
**UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
Tuesday, June 17, 2014 5:15 PM**

The meeting was called to order at 5:20 p.m.

IN ATTENDANCE

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

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; and Diana Jones, Administrative Secretary

EXCUSED ABSENCE: Gloria Heydlauff

CONSENT AGENDA

In addition to approving the absence of Gloria Heydlauff, the consent agenda included the Minutes from the May 20, 2014 Board of Trustees meeting, the Financial Report for May 2014, the June Donations Resolution, and the Resolution to Thank Nancy A. Roth. The Financial Report is included as an exhibit to these minutes. The donations Resolution and Resolution to Thank Nancy A. Roth are included here.

**RESOLUTION 11-14
June 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
\$350.00	250	Coworkers of Chip Nilges, In memory of Sandra Lee Nilges
\$50.00	130	Donald and Joan Herr, In memory of Rosemary Steele
\$15.00, Giftcard	130	Adrienne, Ben, and Cecilia Braun
\$50.00	130	Dean and Jacquelin Merchant, In memory of Rosemary Steele

RESOLUTION 10-14
**To Thank Nancy A. Roth for her
Years of Service**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the 8 years of service of Ms. Nancy A. Roth to the Upper Arlington Public Library.

Ms. Roth began working at the library in July of 2005 as the Administrative Secretary in the Administrative Office. During her time at the library, Nancy served as coordinator of the day-to-day activities of the Administrative Office, the organizer of board documents, the liaison to various patron questions and a resource to staff in need of assistance.

Whatever was needed, Nancy could be counted upon to help and give suggestions on how to make things run smoothly. She was crucial to many projects at the library such as preparing prizes and other items for our annual Summer Reading Program. Nancy also coordinated funding requests through the Friends of the Library and ensured that the appropriate documents were in place to support library programming.

Nancy is known for her keen wit and ability to think on her feet. In dealing with patron questions and concerns, Nancy was skilled in knowing how and when to provide assistance to patrons or direct them to other resources to meet their needs.

Nancy supported library staff by looking for ways to add fun and a sense of community with library staff. In 2009, when state funding was reduced for libraries, Nancy searched for ways to add some levity during difficult times. Nancy created a rubber ducky program along with trivia requiring library-caliber research. This program had a lasting positive impression on staff who to this day have their rubber duckies proudly displayed.

That Ms. Nancy A. Roth has made an outstanding and lasting contribution to the Upper Arlington Public Library is hereby noted and witnessed this 17th day of June, 2014.

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

PRESENTATION- UA/AEP SAVERS PROGRAM

Mr. Bob Lamb presented information on the UA/AEP Savers Program in which the city is participating in a program through AEP to encourage residents and businesses to reduce their use of electricity. If 900 participant points are achieved in UA, the city may qualify for substantial grants that could help fund projects such as new energy-efficient lighting in the renovated Northam Park parking lot.

ASSISTANT DIRECTOR'S REPORT

Ms. Porter announced that patrons can now pay their fines online as part of the final phase of completion in the CLC transition. Patrons began using the online fine payment feature almost immediately after it was launched.

Summer Reading has begun and while registrations are slightly lower than this time last year, Ms. Taylor advised that overall SRC programming is up by 30%. The increase is due to our being fully staffed with programming staff as well as the creation of new, specialized librarian positions presenting new types of programs as mentioned below.

As there will be no July Board Meeting, Ms. Porter also advised the Board of the number of programs the Library is offering this summer to include Astronomy for the Whole Family, Take Better Photos with Your iPhone, Using the Cloud: Online Storage, and visits from COSI presenters and Curious George.

DIRECTOR'S REPORT

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

Changes were made to both the Operations Policy Manual and the Personnel Policy Manual to streamline language, eliminate outdated portions, and extract anything that is staff instruction, versus actual policy, into Expectation Documents. The resolution to approve the changes is included here:

RESOLUTION 13-14 To Approve Changes to the Personnel and Operations Manuals

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts and adopts the revisions to the Personnel and Operations Manuals as presented in the Exhibit to this Resolution and recommended by the Administration of the Upper Arlington Public Library.

Mr. Yesso made a motion to Resolution 13-14. Ms. Davis seconded the motion.
VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Mueller, Ms. Olstad, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

Ms. Taylor provided the Library's updated projects and priorities as can be expected to be completed within the next six months. The Library has accomplished two large goals this year already having successfully completed the Annual Author Visit and the CLC transition.

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 *Wednesday, June 17, 2014 4:00 PM*

The meeting was called to order at 4:00 p.m.

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

Arlington Bank CD Rollover

Ms. Hemleben noted that the CD containing funds from the Upper Arlington Library Foundation dissolution are due to rollover on July 8, 2014 but the Library also has the option to cash out. Ms. Hemleben suggested rolling over for an additional 12 months. Following discussion, the Committee agreed that the CD will be rolled over for another 12 months and further discussion will be taken to determine the best use of the funds before they are cashed out.

May Financial Report

After a review of this month's report which had no changes, the Committee continued discussion on what course of action to take given the recent news of additional general fund revenue tax cuts. Mr. Shkurti suggested writing a letter to our State Representatives when a new estimate is released detailing the extent of the most recent cuts. The Committee agreed to the letter and that Mr. Shkurti will draft the letter with Ms. Taylor and the Committee reviewing before submittal.

There is possibility of additional payroll and property taxes to the City of Upper Arlington due to development by OSU in the Kingsdale Center as stated in a recent ThisWeek Community News article. The amount of contribution related to property taxes, if any, to the Library, as well as the date of their arrival, are at this time only speculated. The Committee will continue discussion on new means of revenue for the library.

Northam Park Parking Lot Funding Request

Ms. Taylor provided an update on her latest discussions with the City regarding the construction budget and the Library's contribution to it. Bids have now returned and the City has offered more information about the finite costs of the project.

In collaboration with the City and UA Schools towards this common goal, the Committee determined that the Library will provide a fixed contribution of \$275,000, which is 80% of

the base with a 4% contingency. This amount is to be kept by the City whether the contingency is used or not, but no further funding from the Library will be possible. The Committee agreed that this was a fair contribution in line with their original contribution level suggested to the City.

Ms. Taylor will draft the Committee's decision to be reviewed by the Committee before it is forwarded to the City. The draft will include a request for Inspector's Reports so that the library may perform its due diligence and maintain complete files on the project.

Fund 250 Naming Convention Update

Ms. Hemleben spoke with the State Auditor's Office who confirmed the working definitions of, "restricted," "committed," and "designated," in relation to the naming of funds. Through this discussion, it was determined that it was not feasible to change the name of Fund 250 from Restricted.

Legal documents from the dissolution of The Upper Arlington Library Foundation were reviewed anew by the Committee. The Committee will continue to discuss whether, and how best, to use these funds.

The creation of a new 200-level fund for Special Revenues was proposed for the non-restricted funds currently in Fund 250. The restricted funds would remain in Fund 250. The Committee agreed that they would like to discuss with other libraries and complete further research on what has been done in similar scenarios before proceeding with a decision.

Adjournment

The meeting was adjourned at 5:11 p.m.

The Board discussed fines and fees and the impact they have on the annual budget. Ms. Hemleben advised that roughly 1.5% of the annual budget is provided through collections on fines and fees. The Board requested data to distinguish how many outstanding fines belong to active patrons versus inactive as well as to distinguish between fines belonging to residents of Upper Arlington versus patrons from other areas. Additionally, data will be gathered to compare our outstanding fine and fee collections compared to similar library systems.

Ms. Taylor advised that she submitted a proposal to the City regarding the Northam Park parking lot renovation funding, as discussed in the Finance Committee Meeting. The City replied with an alternate request. In the spirit of working with the City of Upper Arlington and the Upper Arlington Schools to better the shared community space, the Board agreed to the City's alternate amount of funding support to the project. The Resolution to Approve Funding for the Northam Park Parking Lot Renovation is included here.

RESOLUTION 12-14
To Approve Funding for the Northam Park Parking Lot Renovation

WHEREAS the Upper Arlington Public Library, as part of the library expansion in 1986 – 1987, did construct a portion of the current parking lot serving the library, Tremont Elementary and Northam Park and;

WHEREAS the expected lifespan for such construction is twenty-five (25) years and it has been twenty-eight (28) years since the completion of the parking lot and;

WHEREAS the City of Upper Arlington and the Upper Arlington School District have allocated a total of \$1,000,000 for the repaving of the parking lot and;

WHEREAS additional costs, estimated to be approximately \$525,763, will now be incurred due to the need to rebuild the parking lot;

NOW THEREFORE, The Board of Trustees of the Upper Arlington Public Library does hereby agree to participate in funding the cost to the rebuild the parking lot at a cost of \$309,644;

AND FINALLY, The Board of Trustees does hereby request from the City all Inspector's Reports to be retained in the Library's files.

Ms. Olstad made a motion to approve Resolution 12-14. Ms. Davis seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Mueller, Ms. Olstad, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

OPERATIONS COMMITTEE

The HVAC project is on track to finish by the end of July. Both cooling units are now online and controls for the units installed. Ms. Hemleben researched the original contract which does not designate a specific end date and allows for one year of follow up after the completion date. Therefore, no changes to the contract are needed.

PRESIDENT'S REPORT

The Board agreed that at this time, there is not an immediate need to have community members on any existing committees. However, should such a time arrive that there is an ad hoc committee in need of members, the Board will then readdress the topic of community members on committees.

Mr. Shkurti proposed that rather than arranging a panel of fundraising professionals for the Board to consult for guidance on fundraising and development, members of the

Board would meet with said professionals in pairs with a standardized list of questions. The Board members would then reconvene and discuss the results from the individual meetings to determine how to best approach fundraising, if at all. The preliminary list of questions and suggestions of who to approach will be discussed at the August Board Meeting. The Board delayed any further discussion until Ms. Heydlauff was able to be present.

Mr. Shkurti reminded the Board that there will be no July meeting and that there will be a joint Finance and Operations Committee Meeting on Wednesday, June 25, 2014 at 4:00 p.m.

ADJOURNMENT

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

The meeting was adjourned at 6:11 p.m.

William J. Shkurti, President

Sarah Mueller, Secretary