



Board of Trustees Meeting
Tuesday, June 18, 2013 5:00 p.m.

MINUTES

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

IN ATTENDANCE

BOARD: John H. Burtch, Karen A. Davis, Sarah Mueller, Karen Olstad, 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; Nancy Roth, Administrative Secretary.

CONSENT AGENDA

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

The remainder of the consent agenda included the Minutes from the May 21st Board of Trustees meeting and the May 2013 Financial Report. The May Financial Report is included as an exhibit to these Minutes. Ms. Olstad made a motion to approve the consent agenda. Ms. Davis seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Mueller, Ms. Olstad, Ms. Sharpe and Mr. Shkurti. VOTING NAY: None.

ASSISTANT DIRECTOR'S REPORT

Ms. Porter reported that Summer Reading Club is in full swing. Participation numbers are up as well as the number of hours logged. There is a new format for the Adult Summer Reading that no longer requires them to submit a review. Adult patrons can participate by exploring new features offered by the library such as the mobile app. Teen participation is up as well. Teens were asked last year about what types of gift cards they find most attractive and those were what the library purchased as prized this year. Ms. Porter noted that the library also split the pre-school enrollment so that more parents now realize they can participate with very young children by reading to them.

New AV equipment has been installed in the Lane Road meeting room. The equipment is much like the equipment in Meeting Room B that allows for more effective presentations, group participation in on-line training webinars, etc. Once staff is familiar with the operation of the equipment, use will be opened up to groups that book that meeting space. The Friends of the UAPL made this purchase for the library.

Whole Foods partnered with the library to help sponsor some of the summer reading prizes. They donated gift cards for the youth and adult programs and a gift basket that was given away during the kick-off bash. The teen book club has been welcomed to meet at their Lane Avenue

location this summer. The company also has healthy eating programs that they will be presenting in partnership with library programming later in the year.

The library will participate in the Fourth of July parade again this year. The library will have a float. Many staff members have indicated their interest in participating. Last year, a member of the public asked if staff members were paid for parade participation. Ms. Taylor noted that staff members are paid and that funds for this type of activity were allocated to the Personnel budget this year. Full-time staff members are not paid, but get a half-day holiday at a time of their choosing. Part-time staff members are paid for four hours.

An author has not yet been selected for the 2014 Author Visit event. The committee hopes to make a decision soon. The YA author that the committee hoped to book is not touring next year. The selection will probably be an Adult non-fiction author. The UA Rotary has pledged \$3,000 for the event following a grant submission by the library.

DIRECTOR'S REPORT

The Director's written report is included as an attachment to these minutes.

The "Get Loud @ the Library" event will be re-scheduled. The original date was the first day of the Friends of the Library book sale, making the Atrium unavailable. The new date is Friday, August 16th. The organizing group hopes to get everything donated so that all the proceeds can be used for the project selected – re-furnishing the Atrium. Chairs and tables have been selected, all with casters so that patrons can move the furniture into whatever configuration suits their needs.

Admin continues to work on refining the timeline for implementation of the staffing study.

Resolution 10-13

To Thank Amy P. Sharpe for her Dedication and Service as a UAPL Board Member

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the service and dedication of Ms. Amy P. Sharpe to the Upper Arlington Public Library.

Ms. Sharpe, as a member of the Board of Trustees from January 2008 to June 2013, was an important member of the leadership of the Upper Arlington Public Library. During her term on the Board, Ms. Sharpe served as Vice-President and President of the Board of Trustees, in addition to serving on the Operations Committee. Ms. Sharpe's experience as a city planner was of benefit to the library in many ways. Ms. Sharpe spent many hours working on the successful 2012 levy campaign for the library. Ms. Sharpe also served as a volunteer with Outreach program to deliver library materials to homebound patrons and care facilities.

Ms. Sharpe has been a tireless supporter of the library in her years of service on the Board of Trustees. She has held the library to a high standard and has offered her talents to help the library meet that standard.

That Ms. Amy P. Sharpe has made an outstanding and lasting contribution to the Upper Arlington Public Library and to the greater Upper Arlington community is hereby noted and witnessed this 18th day of June 2013.

Ms. Davis made a motion to approve Resolution 10-13. Mr. Shkurti seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Mueller, Ms. Olstad, and Mr. Shkurti. VOTING NAY: None. ABSTAIN: Ms. Sharpe.

FISCAL OFFICER'S REPORT

The Fiscal Officer's written report is included as an attachment to these minutes. Ms. Hemleben had no other comments.

COMMITTEE REPORTS

Finance Committee

The notes from the Finance Committee are included here.

*FINANCE COMMITTEE MEETING
Tuesday, June 11, 2013 5:00 p.m.*

Meeting Notes

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

The meeting was called to order at 5:02 p.m.

Health Care Project Up-Date

Having solicited ten firms, the library received three proposals for a health care analysis. The proposals were graded independently by Ms. Taylor, Ms. Hemleben and Ms. Whitt. The firm of Findley Davies received the highest score, including a high score on issues related to qualifications. The cost for their proposal is \$12,000. The other two proposals were for \$5,000 and one for no fee.

Findley Davies is not an insurance broker and is not affiliated with any insurance company. The Admin team believes this will allow them to provide a more objective analysis of the library's position vis a vis the Affordable Care Act (ACA). The company is able to consider and advise the library about options outside conventional insurance for employee health care.

The committee noted that if the library is satisfied with their experience with Findley Davies, the library may want to engage their services in the future as the ramifications of ACA become more evident. It was suggested that consideration be given to including consulting funds for this purpose in budget planning in the future.

The Findley Davies proposal included the use of a staff focus group as part of their process. It was agreed that this was an important component since the decisions and choices to be made will affect staff directly. It was noted that Board approval was not needed for this contract since it was under the threshold amount.

Energy Conservation Measures Up-Date

Ms. Hemleben noted that Admin will be meeting with the Ameresco-Limbach on Friday for an extended report. They will be providing cost figures for their various recommendations at this meeting. Ms. Hemleben will provide the information to Board members well in advance of the joint Finance – Operations/Development meeting on July 9, 2013 where the recommendations will be discussed in full.

Fund 250 Investment Plan

There are two CD's that mature on July 9th. Ms. Hemleben recommended that the library re-invest these funds into two CD's of \$100,000 each. These would be "laddered" with one being for a 6-month term and one for a 12-month term. Current interest and monies over this \$200,000 would be used to replenish the money market account which is currently less than the amount budgeted to be spent this year. It was noted that the library still has approximately \$18,000 in the Columbus Foundation. This Columbus Foundation fund is a vehicle for people who may wish to make legacy donations. The committee agreed with the plan.

Commercial Insurance Renewal

The library's commercial insurance renews annually in September. Since the Board is not meeting in August, the approval for that will have to be done at the July meeting. Ms. Hemleben said that the library changed carriers in 2009 and was able to improve coverage while reducing premium costs through the Ohio Plan administered by the Hylant Group. Since that time, the rates have increased only \$1,000 (5%). One major consideration with the Ohio Plan is that legal defense is outside the insurance limits and is fully funded by the insurer. The committee agreed that this is an unusual benefit. The committee agreed to recommend approval of the renewal assuming the final premium is no more than a 5% increase. The Hylant Group will provide a final amount to Ms. Hemleben prior to the July Board meeting.

Operations

The library will be receiving a rebate from the BWC. Ms. Hemleben anticipates this will be about \$12,000.

As a matter of procedure, Ms. Hemleben informed the committee that the library has signed a new dental insurance contract at the same rate and with an annual premium holiday. Contracts over \$25,000 but under \$50,000 require the Fiscal Officer notify the Finance Committee of the action taken.

The committee reviewed the Monthly Financial reports and approved them for submission to the Board.

The committee continued their discussion of the format of the monthly financial reports and the five-year financial planning documents. Some labeling changes for clarification were suggested. There was some concern that the library is currently in better financial shape than the planning documents reflect. It was noted that several things account for this, including the reporting of prior year encumbrances, unfilled vacancies, energy savings and supply cost savings. It was also noted that most of the base assumptions of the planning documents have not been reviewed or changed since they were formulated for the 2012 levy campaign and this also impacts the projections.

The committee reviewed a list of strategic questions which will be discussed at the September Finance Committee meeting. These questions will then guide the refinement of the five-year planning documents to give a clearer picture of the library's short and long term financial status.

The committee agreed that they would not meet in August unless some urgent need arose.

The meeting adjourned at 5:56 p.m.

Operations/Fund Development Committee

There was no meeting and no report.

Ad Hoc Committee

The committee met with city officials regarding the vacant position on the Board but had no official report.

STRATEGIC DISCUSSION

Ms. Taylor had supplied the Board with various charts and graphs that provided an historical comparison of the library's circulation by format over a three year period. The information was gathered and constructed by a business analyst volunteer. The charts were also broken into target audience, such as Adult, YA or Youth.

Ms. Taylor noted that while circulation has declined, it was somewhat of a surprise that the media circulation had also declined. After reviewing the budget, she noted that the library is maintaining media purchases. Other libraries are showing a similar decline. It was noted that the impact of new platforms for music and film viewing may account for much of the decline. Even three years ago, streaming videos was not a relatively universal option as it is now. The library has the second largest video collection among the local libraries. One of the strategic questions for consideration is whether to continue a purchasing pattern that supports that trend and, if so, how to capitalize on it.

The discussion continued and covered database usage, magazine subscriptions, and budget allocations to various formats. It was noted that over the years there have been many anecdotal accounts of patrons' positive comments as to the depth and breadth of the library's media selection. It was noted that Collection HQ analysis will help the library to see if actual frequency circulation supports those anecdotes.

Ms. Taylor noted that she, Ms. Porter and Greg Ramage, IT Manager, hope to have a recommendation about a new ILS system in September. The current VTLS user interface called the Gateway, is now longer being developed and they will be withdrawing support for it in 2014. This makes the need for a decision about whether to change our ILS system more immediate.

The opportunity to join a consortium in order to access a new system is part of that consideration. Joining with CLC would enable the library to convert to Polaris. Another product available is Ill's Sierra.

Bexley Library is looking at joining CLC in the spring of 2014. Ms. Taylor noted that when Discovery Place libraries joined with CLC a few weeks ago, all the CLC systems were off line for several days while they were added to their database. Initially, it was thought that just the Discovery Place catalog was off line. If the library plans to join CLC, the natural time to do so would be at the same time Bexley joins so that the system does not have to shut down twice.

Ms. Taylor noted that both Sierra and Polaris are good products and offer a more user-friendly experience to the patron. They would offer the library more options than are currently available through VTLIS. She said that the real deciding point may be about the size of the collection the library could offer our patrons post-merger than the actual ILS system itself. More study and research is needed to look at associated costs and sharing options.

PRESIDENT'S REPORT

Mr. Burtch said that it appears that Governor Kasich's budget appear to be on for passage without any changes to the PLF. Therefore the library may see the 4.1% increase as it appears in the biennial budget.

EXECUTIVE SESSION

Mr. Burtch noted that the Board needed to move into Executive Session in order to discuss a specific personnel matter – the Director's evaluation.

Ms. Davis made a motion to go into executive session. Mr. Shkurti seconded the motion. A roll call vote was taken. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Mueller, Ms. Olstad, Mr. Shkurti and Ms. Sharpe. VOTING NAY: None.

The Board went into Executive Session at 5:57 p.m. The Board came out of Executive Session at 6:34 p.m. following a motion made by Ms. Davis and seconded by Ms. Olstad.

ADJOURNMENT

The Board meeting adjourned by acclamation at 6:35 p.m.

John H. Burtch, President

Garrett K. Scanlon, Secretary