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**UPPER ARLINGTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
Tuesday, August 19, 2014 5:00 PM**

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Prior to the meeting, Kate Porter provided a tour of the new HVAC system and features to the Board and other attendees. The Board had a ribbon cutting in celebration of the near-completion of the project.

The meeting was called to order at 5:08 p.m.

***IN ATTENDANCE***

BOARD MEMBERS: John H. Burtch, Karen A. Davis, Gloria Heydlauff, 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; Christine Minx, Marketing and Community Relations Manager; and Diana Jones, Administrative Secretary.

EXCUSED ABSENCE: Sarah Mueller

***CONSENT AGENDA***

In addition to approving the absence of Sarah Mueller, the consent agenda included the Minutes from the June 17, 2014 Board of Trustees meeting, the Financial Report for June/July 2014, and the July Donations Resolution. The Financial Report is included as an exhibit to these minutes. The donations Resolution is included here.

**RESOLUTION 14-14  
July 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:

<b>Amount</b>	<b>Fund</b>	<b>Donor</b>
\$26.00	130	Anonymous
\$27.03	130	Anonymous
\$20.00	130	Anonymous
\$150.00	201	Whole Foods-Gift Cards

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

### ***ASSISTANT DIRECTOR'S REPORT***

Anthony Doerr has been chosen and booked for next year's Author's Visit which will take place on October 11, 2015. He is originally from Cleveland and has written several books with much acclaim to his most recent, *All the Light We Cannot See*. The Library is both excited to welcome Mr. Doerr and work towards involving the community even more in 2015's Author Visit.

Summer Reading has concluded with a total of 53,977 hours read and 4,198 participants. While the number of participants was consistent with previous years, Ms. Little advised that our completion rate has increased significantly, referring to the number of participants who achieved or surpassed the reading goal for their age bracket. Additionally, the Board commended the program on its high participation amongst UA children, estimated at 50% of the population.

Ms. Porter advised that the UA High School library card program launched with the commencement of school. Partnering with the High School, students are being encouraged to sign up for a Library card if they do not already have one. Students with cards that have fines on them are being offered a one-time beginning of the year fine waving or lost cards to be replaced free of charge. An alternative e-card is also available for students with parents who prefer their children only have access to online databases and resources. UA middle schools have shown interest too and the Library will continue to partner with UA schools towards best serving the community.

Ms. Minx shared that the UAPL Library Link newsletter won best of show at the 2014 ALA Conference. She also shared that our new recycling program from the SWACO grant is now active with no additional cost to the Library for handling of the recyclables.

### ***DIRECTOR'S REPORT***

Ms. Taylor brought to the Board's attention that after the parking lot is finished, we will no longer have the area that we previously requested petitioner's use. The Board agreed to designate a new area for the petitioners to allow them access to foot traffic without impeding patron's from entering and exiting the Library. Changes to wording in the Library's policy will be brought to the September Board Meeting for a vote.

Ms. Davis commended the functionality and ease of use of the catalog on the UAPL website. Ms. Taylor advised that we have purposely applied patron suggestions to make it so and continue to welcome suggestions from staff and patrons for improvement.

## **FINANCE COMMITTEE**

Ms. Hemleben advised that the Commercial Building and General Liability Insurance premium is \$500.00 less this year and that since The Ohio Plan is doing well, we have been advised to anticipate more returned premiums over the next year.

### RESOLUTION 15-14

#### **To Approve Commercial Building and General Liability Insurance Renewal**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts the insurance quote from The Ohio Plan to be administered by The Hylant Group for insurance coverage for a one-year term commencing September 1, 2014. The Library will be entering into a three-year contract to guarantee insurance coverage with The Ohio Plan. Premiums will be calculated annually.

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

Ms. Hemleben also advised that the estimate for the 2015 PLF is 2.5 million, which is \$175,000 higher than we were expecting and approximately a 7% increase. Ms. Taylor advised that the Ohio Library Council is asking public libraries to assist in their campaign to restore the PLF (Public Library Fund) to 2.2% of the general fund revenue during the next biennium budget.

Ms. Hemleben also explained that the Library had some unexpected sources of revenue. The first is a sum of \$13,600 from Franklin County due to reimbursement of administration fees. The second comes from a billion dollar rebate to the public for worker's compensation premiums, of which the Library can expect to receive \$7-8K, this fall.

## **OPERATIONS COMMITTEE**

The Library will be sending a letter to the UA High School's HVAC consultant, copying the Superintendent, in gratitude for the assistance with updating the Library's system.

Phase 2 of the Northam Park parking lot project will begin August 25<sup>th</sup>. Disabled parking will be allotted on Northam Road and informational signs provided for patrons for the improvised entries and exits as there will be no access to the front drive or doors.

## **JOINT COMMITTEE MEETING**

Ms. Taylor advised that she updated the periodic maintenance table extending it out to 50 years, which brought to the Board's attention the priority of saving reserves for future maintenance needs. The Finance Committee and Board will continue to evaluate means of doing so.

**PRESIDENT'S REPORT**

The Board agreed that in order to research pursuing fundraising further, pairs consisting of Board members and/or the Director will go and meet with predetermined contacts from the UA community to discuss the means and expectations of fundraising in general. These contacts are not being interviewed for hire, only approached as residents invested in the UA community with knowledge on the subject.

The Board and Director will share the results of their conversations in the October Board Meeting.

Mr. Shkurti also requested that the Board Members think about how the Library should define success and how best to relate to the UA community a measurement of it. The Board may consider some sort of scorecard or report card, similar to the one recently proposed for the UA schools. The discussion will be continued in the September Board Meeting.

Ms. Davis made the motion to go into executive session to consider the employment of a public employee. Mr. Burtch seconded the motion. Ms. Jones called the roll vote of the remaining, present Board Members with the following result: VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Ms. Olstad, Mr. Shkurti, and Mr. Yesso. VOTING NAY: None.

The board came out of Executive Session at 7:00 pm

**ADJOURNMENT**

Mr. Burtch made the motion to adjourn the meeting. Ms. Davis seconded the motion. VOTING AYE: John Burtch, Karen Davis, Gloria Heydlauff, Karen Olstad, William Shkurti, and John Yesso. VOTING NAY: None.

The meeting was adjourned at 7 p.m.

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William J. Shkurti, President

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Sarah Mueller, Secretary