



**Board of Trustees Meeting**  
Tuesday, October 16, 2012 5:00 p.m.

**MINUTES**

The meeting was called to order at 5:13 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, Ruth McNeil, Community Relations Manager; Greg Ramage, IT Manager; Chris Minx, Communications Specialist; and Kathryn Kallmes, Executive Director of the UA Historical Society.

**CONSENT AGENDA**

Mr. Shy made a motion to excuse Karen Davis who cannot be legally counted as attending per Ohio Sunshine Laws even though she participated via phone. Ms. Sharpe seconded the motion.

VOTING AYE: Mr. Burtch, Mr. Scanlon, Ms. Sharpe, Mr. Shkurti and Mr. Shy.

VOTING NAY: None.

Mr. Shkurti moved to approve the remainder of the consent agenda. Mr. Shy 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 September 18, 2012 Board meeting; the August 2012 Financial Report which is included as an Exhibit to these minutes and the General Fund Donations Resolution.

RESOLUTION 22-12  
**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:

<b>Amount</b>	<b>Fund</b>	<b>Donor</b>
\$2,500.00	100	Anonymous
\$250.00	100	Wednesday Literary Club

## **UA HISTORICAL SOCIETY**

Kathryn Kallmes, Executive Director of the UA Historical Society, thanked the Board for the space to house their collections. She shared her excitement that the collection has a public home through our joint partnership. She also mentioned that they will be able to display some items from their collection in the Ohio Room at a later date.

## **ASSISTANT DIRECTOR'S REPORT**

Ms. Porter introduced Chris Minx who gave a demonstration of the new text chat software that the library is using to offer programs for patrons. This software allows us to take the program to the patron instead of having them come to one of our facilities

Ms. Porter read a note from the Alexandria Public Library thanking the UAPL for the rugs and puzzle table that we were no longer using and which were made available to other public libraries.

Adventure UA is in its last week with six teams tied for first place. The tie-break event is scheduled for Sunday, November 4<sup>th</sup>.

## **DIRECTOR'S REPORT**

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

Ms. Taylor reported that Inservice Day was a success and that we plan to do to the same thing/same day next year.

She reported that CML has officially joined the CLC and that we need to look at our options as part of our strategic planning process. She noted that there are really three consortia options for us to consider and that we need to wait and see how the process works out with CML joining CLC.

She noted that we have been doing a lot of cleaning and rearranging things at Tremont. The plan is to move items that do not belong in the public spaces back into places where they belong. For example, by giving away the rugs we freed up space for the tall ladders that had been sitting in the back of Adult.

Ms. Taylor is requesting approval to hire a firm to do a staffing study. She explained the three proposals we had received and the reasons why we would wish to hire one over the other two to conduct the study. The concern is to assure that the library is "right staffed" in all areas. She clarified that this means we are using staff as appropriately and as efficiently as possible. Per the library's Operations Manual, the Director must seek board approval for any expense over \$15,000. This study is not required to be competitively bid per state law/ordinance.

Mr. Shkurti made a motion to approve the hiring of a firm to complete a staffing study in an amount not to exceed \$20,000. Mr. Scanlon seconded the motion.

VOTING AYE: Mr. Burtch, Mr. Scanlon, Ms. Sharpe, Mr. Shkurti and Mr. Shy.  
VOTING NAY: None.

### **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.

### **PERSONNEL COMMITTEE**

There was no committee meeting and no report.

### **PRESIDENT'S REPORT**

At this time the Board held a discussion of the recent Request for Review of Library Materials. The Board decided that the real concern is the broader issue of age ranges and youth materials and asked the staff to do further research as to other options for the youth collection.

### **ADJOURNMENT**

Mr. Shy 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 5:50 p.m.

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John H. Burtch, President

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Mark L. Shy, Secretary