



Board of Trustees Meeting
Tuesday, January 22, 2013 5:00 p.m.

MINUTES

The meeting was called to order at 5:00p.m.

IN ATTENDANCE

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

ALSO IN ATTENDANCE: Chris Taylor, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Sarah Dailey, Deputy Fiscal Officer; Ruth McNeil, Community Relations Manager; Julie Whitt, HR Manager; Nancy Roth, Administrative Secretary and Sue Ralph, Executive Director of the Upper Arlington Community Foundation.

ADMINISTRATIVE ORGANIZATION

Ashley Ellrod, UA Deputy City Clerk, administered the oath of office to new Board member Karen Olstad. New Board member Sarah Mueller will be sworn into office at the February Meeting.

Shkurti nominated Mr. Burtch as President. Ms. Davis seconded the motion. There were no other nominations. VOTING AYE: Ms. Davis, Ms. Olstad, Mr. Scanlon, Ms. Sharpe and Mr. Shkurti. NAY: None. ABSTAIN: Burtch.

Sharpe nominated Mr. Shkurti as Vice-President. Ms. Davis seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Olstad, Mr. Scanlon, Ms. Sharpe. VOTING NAY: None. ABSTAIN: Mr. Shkurti.

Shkurti nominated Mr. Scanlon as Secretary. Ms. Davis seconded the motion. There were no other nominations. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Oldstad, Mr. Scanlon and Ms. Sharpe. VOTING NAY: None. ABSTAIN: Mr. Scanlon.

Committee appointments follow later in the meeting.

The Board reappointed Kate Hemleben as Fiscal Officer and Sarah Dailey as Deputy Fiscal Office. John Burtch administered the oath of office.

CONSENT AGENDA

The consent agenda included the Minutes from the December 18, 2012 Board of Trustees meeting, the November financial report and the General Fund Donation Resolution.

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

RESOLUTION 01-13 **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
\$40.00	100	James Dowell via PayPay

ASSISTANT DIRECTOR'S REPORT

Ms. Porter mentioned more specific details of the spring author visit by Alexander McCall Smith on Sunday, April 7th. She then introduced Sue Ralph, Executive Director of the UA Community Foundation, who spoke about the foundation, the Ann Royce Moore Fund and asked for sponsors of the author event. She also shared her excitement that the library was nominated for the City's Community Enrichment Award. Conversation turned to the library's own need to work on fundraising for itself and Sue said that the foundation would work in coordination with the library and that she is here to help the library in its efforts.

DIRECTOR'S REPORT

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

Ms. Taylor mentioned the statistical overview that she included in her written report comparing circulation, visits and ebook usage from 2011 to 2012.

Ms. Taylor talked about the upcoming building projects that will begin in February. The materials are already available to do the work on the circulation desk and she is waiting to coordinate this project with the new carpet for the Atrium and Circulation areas. The former check-in side of the Circ Desk will be removed and replaced with repurposed new book shelving that currently sits in the Atrium. Quotes are in process for the electrical work that is needed before the staff work area in Adult can be moved behind

the reserves pick-up wall. She mentioned that the overall plan is to free up more public space in the Atrium.

She mentioned that the focus of the February Board meeting will be on training for the Board by Lynda Murray of the Ohio Library Council and shared that the OLC will be doing a more in-depth New Trustees Workshop in March.

AD HOC COMMITTEE

The Ad Hoc Committee of Ms. Sharpe, Mr. Shkurti and Ms. Taylor met on January 3rd to look at a new committee structure as allowed in the amended Board By-Laws. The group had researched what how other libraries handle their board committees and found no one answer there. They then asked “what do we really need here at UAPL” and decided that a limited numbers of committees that have a broader scope would work better with our now larger Board. The proposed structure consists of three committees:

Finance Plus—finances

Operations and Fund Development—building maintenance and fundraising

Executive Committee—Board officers meet only as issues arise

The Board discussed these options in more detail and decided that most personnel questions really start in finance because they involve money so there was no need for a separate committee. It was also decided that the technology plan should fall to operations since technology is really integrated into our physical structures. There was concern that Operations and Fund Development might be too big for one committee to oversee but the five year building plan is in place which allows the focus to turn toward fundraising. The Board thought the Strategic Plan and upcoming work on the 2014 plan should fall under the full Board and not to a committee.

The Board can also appoint sub-committees at any time which can include members of the community. The Board can change the proposed structure if they find that it does not work as planned.

There was also conversation about establishing a yearly Board agenda now that would focus on the three or so biggest strategic issues that need Board attention. It was noted that the day-to-day issues that arise can get in the way of keeping the Board focused on the bigger picture. One thought was that the Board focus on one of these strategic topics every other meeting. The Board asked the Director for suggestions of topics and the Collection might be the March topic.

Ms. Davis made a motion to approve the new committee structure. Ms. Sharpe seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Olstad, Mr. Scanlon, Ms. Sharpe and Mr. Shkurti. VOTING NAY: None.

It was decided that Ms. Davis, Ms. Olstad and Mr. Shkurti will serve on the Finance Plus Committee with Mr. Shkurti as Chair. It was also decided that Ms. Mueller, Mr. Scanlon and Ms. Sharpe will serve on the Operations/Fund Development Committee. They will need to choose their Committee Chair. That leaves the three Board officers to make-up the Executive Committee. The Finance Plus Committee generally meets monthly but the other two Committees will meet as needed.

OPERATIONS COMMITTEE

There was no Operations Committee meeting and no report.

FINANCE COMMITTEE

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

Ms. Hemleben talked about the upcoming HVAC project and the options available to Board on how to proceed. New legislation allows energy conservation measures (ECM) to be measured and reported to the Board. The Board would solicit proposals from at least three vendors and chose which report looks best to them. It would be up to the Board to decide on the amount of time acceptable for payback to the plan. It was noted that the schools have much less flexibility on this point. This option then allows the Board to continue to work with that same vendor if desired to the implementation stage because the Board would not be required to take the lowest bid.

Ms. Hemleben noted that this option (Option 3) on the Options Summary Page would be best for the library and that Sherman Wallace, our Facilities Manager, agrees on this option as well.

Discussion ensued as to the details of the advertising process required for this option and it was noted that the City of UA uses bid software and that we could ask them to post our bid request on their site.

The 2013 Health Insurance Renewal was discussed noting that we had budgeted a 15% increase for 2013 but that our renewal only came in at 10.1% increase over last years' rate. It was also noted that our renewal rate does include a 1% savings since we are a UA Chamber member. Talk of future health care costs and options included the uncertainty of health care reform legislation and the possibility of hiring an outside consultant to help us plan for the future. The consultant would need to be independent of our current brokers. Ms. Whitt noted that we are now the biggest of a small group instead of the smaller of a bigger group as our number of total staff (and therefore total eligible staff) has decreased over the past couple of years which impacts options available to the library.

Mr. Burtch made a motion to approve the Health Care Renewal. Ms. Shkurti seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Olstad, Mr. Scanlon, Ms. Sharpe and Mr. Shkurti. VOTING NAY: None.

PRESIDENT'S REPORT

Mr. Burtch noted that extra materials provided in advance for this meeting were particularly good and noted that it makes the Board's job easier. He encouraged Admin to continue in this direction.

Ruth McNeil mentioned that the State of the City would take place on Monday, January 28th at 5pm at the Municipal Building. A community fair takes place in advance of the formal presentation and the library will again have a booth at the fair.

She also noted the recent article in UA This Week about Mark Shy. It was also noted that Director Taylor will speak at the UA Rotary on January 29th and at the Tri-Village Rotary on February 13th.

EXECUTIVE SESSION

Following a roll call vote to enter into Executive Session in order to discuss a specific personnel matter, the Board went into Executive Session at 6:25pm. Ms. Sharpe made the motion and Mr. Burtch seconded it. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Olstad, Mr. Scanlon, Ms. Sharpe and Mr. Shkurti. VOTING NAY: None.

ADJOURNMENT

The Board emerged from Executive Session at 6:39pm. The meeting was adjourned by acclamation at 6:40 p.m.

John H. Burtch, President

Garrett K. Scanlon, Secretary