



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

MINUTES

The meeting was called to order at 5:00 p.m.

IN ATTENDANCE

BOARD: John H. Burtch, Karen A. Davis, Karen Olstad, and William J. Shkurti.

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Ruth McNeil, Community Relations Manager and Nancy Roth, Administrative Secretary.

CONSENT AGENDA

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

The consent agenda included the Minutes from the June 18th Board of Trustees meeting, the June 2013 Financial Report and the July Donations Resolution. The financial report is included as an exhibit to these Minutes and the donations resolution is included here.

RESOLUTION 11-13
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
\$150.00	201	Whole Foods – Gift cards for Summer Reading
\$60.00	201	Gift Basket for Summer Reading Kickoff Bash
\$25.00	100	Cathy Erickson in memory of Blanche Ackerman
\$100.00	250	Mary Anne Meagher in memory of Dr. Martin Peter Sayers
\$100.00	250	Jane W. Ellis in memory of Dr. Martin Peter Sayers
\$25.00	250	Stephen Palkot in memory of Dr. Martin Peter Sayers
\$20.00	250	Susan G. Eisenman in memory of Dr. Martin Peter Sayers

\$30.00	250	Nathalie Durrant in memory of Dr. Martin Peter Sayers
\$35.00	250	Alene Pryor Hinshaw in memory of Dr. Martin Peter Sayers
\$250.00	250	Melodee Kornacker in memory of Dr. Martin Peter Sayers

Mr. Shkurti made a motion to approve the Consent Agenda. Ms. Davis seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Olstad and Mr. Shkurti. VOTING NAY: None.

ASSISTANT DIRECTOR'S REPORT

Ms. Porter had no report.

DIRECTOR'S REPORT

The Director's written report, the monthly statistical report and the quarterly staffing report are attached to these Minutes as exhibits.

The Board was provided with the up-dated strategic plan and progress report. Board members had no questions about these documents.

Ms. Taylor noted that the library now has two fewer positions than at the beginning of the year. Budgeted hours have not necessarily been reduced but some vacant positions were combined in keeping with the new staffing plan to have standard schedules for part-time employees.

New furnishings in the Adult Services area were installed last Thursday. Patrons have discovered the new seating area very quickly. The furniture was financed entirely through donations.

The "Get Loud at the Library" event to be held on Friday, August 16th is a fundraising initiative in honor of Amy Sharpe to fund new furniture for the Atrium area. The library hopes to have an artist's rendering of a redecorated Atrium area to display at the event.

FISCAL OFFICER'S REPORT

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

Ms. Hemleben noted that the library had received a refund check from the Bureau of Workers' Compensation for \$11,800.

The library's business insurance is due for renewal before the next scheduled Board meeting. Ms. Hemleben informed the Board that the issue was discussed in the Finance Committee and the committee was in favor of renewing the current policy with the Ohio Plan as long as any premium increase was under 5%. The renewal cost is

\$21,423, a 4.6% increase, for the Ohio Plan which is administered by the Hylant Group. The library increased coverage which accounted for 1.6% of the increase in the premium. The remaining 3% increase was due to inflationary costs.

Ms. Hemleben noted that the underwriters made an unannounced visit to all three library locations to assess the risk management in place. The library received a score of 40 out of 40 which helped to keep the premium costs down. It was also noted that any legal defense fees are covered by the Ohio Group outside of the insurance coverage.

RESOLUTION 12-13
To Accept Insurance Coverage

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts the insurance quote from The Ohio Plan to be administered by The Hylant Group for insurance coverage for a one-year term commencing September 1, 2013.

Mr. Shkurti made a motion to approve Resolution 12-13. Ms. Davis seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Olstad and Mr. Shkurti. VOTING NAY: None.

COMMITTEE REPORTS

JOINT FINANCE AND OPERATIONS COMMITTEE

The notes from the joint Finance and Operations/Development Committee are included here.

Meeting Notes

*IN ATTENDANCE: **Board Members** - John H. Burtch, Karen A. Davis, Sarah Mueller, Karen Olstad, Garrett K. Scanlon, William J. Shkurti, and John M. Yesso (appointed).*

***UAPL Staff** – Chris Taylor, Director; Kate Hemleben, Fiscal Officer; Kate Porter, Assistant Director; Sherman Wallace, Facilities Manager and Nancy Roth, Administrative Secretary*

***Guests** – Jeffrey Feasby, P.E. – Ameresco; Michelle Jorgenson, Ameresco; Tom Magnuson, Limbach; and Brian Gifford, Limbach.*

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

Guests from Ameresco/Limbach were introduced by Ms. Taylor. It was noted that the joint venture by Ameresco/Limbach was the result of a competitively bid request for proposals issued by the library in March under ORC 3375.405. Mr. Feasby provided a brief PowerPoint presentation regarding the recommendations made by Ameresco/Limbach as a result of their Energy Conservation Measures study.

There were four projects proposed by the group.

1. HVAC & Controls Upgrades at Tremont, Lane Road and Miller Park
2. Lighting Replacement at Tremont, Lane Road and Miller Park
3. Window Replacement at Tremont
4. Roofing Replacement at Lane Road

During the presentation, the Board was encouraged to ask questions. Through their questions, additional information was given by Ameresco/Limbach.

- *The library's current HVAC control system is a proprietary system. A new system will be an open system, connected to all equipment at both Tremont and Lane Road. It will be accessible via the web and can connect to other building systems in the future if we wish.*
- *The proposed control system would not currently interface with the proprietary lighting system controls. The new lighting can be added to that lighting control system.*
- *Proposed lighting project would not alter the recently up-graded lighting in the Adult – Atrium section. Older sections of the library lighting would be re-designed with a resulting reduction in fixtures, but an increase in illumination with more energy efficient lamps.*
- *Current lighting system at Lane Road is no longer being supported, so replacement lamps will no longer be available and replacement of fixtures will be necessary.*
- *New lighting at Tremont can be tied into the lighting control system that was installed in Adult and Atrium.*
- *Ameresco/Limbach will assist the library in filing the necessary paperwork for the energy rebate from AEP, estimated to be about \$14,000.*
- *Pricing for the proposed projects is completely turnkey. The pricing is a firm fixed contract price with no ordinary change orders.*
- *Ameresco/Limbach carries all construction risk on their insurance. They will bear the engineering risk as well.*
- *Ameresco has been in business since 1901. They have done \$50,000,000 in business in Ohio over the past two years with many public projects.*
- *If there is no asbestos abatement needed, the price of the project will be reduced by that amount.*
- *Roofing project at Lane Road provides for a 40-year roof with full replacement costs over that lifetime.*
- *Reduced maintenance costs have not been included in the cost savings analysis, but would be seen over time, particularly in the first few years.*
- *Weekly construction meetings are part of their process. They would serve as the single point of contact for the library for any issues that arise and can begin the project right away.*
- *If the projected energy savings from the selected projects is not realized at the one year mark, Ameresco/Limbach will provide the library with a check for the difference.*
- *Appropriate library staff will be trained by Ameresco/Limbach on the new control system.*

- *Project is planned as a staged project with minimal disruption to staff and patrons. Library can remain open during the course of the project. Project will take about ten months to be completed.*

Following their presentation, the guests from Ameresco/Limbach left the meeting and the committee members continued discussion of the proposal. The Board did have questions about the pricing of the replacement of the windows in Reference.

Following further discussion, the committees agreed to the following:

- 1. Facilities Manager, Sherman Wallace would solicit a professional opinion regarding the Ameresco/Limbach project proposals from an engineer/architect familiar with the library. This could be Larsen Engineering, or other firms already familiar with the library's systems.*
- 2. Due to the timing involved, the committee members recognized that it was unlikely that such a letter would be in hand prior to the Board meeting. Therefore, the committees agreed to recommend a contract approval resolution at the next Board meeting, contingent upon a positive response from the professional engaged.*
- 3. The scope of the project approved would include the HVAC and controls replacement and the lighting portion of the project.*
- 4. The library will ask Ameresco/Limbach about the possibility of re-using the Reference windows and sliders, but other window replacement will not be done at the present time.*
- 5. The Lane Road roofing project will be deferred until 2014 as a separate project.*
- 6. Admin will review budget allocations to provide information to the Board regarding options for the additional funds needed to be allocated for the HVAC and lighting project proposed.*

The meeting was adjourned at 6:20 p.m.

The Board had a brief discussion about the ECM project. Some clarifications were offered by Admin staff after follow-up to the joint meeting referenced above. The lighting portion of the project would be accomplished this year so that energy savings could begin as soon as possible. The cost information from Ameresco/Limbach is already reflective of prevailing wage exceptions wherever possible. The sliding door to the Reference area light well will be reinstalled following the delivery of HVAC instead of being replaced. If there is accidental breakage during this process, they will replace the sliding door with a regular door at a cost of approximately \$5,000.

Larsen Engineering was unavailable to review the proposal as requested by the joint committee, but Miller-Watson has agreed to take on the review at a cost of \$2880. They will be conducting a walk-through with library staff and Ameresco/Limbach on Friday morning.

Resolution 13-13

To Award the Contract for the Energy Conservation Measures Project

WHEREAS the Board of Trustees of the Upper Arlington Public Library conducted a Request for Proposals from more than three vendors for an Energy Conservation Measures report in accordance with Section 3375.405(C)(1)(c) of the ORC; and

WHEREAS the Board of Trustees of the Upper Arlington Public Library did approve Resolution 06-13 to select Ameresco/Limbach companies to conduct said study and prepare a report and recommendations; and

WHEREAS the Board of Trustees of the Upper Arlington Public Library, in accordance with Section 3375.405(C)(1)(c), may award a contract to the selected vendor to install the energy conservation measures that are most likely to result in the greatest energy savings considering the cost of the project and the board of library trustees' ability to pay for the improvements with current revenues or by financing the improvements and

WHEREAS the Board has reviewed the report from Ameresco/Limbach and wishes to award a contract for the HVAC and controls upgrade and the lighting portion of the recommendations by Ameresco/Limbach;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library, Franklin County, Ohio in accordance with the Ohio Revised Code 3375.41 and Section 3375.405(C)(1)(c) of the ORC, does hereby award a contract not to exceed \$2,574,700 for the Energy Conservation Measures stated above ON THE CONDITION that an independent professional review requested by the Board of Trustees of the proposals from Ameresco/Limbach are deemed to be fair and reasonable in scope and price;

AND BE IT FURTHER RESOLVED that the Board of Trustees of the Upper Arlington Public library also directs the Administration of the library to conduct a review and update of the Capital Plan to assure the financial well-being of the library.

AND BE IT FURTHER RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Library Director to sign the contract with Ameresco on behalf of the Board, upon review of the contracts by the library's legal counsel.

Mr. Shkurti made a motion to approve Resolution 12-13 as amended above. Ms. Olstad seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Olstad and Mr. Shkurti. VOTING NAY: None.

RESOLUTION 14-13
2013 Appropriation Amendment

Be It Resolved that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following change to the 2013 Appropriations:

BUILDING IMPROVEMENT FUND 402

Appropriations

Expenditures	
Other Expenses	+ 433,950

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

PRESIDENT'S REPORT

Mr. Burtch noted that he and Mr. Shkurti met with Ms. Taylor as a result of the Executive Session from the June Board meeting. The Boards comments and suggestions have been relayed to Ms. Taylor and the Board has indicated that they are pleased with her performance during her first year at the library. In support of this, Mr. Burtch offered Resolution 14-13 for action. Ms. Davis made a motion to approve Resolution 14-13. Mr. Shkurti seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Olstad and Mr. Shkurti. VOTING NAY: None.

RESOLUTION 15-13
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 \$10,000 for the Director, Chris Taylor, with an effective date of July 7, 2013.

This pay increase is being given pursuant to the employment offer letter dated April 27, 2012 which stated that “[she] will be eligible for periodic performance reviews that, dependent upon [her] work performance, may lead to increases in [her] compensation”. The Board of Trustees of the Upper Arlington Public Library met in Executive Session on June 18, 2013 to discuss Ms. Taylor’s first year evaluation. This increase is being given in acknowledgement of the positive achievements of the library system during her first year as director.

Ms. Taylor thanked the Board for their comments and the action taken.

ADJOURNMENT

Ms. Davis made a motion to adjourn the meeting. Ms. Olstad seconded the motion.
VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Olstad and Mr. Shkurti. VOTING NAY:
None. The meeting adjourned at 5:20 p.m.

John H. Burtch, President

Garrett K. Scanlon, Secretary