



Board of Trustees Meeting
Tuesday, May 21, 2013 5:00 p.m.

MINUTES

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

IN ATTENDANCE

BOARD: John H. Burtch, 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; Ruth McNeil, Community Relations Manager; Julie Whitt, Human Resources Manager, Mr. John Yesso, UA Resident and Nancy Roth, Administrative Secretary.

CONSENT AGENDA

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

The consent agenda included the Minutes of the April 16, 2013 Board of Trustees meeting, the April 2013 Finance Report and the May Donations Resolution. The Financial Report is included as an Exhibit to these Minutes.

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

ASSISTANT DIRECTOR'S REPORT

Ms. Porter reported that carpeting at Miller Park had been replaced last August under warranty. There were shrinkage problems that caused the carpet tiles to separate and create trip hazards. There have been problems with the replacement carpet not sticking to the floor. The carpet company attempted a remedy that did not resolve the problem, so the carpet will be replaced again and the new installation will utilize a different adhesive. There has been no timetable set for this new warranty work which will require moving furniture and shelving again.

Summer reading starts June 4th. A sign-up event has been planned for Saturday, June 8th in the parking lot. There will be special events and several food trucks present.

On August 7th the library will host author Lauri Wolf who wrote *The BS of My MS*. Ms. Wolf was the subject of a feature article in today's Columbus *Dispatch*.

DIRECTOR'S REPORT

The Director's written report is included as an exhibit to these Minutes.

The Franklin County Library Directors met recently for the first time in three years. As libraries face the fiscal need to share services and information, these meeting will be important. The group will meet more frequently. Grandview has announced that the Ryan McDonald, currently the Marysville Library Director, has been selected as the new director for Grandview.

With the expansion of CLC, the CML delivery vans will now be used to make daily deliveries to participating CLC libraries. The weekly delivery/pick-up day for UAPL has been changed to accommodate their new schedule.

Ms. Taylor proposed that the Board plan to cancel the August Board meeting instead of the usual July cancellation. She noted that the ECM study has taken somewhat longer than expected and July will be about the time that the Board will need to move forward with approval for the project. Ms. Mueller indicated that she would not be able to attend a July 16th meeting. Other Board members appeared to be available for the July meeting date. Ms. Taylor noted that she would also like to schedule a joint Finance/Operations-Development Committee meeting during the week of July 8th if members were going to be available. Admin will review possible dates for the joint meeting and contact Board members. The Board did agree to the cancellation of the August Board meeting.

Discussion of the staff study information was deferred to the end of the meeting.

FINANCE COMMITTEE

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

*FINANCE COMMITTEE MEETING
Tuesday, May 14, 2013 5:00 p.m.*

Meeting Notes

IN ATTENDANCE: William J. Shkurti, Karen A. Davis, Karen Olstad, John H. Burtch, Chris Taylor, Kate Hemleben, Kate Porter and Nancy Roth.

The meeting was called to order at 5:01 p.m.

2014 Tax Budget

Mr. Burtch provided the committee with a history of the tax budget. He noted that in the past, tax budgets for county libraries were used by the County Auditor to distribute any excess PLA (previously LLGSF) funds. However, currently the county libraries have an agreement in place which stipulates the percentages each would receive of any excess. In recent years there has been no excess to distribute. The tax budget is a statutory requirement.

Ms. Hemleben noted that the 2014 Tax Budget was based on current income and projected expenses. The committee agreed to recommend approval of the Tax Budget at the Board meeting.

Energy Conservation Measures Project Update

The library will have the first meeting with Ameresco and Limbach tomorrow to review the preliminary results of their study. The meeting should include lighting and energy conservation ideas and the estimated cost and make-up of a new HVAC system. Board Member Sarah Mueller may attend the meeting as a member of the Operations Committee, since her background is in construction-type projects. A second meeting is scheduled for June 5th as a follow-up and to receive the final report from Ameresco and Limbach.

Ms. Hemleben noted that as financing the project is pursued, she has received several recommendations that the library consult with Patrick King from Stifel Nicolaus regarding options. Ms. Hemleben noted that the Board should be aware that her brother is employed by Stifel Nicolaus. The committee noted the information but did not feel the connection constituted a conflict of interest at the present time. Mr. Burtch noted that Stifel Nicolaus is the firm that presented information to the Board about bond options when the Building Improvement Levy was being considered in 2009.

Financial Reports Formatting Changes

Ms. Hemleben presented the committee with documents which incorporated formatting changes to make the documents clearer. The documents included the monthly Statement of Cash Position, the monthly General Fund Revenue/Expenditure Statement, the Five-Year Planning Document of Cash Balance Projections and the Five Year Planning Document of General Fund Revenue/Expenditure Projections.

While there was some discussion of the philosophical basis for the planning documents, Mr. Shkurti charged the committee with reviewing the changes as to their effectiveness in making financial data more easily understood. Members of the committee offered several suggestions to increase the clarity and consistency of the documents.

It was agreed that Ms. Hemleben would make adjustments to the documents and the committee will revisit them at the June meeting. The committee will also discuss the global questions impacting the five-year projection documents at the next meeting, including how often to update the document, when to add the next year (2018) to the spreadsheet and what assumptions are realistic regarding the stability of the PLF. The

committee will continue to refine these documents before presenting them to the full Board.

The meeting was adjourned at 6:15 p.m.

Ms. Hemleben offered an additional clarification to her statement in the Finance Committee notes regarding Stifel Nicolaus. She noted that she has no personal account at Stifel Nicolaus.

Resolution 09-13 to approve the 2014 tax budget is included as an exhibit to these Minutes. Mr. Shkurti made a motion to approve the resolution. Ms. Olstad seconded the motion. VOTING AYE: Mr. Burtch, Ms. Mueller, Ms. Olstad, Mr. Scanlon, Ms. Sharpe and Mr. Shkurti. VOTING NAY: None.

OPERATIONS – DEVELOPMENT COMMITTEE

There was not meeting and no report.

PRESIDENT'S REPORT

Mr. Burtch noted that Ms. Taylor had given the Board a copy of her self-evaluation. At his request, a "State of the Library" report was included in the confidential packet of information prepared by Ms. Taylor for the Board. Mr. Burtch asked the members to review the materials and to be prepared to discuss the evaluation in executive session at the June meeting.

STAFFING STUDY DISCUSSION

Ms. Taylor had mailed the staffing study documents to the Board on May 2nd to allow sufficient time for the Board to read and digest the information. These documents included the staffing study report from the Singer Group, the Administration response to the recommendations of the staffing study, a copy of an email summary sent to the Leadership Team and a document outlining the recruitment order for filling current vacancies.

Ms. Taylor noted that interviews are scheduled for the two Branch Manager positions and an Emerging Technology Librarian position was just posted today. She invited the Board's comments, questions and discussion of the documents.

There was discussion about the change planned to add a BA degree requirement to the job descriptions of some positions. It was noted that nearly all the staff members currently in those positions hold a BA and that those that do not would be grandfathered in for the requirement. It was explained that the some positions would now require a higher level of service and that would change the educational requirement.

The staffing study did not address the current pay range system. Ms. Taylor indicated that Admin would be doing some benchmarking in preparation for next year's budget process.

One goal is to have more standard part-time schedules. This process will take place over time as positions become vacant and needs are reviewed. This will make budgeting and scheduling easier. The goal to move all full-time staff to a forty-hour a week work week will be handled through voluntary increases and through attrition.

The Board asked Ms. Taylor to provide some information in the future that would compare FTE figures among similarly-sized libraries.

The recommendation to have a more flexible scheduling/accounting system will be pursued by the library. Ms. Hemleben indicated that her goal for 2015 is to purchase a new accounting system that can integrate HR functions, time-off records and payroll functions.

The Board requested that Admin flesh out the timetable for integrating the changes proposed. It was suggested that this could include a revision of the 2013 strategic plan and could be presented at the July Board meeting.

Ms. Taylor noted that she would be meeting with Paula Singer of the Singer Group during the ALA conference in July. She will be discussing the staffing report with Ms. Singer at that time. Ms. Taylor noted that the staff project committee was a very beneficial piece of the study. The staff committee was very supportive of the administrative response to the study.

ADJOURNMENT

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

The meeting was adjourned at 6:07 p.m.

John H. Burtch, President

Garrett K. Scanlon, Secretary