



Board of Trustees Meeting
Tuesday, February 19, 2013 5:00 p.m.

MINUTES

The meeting was called to order at 5:03 p.m.

IN ATTENDANCE

BOARD: John H. Burtch, Karen Davis, Sarah Mueller, 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; Ruth McNeil, Community Relations Manager; Ashley Elrod, Acting City Clerk; Lynda Murray, Ohio Library Council and Nancy Roth, Administrative Secretary.

SWEARING IN OF NEW TRUSTEE

Acting City Clerk, Ashley Elrod administered the Oath of Office to Ms. Sarah Mueller, new library trustee. Board members welcomed Ms. Mueller. She provided the Board with a brief summary of her background.

CONSENT AGENDA

The consent agenda included the Minutes of the January 22, 2013 Board of Trustees meeting, the December 2012 Financial Report, the January 2013 Financial Report and the February Donations resolution.

RESOLUTION 02-13
General Fund Donations

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and accepts into the fund listed below the following donations with sincere thanks:

Amount	Fund	Donor
\$100.00	100	Charles A. Wilcox

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

ACTION ITEM

Mr. Burtch noted that the Board had met in Executive session during the January meeting and has agreed to conduct a full evaluation of Ms. Taylor in June close to the anniversary of the start of her employment with UAPL. The Board did convey that they are very pleased with Ms. Taylor's job performance to this time and agreed to authorize a raise in pay as was approved in December for all other staff members. Mr. Shkurti made a motion to approve Resolution 03-13. Ms. Davis seconded the motion. VOTING AYE: Burtch, Davis, Olstad, Mueller, Scanlon, Sharpe and Shkurti. VOTING NAY: None.

RESOLUTION 03-13 **2013 Pay Increase for the Library Director**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve a pay increase of 2.5% for the Director. The pay increase will be to be retroactive to 12/23/12 for the pay period ending on January 5, 2013.

DIRECTOR'S REPORT

The Director's written report is included as an exhibit to these Minutes. Ms. Taylor referred the Board to the new statistical report that will now be included in the monthly Board packets. She explained that four of the subjects of the charts reflect the criteria of the Library Journal Star Library rating system. The other two will track the use of electronic media. The library, as part of the Digital Download consortium, now has access to Zinio which is a magazine download service. Without any major publicity of the new service, the library has already provided 1,387 downloads to patrons. It is expected that this service will be very popular with patrons.

Patrons' comments about the new Circulation arrangement/display have been mostly positive. Items on the New Books shelving seem to be circulating much more since being moved.

ASSISTANT DIRECTOR'S REPORT

Ms. Porter reported that the library had a visit from three Board members of the Johnstown library. The library had installed carpet tiles similar to the carpet at Miller Park which had been a problem for UAPL. The Board members from Johnstown were interested in how UAPL was able to resolve the problems with the carpet. Ms. Porter said the group was very impressed with our facilities.

FISCAL OFFICER'S REPORT

The Fiscal Officer's written report is included as an exhibit to these Minutes. Ms. Hemleben noted that she had no further report in order to facilitate the planned training from Ms. Murray. Ms. Taylor noted that Financial Reports were now up-to-date and would continue to be presented for approval the in the month following the financial

activity being reported. Ms. Taylor commended Ms. Hemleben for making the effort in getting the Financial Reports up to date.

COMMITTEE REPORTS/PRESIDENT'S REPORT

There had been no committee meetings. Mr. Burtch waived his report as well, in order to proceed to the Board training.

BOARD TRAINING

Lynda Murray from the Ohio Library Council was introduced to offer some training for the Board members. The outline of her presentation is included below.

*Upper Arlington Public Library
Board of Trustees Presentation
February 19, 2013*

1. *Brief history of public library law and funding*
2. *Fiduciary responsibilities of Ohio Boards*
 - a. *Duty of Care*
 - b. *Duty of Loyalty*
3. *Powers of the Board of Trustees ORC Sec. 3375.40*
 - a. *Hold and maintain property*
 - b. *Fix compensation*
 - c. *Make rules for operation*
 - d. *Accept gifts*
 - e. *Appointment fiscal officer*
4. *Role of the Board of Trustees*
 - a. *Support the library*
 - b. *Library oversight*
 - c. *Community insight*
 - d. *Financial responsibility & funding*
5. *Challenges facing library boards of trustees*
 - a. *Private sector vs. public sector*
 - i. *open meetings, public records*
 - ii. *public service*
 - b. *Intellectual freedom*

ADJOURNMENT

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

The meeting was adjourned at 6:17 p.m.

John H. Burtch, President

Garrett K. Scanlon, Secretary