
UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
Tuesday, September 16, 2014 5:00 PM

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

IN ATTENDANCE

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

ALSO PRESENT: Chris Taylor, Director; Kate Hemleben, Fiscal Officer; Julie Whitt, Human Resources Manager; Christine Minx, Marketing and Community Relations Manager; and Diana Jones, Administrative Secretary

EXCUSED ABSENCE: None

CONSENT AGENDA

The consent agenda included the Minutes from the August 19, 2014 Board of Trustees meeting, the Financial Report for August 2014 and the September Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 16-14
September 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
\$40.00	130	James C. Dowell

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

DIRECTOR'S REPORT

Changes to the Operations Policy Manual

Ms. Taylor advised that physical circulation is down 14% from last year but electronic circulation is up and use of the Library App has tripled since last year.

There were two proposed changes to the Operations Policy Manual. The first was that the Library will no longer charge for the use of meeting rooms or equipment, regardless of whether an organization is for-profit or non-profit. However, it will still be prohibited to use the meeting rooms for profit-making purposes; therefore, no money should exchange hands nor any form of sales-lead generating occur. The reasons for the change include that there are very few transactions per year, so there is not much revenue made and that we are one of the few libraries that do charge. We do not anticipate an increase in meeting room usage due to the lack of fees.

Additionally, the wording regarding petitioners and where they should stand has been changed to match the suggested wording suggested by the Ohio Library Council.

RESOLUTION 17-14 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 Exhibits to this Resolution and recommended by the Administration of the Upper Arlington Public Library.

Mr. Burtch made a motion to approve Resolutions 16-14 and 17-14. Ms. Heydlauff seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Ms. Mueller, Ms. Olstad, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

Health Insurance

Ms. Taylor and Ms. Whitt have been speaking to other organizations to determine whether joining a consortium of healthcare would be beneficial to the Library and its staff. Joining the consortium would include initial fees as well as a higher rate than what the Library currently pays thru Anthem. Additionally, Anthem's renewal rate quote has a 5% decrease in premiums.

Ms. Whitt advised that as of next year, our rates will be based on a community rating and that she and Ms. Taylor will continue to research options for health insurance in order to achieve the best fit for the Library and its staff. The Board requested quarterly updates on research.

RESOLUTION 18-14
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, 2014 which reflects a 5% reduction in premiums.

Ms. Davis made a motion to approve Resolution 18-14. Ms. Heydlauff seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Ms. Mueller, Ms. Olstad, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

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.

*UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
WEDNESDAY, OCTOBER 15, 2014 at 5:00 PM
MEETING NOTES*

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

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

September Financial Report

The September Financial Report was standard without any particular items of interest.

Budget Commission Miscalculation-Continued

As discussed in a prior Committee meeting, an error in computer programming at the County resulted in the Library receiving an incorrect proportion of the property taxes, being overpaid by \$17,377. The Library will be responsible for returning the money either by writing a check to the County this year or by subtracting the amount owed from the amount received in 2015. The Committee unanimously agreed that the funds should be returned this year.

Pay Ranges and Cost of Living

The 2015 Ohio minimum wage is going up to \$8.10 and therefore our first pay range will need to be adjusted accordingly. As all of our pay ranges above the first are calculated using a percentage increase from the midpoint of the range below, Ms. Taylor proposed that there be a 1.5% increase to the mid-point change for all ranges to keep them in line

with inflation. The Finance Committee will make their recommendation to the Board in the October meeting.

Budget

Ms. Davis requested the projected year-end expenditures for 2014 be added in addition to the budgeted amounts. The budget demonstrated a positive outlook for the upcoming couple of years but more financial difficulty in 3-5 years-time. The Committee would like to explore ways of saving for future, high-cost projects such as new HVAC systems and roofs, in addition to covering operating costs. Ms. Taylor and Ms. Hemleben will continue to work on the changes and scenarios, as above, and bring the base budget back to review in the November Finance Committee Meeting. The Board will be presented with and vote on the 2015 budget in December.

Contracts

Ms. Hemleben notified the Committee that the prior contract signed with Able Roofing for \$24,000 has gone up to \$48,200 as upon removal of the shingles, the entire roof decking needed to be replaced.

Adjournment

The meeting was adjourned at 6:16 p.m.

RESOLUTION 19 -14

Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies And Certifying Them to the County Auditor

OHIO REVISED CODE, SECTION 5705.34, 5705.35

WHEREAS, This Board in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2015; and

WHEREAS, the Budget Commission of Franklin County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore be it

RESOLVED, the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there by and is hereby levied on the tax duplicate of said Library the rate of each tax necessary to be levied within and without the ten mill limitation for tax year 2014 (collection year 2015) as follows:

SCHEDULE A

Summary of Amounts Required from General Property Tax Approved by the Budget Commission, and County Auditor's Estimate Tax Rates

Fund	Amount to be Derived from Levies Outside 10 Mill Limitation	Estimate of Full Tax Rate to be Levied Outside 10 Mill Limitation
General Fund	\$3,132,867.91	2.00
TOTAL	\$3,132,867.91	2.00

and be it further RESOLVED, That the Clerk of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Ms. Olstad made a motion to approve Resolution 19-14. Mr. Yesso seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Ms. Mueller, Ms. Olstad, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

OPERATIONS COMMITTEE

The HVAC project is expected to be done as of September 20th. The current project manager, Ron Rychel, will be moving to a new company at that time and ___name please___ will handle the remainder of the project.

PRESIDENT'S REPORT

The Board discussed Strategic Thinking with a suggestion from the President and Director that we should first measure where we are and then look towards where we want to be.

The Board agreed that by measuring where we are now, we would create a baseline by which to measure the success of any future efforts. Looking to the past will be helpful in determining our current and future states.

Members of the Board as well as Administration will determine what we are interested in and who is best at it, researching to see what is working from them and considering it for ourselves. The scope of other organizations need not be confined to other libraries or organizations in Ohio, rather those that best excel in areas we consider a priority for the current and future state of the Library.

The Board requested that any information pertaining to the above be brought to the December meeting for further discussion.

Ms. Davis made the motion to go into executive session to consider the employment of a public employee. Ms. Olstad 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. Mueller, Ms. Olstad, Mr. Shkurti, and Mr. Yesso. VOTING NAY: None.

The Board came out of executive session at 6:24 p.m.

ADJOURNMENT

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

The meeting was adjourned at 6:24 p.m.

William J. Shkurti, President

Sarah Mueller, Secretary