



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

MINUTES

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

IN ATTENDANCE

BOARD: John H. Burtch, Karen Davis, Sarah Mueller, Karen Olstad, Garrett K. Scanlon, and William J. Shkurti.

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Dena Little, Youth Services Manager; Ruth McNeil, Community Relations Manager; Nancy Roth, Administrative Secretary and two UA residents.

CONSENT AGENDA

Ms. Davis made a motion to excuse the absence of Amy Sharpe who was out of town. Mr. Shkurti seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Mueller, Ms. Olstad, Mr. Scanlon and Mr. Shkurti. VOTING NAY: None.

The consent agenda included the Minutes of the February 19, 2013 Board of Trustees meeting, the February 2013 Financial Report and the March Donations Resolution. The Financial Report is attached to these minutes as an Exhibit.

RESOLUTION 04-12
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
\$25.00	100	Betty O'Neill in Memory of Nancy Holzaepfel
\$25.00	100	Pamela Siegenthaler in Memory of Nancy Holzaepfel
\$25.00	100	Suebeth Zartman in Memory of Nancy Holzaepfel
\$25.00	100	John & Sherry Torrens in Memory of Nancy Holzaepfel
\$25.00	100	Mark Cartmille in Memory of Nancy Holzaepfel
\$25.00	100	Jo & Claudette Makley in Memory of Nancy Holzaepfel

\$100.00	100	Noel & Elizabeth Thurber in Memory of Nancy Holzaepfel
\$100.00	100	Wilson, Shannon & Snow, Inc., CPA's in Memory of Nancy Holzaepfel
\$50.00	100	Marilyn Campbell in Memory of Nancy Holzaepfel
\$25.00	100	Gregory & Karen Smith in Memory of Nancy Holzaepfel
\$25.00	100	Peter Coccia in Memory of Nancy Holzaepfel
\$100.00	100	James Sterner in Memory of Nancy Holzaepfel
\$50.00	100	Ruth Riegel in Memory of Nancy Holzaepfel

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

ASSISTANT DIRECTOR'S REPORT

Ms. Porter noted that there were only nineteen days before the Alexander McCall Smith author visit. About sixty tickets to the luncheon have been sold. The committee feels that the goal of selling eighty tickets will be met. She said that the tickets to the free afternoon event were gone in about three hours on the day they became available.

Ms. Porter and the Youth Service staff have been working with Pam Fiddler who is an advocate for students with dyslexia. The library will be promoting materials and services available to assist students with dyslexia to read more easily. The library has many good resource materials and has recently purchased some assistance devices. The goal is to make the public aware of these so that they can reach those who need the help. The library will be working with the UA schools on this initiative.

DIRECTOR'S REPORT

The Director's written report is attached to these minutes as an exhibit.

Ms. Taylor informed the Board that she had attended the UA City Council meeting the previous evening. At the City Council meeting she talked about the library's new Zinio service and the Alexander McCall Smith visit.

Ms. Taylor noted that the marked jump in the website statistics is likely due to the new website being rolled out. Patrons may have had to up-date shortcuts, etc., that account for the increased activity. She said the feedback about the new website has been mostly positive and improves as patrons become more familiar with it.

A new Board packet process was proposed by Ms. Taylor. She said that Admin would like to provide the Board packet electronically as one document to Board members. Hard copies would be provided in individual notebooks at the Board meeting. Board members would not need to come to the library to pick up their packets, unless they chose to do so. The Board was in favor of this change in process and Admin will initiate the procedure for the April Board meeting.

Ms. Taylor reminded members of the OLC Trustees dinner on May 1st at the Fawcett Center. Trustees wanting to attend should contact Admin.

FISCAL OFFICER'S REPORT

The Fiscal Officer's written report is attached to these minutes as an Exhibit. Ms. Hemleben noted that she had nothing further to add beyond the written report.

COMMITTEE REPORTS

Finance Committee

Tuesday, March 12, 2013 5:00 p.m.

Meeting Notes

IN ATTENDANCE: William J. Shkurti, Karen Davis, Karen Olstad, Chris Taylor, Kate Hemleben, Kate Porter, Julie Whitt and Nancy Roth.

The meeting was called to order at 4:57p.m.

Healthcare Analysis

Ms. Whitt gave a brief review library's healthcare insurance rates over the recent past. Committee members were provided with an information sheet containing cost information. It was noted that the period when overall costs went down, it was during the economic period when staffing levels were reduced and also there were fewer eligible staff members due to the 10% reduction in part-time staff hours.

Ms. Whitt has had conversations with Findley Davies to assess whether the proposed timeline for a healthcare analysis seemed reasonable. The company's response was that the timeline seemed to be okay, but that the library will need to be very clear in the RFP as to what services they are looking for, i.e., a comprehensive review of options, not just a company to put our healthcare business out to bid. It was noted that some companies might do the assessment at no cost in the hope of future business. It was also noted that the library should look for full disclosure from responding bidders about their established relationships with any health insurance companies.

The committee discussed the proposal presented. After full discussion, it was agreed that the timeline as proposed was too aggressive. With the many unknowns in the health insurance arena due to the Affordable Health Care Act, insurance exchanges will

probably not be fully formed and consortiums may still be in flux. Pending litigation could also have an unknown effect on requirements. It was agreed to push the timeline ahead one month so that there may be more information available to a consultant as they prepare their information for the library.

It was noted that larger employers will be looking at the same problems to make their health insurance decisions and they may uncover options and information that the library can utilize to make their decisions. Groups of employers, public and private, may be looking for others to join them. It was agreed that the library will wait until May to issue an RFP for the analysis.

It was also noted that Flexible Spending Accounts remain an option. Through membership in the Metropolitan Education Council, the library could offer this option to employees without any fund administration fees.

2013 Permanent Appropriations

Ms. Hemleben provided the committee with up-dated five year budget projections. The committee reviewed the spreadsheets and offered several suggestions to Ms. Hemleben regarding the format of the spreadsheets to improve consistency and clarity. It was noted that the spreadsheets presented were planning documents only and that as projections moved further into the future, the projected dollars represent less certainty. A version of the five year budget with projections based on the Governor's proposed biennial budget was also presented. The committee discussed a regular update of the five year projections and the timing of adding 2018 to the matrix.

It was agreed that Ms. Hemleben would incorporate the suggested changes to the spreadsheet construction and present the new version at the May Finance meeting. It was noted that the Permanent Appropriations was based on current state funding levels and not on the Governor's proposed budget.

The committee agreed to recommend approval of the Permanent Appropriations at the Board meeting. The committee also agreed that the Tax Budget for 2014, which is due in May, could be presented at the May Finance committee meeting and did not need two readings.

Energy Conservation Measures Project

Ms. Hemleben reported that an RFP was issued on February 18th and eight companies indicated their interest in the project. Four companies responded; two submitted proposals at no cost, one with a cost of \$5,900 and one with a cost of \$28,150 which would be credited to future project costs if selected to make the improvements. All four companies appeared to be qualified to do the work.

Ms. Hemleben noted that Operations/Development Committee would be reviewing the results and making a recommendation to the Board. Ms. Hemleben, Ms. Taylor and Mr. Wallace reviewed and graded the responses to make a recommendation to the

Operations Committee. Following their assessment, they will be recommending the selection of Ameresco/Limbach to conduct the study.

Other Business

In accordance with library policy, the Finance Committee had previously given email approval for the library to proceed with a contract with UNUM for voluntary vision insurance. Ms. Hemleben informed the committee that the Unum contract has been signed. A printer maintenance agreement with Modern Office Methods (MOM) has also been signed. This is an agreement for supplies and maintenance on all the staff and public printers at all three locations. The agreement is for four years for \$48,000. It is expected to result in significant savings for the library.

Adjournment

The Committee went into Executive Session at 6:12 p.m. for a specific personnel issue. The Committee came out of Executive Session at 6:30 p.m. and adjourned the meeting.

Mr. Shkurti noted that the Permanent Appropriations Resolution being offered for approval was based on the five-year fiscal plan that was developed during the levy campaign. After approval, the Permanent Appropriations will be submitted to the Franklin County Budget Commission.

Resolution 05-13 is attached to these minutes as an exhibit. Ms. Davis made a motion to approve the Permanent Appropriations Resolution. Ms. Olstad seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Mueller, Ms. Olstad, Mr. Scanlon and Mr. Shkurti. VOTING NAY: None.

Mr. Shkurti noted that the Finance Committee would be presenting the 2014 Tax Budget at the May Board meeting. This is a statutory requirement and is part of the beginning of the formulation of the next year's budget.

The library will be looking at the ramifications of the Affordable Healthcare Act in the near future. As health insurance costs rise, the library will be seeking a professional consultant to help review the impact of health insurance options for the library and staff members. The Board was presented with some background information in the Board packets, including a timeline for the review project.

Operations/Development Committee

Wednesday, March 13, 2013 2:00 p.m.

Meeting Notes

IN ATTENDANCE: Amy P. Sharpe, Garrett K. Scanlon, Sarah Mueller, Chris Taylor, Kate Porter, Kate Hemleben, Ruth McNeil, Sherman Wallace and Nancy Roth.

The meeting was called to order at 2:03 p.m.

Organizational Business

Ms. Mueller was selected as the chair of the committee. It was agreed that the committee chair would provide a high level report to the Board of any committee meetings. Library staff would inject additional information if necessary following the chair's report. Both the committee members and staff members would provide answers to any questions that the Board might have.

ECM Vendor Selection

Ms. Hemleben provided information about the process utilized to arrive at a recommendation for a vendor to prepare an energy conservation report. A new state law enacted in the fall of 2012 now permits libraries to seek Energy Conservation Measures through an RFP process.

Eight vendors indicated interest in the project after the RFP was issued in February. Four of those eight vendors submitted proposals to the library. The proposals were reviewed and evaluated individually by Ms. Taylor, Ms. Hemleben and Mr. Wallace. The vendor selected by the Admin team through this process for recommendation to the committee was a joint proposal from Ameresco/Limbach. The study will cost the library nothing and has no caveats as to the future use of the information if the library does not elect to hire the firm to implement the ECM projects.

Due to the change in the state law, the library will have the option of maintaining the relationship with Ameresco/Limbach for implementation of the HVAC project and any other recommendations arising from the study. The library would also have the option of putting the implementation portion out for competitive bidding.

The committee agreed to recommend approval of the Resolution selecting Ameresco/Limbach for the ECM project to the full board.

Fund Development Discussion

The committee was provided with historical context about the Fund Development Plan. The committee engaged into a wide-ranging discussion about the library's Fund Development goals, strategies and means of implementation. Ms. Taylor indicated that her goal was to understand what plans would work best for the library. There was overall agreement that it would be beneficial to have an outside consultant conduct an assessment and outline options for the library. Ms. Taylor also noted that she would like to put together a list of smaller projects which could be funded through donations as they come in while a complete Fund Development Plan is being constructed. There was some discussion about developing a citizen advisory development board as an alternative to re-creating a library foundation.

It was noted that the discussion was very preliminary. With several special projects and RFP's already in various stages of implementation, it was agreed that the library could not realistically devote time to preparing and RFP for consultant services until early summer.

The meeting adjourned at 2:53 p.m.

Ms. Mueller offered a review of the Operations/Development meeting. In answer to the RFP/RFQ that was issued, Ameresco/Limbach was graded to be the most qualified bidder. Changes in Ohio law enacted last fall have allowed the library to engage in a difference process when seeking bids for Energy Conservations Measures (ECM). The consultant will prepare a report which will include recommendations about the HVAC and other energy-related issues at the library. If the library is pleased with the working relationship with Ameresco/Limbach, they can move directly into a construction-related project based on the report without putting it out for bid. The library can also opt to put any resulting projects out for bid if it is felt to be advantageous for some reason. The target for the results of the consultant's study is June.

RESOLUTION 06-13
To Approve ECM Vendor Selection

WHEREAS, Section 3375.405 of the Ohio Revised Code was implemented through HB487 effective September 20, 2012; and

WHEREAS, the Upper Arlington Public Library has undertaken to have an energy conservation report conducted under Section 3375.405(C)(1)(c) of the ORC; and

WHEREAS, the Upper Arlington Public Library has reviewed and analyzed proposals from more than three vendors, consistent with the requirements described in ORC 3375.405(B)

THEREFORE, BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve the selection of Ameresco/Limbach as recommended by the Operations-Development Committee, to prepare an energy conservation report and to provide further recommendations to the library.

Mr. Scanlon made a motion to approve Resolution 06-13. Mr. Shkurti seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Mueller, Ms. Olstad, Mr. Scanlon and Mr. Shkurti. VOTING NAY: None.

STRATEGIC DISCUSSION

It was noted that Ms. Sharpe had requested that the planned discussion of Selection Policy and Collection Strategy be deferred so that she could participate. Board members and Ms. Taylor agreed to honor this request. The group did have a discussion about the type of statistical and historical trending information Board members would like to see. Several suggestions were offered.

Ms. Taylor said that some up-coming topics may include Library Consortia, Review of Part-Time/Full-Time Benefits, along with the Strategic Plan. It was noted that some discussions may become springboards for additional questions and issues.

PRESIDENT'S REPORT

Mr. Burtch had no report for the Board.

ADJOURNMENT

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

The meeting was adjourned at 5:50 p.m.

John H. Burtch, President

Garrett K. Scanlon, Secretary