



Board of Trustees Meeting
Tuesday, November 19, 2013 5:00 p.m.

MINUTES

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

IN ATTENDANCE

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

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Greg Ramage, IT Manager; Ruth McNeil, Community Relations Manager; Dena Little, Youth Services Manager; Shahin Shoar, Media Services Manager; Kevin Bauer, Emerging Technologies Librarian and Nancy Roth, Administrative Secretary.

CONSENT AGENDA

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

The consent agenda included the Minutes of the meeting of the Board of Trustees of October 22, 2013, the October 2013 Financial Report and the November Donations Resolution. The October Financial Report is attached to these minutes as an exhibit.

RESOLUTION 22-13
November 2013 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 |
|---------------|-------------|---|
| \$5.00 | 100 | OLC Conference Prize |
| \$100.00 | 250 | Charles Wilcox for Director's Choice |
| \$1,000.00 | 100 | William Hayward to Thank the Reference Department |

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

ASSISTANT DIRECTOR'S REPORT

Ms. Porter introduced Kevin Bauer to the Board. Mr. Bauer was hired in July to fill a new position – Emerging Technologies Librarian. Mr. Bauer was previously employed at CML in Youth Services working primarily with teens. Due to this, he was very involved in technology and social media and he was involved in setting up a Teen Technology Lab at CML. Mr. Bauer noted that he grew up in UA and was happy to return to his “home” library.

Ms. Porter noted that Admin is still working on interviewing and hiring, particularly for a number of vacancies at Lane Road. Most hiring should be completed by the end of the year.

Holiday Happiness is scheduled for, Saturday December 7th this year at Tremont. Miller Park will host Home for the Holidays on Thursday, December 5th.

DIRECTOR'S REPORT

The Director's written report is attached to the minutes as an exhibit.

Ms. Taylor noted that next year's Library Journal will be based on 2012 data. At that time, the library will probably again be ranked as a five-star library since the budget basis will be returning to the \$5,000,000 category which contains a smaller pool of libraries of our size.

RESOLUTION 23-13 To Accept Anthem Health Care Insurance Renewal

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts the health care insurance renewal proposal from Anthem Insurance to be effective as of December 1, 2013 with the proviso that the rate reflects a minimum 3% reduction as per the verbal information supplied to the library by the insurance broker, Willis.

Following some discussion, Mr. Shkurti made a motion to approve Resolution 23-13. Mr. Yesso seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Olstad, Mr. Scanlon, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

The public information meeting regarding joining the Central Library Consortium went well, but few patrons attended. There were eight patrons including two former

employees, four current staff members and the Board of Trustees present for the session on November 14th. Ms. Taylor was commended on her handling of the meeting and her grasp of the information about the CLC and the ramifications of joining. Overall, the response has been supportive of the library moving forward with this plan. There have been a couple of phone calls, emails to the Director and a couple of patron drop-ins that indicated their support.

CLC did provide some preliminary training costs to the library today. This amounts to approximately \$33,700 for staff training. This would take the current estimate of the start-up costs to about \$142,000. Ms. Taylor noted that additional costs might be needed for building changes necessitated by the increase in holds. The cost of racks to hold the transport bins will be added to that total eventually. Two vacant part-time staff positions that combine to make 1.2 FTE, are on hold. If additional staff are needed to pull an increased number of holds, these already budgeted funds would be available.

RESOLUTION 24-13
To Authorize Actions to Join the Central Library Consortium

Whereas the Director and Administration team of the Upper Arlington Public Library has completed a study of options available for joining a library consortium; and

Whereas the recommendation has been made to the Board of Trustees that the Upper Arlington Public Library can provide enhanced access to a larger collection for our patrons by joining the Central Library Consortium (CLC); and

Whereas the CLC utilizes the Polaris Integrated Library System for all member libraries; and

Whereas the Upper Arlington Public Library's current integrated library system patron catalog will no longer be supported by the vendor and a change will be necessary in the near future and the hardware necessary to maintain our own system is at the end of its useful life,

Now Therefore Be It Resolved, that the Board of Trustees of the Upper Arlington Public Library does concur with the recommendation made by the Director and Administration team to join the Central Library Consortium and does hereby authorize the Director to sign such documents as may be required to effect this, including the Accession Letter.

Also Be It Resolved that the Board of Trustees does approve the expenditure of the necessary start-up costs not to exceed \$200,000 and does hereby authorize the Director to sign such contracts and agreements as may be necessary. Migration to the new system should happen sometime in the spring of 2014.

Mr. Shkurti made a motion to approve Resolution 24-13. Ms. Davis seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Olstad, Mr. Scanlon, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

The Board was provided with documents regarding adjustments to the library's pay ranges and proposed pay increases. These documents are attached as exhibits to these minutes. It was noted that pay ranges were established in 2006 have not been adjusted since that time which was not the intent when they were established.

Following discussion, the Board was in agreement with the general philosophy reflected in the documents and the proposed adjustments. The library will utilize this information in the budget planning process. Formal action to approve the pay ranges and the staff raises will be taken at the December Board meeting.

RESOLUTION 25-13

To Approve Changes to the Operations Manual

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts and adopts the addition to the Operations Manual as follows:

SECURITY/SURVEILLANCE CAMERA RECORDS

In order to help secure the safety of library patrons, staff and property, the library employs the use of surveillance and security cameras. Because these recordings are security records, they are not considered to be public records and are explicitly exempt from disclosure under the public records law [ORC 149.432]. Digital images recorded by surveillance equipment will typically be retained for a period determined by the storage capacity of the equipment.

Ms. Olstad made a motion to approve Resolution 25-13. Mr. Yesso seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Olstad, Mr. Scanlon, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

OPERATIONS

The ECM Project up-date is attached to these minutes as an exhibit.

FINANCE

The Fiscal Officer's written report is attached to these minutes as an exhibit. There was no Finance Committee meeting. Ms. Hemleben reported that the library had issued an RFP for HVAC preventive maintenance. After reviewing the responses, Ms. Hemleben and Sherman Wallace, Facilities Manager selected the current vendor, Direct

Mechanical. The library will have a three year agreement with current rates locked in. The proposal from Director Mechanical was about 30% less than the other responses.

PRESIDENT'S REPORT

Mr. Burtch noted that the Executive Committee did meet immediately prior to the Board meeting. Notes from that meeting are included here.

*EXECUTIVE COMMITTEE MEETING
Tuesday, November 19, 2013 4:00 p.m.*

Meeting Notes

IN ATTENDANCE: John H. Burtch, Garrett K. Scanlon, William J. Shkurti, Chris Taylor, Kate Hemleben, Sarah Dailey and Nancy Roth

The meeting was called to order at 4:05 p.m.

Records Retention Schedule Review

Members were presented with explanatory documents to review prior to the meeting. The Fiscal Office had reviewed two sample records retention schedules that were recommended by the Auditor of State's office. They consulted each department that was involved in the production and/or storage of the listed items to get their feedback. A completely new schedule was then created item groups records based on retention period and the source of the documents.

The number of types of documents in the current records retention schedule is over 140. The proposed schedule contains 109 types of documents. The plan is to seek approval of the new schedule this year and to take time in 2014 to compile the records the library would like to submit for approval for destruction. The library's Records Commission – comprised of the full Board of Trustees and the Fiscal Officer, must approve any submission for destruction. Following that approval, the library must submit a listing to the Ohio Historical Society for them to review for any possible historical significance to the listing and it is then forwarded to the Auditor of State's office for approval.

The library is also planning to change the annual meeting of the Records Commission to earlier in the year in order to facilitate all of the end of year processes of the Fiscal Office. The committee agreed to recommend the proposed changes to the Records Commission in December and to the full Board.

The meeting was adjourned at 4:20 p.m.

The terms of four trustees on the Library Board of Trustees expire at the end of the year. Mr. Shkurti, Ms. Olstad and Ms. Mueller have all indicated they are willing to be re-appointed. Mr. Scanlon has indicated that due to increase demands on his time, he

is unable to continue his service. Mr. Burtch appointed Mr. Shkurti and Ms. Davis as representative to review candidates with the City Council. Ms. Taylor will also be involved in that review. The joint meeting will probably be held in the morning.

ADJOURNMENT

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

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

John H. Burtch, President

Garrett K. Scanlon, Secretary