



Board of Trustees Meeting
Tuesday, April 16, 2013 5:00 p.m.

MINUTES

The meeting was called to order at 5:04 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 PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; and Nancy Roth, Administrative Secretary.

CONSENT AGENDA

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

RESOLUTION 07-13
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
\$25.00	100	Lorraine Carlat
\$80.00	100	Robert Goldsmith
\$25.00	100	Carolyn Copeland in Memory of Nancy Holzaepfel
\$25.00	100	Art Darnborough in Memory of Nancy Holzaepfel
\$25.00	100	David Nickel in Memory of Nancy Holzaepfel

Ms. Sharpe made a motion to approve Resolution 07-13. Ms. Davis seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Mueller, Ms. Olstad, Mr. Scanlon, Ms. Sharpe and Mr. Shkurti. VOTING NAY: None.

ASSISTANT DIRECTOR'S REPORT

Ms. Porter reported that the UA Historical/UA Archives event on Sunday was well-received. Fifty-one people attended, including Lynn Thompson and Esther Miller,

descendents of Thompson brothers and the Miller Farm family respectively. Display cabinets and wall displays have been added to the Ohio room.

The Alexander McCall Smith event the previous weekend was also very well received. Mr. McCall Smith's presentations at both events were highly entertaining and questions from the audience were insightful and added to the overall success of the event. The joint committee will be meeting later this week for a final wrap up. Actual receipts are unknown, but the initial idea was for this event to set the stage for future author events that could be more lucrative. An idea was offered that perhaps a nominal fee should be charged for the open lecture at future events.

Ms. Porter had included a copy of an article about the UAPL Friends organization in the Board notebooks. The article appeared in a quarterly State Library publication. It was authored by Evan Struble who is on staff at the State Library and also works part-time in the Media department.

The library is hosting Volunteer UA tomorrow. Over thirty groups will have tables in the Atrium in the hopes of attracting volunteers to serve in their organizations. The library has hosted this event for the past several years.

The library will serve as the site of an after-hours meeting on Sunday evening for UA Schools staff and PTO to meet the new superintendent. The UA Educational Foundation wanted to have the event in neutral space so as not to favor one school over any other.

The city has started mowing and will be mowing the library grounds this year. In exchange, the library will not be billing the city for the parking lot lights, which are included in our electric bill, but belong to the city. The two entities will continue to look for other ways to cooperate to reduce costs.

DIRECTOR'S REPORT

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

At the Sunday UA Archives event, film from 1920 and 1921 was given to the library. It was taken to WOSU where it was digitized and copies were made for the library, UA Historical society and others. The information and footage will be included in the WOSU – Columbus Neighborhoods documentary project. Other attendees brought new digital images of historical events to share with the UA Historical Society. Sara Klein and the UA Archives also had a presence at the UA Pancake breakfast at Huffman's.

Ms. Taylor attended the annual Worthington Libraries breakfast. It was held at the Worthington Park branch as a five year celebration of that branch. It was announced at the breakfast that Worthington Park would be expanding into adjoining vacant space in the strip shopping center. They will be adding about 2,500 square feet to their current 3,000 square feet at that location. This will allow them to add a media section and some meeting room space for children's programs.

Columbus Metropolitan Library, Southwest Public Libraries and Worthington Public Libraries will be joining the Central Library Consortium (CLC) in late May. All the CLC libraries will be utilizing the Polaris ILS system.

Ms. Taylor noted that she had provided the Board with a copy of the executive summary of the ALA publication "The State of American Libraries 2013."

Admin is continuing to study and formulate a response to the staffing study. The process has taken longer than anticipated. The consultants are preparing new job descriptions and the library has received some of the new documents, but not all. Ms. Taylor reported that there is no indication from the consultants that the open managerial positions at Lane Road and Miller Park should not be filled. When the new job descriptions for those positions are in hand, the library will post those vacancies. Admin should have a report for the Board at the May meeting.

FISCAL OFFICER'S REPORT

The Fiscal Officer's written report is attached to these Minutes as an Exhibit.

Ms. Hemleben reported that she and the Deputy Fiscal Officer recently attended the OLC Annual Meeting for Fiscal Officers.

There was discussion about current options for the library to fund a capital projects, such as the anticipated HVAC project. One option allows libraries to put up a portion of their PLF revenue as collateral for a Note. Ms. Hemleben indicated that the Fiscal Office is still gathering information about the pros and cons of each option. There will be conversations with Ameresco about the financing of the HVAC project as well.

It was suggested that looking at a paid in full project vs. the costs of a financed project could be a topic for a strategic discussion by the Board once more information and projected costs are known. The initial report from Ameresco is due by June 1st. The Board could have financial alternatives to review at the June Board meeting. It was suggested that the topic be a placed on the May Finance agenda in order to touch base on the financing planning.

STRATEGIC DISCUSSION

Ms. Taylor referred the Board to the strategic questions proposed in the cover document for Collection Strategy. Some feedback Board members gathered from friends and neighbors in response to the questions included:

1. Library usually has what patron wants or can get it quickly.
2. Library has large and varied film collection
3. Children's collection is especially good.
4. Overall approval of the library, including all the electronic platforms and resources.
5. Wide variety of resources.

The group discussed a number of topics relating to areas of interest and feedback that could be improved, including the reserve ratio, book rental options, readers advisory services, ILL request system and collection emphasis.

There was also discussion regarding the procedures in place for a patron's request for review of materials. It was agreed that for informational purposes, Admin would provide the Board with proposed responses to any future requests for review.

Future strategic conversations will focus on trends in collection development.

PRESIDENT'S REPORT

There was no President's report.

ADJOURNMENT

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

Meeting adjourned at 7:05 p.m.

John H. Burtch, President

Garrett K. Scanlon, Secretary