



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

**MINUTES**

The meeting was called to order at 5:07 p.m.

**IN ATTENDANCE**

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

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

**CONSENT AGENDA**

The consent agenda included the approval of the absence of Karen A. Davis, the Minutes from the November 20, 2012 Board of Trustees meeting, the October financial report and the December donations resolution.

RESOLUTION 27-12  
**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>
\$329.00	250	Tri Village Lions Club for purchase of iPad Mini

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

**LIBRARY RECORDS COMMISSION**

*LIBRARY RECORDS COMMISSION MEETING*  
*Tuesday, December 18, 2012 5:00 p.m.*

*MEMBERS PRESENT: John H. Burtch, Garrett K. Scanlon, Amy P. Sharpe, William J. Shkurti, and Kate Hemleben, Fiscal Officer*

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

*The meeting was called to order at 5:05 p.m. It was noted that the Records Commission meeting was a statutory requirement for all libraries. Library Records Commissions are required to meet at least annually.*

*Ms. Hemleben reported that there were no changes to submit to the record retention schedule. She noted that there were no records to be submitted to the State Library for permission to destroy.*

*Ms. Taylor indicated that the library will be reviewing its retention policy and procedures during 2013.*

*The meeting was adjourned at 5:06 p.m.*

### **ASSISTANT DIRECTOR'S REPORT**

Ms. Porter reported that the library has received a donation from the Tri-Village Lions Club for the purchase of an iPad mini. This device will allow the library to offer patrons who need it, an accessible reader device. The Lions Club is primarily concerned with being advocates for the vision impaired people. They also focus on literacy issues. The gift was spearheaded by Jane Jarrow who has developed this initiative as a pilot program state-wide for Lions Clubs. She hopes to see it become a national project for the Lions. The Tri-Village Lions Club selected UAPL and Grandview library as the pilot locations for the iPad minis. Ms. Jarrow plans to offer some staff training in January.

The Digital Downloads consortium will soon be offering Zinio. This is a subscription based magazine service that we begin in January. Fifty titles initially selected by the consortium will be available for patrons. There can be downloaded and accessed by multiple patrons without limits and become a permanent part of the patron's download collection.

Ms. Porter also noted that in reporting on the Community Conversation initiative at the November Board meeting, Ms. Sharpe's participation and assistance was overlooked. She offered Ms. Sharpe belated acknowledgement and thanks.

### **DIRECTOR'S REPORT**

Ms. Taylor's written report is included as an exhibit to these minutes.

Ms. Taylor reported that the staffing study is in process. The Singer Group has made their first on-site visit and met with various staff members individually and in groups. Staff members are in the process of completing an on-line survey which is scheduled to be completed by the end of the month. The Singer Group will be reviewing and compiling results and may schedule a return on-site visit.

Ms. Taylor noted the early date for the regular January Board meeting with New Year's Day falling on a Tuesday. It was agreed to move the January Board meeting to January 22<sup>nd</sup>.

Ms. Taylor brought information to the Board about a recent tax exemption decision by the County Tax Commission for the Tree of Life School. The library has been informed that the UA Schools and the City of UA are planning to register a complaint with the Tax Commission. The basis of the complaint is that the exemption was granted without notification to the parties who would be affected by it. This includes the library, the schools and the City of UA.

The city and the schools do plan to take legal action to register their complaints about the granting of tax exempt status. There is legal action pending to determine whether the Tree of Life School meets the legal definition of a "school." Ms. Taylor informed the Board the library had not received information from the city about the action until the day before the Board meeting. In checking the County Auditor's website, Ms. Taylor determined that the action by the Tax Commission would reduce the library's tax revenue by about \$5600 annually. She asked for the Board's opinion on the issue.

Board members discussed the issues involved and following discussion a motion was made **To officially register a complaint with the Franklin County Tax Commission regarding the granting of tax exempt status to the Tree of Life School on the basis that the library was not notified of the request for tax exempt status nor of any hearings on the application as required by law.** Mr. Shkurti made the motion and Ms. Sharpe seconded the motion. VOTING AYE: Mr. Burtch, Mr. Scanlon, Ms Sharpe and Mr. Shkurti. VOTING NAY: None.

Ms. Taylor offered a resolution to thank Mr. Mark Shy for his service as a Board member.

#### Resolution 28 -12

#### **To Thank Mark L. Shy for his Dedication and Service as a UAPL Board Member**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the service and dedication of Mr. Mark L. Shy to the Upper Arlington Public Library.

Mr. Shy as a member of the Board of Trustees from January 2010 to December 2012 gave unselfishly of his time. During his term on the Board, Mr. Shy served a term as Secretary. Mr. Shy served on the Operations Committee where his years of experience as a construction and renovation specialist were relied upon by the library. His knowledge of the construction community in Central Ohio aided the library in the timely and efficient completion of many improvement projects such as the Lane Road

Parking lot. Mr. Shy also generously contributed services from his company for the betterment of the library, such as painting the lower level at Lane Road.

Mr. Shy proved to be a believer in mentoring and enabling staff members to improve their skills. In particular, he offered encouragement, support and advice to the Facilities Manager, Sherman Wallace that allowed Mr. Wallace to grow professionally. Mr. Shy would consistently view any temporary obstacle as an opportunity for learning and growth and would always look for the positive side of any situation.

That Mr. Mark L. Shy has made an outstanding and lasting contribution to the Upper Arlington Public Library and to the greater Upper Arlington community is hereby noted and witnessed this 18<sup>th</sup> day of December 2012.

\*\*\*\*\*

Ms. Sharpe made a motion to approve Resolution 28-12. Mr. Shkurti seconded the motion. VOTING AYE: Mr. Burtch, Mr. Scanlon, Ms. Sharpe and Mr. Shkurti. VOTING NAY: None.

Ms. Taylor offered a resolution to approve the revision of the Bylaws as previously discussed at the November Board meeting. Those Bylaws are attached as an exhibit to these minutes.

#### RESOLUTION 29-12

#### **To Approve Amendments to the Bylaws of the UAPL Board of Trustees**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve the amendments made to the Bylaws of the Upper Arlington Public Library Board of Trustees as recommended by the Ad Hoc Committee on Bylaws. The Boards does hereby adopt the Bylaws as they appear in the attached Exhibit.

\*\*\*\*\*

Ms. Sharpe made a motion to approve Resolution 29-12. Mr. Scanlon seconded the motion. VOTING AYE: Mr. Burtch, Mr. Scanlon, Ms. Sharpe and Mr. Shkurti. VOTING NAY: None.

#### **OPERATIONS COMMITTEE**

There was no Operations Committee meeting and no report. Ms. Taylor did report that Purchase Orders have been issued for the carpeting project in the Atrium and the reconfiguration in Circulation. The library is getting estimates for necessary electrical work in Adult Services. The library is also compiling and reviewing information regarding furnishings in Adult.

## FINANCE/PERSONNEL COMMITTEE

The Fiscal Officer's written report is included as an exhibit to these minutes.

The minutes of the combined Finance/Personnel Committee are included here.

### JOINT FINANCE – PERSONNEL COMMITTEE MEETING Tuesday, December 11, 2012 9:00 a.m.

#### **Meeting Notes**

*IN ATTENDANCE: John H. Burtch, William J. Shkurti, Garrett K. Scanlon, Karen A. Davis (by phone), Chris Taylor, Kate Hemleben, Kate Porter, Julie Whitt and Nancy Roth.*

*The meeting was called to order at 9:07 a.m.*

#### **2013 Budget**

*Documents were distributed to the committee, including an informational memo from Ms. Taylor. The 2013 budget makes connections with strategic plan initiatives in order to assure that planned initiatives are funded. The budget was prepared with funding for 119 positions. An increase of 15% for health insurance was included in the budget figures. A transfer of \$1.3 million from the General Fund to the Building Improvement Fund is planned.*

*It was noted that the library is in better financial shape than when budget projections were made in preparation for the levy campaign. The library has been able to eliminate planned but unspecified reductions through 2015 due to various economic factors, including the improvement in the PLF, adjustments to the materials budget and other savings initiatives. Patrons will not be impacted by the reduction in the materials budget because of library discounts through memberships in various consortia. Additional budget reductions through 2015 are not necessary and if general economic conditions continue to improve, budget shortfalls in 2016 and 2017 may be resolved as well. The library will continue to fine-tune planned capital projects as time progresses.*

*Health insurance premiums remain an unquantified factor. The library's health insurance renewal is March 1<sup>st</sup>. The library's broker will be putting the renewal out to the market for bids later this month. Preliminary figures for other libraries' renewals that are effective January 1, show increases of widely varying amounts. The library usually reviews health care insurance options in January and selects the plan to offer so that employees have the month of February as an open enrollment period.*

*The committee engaged in some conversation about future options for health care insurance, noting that it may be advantageous to hire a health insurance consultant to assist in reviewing options such as self-funded insurance or joining a consortium.*

*The staffing study is under way. Results and recommendations should be available to the Board by the end of February. The major focus is whether staff positions are allocated correctly to assure the efficient functioning of the library. Once the study results and recommendations are in hand, the Board will have to determine how and when to address the recommendation.*

*The committee was in agreement with moving forward with recommending the approval of the 2013 Temporary Appropriations as presented.*

### **Salary Information**

*The committee discussed the proposed cost of living wage increase and the general economic conditions. It was noted that a 2.5% (based on the range midpoint) cost of living wage increase is a part of the 2013 budget. Historically wage increases have been effective in January. Ms. Taylor noted that Westerville will be instituting a 4% raise for their employees and other libraries range from 2% to that 4% level. The committee noted that the library needs to be cognizant of what other libraries are paying similar positions so that we can retain good people.*

*Following discussion, the committee also noted that the cost of living increase for 2012 had been deferred from January until July awaiting the results of the levy renewal on the ballot. The current proposal for a 2.5% cost of living increase to the midpoint will put the library back on the annual January review of wages. It was noted that two employees will be marginally over the top of their range due to their years of service at the library. The committee agreed that these two employees should not be penalized because the library has not adjusted the range structure which was put in place in 2006.*

*The committee did agree that they would support a staff wage increase of 2.5% of the mid-point of each range which is an effective rate of approximately 2.75% to the salary pool because of the large number of employees who are below the midpoint in their range.*

*It was noted that following the staffing study, the library will review the pay structure and in the future may move more to performance-based pay adjustments.*

### **Operations**

*There were no questions regarding the October Financial Report.*

*Ms. Hemleben reviewed proposed revisions to the Personnel Policy Handbook to allow for per diem expenses for conferences and out of state travel. She also recommended permitting reimbursements for parking without receipts. It was noted that the per diem allowance is established annually by the federal government and varies from city to city. The library would apply this rate for meals only and the prohibition against paying for alcohol would remain in effect. It was noted that a per diem system for meals is much*

easier for both the employer and the employees, simplifying record-keeping duties for each. The committee agreed that these changes were appropriate and that they would recommend approval of a resolution to that effect. Ms. Hemleben proposed some changes to the Operation Manual. The items proposed were to:

1. Expanding credit card purchasing to include state memberships, professional development and library materials.
2. Increasing the authority of the Director to sign contracts up to \$25,000 and
3. Increasing the threshold requiring multiple quotes to \$5,000.

Committee members reviewed the prepared changes, made some editorial suggestions and agreed that they would recommend approval of a Resolution to incorporate the changes to the Operational Manual.

Ms. Hemleben brought forward the possibility of cancellation of the January Finance meeting which currently would be held on January 8<sup>th</sup>, 2013. After discussion, including the possibility that the committee might need to review health care insurance proposals at the January Finance meeting, it was decided to keep the meeting as currently scheduled. Action to cancel or re-schedule the meeting can be taken at a later date if appropriate.

The meeting was adjourned at 10:30 a.m.

Resolution 30-12 is attached as an exhibit to these minutes. Mr. Shkurti made a motion to approve Resolution 30-12. Mr. Scanlon seconded the motion. VOTING AYE: Mr. Burtch, Mr. Scanlon, Ms. Sharpe and Mr. Shkurti. VOTING NAY: None.

RESOLUTION 31-12  
**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:

**GENERAL FUND 100**

*Appropriations*

Expenditures

Other Expenses / Transfers Out   +1,300,000

**BUILDING IMPROVEMENT FUND 402**

*Appropriations*

Revenue

Other Income / Transfers In                   +1,300,000

\*\*\*\*\*

Mr. Shkurti made a motion to approve Resolution 31-12. Ms. Sharpe seconded the motion. VOTING AYE: Mr. Burtch, Mr. Scanlon, Ms. Sharpe and Mr. Shkurti. VOTING NAY: None.

RESOLUTION 32-12  
**Authorization to have County Auditor Release Advance  
Distribution of Tax Dollars**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library authorizes the Fiscal Officer of the Library, Katherine Hemleben, to receive tax advances and settlements from the Franklin County Auditor for the year 2013.

\*\*\*\*\*

Mr. Shkurti made a motion to approve Resolution 32-12. Ms. Sharpe seconded the motion. VOTING AYE: Mr. Burtch, Mr. Scanlon, Ms. Sharpe and Mr. Shkurti. VOTING NAY: None.

RESOLUTION 33-12  
**2013 Pay Increases**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve pay increase of 2.5% to the mid-point of each pay range for all employees regardless of their current relationship to the midpoint or top of the pay range. The pay increase will be effective for all employees on staff as of October 31, 2012, including the Fiscal Officer and the Assistant Director.

The new rates will be effective with the pay period ending on January 5, 2013 and paid out on January 11, 2013.

\*\*\*\*\*

The Board did discuss the process for evaluation of the Director, salary assessment and the current employment agreement with Ms. Taylor. It was generally agreed that this process would be done through an Executive Session.

Mr. Shkurti made a motion to approve Resolution 33-12. Mr. Scanlon seconded the motion. VOTING AYE: Mr. Burtch, Mr. Scanlon, Ms. Sharpe and Mr. Shkurti. VOTING NAY: None.

RESOLUTION 34-12  
**2012 Pay Ranges**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the pay ranges as listed in the attached permanent exhibit to be effective for the first pay date of 2013.

\*\*\*\*\*



Ms. Sharpe made a motion to approve Resolution 34-12. Mr. Shkurti seconded the motion. It was noted that review and possible adjustment of the pay range system is planned for 2013. VOTING AYE: Mr. Burtch, Mr. Scanlon, Ms. Sharpe and Mr. Shkurti. VOTING NAY: None.

RESOLUTION 35-12  
**To Approve the Changes to the Operations Manual**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve the changes to the Operations Manual regarding Credit Card Purchases and regarding Contracts as reflected in the sections shown in the attached Exhibit.

\*\*\*\*\*

Ms. Sharpe made a motion to approve Resolution 35-12. Mr. Scanlon seconded the motion. VOTING AYE: Mr. Burtch, Mr. Scanlon, Ms. Sharpe and Mr. Shkurti. VOTING NAY: None.

RESOLUTION 36-12  
**To Approve the Changes to the Personnel Policy Manual**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve the changes to the Personnel Policy Manual as shown in the attached Exhibit.

\*\*\*\*\*

Mr. Shkurti made a motion to approve Resolution 36-12. Ms. Sharpe seconded the motion. VOTING AYE: Mr. Burtch, Mr. Scanlon, Ms. Sharpe and Mr. Shkurti. VOTING NAY: None.

**AD HOC COMMITTEE**

The committee reported that they had met with representatives from UA City Council to review the eighteen applications. This was the first time that the library and the City have collaborated in this way to review interested candidates. Two were selected Sarah Mueller and Karen Olstad. They have both been contacted and have agreed to serve on the Board. They will be appointed at the January 14<sup>th</sup> UA City Council meeting and then sworn in at the January Library Board meeting. It was noted that the Fiscal Officer and the Deputy Fiscal Officer must also be appointed annually by the Board.

**PRESIDENT'S REPORT**

Mr. Burtch noted that the January Board meeting will be an organizational meeting. He asked members to be thinking of officers and of what committees the Board should

have. It was noted that the revised Bylaws allow the Board more flexibility in the formation and responsibilities of the committees. After some discussion, the current Ad Hoc Committee, consisting of Ms. Sharpe, Mr. Shkurti and Ms. Taylor agreed to take on the task of reviewing and making some committee structure recommendations to the Board at the January meeting. Members can serve on more than one committee.

## ADJOURNMENT

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

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

---

John H. Burtch, President

---

Garrett K. Scanlon, Secretary