
UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Tuesday, October 21, 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 Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Greg Ramage, IT Manager; Julie Whitt, Human Resources Manager; and Diana Jones, Administrative Secretary

EXCUSED ABSENCE: NONE

CONSENT AGENDA

The consent agenda included the Minutes from the September 16, 2014 Board of Trustees meeting, the Financial Report for September 2014 and the October Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 20-14
October 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	130	Wednesday Literary Club

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

ASSISTANT DIRECTOR'S REPORT

The National Book Award Shortlist features our guest author for 2015, Anthony Doerr. The winner will be announced on November 17th.

Programming numbers have been steady and comparable to pre-parking lot work, proving what loyal and enthusiastic patrons the Library has.

Megan Sheeran, from the Reference Department, will be going to four English classes at the UA High School to help them with researching capstone projects. She will also be getting an account on Schoology.com to communicate with students as they complete their projects.

Ms. Porter and Mr. Ramage retrieved an iPad mini from Hilltop Pawn. The pawnshop had contacted Administration to advise that they had unknowingly purchased a UAPL iPad. According to law, the Library was responsible for paying the pawnshop the amount for which they bought the tablet if the Library wanted to recover it. The item had been marked as unreturned and sent to collections on the responsible patron's account. Additionally the police were notified and a report filed.

DIRECTOR'S REPORT

State Representative, Stephanie Kunze, and Senator, Jim Hughes, will be coming for a tree planting ceremony at the Northam Park parking lot gateway on Tremont Road at 2 p.m. on Thursday, October 23. Board members were invited to attend.

The Marketing and Community Relations department and Ms. Taylor have been working on savings in the M&CR Budget. After a patron survey, it was determined to eliminate certain regular articles in the quarterly Library Link publication. The Library is also in conversation with the City about including news items and content other than programming in the UAinsight publication. The Library Link would then be a programming guide, and greatly reduced in size, while other content would still be readily available to patrons. This reduction in size along with fewer copies could save the Library \$16,000 a year. Conversations on the topic are ongoing.

There was not as large of a dip in circulation in September as expected due to the parking lot construction and circulation numbers are rebounding in general. Administration will continue to observe how joining the consortium affects the Library's circulation.

Below is a resolution supporting Phase 1 of a three-phase campaign to restore the Public Library Fund to 2.2% of the Ohio General Fund revenues.

RESOLUTION 21-14
**To Urge the Governor and Members of the Ohio General Assembly
to Restore the Public Library Fund (PLF) to 2.22%
of the Total General Revenue Fund (GRF)**

WHEREAS, Ohio's public libraries play an essential role in the community, improve the quality of life, and give everyone a chance to succeed; and

WHEREAS, Public libraries in Ohio are open to all citizens more than 2.1 million hours a year; and

WHEREAS, 1.8 million children and 7.1 million adults are card holders at public libraries in Ohio; and

WHEREAS, Annual visits to Ohio's public libraries recently reached more than 85 million; and

WHEREAS, State funding for public libraries ensures all Ohioans have access to any library in the state regardless of where they live; and

WHEREAS, Public libraries provide public access to the Internet, computers, and the latest technology; and

WHEREAS, Public libraries help Ohioans find jobs, offer literacy and homework help centers, and provide life-long learning opportunities and programming for all ages; and

WHEREAS, State funding for public libraries has been cut by more than \$105 million since 2008 resulting in a 24% loss in funding; and

WHEREAS, Public libraries currently receive the same level of state funding they received in 1996; therefore be it

RESOLVED, That we, the members of the Upper Arlington Public Library Board of Trustees, respectfully request that the Governor and members of the Ohio General Assembly restore the Public Library Fund (PLF) to 2.22% of the total General Revenue Fund (GRF).

Ms. Olstad made a motion to approve Resolution 21-14. 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.

The Board discussed inviting the State Representative, Stephanie Kunze, and Senator, Jim Hughes, to a Board Meeting or other event during which they could convey the importance of restoring the PLF to the Library, and therefore community.

Ms. Whitt advised that with the input of an ad hoc committee of managers, a new evaluation form was created that is based on a 5-point scale, is quantitative, and is a fillable form for better filing and legibility purposes. The evaluation form is attached as an exhibit to these minutes. The form has been implemented for use this year, and will continue to be used in 2015, with an eye for any necessary edits, and 2016 towards 2017 merit based raises.

Administration recommended to the Board that the Library pre-determine percentage increases based upon the established five tier rating scale. Employees rated would receive an overall percentage increase based upon their current pay rate. The Board had some concern about budgeting for raises if the department managers are not given a limit ahead of time. They suggested that the managers as a group, review evaluations prior to the staff member in question receiving them. Administration advised that this is already done by Administration as part of the evaluation process and that it could be adapted to include managers. The Board requests that a quarterly update on the entire merit-based pay changeover process plans be included in future quarterly staffing reports.

Additional changes discussed were the creation of two new positions, a Director of Support Services and a Systems Administrator. The Resolution is below and the supporting documents are attached as exhibits to these minutes.

RESOLUTION 22-14
2014 Pay Ranges - Revisions

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the revised pay ranges as listed in the attached permanent exhibit to be effective beginning October 26, 2014.

Ms. Heydlauff made a motion to approve Resolution 22-14. Ms. Davis seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Ms. Mueller, Ms. Olstad, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

Administration presented the Board with a proposed increase in pay ranges for 2015 to remain competitive with the market as well as a 2.5% cost of living increase for staff. The Resolution is below and the supporting materials are attached as an exhibit to these minutes.

RESOLUTION 23-14
2015 Pay Ranges and Staff Cost of Living Increase

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the revised 2015 pay ranges as listed in the attached permanent exhibit to be effective beginning December 21, 2014.

BE IT FURTHER RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve a 2.5% cost of living adjustment calculated using the midpoint of the assigned Pay Range for all staff in job titles listed on the Pay Ranges and the same percentage of current salary for those job titles not listed on the salary schedule to be effective with the first pay of 2015.

Mr. Yesso made a motion to approve Resolution 23-14. Mr. Burtch seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Ms. Mueller, Ms. Olstad, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

During review of the Quarterly Staffing Report, the Board questioned the high turn-over rate for this quarter. It was determined that the causes are external to the Library and do not stem from internal staff dissatisfaction or a lack of the competitiveness with other similar organizations.

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
TUESDAY NOVEMBER 4, 2014 5PM
MEETING NOTES*

The meeting was called to order at 5:06 p.m.

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

Westerville Library Update

Ms. Taylor gave an update to the recent theft situation at the Westerville Public Library. It was discovered that one of two deputy fiscal officers had been stealing cash from the library for a number of years. While the Upper Arlington Public Library's Fiscal Officer and Deputy Fiscal Officer do not handle cash and there are internal controls in practice to prevent such scenarios, Ms. Davis recommended continuing to evaluate and improve the Library's internal auditing procedures.

Update on 2014 Capital Budget

There is no need to adjust the 2014 Capital Budget because both joining the CLC and phone replacement projects came in under budget and the security camera project is delayed until 2015.

2015 Budget and 5-year Projections

The Finance Committee reviewed the revised 5-year Projections and agreed to recommend the proposed 2015 Budget at the December Board meeting. A lengthy discussion of how to combine the cash balances of both the General Fund and Capital Fund with the 5-year budget details provided. It was agreed upon that Administration will add a column in order to calculate the ending balance which will exclude the 90-day cash reserve and include the unallocated expense reduction necessary to have a balanced budget by the end of 2019. These changes will be provided to the Committee at its next meeting.

The Fiscal Officer offered to create a one page summary regarding the Building Improvement Fund. This summary will calculate the ending balances for each year which will include the proposed capital budget for each year. This summary will be provided to the Finance Committee at its next meeting.

Administration shared the list of the 2015 proposed capital projects. Once the Board has approved this budget, Administration may proceed with implementing the capital projects.

Update on Impact of Fines on Annual Budget

The Finance Committee would like to recommend that the Board lower the overdue fine for media from \$1.00 per day late to 50 cents. Additionally, the Committee discussed changing the threshold for fines which prevents patrons from being able to check out materials from \$10 to \$5. Administration will also research if other local libraries require patrons to pay down fines to zero dollars rather than just under the threshold. Both the findings of Administration and these recommendations will be brought to the December Board Meeting.

Adjournment

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

Ms. Hemleben reported that she went to the MEC Savings Summit where it was advised that the natural gas contract will be going out to bid and hopefully before the December meeting, MEC will have a decision on a vendor that she can bring to the Board.

OPERATIONS COMMITTEE

Repairs to the Lane Road roof have been completed. The prior contract signed with Able Roofing for \$24,000 went up to \$48,200 as upon removal of the shingles, the entire roof decking needed to be replaced.

The snowmelt system replacement project will be pushed back to 2016. Plans were revised during the Northam Parking Lot renovations in preparation for the replacement of the snowmelt system.

PRESIDENT'S REPORT

The Board continued to discuss fundraising, specifically in relation to the discussions that they had with five experienced professionals. It was determined that the next steps are to develop an educational brochure providing information on the Library's story as well as how to donate, create a list of projects for which the Library would like funding, and identify an existing staff member to lead the project. The Board requested that Administration come up with the above materials and bring them back for the Board to review.

ADJOURNMENT

Mr. Yesso made a motion to adjourn the meeting. Mr. Burtch 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 6:10p.m.

William J. Shkurti, President

Sarah Mueller, Secretary