramento ruling requires that Sacramento Public Library provide an equal number of ADA compliant devices, such as an iPad, as a reasonable accommodation. Because of this ruling, the library has put plans to circulate Nooks on hold until the situation is clarified. Vendors, such as Barnes and Noble, are also assessing the impact of this ruling. Currently UAPL is not out of compliance on this issue.

Ms. Taylor is requesting consultant proposals for a staffing study. The concern is to assure that the library is "right staffed" in all areas. She said that she has one proposal in hand and expects another by the end of the week, with a third proposal expected early next week. She hopes to have a decision made regarding a consultant by the end of next week.

OPERATIONS COMMITTEE

There was no committee meeting and no report.

FINANCE COMMITTEE

The Fiscal Officer’s written report is included as an Exhibit to these Minutes.

There was no committee meeting and no report.

Ms. Hemleben provided an up-date on the final outcome of the MEC natural gas hedging cots. The library’s share of the cost is about \$22,000 which Ms. Hemleben plans to pay in October. She said that under the current plan, the library should save about \$22,000 in natural gas fees this year.

RESOLUTION 20-12

Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies And Certifying Them to the County Auditor

OHIO REVISED CODE, SECTION 5705.34, 5705.35

WHEREAS, This Board in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2013; and

WHEREAS, the Budget Commission of Franklin County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore be it

RESOLVED, the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there by and is hereby levied on the tax duplicate of said Library the rate of each tax necessary to be levied within and without the ten mill limitation for tax year 2012 (collection year 2013) as follows:

SCHEDULE A

Summary of Amounts Required from General Property Tax Approved by the Budget Commission, and County Auditor’s Estimate Tax Rates

Fund	Amount to be Derived from Levies Outside 10 Mill Limitation	Estimate of Full Tax Rate to be Levied Outside 10 Mill Limitation
General Fund	\$3,116,460.12	2.00
TOTAL	\$3,116,460.12	2.00

And be it further

RESOLVED, that the Clerk of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Mr. Shy made a motion to approve Resolution 20-12. Ms. Sharpe seconded the motion. VOTING AYE: Mr. Burtch, Mr. Scanlon, Ms. Sharpe, Mr. Shkurti and Mr. Shy. VOTING NAY: None.

PERSONNEL COMMITTEE

The notes from the Personnel Committee meeting are included here.

*PERSONNEL COMMITTEE MEETING
Tuesday, September 11, 2011 5:00 p.m.*

Meeting Notes

IN ATTENDANCE: Karen A. Davis, Garrett K. Scanlon, Chris Taylor, Kate Porter, Kate Hemleben, Julie Whitt and Nancy Roth

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

Personnel Policy Handbook Review

The committee had been provided with a tracked-changes copy of the Personnel Policy Handbook prior to the meeting. Ms. Taylor requested comments and questions about the revisions from the committee. The committee had a few questions/concerns that were addressed in the discussion that followed. Two additional edits to the document were affirmed.

The committee agreed that they were comfortable with recommending ratification of the handbook at the September Board meeting.

The committee also reviewed the newly-formulated Social Media Policy and Solicitation Policy. The committee agreed that the new policies were acceptable for presentation to the Board with a recommendation for passage and inclusion in the Personnel Policy Handbook.

Ms. Davis complimented the Admin team on the Personnel Manual, noting that she had reviewed many personnel manuals in her professional career and that this manual could serve as a good template for other organizations.

Revised Format for Personnel Report

Ms. Hemleben recommended that the current Personnel Report that is been a part of the Consent Agenda section of the Board pack be discontinued. Ms. Taylor was in

accord, noting that the information of personnel additions and terminations was available to the Board in the monthly Scoop. Privacy concerns were expressed as the report contains employee salary information in a more public forum that might otherwise be expected. The committee was divided and agreed to bring the matter before the whole Board for discussion and decision.

Staffing Survey

Ms. Taylor indicated that the goal of the staffing study at this time is primarily to review staffing levels and distribution of staff. A part of the budgeting process for 2013 will be to project staffing needs. In order to do this, Ms. Taylor has contacted several companies to request a proposal and quote for this type of consulting service. These companies include: Ohio Resource Council, The Singer Group, Stepp Associates and Archer. Ms. Davis provided an additional contact for Ms. Taylor. There was discussion of the parameters of such a study and the comparative data the library might want to request from a consultant. It was noted that funds for the hiring of an outside consultant has been included in the current budget as a part of the transition to a new Director.

The committee did agree that a study needs to be undertaken. It was agreed that Ms. Taylor will continue to seek pricing information from consultants. She will forward information to the committee when it is available.

The meeting was adjourned at 6:13 p.m.

The Board engaged in discussion and review of the revised Personnel Policy Handbook, including new policies for Social Media and Solicitation. The new policies will be incorporated into the final handbook. The Board complimented Admin staff on their work in revising the policy.

RESOLUTION 21-12

To Approve the Adoption of the Revised Personnel Policy Handbook

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts and adopts the Revised Personnel Policy Handbook, 2012 edition as submitted and recommended by the Personnel Committee, including the new Social Media Policy and the new Solicitation Policy.

Mr. Scanlon moved for passage of Resolution 21-12. Mr. Shkurti seconded the motion. VOTING AYE: Mr. Burtch, Mr. Scanlon, Ms. Sharpe, Mr. Shkurti and Mr. Shy. VOTING NAY: None.

The Board discussed Ms. Hemleben's recommendation to discontinue the current version of the Personnel Report. A suggestion was made that more strategically useful Personnel information would be helpful. This could consist of a quarterly report that included projecting annual personnel costs vs. budgeted costs; vacancy rate; turnover;

and review of upper tier positions available and their budget impact. It was suggested that this be a one-page executive summary type document.

It was agreed that Admin will develop a mock-up for review. It was agreed that this type of summary document should accompany the quarterly financial report. The Board agreed to discontinue the current Fiscal Officer's Personnel report. An additional suggestion was made to consider discontinuing or revising the monthly automation report as well.

PRESIDENT'S REPORT

Mr. Burtch commended the work done on the Personnel Handbook. He noted that he favored not including specific salary information in the Personnel report because of privacy concerns. He noted that the quarterly personnel report should be based on the assumption of full employment.

ADJOURNMENT

Mr. Shkurti made a motion to adjourn the meeting. Ms. Sharpe seconded the motion. VOTING AYE: Mr. Burtch, Mr. Scanlon, Ms. Sharpe, Mr. Shkurti and Mr. Shy. VOTING NAY: None.

The meeting was adjourned at 5:55 p.m.

John H. Burtch, President

Mark L. Shy, Secretary