
UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Tuesday, May 20, 2014 5:00 p.m.

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

IN ATTENDANCE

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

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Dena Little, Youth Services Manager; Nancy Roth; Out-going Administrative Secretary and Diana Jones, In-Coming Administrative Secretary

EXCUSED ABSENCE: Karen A. Davis.

CONSENT AGENDA

In addition to approving the absence of Ms. Davis, the consent agenda included the Minutes from the April 15, 2014 Board of Trustees meeting, the Financial Report for April of 2014 and the May Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 07-14
May 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
\$25.00	130	Sydney Kurz via PayPal

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

The Board was introduced to Ms. Diana Jones, incoming Administrative Secretary who will be replacing Ms. Roth. Ms. Roth's last day will be May 30th.

ASSISTANT DIRECTOR'S REPORT

Ms. Porter announced that the library now has automated phone renewals for patrons as a result of the Polaris/CLC migration. The number is 1-877-77-BOOKS.

Summer Reading will run from June 4th through August 2nd. Summer reading is open to all ages from infant to seniors.

Work on the WOSU Neighborhoods program is continuing. The collaboration with WOSU has been productive. WOSU personnel have conducted interviews with some descendants of key UA historical figures. These include Esther Miller who is the granddaughter of James T. Miller who sold the land to the Thompson brothers and was the first mayor; Marjorie Sayers, author of *History of Upper Arlington* and a niece of Ben & King Thompson, founders of Upper Arlington; and Lynn Thompson, a granddaughter of King Thompson. The library hosted open interviews for the project last week and more interviews with other residents are planned. A public request for old photos and home movies of iconic UA moments has been publicized and will be included in the program.

The annual author event was successful. Lynne Olson was very complementary regarding the arrangements for the event. Her talks were very well received. There were approximately 75 – 80 people in the audience for each scheduled lecture and about 40 people attended the evening reception. Because the event was so well supported by local businesses, the expenses were covered with some funds left to be added to the Ann Royce Moore fund for next year's event.

DIRECTOR'S REPORT

The Director's written report is attached as an exhibit to these minutes. Ms. Taylor has made contact with both Chris Potts from UA Schools and Tim Moloney from the City. There has been no final response from either entity to the library's proposal for the Northam Park parking lot expenses. The Board had some discussion about the work that will be done on the parking lot over the summer. Bids are due into the City by Friday, May 23rd. The possibility exists that the bids may come in under budget. The library expects to hear more from the city after the bids have been submitted and evaluated. The Board may need to take formal action at the June meeting once more financial details are known.

The Board suggested a set of questions to consider and investigate as part of our due diligence.

The Board agreed that the parking lot project will be viewed as a positive by our patrons, despite the disruption that will be necessary over the summer. There was discussion about alternative parking for patrons and what steps the library may take to inform them of the up-coming project. It was suggested that the library consider placing flyers on cars for a period of time leading up to the start of construction.

The Board agreed to keep this item on the agenda for further review and discussion at the June meeting.

Ms. Taylor noted that there is a general decrease in circulation. Information from some other libraries indicates that they are experience a similar situation. The April circulation was expected to be down due to limited circulation functions for five days for the CLC migration. Examining the actual circulation figures shows that the actual book circulation is relatively stable, but that the decline is in the circulation of media items. It is suggested that this reflects the increase in people streaming music, TV and movies directly to their personal devices. The library will continue to monitor circulation trends.

The Board agreed that they would not meet in July. The August meeting may be re-scheduled if there are conflicts with Board members' summer schedules that would preclude effectively conducting business on the regularly scheduled date.

Following a conversation among several libraries about fines for staff and Board members, OLC has issued an opinion that libraries as not permitted to waive the late fines for Board members. The Ohio Revised Code specifically states that library board members serve without any financial remuneration. Beginning June 1st Board members will be subject to normal patron fines and fees unless they have "senior" status. In addition, OLC indicated that staff members should be subject to fine unless specifically stated otherwise in policy. If a library chooses to exempt employees, it is considered to be a fringe benefit and should appear as such in policy handbooks. Ms. Taylor indicated that an amendment to the Personnel Policy Handbook will be presented for action in June in order to address this issue.

Ms. Taylor reported that the CLC Governing Council had some discussion about the new automatic renewals that Columbus Metropolitan Library announced recently. There was a brief discussion among the Board members about this new policy and its implications. Further discussion at CLC are expected and Ms. Taylor will keep the Board informed.

FINANCE COMMITTEE

The Fiscal Officer's written report is included as an exhibit to these minutes. The Notes from the Finance Committee meeting are included here.

FINANCE COMMITTEE MEETING NOTES

5/14/14

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

IN ATTENDANCE: Karen A. Davis, John H. Burtch, Karen Olstad, William J. Shkurti, Chris Taylor, Kate Hemleben, Kate Porter and Nancy Roth.

New Sub-Fund

Ms. Hemleben noted that the library had added a sub-fund in December in order to track undesignated donations – Fund 130. The library is now the recipient of a SWACO recycling grant. Ms. Hemleben requested approval to add a sub-fund to track grant income and expenses – Fund 170. Following some discussion about Fund 250 – currently titled Restricted Donations, the committee agreed to support the addition of the proposed sub-fund. A resolution will be presented at the May Board meeting. Ms. Hemleben will check with the state auditor about a change in the title of Fund 250.

April Financial Report

It was noted that projected income was about \$60,000 short of the budgeted amount. However, operating expenses are projected to be about \$200,000 less than budgeted so that shortfall is offset under current projections. OLC has indicated that the state will be providing PLF projections for the second half of the year. Ms. Hemleben said that the library will receive the last property tax advance in July so that she will have a more accurate income projection in August.

Five-Year Projections

Ms. Hemleben provided the Five-Year projection with two minor adjustments. The Property Tax income line was adjusted to show the approximate \$27,000 in tax delinquencies. The adjustment was made across all five years. The Other Expenditures line in the General Fund was adjusted to account for the projected \$52,000 savings in energy costs. This was not carried across all five years, but the committee recommended that it should be in order to have a more accurate estimate, keeping in mind any inflationary factors due to future utility pricing.

The 2015 Tax budget will be prepared based on the 5-year projection for 2015. This will be included as a resolution at the May Board meeting. It will then go to the City for approval and submitted to the Franklin County Budget Commission office by the City.

Northam Park Parking Lot Funding Request

Committee members had reviewed Ms. Taylor's cover sheet on this issue and had reviewed the notes from the 5/5/14 Operations Committee. The committee discussed the original construction of the parking lot and the company involved. The committee engaged in a lengthy discussion about the library contributing to cover the additional costs. There have been some initial conversations between the City of Upper Arlington and the library. The city is expecting to put the project out for bid in the next few days and costs for the expected work may be more or less than what is currently estimated. The committee discussed the proportion of use of the lot by the school, the library and the city. The city estimates that the school use is about 20% and that most of the remaining use is the library and city.

The committee voiced concerns in that the library has no involvement in the bidding, supervision or management of the project which could lead to even higher costs through change orders. The committee discussed the need for the library to have more finite information about costs, etc.

Following discussion, the committee agreed that the library should present a principled counter-offer to the city. The library will offer to pay 80% of the additional costs up to \$261,491 – which is 80% of the current estimate of additional costs. The committee re-affirmed the library's intent and commitment to work with the City honestly, as a civic partner.

The committee agreed that Admin would contact the Operations Committee members the next day to inform them of the Finance Committee's opinion and to seek any additional thoughts they might have. Administration is then instructed to contact the City prior to the Board meeting next week and present the suggested counter-offer for their consideration.

The committee also agreed that the library should not commit seek to pay this cost over time.

20-Year Maintenance & Project List

The committee agreed to defer the discussion and review of this information until the parking lot funding is determined. The committee did offer their thanks to the Operations Committee for all the work involved in re-organizing and prioritizing the maintenance and project information. The committee requested that Admin prepare a more condensed summary of the information, combining all locations and providing estimated totals for each year.

Adjournment

The meeting was adjourned at 6:25 p.m.

Two resolutions were proposed to the Board.

RESOLUTION 08-14 **To Establish a New Sub-Fund in the General Fund**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Fiscal Officer to create and maintain a the following sub-fund in the General Fund:

Fund 170 – General Fund – Grants

Mr. Burtch made a motion to approve Resolution 08-14. Ms. Olstad seconded the motion. VOTING AYE: Mr. Burtch, Ms. Heydlauff, Ms. Mueller, Ms. Olstad, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

Resolution 09-14 is attached as an exhibit to these minutes. Mr. Yesso made a motion to approve Resolution 09-14, the 2015 Tax Budget. Mr. Burtch seconded the motion. VOTING AYE: Mr. Burtch, Ms. Heydlauff, Ms. Mueller, Ms. Olstad, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

OPERATIONS COMMITTEE MEETING NOTES May 5, 2014

The meeting was called to order at 1:01 p.m.

IN ATTENDANCE: Sarah Mueller, Gloria Heydlauff, John M. Yesso, Chris Taylor, Kate Hemleben, Greg Ramage, Sherman Wallace and Nancy Roth.

Ms. Taylor noted that there would be an additional agenda item – the Tremont parking lot.

Technology Plan

*The technology plan was presented in two parts – **Funded** replacement cycle items and projects and **Unfunded** replacement cycle items and projects. There were no funded special projects. There were two unfunded projects on the list, computers for a patron computer training room and a fixed asset inventory system. Replacement cycles were generally assumed to be five years due to the constant growth of new technologies. Ms. Taylor noted that the replacement cycle for patron computers had been extended one year in order to equalize costs over future years. There are currently no funded technology plan items beyond 2018. Some costs in 2017 and 2018 and all costs beyond 2018 were shown in the unfunded replacement cycle list.*

The committee discussed the possibility of reducing some of the replacement costs through shared services with the city and schools for bulk technology purchases.

Window Replacement Prioritization

Windows may be replaced as funds become available. Mr. Wallace is developing a priority list for this in consultation with Limbach. They will be meeting prior to tomorrow's construction meeting to conduct a walk-through at Tremont to finalize a listing of windows in need of replacement for improved insulation of heating and cooling with estimated costs.

Totals of All Plans

The committee noted that the combined list now shows 2017 as having a projected need of \$282,500 for the Facility and Technology plans. This includes the replacement of the generator at an estimated cost of \$131,000 and \$61,000 of unfunded technology replacement cycle items. The committee agreed to proceed with sending the information on to the Finance Committee so that they can begin discussions about planning for these expenditures.

Review of Shared Catalog Services

Ms. Taylor commended Mr. Ramage and Kate Porter for their work on the CLC migration. Some cleanup of information is on-going, but in general, the migration to the Polaris catalog system went smoothly. There were no problems with the transfer of patron information. The library's IT department and CLC were able to resolve issues that arose relatively quickly with minor inconveniences to patrons. The Tech Services Department is continuing to work on a re-casing project for TV series so that our items match the packaging of all the other CLC libraries. New shelving is on order for the Media department to allow for more effective displays.

Ms. Taylor said that she has received fewer negative comments than she expected. Mr. Ramage noted that they have been able to work with CLC to customize notices and other issues that patrons have brought to our attention. The library has been able to be responsive to patrons' requests as much as possible. Minimal physical changes have been made to accommodate the delivery system. Staff has been making things work. Ms. Taylor said it is unclear whether an additional staff member will be necessary in order to deal with the increased loan requests.

Tremont Parking Lot Report

Ms. Taylor met with representatives from the city and UA schools earlier in the day. The engineering company doing the design work for the parking lot has taken several bore samples and found that the parking lot that was part of the 1986/87 library expansion was not built to proper specifications. It does not have a proper base. Because of this, the parking lot project costs have increased by about \$300,000. While the library's lease with the city states that the city is responsible for maintaining the lot, the current plan is not maintenance, but a re-building of the lot. The city is asking the library to pay the approximately \$300,000 additional cost. Originally the city budgeted \$800,100 and the schools budgeted \$200,000 when the project was assumed to be a resurfacing project.

Ms. Taylor noted that some items that were planned for this year's budget could be delayed. This could include the Theater project at a budgeted cost of \$80,000 and the carpeting plan for Tremont at a budgeted cost of \$118,000. Ms. Hemleben noted that the library has received about \$15,000 for lighting rebates that have not been budgeted that could be used. There will be some budgeted funds left from the CLC conversion but not sufficient to bring the total to the necessary amount.

The committee asked that Ms. Taylor discuss with the city the option of making payment in at least two installments. There was general agreement that the library should proceed with plans to find a way to pay for the additional cost. The parking lot has been the number one patron complaint for several years. The committee will forward this recommendation to the Finance Committee and prepare for action at the May Board meeting.

The meeting was adjourned at 1:45 p.m.

The HVAC project is on track to finish by the end of July. One of two new cooling units is online and they will be working on bringing the second unit online in the next week or two. Controls for the units are pending. Ms. Hemleben noted that the original contract had a completion date of June 30th. She will research the issue and may need to bring a resolution to the Board in June to authorize a contract extension.

It was noted that while the Operations Committee has completed their work in reviewing the maintenance and technology needs for the library, it was decided to wait to present this information until after the pending parking lot issue is resolved. The finance committee did review the information but requested that Admin prepare a higher level summary of the maintenance/project information. The Board agreed that the next step would be to have a joint committee meeting to review the results and to prioritize the final 20-year periodic maintenance/project plan. Admin will look into a possible date for a joint meeting.

The Board was reminded that the Records Commission will meet immediately before the June Board meeting. The Fiscal Office will be presenting a summary of documents that are now outside our records retention schedule for approval to seek permission from both the library Records Commission and the Ohio Historical Society to destroy the documents.

A representative from the city will also be at the June Board meeting. The city is participating in a program through AEP to encourage residents and businesses to reduce their use of electricity. If sufficient reductions are achieved in UA, the city may qualify for substantial grants that could help fund projects such as new lighting in the renovated Northam Park parking lot.

The transition to CLC and the Polaris catalog systems has been relatively smooth. There have been fewer complaints than anticipated. Many issues have been quickly resolved with patrons through staff intervention and demonstration of the new catalog features so that patrons are happy with the expanded options. Patrons report getting materials faster than they expect and even faster than prior to the library joining CLC. Currently, the library is a net lender, sending out more material from other libraries than we received from other libraries.

PRESIDENT'S REPORT

Mr. Shkurti noted that the discussion regarding the inclusion of members from the community on committees will be deferred until Ms. Davis can be present since this is a topic of interest to her.

Mr. Shkurti reviewed the information provided to the Board regarding fundraising by the library. Those documents are included as exhibits to these minutes. It was noted that soliciting donations for a specific project or projects is generally more successful than a fundraising campaign that has no particular goal or focus. It was noted that the work being done on the Facilities and Technology planning document could be a starting

point for some specific fundraising goals. It was noted that there are a number of fundraising professionals in the community that may be willing to come in and talk to the Board about general strategies, etc.

The Board will continue its discussions around fundraising. While those discussions continue, it was agreed that the library should develop a listing of likely funding opportunities from the maintenance/technology plans currently being finalized. It was also agreed that the library should consider and suggest a panel of fundraising professionals for the Board to consult for guidance on this topic. The Board will also work on strengthening the relationship with the Friends organization.

ADJOURNMENT

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

The meeting was adjourned at 6:05 p.m.

William J. Shkurti, President

Sarah Mueller, Secretary