



Board of Trustees Meeting
Tuesday, October 22, 2013 5:00 p.m.

MINUTES

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

IN ATTENDANCE

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

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Julie Whitt, Human Resources Manager; Ruth McNeil, Community Relations Manager; Megan Sheeran, Reference Librarian; Jen Downing, Outreach Librarian; Bruce Davis, Health Care Consultant from Findley Davies and Nancy Roth, Administrative Secretary

CONSENT AGENDA

The Consent Agenda included the approval of the Minutes from the September 17, 2013 Board of Trustees meeting, approval of the September 2013 Financial Report and the October 2013 Donations Resolution. The Financial Report is included as an exhibit to these minutes. The Donations Resolution is included here.

RESOLUTION 19-13
General Fund Donations
October 2013

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
\$350.00	250	Wednesday Literary Club – Get Loud @ the Library

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, Mr. Scanlon, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

ASSISTANT DIRECTOR'S REPORT

Ms. Porter introduced two new librarians to the Board. Jen Downing is the new Outreach Librarian responsible for providing services to care facilities and homebound patrons. Ms. Downing was previously employed at Worthington Libraries. Megan Sheeran has been with UAPL since receiving her MLS in 2010. She has served in a variety of positions with the library and will begin as Reference Librarian on Monday. Her primary responsibilities will be ordering for the print reference collection and Reference eBook collection. She will also be training with

Sara Klein to work on the UA Archives. Both Ms. Downing and Ms. Sheeran replaced recent retirees from the library.

Ms. Porter noted that Kevin Bauer joined the library in July as the Emerging Technologies Librarian. He was unable to attend the Board meeting but will be introduced at a future meeting. His position is a new one at the library. Mr. Bauer is tasked with helping patrons stay current with various technologies and to be involved in training staff in those technologies as well. He contributes to the Media Blog on the library's website which has been well-received.

DIRECTOR'S REPORT

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

Ms. Taylor introduced Mr. Bruce Davis, a partner in Findley Davis Health Care Consultants. Mr. Davis had completed the health care review for which the library had contracted his services. He provided the Board with some background about his company and opened the floor for questions. Board member had earlier been provided with Mr. Davis' report for review. The executive summary of Mr. Davis' review is included as an exhibit to these minutes.

Following discussion, the Board agreed that the library's first priority should be to continue to explore with CML during 2014 to try to organize a partnership. A meeting with CML is already scheduled for February of 2014. Conversations with the UA Schools and City of UA should also continue. A third priority will be to gather additional information about a company, Optimal Health Innovations, that may be a resource for the library, as well.

Ms. Taylor informed the Board that the Central Library Consortium Board met last week and voted to accept UAPL into their membership. Staff at CLC is working on finalizing cost figures for the move. The Board was presented with a communication plan as they had requested. This information is included as an exhibit to these minutes. After discussion, the Board recommended that the library hold one information session at the Tremont location. It was agreed that the presentation would be scheduled for Thursday, November 14th at 7:00 p.m. Ms. Davis encouraged Board members to attend so that they could offer support if needed.

In addition to the public information session, there were be a news release and hand outs available to the patrons about the change. Staff will be receiving some training about how to talk about CLC with patrons. The library will be able to customize how the computer interface will look to patrons. The Board suggested that the need for a new ILS system come earlier in the presentation, since that is the driving cause for the move. It was also suggested that the funding issue be stated more positively. Rather than reference to "shrinking state funding," the library can reference our effort to leverage the buying power of a consortium.

Information about the proposed changes to the Personnel Policy Handbook is included as an exhibit to these Minutes. The goal of the proposed changes is to offer more competitive benefits to part-time employees and to transition to a simpler tracking method. Following some discussion, the Board did agree that the changes outlined were appropriate.

RESOLUTION 20-13 **To Approve Changes to the Personnel Policy Handbook**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts and adopts the revisions to Personnel Policy Handbook, 2012 edition as outlined as an

Exhibit to this Resolution and recommended by the Administration of the Upper Arlington Public Library.

Ms. Davis made a motion to approve Resolution 20-13. 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.

Ms. Taylor pointed out the information included in the Board packet about the planned changes to circulation limits. She noted these changes were the recommended by the Collection Committee and will go into effect in 2014. A correction to the cover sheet was noted in that the library's holds queue will trigger the purchase of an additional copy of a book for every three holds in the queue beginning in January.

OPERATIONS-DEVELOPMENT COMMITTEE

The notes from the Operations-Development Committee meeting are included here.

OPERATIONS – DEVELOPMENT COMMITTEE MEETING Tuesday, October 15, 2013 Meeting Notes

IN ATTENDANCE: Sarah Mueller, Garrett K. Scanlon, John Yesso, Chris Taylor, Kate Porter, Kate Hemleben and Nancy Roth.

Ms. Mueller called the meeting to order at 5:05 p.m.

ECM Project Up-Date

Administration was charged by the Board to obtain outside assistance in assisting with the determination and approval of the percentage of completion by Ameresco for payment purposes. The UA schools have indicated they are willing to assist in this role for a fee of \$1,500 for 25 hours of consultation with one of their facilities staff members. In other conversations, Sherman Wallace had indicated that he feels able to make these assessments, but would appreciate having an expert to call upon when as the project starts and winds down. Responsibility and liability for verification would remain with the library. Ameresco has also provided additional documents and tools to assist Wallace in the verification process.

Lane lighting will be done early in the project. There are rebates available from AEP for this type of work done before the end of the year and the project manager wants to be able to take advantage of this.

The committee agreed to recommend passage of the resolution to approve electronic payments to Ameresco. The committee also suggested the monthly project summaries and schedule information be included in the monthly Board packets while the project is in process. The committee also suggested that the library check with the city to see what floor plan management software they use with the possibility in mind of utilizing the same software as blueprints are altered during the course of construction.

Philosophy of Capital vs. Operating Items

It was noted that several of the items on the five-year building improvement plan are small projects. It was suggested that smaller items might be more appropriately funded through the

Operational Fund rather than the Building Improvement Fund. The Admin team asked the committee to consider questions about what should or should not be funded by the Building Improvement Fund. It was noted that current practice is to transfer funds from the Operating Fund to the Building Improvement Fund annually to allow the library to save for future large projects such as the current ECM project. The committee encouraged the library to continue this practice.

After discussion, the committee agreed that the Admin should also discuss the proposed Building Improvement Fund guidelines with the Finance Committee. They also suggested the Finance Committee consider setting a minimum level for that fund. The committee asked that the Building Repair and Improvement plan and the hold list contain information as to the planned funding source for the item, i.e., General Fund (Operational) or the Building Improvement Fund (Capital). The committee agreed that building Improvement funds would be used to finance:

- a. Items costing more than \$5,000.
- b. Projects costing more than \$25,000.
- c. Items with replacement cycles longer than 3 years. Includes the necessary costs to get the asset implemented and/or operational.

Prioritization of Projects on 2014-2018 Building Repair and Improvement Plan

It was noted that two projects scheduled for 2013 have not been completed and that funds are not available to do both projects. These are the Friends Theater project to address ADA issues and the carpeting project at Tremont. The Theater project was estimated at \$80,000 in 2011 but only budgeted at \$25,000 and the carpeting work remaining is estimated at \$118,000. After the ECM project, the Building Improvement Fund is projected to end the year with a balance of approximately \$177,000. The committee was hesitant to proceed with expenditures that would lower that balance. There was general agreement to move the carpeting project to 2014.

The initial project list was developed as a result of several studies and priorities were set with life/safety issues assumed to be of primary importance. The committee agreed that the Theater project needed to be pursued. It was suggested that the library check with the State Architect's Office to see how current ADA requirements may affect the project, if at all. The Committee also agreed to take the Lane Road roofing project off the hold list and schedule it for 2014. Admin was also asked to seek advice and information from Ameresco about the energy usage impact that might be expected if and when the front doors at Tremont are replaced.

The committee discussed working on reviewing priorities for the hold list when it is modified. Completed items will drop off the Building Improvement Plan and items from the hold list may be put on the plan. It was noted that the impact of some of the projects be considered as time for the levy renewal approaches. Ms. Taylor said that the Admin team will review the studies on which both lists were based before the next planning cycle, but that with current workloads, it was not possible for this review to take place before this year's budget planning.

Request for Funding Assistance from the City for the Northam Park Parking Lot

Ms. Taylor made the committee aware of the City's tentative plan to re-work the library/park/school parking lot in the near future. A Northam Hub committee has been formed and has been working on a plan for the whole Park. Plans were revealed to both the library and the schools recently. An inquiry was made about the library and the school system's ability to assist with funding for the parking lot part of the whole project. Ms. Taylor has indicated that the library has no funds budgeted for the purpose. The committee agreed that the library should wait to see how these plans evolve before discussing a financial commitment.

The meeting adjourned at 6:50 p.m.

Ms. Mueller gave the report for the Operation-Development Committee. She noted that the library has worked out an agreement with the UA Schools Facilities staff to provide some consultation services for the completion levels of the ECM project. The cost for the services is estimated to be \$1,500. Sherman Wallace, Facilities Manager for the library is comfortable with the process that is now in place. It was noted that all liability rests with the Ameresco, so there is little or no risk for the library and no need for "retainage" on the project.

Operations has asked that the Admin team include a high level snapshot of the project's progress each month and Operations will be monitoring the project as well. These measures seemed to address the concerns that the Board had expressed at the previous month's meeting. The committee did recommend the approval of the electronic transfer of funds as the payment process for the project.

FINANCE COMMITTEE

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

The Committee did not meet except as the Audit Committee, to review the audit with the state auditor. The library did have a clean audit.

RESOLUTION 21-13

Authorization to have Electronic Transfer of Funds made to Energy Conservation Measures Project Contractor

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library authorizes the Fiscal Officer of the Library, Katherine Hemleben, to electronically transfer funds to Ameresco and any other associated vendor as necessary only after each invoice has properly been reviewed for accuracy and completeness. This authorization is valid until project is completed which is estimated to be June 30, 2014 and final payment has been made approximately July 31, 2014.

Be it further resolved that the Upper Arlington Public Library shall engage the Upper Arlington School District to assist the library in determining the accuracy of the percentage completion for each billing statement prior to approval for payment. The President of the Board of Trustees shall review the necessary documents and invoice submitted to the library after the library staff has done their internal review and shall indicate approval for payment in writing before such electronic transfer can be processed through a bank transaction.

Mr. Shkurti made a motion to approve Resolution 21-13. Ms. Davis seconded the motion.
VOTING AYE: Mr. Burch, Ms. Davis, Ms. Mueller, Ms. Olstad, Mr. Scanlon, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

PRESIDENT'S REPORT

Mr. Burtch had no report. Ms. Taylor noted that Mr. Shkurti was honored recently at the OLC Convention as the outstanding Library Trustee of the Year. The Board offered Mr. Shkurti their congratulations.

ADJOURNMENT

Mr. Shkurti made a motion to adjourn the meeting. 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.

The meeting was adjourned at 7:00 p.m.

John H. Burtch, President

Garrett K. Scanlon, Secretary