
UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
JANUARY 21, 2014

The meeting was called to order at 5:01 p.m.

IN ATTENDANCE

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

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Sarah Dailey, Deputy Fiscal Officer; Kevin Bauer, Emerging Technologies Librarian; Molly Hildebrand, UA City Clerk and Nancy Roth, Administrative Secretary.

ADMINISTRATIVE BUSINESS

Molly Hildebrand, UA City Clerk, administered the oath of office to Gloria Heydlauff, newly appointed Board member.

Mr. Yesso nominated Mr. Shkurti to serve as President of the Board. The nomination was seconded by Ms. Davis. There were no other nominations. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, and Mr. Yesso. VOTING NAY: None. ABSTAIN: Ms. Olstad and Mr. Shkurti. *Note: Due to an oversight at the UA City Council meeting, Ms. Olstad was not reappointed to her seat and thus abstained from voting throughout the meeting. She was reappointed at the January 27th UA City Council meeting.*

Mr. Shkurti thanked Mr. Burtch for his leadership as President of the Board for the past two years, noting that the Board and the library as a whole was a well-functioning entity.

Mr. Burtch nominated Ms. Davis to serve as Vice-President. Mr. Shkurti seconded the nomination. There were no other nominations. VOTING AYE: Mr. Burtch, Ms. Heydlauff, Mr. Shkurti and Mr. Yesso. VOTING NAY: None. ABSTAIN: Ms. Davis and Ms. Olstad.

Mr. Burtch nominated Ms. Mueller to serve as Secretary. Ms. Davis seconded the nomination. There were no other nominations. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Mr. Shkurti and Mr. Yesso. VOTING NAY: None. ABSTAIN: Ms. Olstad.

The Board reappointed Ms. Hemleben as the Fiscal Officer, noting that her salary was fixed via the cost of living resolution (Resolution 31-13). Ms. Hildebrand administered

the oath of office to Ms. Hemleben, the Fiscal Officer and Ms. Dailey, the Deputy Fiscal Officer.

Mr. Shkurti made the following Committee appointments:

Finance/Personnel – Ms. Davis, Chair; Mr. Burtch and Ms. Olstad.

Operations – Ms. Mueller, Chair, Mr. Yesso and Ms. Heydlauff.

CONSENT AGENDA

The consent agenda included the approval of the absence of Ms. Mueller, approval of the Minutes from December 17, 2013, the Financial Report for January 2014 and the January Donations Resolution. The financial report is attached to this minutes as an exhibit. The January Donations Resolution is included here.

RESOLUTION 01-14 January 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	Gail Collett in honor of Kim & Tina Elsea
\$10.00	130	John Gillcrest To Thank Steve Gruber
\$15.00	130	Starbucks Gift card from Cecilia Braun to Thank Lane Youth Services

Mr. Burtch made a motion to approve the Consent Agenda. Mr. Yesso seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Mr. Shkurti and Mr. Yesso. VOTING NAY: None. ABSTAIN: Ms. Olstad.

ASSISTANT DIRECTOR'S REPORT

Ms. Porter introduced Kevin Bauer, Emerging Technologies Librarian, who provided the Board with a demonstration of the new Hoopla streaming service to which the library now subscribes. Patrons can log in with their UAPL card and check out music, movies and audiobooks. This is a pay per use service through Midwest Tapes. A portion of the materials budget has been allocated for this. The library can set its own check out limits for our patrons as usage and associated costs become apparent over time. Currently patrons are limited to 10 check-outs per month, but any number of patrons can check out the same item at the same time, unlike Overdrive.

Music expires in a week; movies and television expire in three days and audiobooks expire after twenty-one days. The movie and TV content is generally no newer than 2

years old. The demonstration of the navigation of the Hoopla site was well received by the Board members.

Ms. Porter noted that the library will once again sponsor some local music programs during the month of January for five weeks.

The author event has changed. The committee was unable to work out the details of the visit proposed for author Tom Shadyac. The committee has been able to get a confirmation and agreement with another author and still hope to host an April visit. Details will come later.

The migration date for CLC(Central Library Consortium)/Polaris has been set for April 9th for the three libraries joining the consortium this year. Ms. Taylor noted that she recently attended her first meeting of the CLC Governing Council. Ms. Porter and Greg Ramage, IT Manager, have been attending a series of CLC profiling meetings to start making system decisions. Patrons will be informed about any changes to our process as they become more defined. Ms. Taylor's Library Link article will also provide information to patrons about the up-coming transition.

DIRECTOR'S REPORT

Ms. Taylor's written report is included as an exhibit to these minutes. The monthly statistical review and the quarterly staffing report are also attached as exhibits to these minutes. Ms. Taylor noted that 2013 ended with one less position than at the start of 2013. Total circulation in 2013 declined, but digital circulation increased, although not as much as the decline. It is expected that the migration to CLC will result in increased circulation as patrons will have direct access to a much larger total collection.

An information summary regarding recent personnel re-alignment was included in the Board packets and is attached to these minutes as an exhibit. The changes then required the Board to amend the 2014 Pay Ranges and job titles.

RESOLUTION 02-14 2014 Pay Ranges - Amended

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the amended pay ranges as listed in the attached permanent exhibit to be effective beginning January 19, 2014.

Mr. Yesso made a motion to approve Resolution 02-14. Ms. Heydlauff seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Mr. Shkurti and Mr. Yesso. VOTING NAY: None. ABSTAIN: Ms. Olstad.

FINANCE COMMITTEE

There was no Finance Committee meeting and no report.

The Fiscal Officer's written report is attached to these minutes as an exhibit. Ms. Hemleben noted, for the benefit of the newer Board members, that the Board does have liability coverage through the Ohio Plan. The plan is tailored for governmental entities and is substantially less costly with better coverage than the previous liability insurance.

Operations Committee

There was no Operations Committee meeting and no report.

The monthly update of the ECM project is included as an exhibit to these minutes. The lighting portion of the project should be completed in February, including the installation of sensors. Weekly construction meetings continue, with Ms. Porter and Sherman Wallace representing the library.

The committee will meet in March 2014 and will begin re-prioritizing items on the project listing. It was suggested that the library look at the project listing with an eye for "naming" possibilities for possible fund-raising/development activity. The Board members offered several ideas that could be part of a fund-raising initiative.

President's Report

Mr. Shkurti did not have a report. He did re-iterate his thanks to Mr. Burtch. He asked the Board members to think about what types of strategic topics which the Board would like to discuss in the coming year.

Tim Maloney, UA Department of Parks & Rec, will attend the February Board meeting to discuss the plans for the Northam Park area, particularly the shared parking lot. Funds have been included in the city's 2014 budget for parking lot renovation.

Adjournment

Ms. Davis made a motion to adjourn the meeting. Mr. Burtch seconded the motion. The meeting was adjourned at 5:51 p.m.

William J. Shkurti, President

Sarah Mueller, Secretary