



Board of Trustees Meeting
Tuesday, September 17, 2013 5:00 p.m.

MINUTES

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

IN ATTENDANCE

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

ALSO PRESENT: Chris Taylor, Director; Kate Hemleben, Fiscal Officer; Greg Ramage, IT Manager; Ruth McNeil, Community Relations Manager; Molly Hildebrand, Upper Arlington City Clerk and Nancy Roth, Administrative Secretary.

CONSENT AGENDA

The Consent Agenda included the approval of the Minutes of the July 16, 2013 Board meeting, the approval of the Financial Reports for July and August 2013 and the Donations Resolution. The Financial Reports are attached as Exhibits to these minutes. The Donations Resolution is included here.

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

RESOLUTION 16 -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
\$100.00	250	Margaret & Brian Gothot in memory of Dr. Martin Peter Sayers
\$50.00	250	Catherine Graf in memory of Dr. Martin Peter Sayers
\$200.00	250	Dale & Gloria Heydlauff – Get Loud @ the Library
\$75.00	250	Marianne Mitchell – Get Loud @ the Library
\$75.00	250	Virginia Barney - Get Loud @ the Library

\$75.00	250	Sarah Mueller - Get Loud @ the Library
\$200.00	250	Jameson Crane - Get Loud @ the Library
\$75.00	250	Katherine Erickson - Get Loud @ the Library
\$75.00	250	Laura Bruce - Get Loud @ the Library
\$75.00	250	John & Judy Yesso - Get Loud @ the Library
\$75.00	250	Deborah Johnson - Get Loud @ the Library
\$50.00	250	Peter Walsh - Get Loud @ the Library
\$75.00	250	Rebecca Princehorn - Get Loud @ the Library
\$75.00	250	Don & Jane Leach – Get Loud @ the Library
\$50.00	250	Lenore Mastracci - Get Loud @ the Library
\$25.00	250	Alberta Lindstrom - Get Loud @ the Library
\$75.00	250	Karen Olstad – Get Loud @ the Library
\$50.00	250	Marius & Shirley Christensen – Get Loud @ the Library
\$75.00	250	Hayley Head – Get Loud @ the Library
\$25.00	250	April Pendery in memory of Dr. Martin Peter Sayers
\$50.00	250	Beth Vlahos – Get Loud @ the Library
\$100.00	250	Rebecca West - Get Loud @ the Library
\$75.00	250	Laura Richter - Get Loud @ the Library
\$50.00	250	Tracee Ribar - Get Loud @ the Library
\$50.00	250	Judy Chester - Get Loud @ the Library
\$50.00	250	Nancy Alonzo - Get Loud @ the Library
\$25.00	250	Thomas Hayward - Get Loud @ the Library
\$25.00	250	Mary Vasseur – Get Loud @ the Library
\$75.00	250	Anna Pyle – Get Loud @ the Library
\$50.00	250	Lynn Early – Get Loud @ the Library
\$50.00	250	Amy Saunders – Get Loud @ the Library
\$75.00	250	Patty Elliott - Get Loud @ the Library

\$75.00	250	Kate Hemleben - Get Loud @ the Library
\$50.00	250	Carol Chidester - Get Loud @ the Library
\$75.00	250	William Shkurti - Get Loud @ the Library
\$75.00	250	Ann Bair - Get Loud @ the Library
\$75.00	250	Theodore Staton - Get Loud @ the Library
\$50.00	250	Beth Maisenbacher - Get Loud @ the Library
\$50.00	250	Garrett K. Scanlon - Get Loud @ the Library
\$50.00	250	Kristen Layer - Get Loud @ the Library
\$500.00	250	Amy P. Sharpe - Get Loud @ the Library
\$100.00	250	Ann Gabriel - Get Loud @ the Library
\$75.00	250	John & Christina Landolfi - Get Loud @ the Library
\$25.00	250	Guy Dilz - Get Loud @ the Library
\$50.00	250	Ruth McNeil – Get Loud @ the Library
\$125.00	250	Joe & Carol Ryan – Get Loud @ the Library
\$100.00	250	Chris & Bob Taylor – Get Loud @ the Library
\$50.00	250	Nicki Weaver – Get Loud @ the Library
\$75.00	250	Dawn Lewis – Get Loud @ the Library
\$75.00	250	Joanie Dugger – Get Loud @ the Library
\$100.00	250	Sylvia Gillis & Eric Tarbox - Get Loud @ the Library
\$50.00	250	Jeanine Hummer - Get Loud @ the Library
\$75.00	250	Margot & Robert Sheehan - Get Loud @ the Library
\$50.00	250	Kelle Eubank - Get Loud @ the Library
\$100.00	250	David & Mary Ellen Hatch - Get Loud @ the Library
\$50.00	250	Sue Ralph - Get Loud @ the Library
\$75.00	250	Chris Miller & Lindsay Jack - Get Loud @ the Library
\$1,000.00	250	Tremont Center Company in Memory of Dr. Martin Peter Sayers

\$50.00	250	Linda Huffenberger – Get Loud @ the Library
\$40.00	100	James Dowell through PayPal
\$500.00	250	National Church Residences – Get Loud @ the Library
\$500.00	250	Dr. Adam & Dr. Joanna Parson – Get Loud @ the Library

DIRECTOR'S REPORT

The Director's written report and her statistical reports are included as Exhibits to these Minutes. Ms. Taylor informed the Board that Channel 6 News was in the process of filming a news story at Miller Park (outside) about the recent power outages in Upper Arlington. Ms. Taylor provided a brief overview of the Get Loud @ The Library event. She noted that a late donation was inadvertently omitted from the Donation Resolution, but would be included in the Minutes.

Ms. Taylor reported that the library has been able to schedule a meeting with CML to discuss health insurance options with them. She has located a legal opinion from John Iten, attorney for OLC that indicates that it is legal for libraries to band together for the purpose of purchasing health care insurance.

The recommendation from Admin that the library join the Central Library Consortium (CLC) was presented to the Board by Ms. Taylor. By joining CLC, the library's patrons will have access to an expanded collection while the library maintains our individual identity and lending rules. The library would move from Virtua ILS system to the Polaris ILS system which all the CLC libraries use. A change in the ILS system is necessary whether the library joins CLC or not as VTLIS will no longer support Virtua Gateway after 2014.

The library may also be able to take advantage of additional discounts on some products as a member of CLC. One example would be Mango Languages which the library current gets at a 5% discount due to our membership in OhioNet. An additional 36% discount could be realized with CLC membership.

Ms. Taylor has spoken with several CLC member library directors in the area and staff members to assess the impact they saw when CML joined the consortium earlier this year. Grandview has seen an increase in circulation and Pickerington has experienced an increase in library card applications. It was noted that for popular items, such as new releases, the library's copies would be used to satisfy our patrons' reserve requests before they would be used to fill a request from a different library's patron.

CLC member libraries maintain their own independence in terms of library rules, branding and purchasing. The library will need to plan for an increase in the number of reserves to be pulled. There may be a need to add a position to handle the volume of

reserves. Currently the member libraries all share their entire collections, with some exceptions, for example, video games.

The annual operating costs of joining CLC are slightly less than the current annual costs of VTLS annual costs. Pickerington found that their annual costs went down after CML joined the consortium. The governing council of CLC consists of the Director from each library (CML Director sends a delegate) with each getting only one vote, regardless of size. CLC also has subcommittees for different areas of interest which will provide a good peer group collaboration opportunity for UAPL staff members.

The Board was supportive of the recommendation from Admin to join CLC but offered suggestions to engage and inform the community before actually voting on the recommendation. Board members suggested a series of public information sessions so that the library could provide information to patrons and answer any questions they might have. Conversion to Polaris, the ILS system for CLC, would be planned for possibly May of 2014.

Trustees asked to be provided with the CLC standard agreement (Appendix B1) which was recently up-dated prior to CML joining the consortium. Admin will provide that to the Trustees. It was noted that there may be greater benefits in the future through membership in CLC as the governing body looks for partnership opportunities with private companies. A large group such as the CLC would have more impact with private companies than the individual libraries would have separately.

After their discussion, the Board asked that Admin come back in October with a communication plan. Admin will look at marketing materials provided to patrons by the Discovery Place libraries prior to their joining CLC earlier in the year. The timing of the public forums was discussed vis a vis the November elections. The plan is for the Board to take a vote in November or December following the public discussion forums.

Ms. Taylor pointed out that across all the libraries in CLC, each collection holds about 20% unique items depending on their regular patron base, community and collection emphasis. Most items in the collection are the same items as held by at least one other library. Ms. Taylor will discuss the recommendation with the Leadership Team at their monthly meeting tomorrow.

FISCAL OFFICER'S REPORT

The Fiscal Officer's written report is included as an Exhibit to these Minutes. The Finance Committee meeting notes are included here.

FINANCE COMMITTEE MEETING
Monday, September 9, 2013
Meeting Notes

IN ATTENDANCE: William J. Shkurti, Karen A. Davis, John H. Burtch, Karen Olstad (via phone conference call), Chris Taylor, Kate Hemleben, Kate Porter and Nancy Roth.

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

Health Care Up-Date

Bruce Davis from Findley Davies will attend the October Board meeting on October 22nd. Admin will make as much information as possible available to the board in advance of the meeting. It was noted that the format of the presentation by Ameresco was very successful and the committee recommended that the library follow that template in preparing for the health care presentation in October. Admin is continuing to gather information from other entities, however some, such as CML, will not be available in time for our decision regarding 2014 medical insurance. The UA schools are currently under contract and not able to consider a joint venture.

There has been some discussion with ERC Health that has indicated they may be willing admit UAPL to the group even though we are just under the 50 eligible staff requirement. The option of an early renewal (December 2013) is also being studied. This would give the library an additional year to study options without being out of compliance with the Affordable Health Care Act.

It was noted that the stated charge for the Findley Davies was to help the library explore and understand the options available, not to make a recommendation as to which plan to offer in 2014.

ECM Up-Date

The initial meeting with Ameresco and their subcontractors was held this morning. About fifteen people were in attendance, including the project manager, Ron Rychel. Expectations and processes were reviewed, along with the project timeline.

There was discussion of the proposal that the Board approve electronic transfers for the monthly payments to Ameresco. Ms. Hemleben noted that this would streamline the internal process for issuing payment to Ameresco. The committee had concerns about the internal controls for this process in terms of verification of the percentage of project completion on which the billing is to be based. It was agreed that if certain safeguards were in place, they would be in agreement with the Board President approving the electronic transfer via email after reviewing the AIA submittal information.

Admin will discuss options for review of completion with Trustee Sarah Mueller and will also obtain a quote from Miller-Watson and/or the City of UA for this type of service. The proposed resolution will be adjusted to include such language as is necessary to clarify this.

Tremont Cabling Project

Three bids were received for the IT cabling project at Tremont. The lowest apparent bidder is DataTalk Telecom, Inc. Their bid with the Alternate was just under \$40,000.

Greg Ramage is checking references and reviewing the complete bid package in order to assure that they addressed all the requirements. The cost was less than anticipated. The committee agreed to recommend proceeding with the execution of a contract.

Operations

The committee agreed to recommend approval of the July and August financial reports. It was noted that, despite earlier predictions, the PLF will be fairly flat for the next biennium due to the changes in the income and sales tax structure passed by the Ohio legislature.

Five-Year Plan Review

The committee reviewed the outline of assumptions for the five-year plan as prepared by Ms. Hemleben. Following a detailed discussion, the committee agreed to the following:

- a) It would be prudent to create three scenarios for the five-year plan; a neutral or base scenario, an optimistic scenario and a pessimistic scenario.*
- b) Regarding assumptions about the PLF in future years, the committee agreed that the base scenario and the pessimistic scenario would assume flat PLF funding. The optimistic scenario would assume an increase in the next biennium of 2%.*
- c) The library will assume a 1% increase in property tax revenue for all scenarios.*
- d) The library will continue to show any need for reductions in expenditure in future years as a way to continue transparency to the Board and the public for all three scenarios.*
- e) The library will project electric and natural gas costs using known pricing and taking into consideration market pricing and price variations in future years for all three scenarios. The committee did have discussion about developing a mechanism to track energy savings so that information would be available for future levy campaigns.*
- f) The library will continue to budget for an annual 15% increase in health care in all scenarios until the health care study is completed and any recommendations for changes from that study are implemented.*
- g) The library will continue to maintain a 90-day operating cash reserve in all three scenarios.*
- h) It was decided that global economic forecasting was uncertain at best and should not necessarily be a factor in a five year planning document. The library is committed to maintaining a watchful eye on these conditions and plan accordingly.*

- i) *The five-year planning document should be up-dated annually during the budget preparation process.*
- j) *The five-year planning document should project a rolling five-year time frame, with an additional year coming on the document as the first year is completed.*
- k) *The five-year planning document will contain only the current budget year and the following four years. The most recent past budget year is available for comparison on the monthly financial reports.*
- l) *Fund development income will be removed from the planning document. Any money raised through fundraising efforts will not be used for operating expenses, but for special capital projects and should not be reflected in the operating budget planning document.*
- m) *The structure of the planning document will remain as it currently stands.*

The planning document will be updated incorporating the decisions listed above for further discussion at the next Finance Committee meeting. Ms. Davis praised Ms. Hemleben for the preparatory work she had done to present this information to the committee.

Other Items Discussed

Ms. Hemleben informed the committee that the library is extending the agreement with Direct Energy for three months. This will give time for MEC to reach a decision and/or agreement with an electricity vendor for the consortium.

The library audit has been completed. The audit is conducted every two years by the State Auditor's office. Ms. Hemleben said the audit was clean.

The final report should be issued by the end of September and will be available for review by the Audit Committee.

The meeting was adjourned at 6:32 p.m.

Ms. Hemleben noted that the 4% increase to the PLF that was projected by OLC earlier in the year would not be realized. Changes in the Biennium Budget have altered that prospect so that the expectation is that the increase will be about \$10,000.

There was discussion about the proposed Resolution to approve electronic transfers for the ECM project. The Finance Committee had requested some outside oversight so that payments for percentage completions could be verified before it was approved for payment. The initial cost quotation for such services from Miller-Watson was more than expected. There was discussion about possible alternatives and whether such measures were necessary. Ms. Hemleben informed the Board that the City did not

have anyone on staff that could perform this check. She has not had an opportunity to discuss it with UA school maintenance staff yet, but will follow up on that possibility.

Review of the actual contract with Ameresco will be undertaken. Safeguards may already be in place so that this additional expense may not be necessary. It was also suggested that Sherman Wallace should be consulted to see if he feels comfortable in making the assessment as to percentage completion claims. Admin will do further research and consultation and will up-date the Board as they get additional information. Action on the proposed resolution was deferred to the October meeting.

Mr. Yesso made a motion to approve Resolution 17-13. Ms. Olstad seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Mueller, Ms. Olstad, Mr. Scanlon, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

Resolution 17 -13

To Award the Contract for the Main Library Cabling Project

WHEREAS the Board of Trustees of the Upper Arlington Public Library advertised for bids per Ohio Revised Code 3375.41 for the Main Library Cabling Project for a 2 week period;

WHEREAS the bids were opened shortly after noon on Monday, September 9th, 2013 and were publicly read.

AND WHEREAS the Board wishes to award a contract for this work;

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, does hereby award a contract not to exceed \$40,000 for the Main Library Cabling Project to Data Talk Telecom, Inc., 3930 Indianola Ave., Columbus, OH 43214 as the lowest responsible bidder.

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

Ms. Davis made a motion to approve Resolution 18-13. Mr. Shkurti seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Mueller, Ms. Olstad, Mr. Scanlon, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

RESOLUTION 18 -13

**Resolution Accepting the Amounts and Rates as Determined by the
Budget Commission and Authorizing the Necessary Tax Levies
And Certifying Them to the County Auditor**

OHIO REVISED CODE, SECTION 5705.34, 5705.35

WHEREAS, This Board in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2014; and

WHEREAS, the Budget Commission of Franklin County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore be it

RESOLVED, the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there by and is hereby levied on the tax duplicate of said Library the rate of each tax necessary to be levied within and without the ten mill limitation for tax year 2013 (collection year 2014) as follows:

SCHEDULE A

Summary of Amounts Required from General Property Tax Approved by the Budget Commission, and County Auditor's Estimate Tax Rates

Fund	Amount to be Derived from Levies Outside 10 Mill Limitation	Estimate of Full Tax Rate to be Levied Outside 10 Mill Limitation
General Fund	\$3,087,844.03	2.00
TOTAL	\$3,087,844.03	2.00

And be it further

RESOLVED, that the Clerk of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

It was noted that two Franklin County libraries have levies on the November ballot. Bexley will be requesting an increase from 1.5 to 2.8 mills and Worthington will be replacing a 22-year 2.2 mill levy.

Ms. Taylor noted that Admin has revised the Capital Project plan. Estimates for projects have been up-dated and some items taken off the list since they are included in the ECM project. The Operations Committee will be reviewing and re-prioritizing at their meeting in October.

PRESIDENT'S REPORT

There was no report.

ADJOURNMENT

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

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

Mr. John H. Burtch, President

Mr. Garrett K. Scanlon, Secretary