
**UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Tuesday, April 15, 2014 5:00 p.m.**

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

IN ATTENDANCE

BOARD MEMBERS: John H. Burtch, Karen Olstad, William J. Shkurti and John M. Yesso.

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

EXCUSED ABSENCES: Karen A. Davis, Gloria Heydlauff and Sarah Mueller.

CONSENT AGENDA

In addition to approving the absences of Ms. Davis, Ms. Heydlauff and Ms. Mueller, the consent agenda included the approval of the Minutes for the March 18, 2014 Board meeting, the February 2014 financial report, the March 2014 financial report and the April donations resolution. The donations resolution is included here. The financial reports are attached as exhibits to these minutes.

**RESOLUTION 05-14
April 2014 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
\$101.00	130	Venkateswata Sanivarapu In appreciation of good customer service
\$200.00	130	Richland Correctional Institute

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

ASSISTANT DIRECTOR'S REPORT

The library will be hosting Volunteer UA tomorrow in the Atrium. The library has hosted this event for the past few years. About thirty organizations that utilize volunteers have registered for table space at the event. Whole Foods will be present in the vestibule this year to sell pizza and will be providing coupons to high school students for free cookies as well.

The author visit arrangements have been made. About 60 tickets have been sold for the 3:30 lecture. The 1:30 session has not sold as well. The organizing group will also be focusing on increasing ticket sales to the reception in the next week or so. They will continue to explore ways to promote the event.

Ms. Porter reported that the CLC transition and migration to the Polaris shared catalog last week went as smoothly as could have been expected. Staff continues to resolve minor issues, but the major part of the project went well. Many staff members assisted in checking in and shelving items that had to be held until "Go Live" day.

Monday was the first day that holds could be pulled and checked out. Library staff across the three locations pulled over 5,000 items to fill requests that have accumulated while the system was offline. Ms. Porter acknowledged all the staff members. She said that everyone has been supportive and have been jumping in to help with tasks outside their regular duties. Eighty-nine boxes of materials were transported from UAPL yesterday.

DIRECTOR'S REPORT

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

Ms. Taylor lauded Kate Porter and Greg Ramage for their excellent work and leadership as project managers for the CLC transition. Both put in many hours of work on the preparation for the migration to the Polaris catalog system. Ms. Taylor noted that their efforts to keep staff informed in a timely manner and to provide needed training were particularly noteworthy. Staff members have made many positive comments about the forethought and communication that Ms. Porter and Mr. Ramage provided throughout the various stages of the project.

Ms. Taylor made an up-date to her written report, informing the Board that the budget amendment that would have raised the PLF to 2%, was not included in the bill that the Ohio House of Representatives sent on to the Ohio Senate. OLC has encouraged libraries to continue to lobby their state Senators to have the amendment added to the Senate version of the bill.

Ms. Taylor offered three changes to update the Operations Manual. The first update is to the Internet Policy which was discussed at a previous Board meeting. This would

bring the working of the library's policy into compliance with wording required by the Children's Internet Protection Act.

Two other revisions affecting the financial policy were necessitated by joining the CLC. Because of the change in the transport of materials between our locations, bank deposits will not be taking place daily as specified in the Operations Manual. Wording was changed to state that deposits would be made "regularly, but no less than once a week." The second finance-related revision was to the Refunds for lost books that were subsequently found and returned.

These three revisions are attached as exhibits to these minutes.

RESOLUTION 06-14
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 revisions to the Operations Manual as presented in the Exhibit to this Resolution and recommended by the Administration of the Upper Arlington Public Library.

Ms. Olstad made a motion to approve Resolution 06-14. Mr. Yesso seconded the motion. VOTING AYE: Mr. Burtch, Ms. Olstad, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

FINANCE COMMITTEE

Ms. Hemleben's written report is included as an exhibit to these minutes.

FINANCE MEETING NOTES
April 10, 2014

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

IN ATTENDANCE: John H. Burtch, Karen A. Davis, Karen Olstad, Chris Taylor, Kate Hemleben, Chris Minx and Nancy Roth.

Finance Communication Outreach Plan

The committee reviewed the communication plan that was edited from an earlier version. The Money Matters articles will be simpler and shorter. The revised plan covers the next four quarters. The plan is to present an annual plan to the Board while internally maintaining a plan with an extended time-frame to assist with planning. The committee agree to present the document to the Board at the next meeting.

The committee also discussed the process of editing the Money Matters articles. Ms. Hemleben drafts an article on the selected topic. She and Ms. Minx consult on edits

that might be needed for clarity to the general public and consistency of terminology. Ms. Taylor then reviews and offers edits to the article. The Finance Committee is then provided with a draft of the article for their comments and suggestions. It was agreed that Ms. Hemleben will continue to include a "Respond By" date in her email to the Finance committee when forwarding the draft for review. If the committee member has no edits to offer, they need not respond and the publication will proceed.

Financial Reports

The committee reviewed the Financial Reports for February and March. It was noted that the General Fund cash reserve was currently at \$2,000,000. This is slightly more than the 90-day cash reserve that the library maintains according to policy. The amount is substantially less than the total \$5,000,000 reserve that has been seen in the past couple of years due to planning and saving for the ECM project. Those funds have been transferred to the capital budget in order to pay for that project.

There was discussion about the future stability of the library's funding sources. It was noted that there is pending legislation to increase the PLF, currently at 1.67%, to 2% as part of the biennial budget review. Through OLC legislature day last week, fifty legislators, indicated their support for this legislative initiative. Remaining reserves will be used for future needs as determined by the Board.

Ms. Taylor noted that the Operations Committee worked this week to prioritize some needed projects, but that all of the projects and preventive maintenance issues that they categorized and prioritized are currently unfunded. The library can use these unfunded needs as one planning point for preparation of the next levy request. That committee will be adding the technology component to these project lists at their May meeting.

The committee agreed to recommend approval of the Financial Reports at the Board meeting.

In confirming their next meeting, the committee agreed that if the agenda appeared to support a short meeting, Admin could change the meeting time to 5:30 p.m. in order to make it easier for members to attend.

The meeting was adjourned at 5:20 p.m.

Ms. Hemleben reported that the Ohio Historical Society has approve the library's form RC-2, Schedule of Records Retention and Disposition. The library Records Commission will meet in June in order to review and approve a listing of routine documents that the library will request permission to destroy. Admin has located an area of secure storage for records that have to be retained.

The Finance Communication Outreach plan was presented to the Board for review and comment. It was noted that Christine Minx, Marketing and Community Relations manager plans to conduct a patron survey about the Library Link to determine if changes need to be made to content or organization of that publication.

Ms. Taylor noted that a more comprehensive patron survey may be a part of the next strategic planning process.

OPERATIONS COMMITTEE

OPERATIONS COMMITTEE MEETING NOTES

April 7, 2014

The meeting was called to order at 5:45 p.m.

IN ATTENDANCE: Gloria Heydlauff, Sarah Mueller, John Yesso, Chris Taylor, Kate Porter, Kate Hemleben, Sherman Wallace and Nancy Roth

Review of Edits to Overall List

It was noted that the technology plan listing is not included in the current review due to Greg Ramage's deep involvement with the CLC migration project. That project will be resolved this month and the technology components will be reviewed at the May meeting.

Moved to the General Fund

Projects costing \$5,000 or less will be included as part of the general fund budget in coming years. Added to that listing was the installation of a key card system at Lane Road/Miller Park. A key card system at Tremont was already planned, but the cost to also add Miller Park still kept the project under \$5,000 and will facilitate the deliveries with CLC. The funds for this will come out of the CLC start-up costs that were budgeted for 2014.

Periodic Maintenance

The committee was provided with a 20-year maintenance schedule which also included a staged flooring replacement plan. Once the flooring project budgeting for 2014 is accomplished, the high traffic areas will be replaced on a 7-year rotation and less trafficked areas will be on a 14-year rotation. The flooring has been divided into sections that would all have an approximate \$35,000 replacement cost, most years.

The committee will have to work with the Finance committee to see how the periodic maintenance can be paid for out of the Capital Fund. Most projects are above the \$5,000 threshold that would allow them to be paid for out of the General Fund, as determined by the Finance Committee.

Projects to Wait

Most of these projects relate to items for consideration as part of a major renovation or other large projects. The committee agreed that it would be appropriate to have a building study done sometime in the next few years to get an up-to-date assessment of the worthiness of current building systems. Some projects are related to one another. For example the fire system replacement and consideration of a sprinkler system are

inter-related. A building study would help determine the best course of action for the library to take if a decision is made to go forward with this type of project.

Projects to Prioritize

The committee ranked the remaining projects and proposed a future year in which to plan on scheduling the work. The snow melt repair and related electrical conduit work may be accomplished as a part of the parking lot repair/replacement and were viewed as a “pre-priority.”

<i>Priority</i>	<i>Ref #</i>	<i>Project</i>	<i>Proposed Year</i>	<i>Est. Cost</i>
<i>**</i>	<i>T-25 T-22</i>	<i>Repair of snow melt & repair to electrical conduit</i>	<i>2014</i>	<i>\$13,000 \$10,000</i>
<i>1</i>	<i>T-13</i>	<i>Replacement of outdated Generator</i>	<i>2017</i>	<i>\$131,500</i>
<i>2</i>	<i>T-38</i>	<i>Replacement of shingle roof</i>	<i>2019</i>	<i>\$20,000</i>
<i>3</i>	<i>T-11</i>	<i>Additional attic insulation</i>	<i>2019</i>	<i>\$12,500</i>
<i>4</i>	<i>T-51</i>	<i>Repair/replace back drive</i>	<i>2022</i>	<i>\$19,000</i>
<i>5</i>	<i>L-15</i>	<i>Ceiling replacement w/ grid system</i>	<i>2022</i>	<i>\$23,000</i>
<i>6</i>	<i>M-01</i>	<i>Ceiling replacement w/grid system</i>	<i>2024</i>	<i>\$18,000</i>
<i>7</i>	<i>T-52</i>	<i>Window replacement</i>	<i>??</i>	<i>\$163,000</i>

The committee agreed that the window replacement provided the least return on investment in the face of more critical building needs. The replacement could also be done in phases over time as funds become available.

The drain in the back drive could be repaired at a cost under \$5,000 and will be done in 2014 or 2015 within the General Fund. This would allow a more extensive resurfacing project to be planned for at a later date.

Ms. Taylor briefly reviewed the 5-year base budget scenario with the committee. She noted that none of the projects under discussion are currently funded, including the periodic maintenance projects. The mid-term budget review by the Governor was recently broken into 11 separate bills in the state legislature. One of these bills proposes to restore the Public Library Fund to 2.0%. It currently is 1.67%. An increase in the PLF would allow the library to consider undertaking or planning for the future undertaking of some of the projects discussed. Because the PLF can be altered at any point in the future as a part of a biennial budget cycle and is dependent on the state of the economy at any given time, funds for the completion of any of these projects is not assured.

The committee voiced concern about what would happen to the physical facilities if funds for preventative maintenance were not available. Ms. Hemleben noted that this type of projection of needs would be taken into consideration when the library works to assess overall needs for the next levy campaign.

Next Meeting

The committee agreed on their next meeting date: Monday, May 5, 2014 at 4:30 p.m.

Adjournment

The meeting was adjourned at 6:30 p.m.

Mr. Yesso thanked Ms. Taylor and the Admin staff for their work in preparing and refining the spreadsheets that helped to clarify the projects to be considered. The IT projects will be added to the lists at the next Operations meeting. The information will then be passed to the Finance Committee for study. Tentative plans are to present the information to the Board at the June meeting.

PRESIDENT'S REPORT

The strategic discussion scheduled was on the topic of including general citizens on Board committees. Initial reaction from the members present was that it did not seem appropriate for non-Board members to be on the standing committees. It was noted that both Finance and Operations occasionally dealt with sensitive issues related to personnel matters. Bylaws allow only Board members to vote on policy. Information from other library directors provided by Ms. Taylor indicated that most libraries do not have citizen members on their standing committees. Non-Board members do often serve on audit committees and strategic planning committees or in fund-raising activities. It was agreed that it would be appropriate to provide the absent Board members an opportunity to voice their opinions at the next Board meeting.

The strategic discussion for May will include review of the CLC conversion and any necessary next steps for that project. Preliminary discussion about fundraising will also be a part of the May discussion. Mr. Shkurti asked the Admin team to prepare a history of fundraising efforts and results over the past ten years, including donations made by the Friends of the Library to have information for the preliminary discussion.

ADJOURNMENT

Mr. Burtch made a motion to adjourn the meeting. Ms. Olstad seconded the motion. The meeting was adjourned at 5:45 p.m.

William J. Shkurti, President

Sarah Mueller, Secretary