
UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
TUESDAY, OCTOBER 17, 2017 AT 5 PM

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

IN ATTENDANCE

BOARD MEMBERS: Maura Bowen, Peter Hahn, Gloria Heydlauff, Sarah Mueller, William J. Shkurti, and John M. Yesso.

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Michael Troper, Fiscal Officer; Greg Ramage, Director of Support Services; Chris Minx, Manager of Marketing and Community Relations; and Allison Frew, Executive Assistant.

EXCUSED ABSENCE: Kyle McKee.

CONSENT AGENDA

In addition to approving the absence of Mr. McKee, the consent agenda included the Minutes from the September Board of Trustees meeting, the Financial Report for September and the September Donations Resolution. A Trustee noted a correction needed to September's Board Minutes. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 28-17
September 2017 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:

Deposit date	Amount	Fund	First Name	Last Name	Campaign	Appeal
9/1/2017	\$ 25.00	130	Susan	McNally	50th Anniversary 2017	
9/4/2017	\$ 50.00	130	Kyle & Erin	McKee	50th Anniversary 2017	
9/6/2017	\$ 100.00	130	Marilyn G.	Hood	50th Anniversary 2017	
9/14/2017	\$ 20.00	130	Linda	Thompson	50th Anniversary 2017	
9/19/2017	\$ 50.00	130	Marianne	Mitchell	50th Anniversary 2017	
9/23/2017	\$ 100.00	130	Lynn	Anderson	50th Anniversary 2017	
9/25/2017	\$ 100.00	130	Kathleen	Murphy	50th Anniversary 2017	
9/26/2017	\$ 50.00	130	Tom & Joyce	Johnson	50th Anniversary 2017	
9/27/2017	\$ 150.00	130	Adam & Laura	Gossett	50th Anniversary 2017	
9/27/2017	\$ 100.00	130	Karolyn	Braum	50th Anniversary 2017	

9/27/2017	\$	50.00	130	Kevin and Melanie	Brown	50th Anniversary 2017	
9/27/2017	\$	50.00	130	Eric	Seiber	50th Anniversary 2017	
9/27/2017	\$	35.00	130	Jen	Schildmeyer	In Memory of	Pat Smith
9/28/2017	\$	100.00	130	Smart Healthy	Vending	50th Anniversary 2017	
9/28/2017	\$	100.00	130	Michael	Hall	50th Anniversary 2017	
9/28/2017	\$	50.00	130	Jenny	Schoning	50th Anniversary 2017	
9/28/2017	\$	50.00	130	Debbie & Mark	Johnson	50th Anniversary 2017	
9/28/2017	\$	50.00	130	Ellen	Erlanger	50th Anniversary 2017	
9/29/2017	\$	50.00	130	Jodi	Patton	50th Anniversary 2017	
9/29/2017	\$	50.00	130	Myrlyn & Rob	Reasoner	In Memory of	Pat Smith
9/30/2017	\$	50.00	130	Katherine	Porter	In Memory of	Pat Smith
TOTAL		\$ 1,380.00					

SIGNATURE SHEET

Resolution No. 28-17

10/17/2017

Upon the motion of Trustee John Yesso, seconded by Trustee Maura Bowen:

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	Aye
Peter Hahn	Aye
William Shkurti	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon by the Upper Arlington Public Library Board of Trustees, Upper Arlington, Ohio on the date noted above.



Chris Taylor, Acting Deputy Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

ASSISTANT DIRECTOR'S REPORT

On Saturday, October 21st, there are three events taking place at the library.

- All three branches will be hosting a "Walk Down Fines" event where patrons may walk a designated route in order to waive up to \$10 off their overdue fees.
- Lane Road Library will be featuring an Escape Room program hosted by Trapped Columbus.
- Serendipity Garden Club will be hosting their flower show at Tremont Library, marking their 50th anniversary.

DIRECTOR'S REPORT

The current total for donations and fundraising is slightly above \$44,000 for the year. The 50 for 50 campaign has currently raised \$6,500. Solicited donations have exceeded \$10,500 and unsolicited donations have exceeded \$27,500.

The fundraising event hosted by El Vaquero, who pledged to donate 20% of their profits from sales on September 28th, donated \$220.

Chris Minx has been communicating with Chipotle to organize another food sale fundraising event. Chipotle will donate 50% of proceeds from 4-hours worth on a specified day. She requested the Monday after Thanksgiving, November 27th.

There will also be a new rotating display in Tremont Library's vestibule dedicated to fundraising.

Marketing and Community Relations has printed 50 for 50 bookmarks to be placed in the holds located at each branch. These bookmarks will also be distributed at the Friend's booksale in November.

The Committee was interested in ways to advertise fundraising goals outside the library, such as a barometer to denote the fundraising levels.

M&CR were unsure if the library received any donations during The Big Give at this time.

QUARTERLY STAFFING REPORT

There has been above average turnover this quarter.

Allison Frew assumed the position of Executive Assistant on October 2nd and has been training under Diana Magee. Diana Magee's full-time status ends Friday, October 20th, and she will be converted to part-time status in order to serve as administrative backup, assist with the new accounting and payroll software, and work on other backlogged projects.

Steve Benson assumed the position of Facilities Manager on October 2nd as well.

MONTHLY STATISTICS

The stats are trending closely to last year's records.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
WEDNESDAY, OCTOBER 11, 2017 AT 5 PM
MEETING NOTES**

The meeting was called to order at 5:03 p.m.

IN ATTENDANCE: Gloria Heydlauff, William Shkurti, Kyle McKee, Chris Taylor, Kate Porter, Michael Troper, and Allison Frew.

Financials

Administration is transferring to a new accounting software system. Given the transfer, all purchase orders are now closed out and the year end projections are in line with expectations.

There is a typo on the General Fund Operating Expenditures table claiming Other Expenditures are \$30 over budget. The Fiscal Office states the over/under budget amount should be zero.

Bank Reconciliation

The difference listed from the accounting system is being reconciled and should be \$0 by the next meeting.

Quarterly Investment Plan

The monetary discrepancy between the Grand Total of All Funds and the Investment Report was determined to be equivalent to the total of the outstanding items listed in the reconciliation.

The Committee determined that the goal for Huntington National Bank should match one month's expenses.

Tax Advance Request Analysis

The tax advance resolution will be presented at the December Board Meeting. The Committee agrees that pulling this income monthly is the best practice.

DFO Cost Comparison with Temporary Employee

Since the study of the new accounting software is still in process, it is difficult to determine the staffing needs for the DFO position at this time. The Committee will revisit the issue.

Capital Budgets Update

Fire Watch for the Fire Panel Installation is still underway and the hardware server replacement will complete this year. Estimates for next year's purchases will be provided at the next meeting.

2018 General Fund Budget Draft

The budget draft will be presented at the next meeting.

Administration is using the data from last year to anticipate a 2.7% salary increase.

Once this data is known, Administration will recreate the 5-Year Plan.

2018 Health Insurance Renewal

Anthem Blue Cross Blue Shield offered a 49% increase in premiums since there were claims submitted to the company that exceeded our paid premiums. Two other companies, Humana and United Healthcare, offered quotes with 14% increases. Due to these changes, Administration has not yet made a decision.

In the last three months, our Care Center has saved our employees and our insurance company \$56,000.

Since the claims submitted this year were mostly due to an atypical event, and given the cost savings with the Care Center, Administration expects to have more bargaining power next year.

Adjournment

The meeting was adjourned at 5:44 p.m.

Next Meeting: Wednesday, November 8, 2017 at 5 p.m. in Meeting Room C.

RESOLUTION 29-17

To Accept Change to United Health Care for Health Care Insurance

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts the health care insurance proposal from United Health Care to be effective as of December 1, 2017 which reflects a 14% increase in premiums and a change to a new health insurance carrier.

SIGNATURE SHEET

Resolution No. 29-17

10/17/2017

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Maura Bowen:

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	Aye
Peter Hahn	Aye
William Shkurti	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon by the Upper Arlington Public Library Board of Trustees, Upper Arlington, Ohio on the date noted above.



Chris Taylor, Acting Deputy Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

RESOLUTION 30-17

To Accept Change to United Health Care for Health Care Insurance

The Resolution is included as an exhibit to these minutes.

SIGNATURE SHEET

Resolution No. 30-17

10/17/2017

Upon the motion of Trustee William Shkurti, seconded by Trustee John Yesso:

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	Aye
Peter Hahn	Aye
William Shkurti	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon by the Upper Arlington Public Library Board of Trustees, Upper Arlington, Ohio on the date noted above.



Chris Taylor, Acting Deputy Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

*UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE
OCTOBER 3, 2017
MEETING NOTES*

The meeting was called to order at 5:00 PM.

IN ATTENDANCE: John Yesso, Maura Bowen, Chris Taylor, Kate Porter, Greg Ramage, Chris Minx, Diana Magee and Allison Frew.

EXCUSED ABSENCES: Peter Hahn.

UPDATE ON 2017 CAPITAL PLAN PROJECTS

- *Hamrick Fire Systems is currently updating the fire system at Tremont. A fire watch service patrols the building during all public service hours.*
- *Facilities aims to replace the generator by the end of the year.*
- *The Carpet Replacement schedule has been moved forward a year in an effort to fund new critical projects in this year's budget.*
- *The laptop bar stools ordered this year may be returned due to quality control issues.*
- *The new accounting system is live with managers beginning requisition input this week. Payroll is transitioning to the new system next week.*

DRAFT 2018 CAPITAL BUDGET

The few capital projects planned for 2018 are largely technology hardware replacements. Because there were so few projects originally planned for 2018, even

with the 2017 projects that were pushed, the worst case scenario for capital spending in 2018 is expected to be \$300,000.

MARKETING PLAN DRAFT

The Committee was pleased with the first draft and suggested some minor edits, such as adding a timeline and documenting to which of the Strategies for Success each of the activities were tied. Based on the results of an internal survey of staff-patron relations, a large part of the plan will focus on increasing staff awareness of Library events as a form of front-line marketing strategy.

The Committee also discussed creating a template for staff to create in-house/department signs without Marketing and Community Relations' involvement and highlighting the resources that differs UAPL from other libraries and entertainment venues.

ADJOURNMENT

The meeting was adjourned at 5:38 PM

Next Meeting: Tuesday, November 7, 2017 at 5 p.m. in Meeting Room A.

PRESIDENT'S REPORT

MARKETING PLAN DRAFT

Chris Minx has reached out to other libraries to see if they have developed a marketing plan to no avail. The UAPL may be one of the first libraries to initiate such a plan.

The Marketing plan has internal and external components.

Internally, Marketing requested all public service departments to participate in a notebook project. The project required staff members to mark anytime they had to refuse a request by a patron or could not answer a question for a patron. Greg Ramage, Dena Little and Chris Minx analyzed the results and noted how crucial public service staff are for frontline marketing. The team developed three tactics to confront this discrepancy: increase marketing communication to current staff, revise onboarding information for new hires, and emphasize announcements through the "Library's Transform" campaign via social media and storytimes.

Marketing is also interested in creating a year-long dynamic calendar to manage all the components of scheduling different events.

Externally, there are a series of community events that the library would like to participate in, including creating a float for the annual parade, promoting library exhibition space, and taking advantage of other city-wide centennial celebrations.

There is also a new Reading Garden and Playground adjacent to the Tremont Branch that has access to WIFI and is being considered for future efforts as well.

The Committee was pleased with the Marketing Plan draft in these early stages and suggested submitting this for publication or to a conference after finalization. The Committee suggested separating deadlines by the first half and the second half of the year in order to provide more flexibility in securing goals. They reiterated their concern regarding how to measure the success of the plan.

APPOINT AD HOC COMMITTEE TO REVIEW BOARD APPLICATIONS

One seat will be vacated at the new term and the City Clerk's Office is in charge of new applicants. Current board members interested in being reappointed must reapply online.

EXECUTIVE SESSION TO CONSIDER THE COMPENSATION OF A PUBLIC EMPLOYEE

Upon the motion of Trustee John Yesso, seconded by Trustee Maura Bowen, the Committee entered into an executive session:

Roll Call:

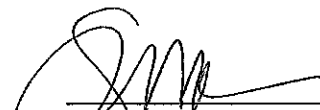
Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	Aye
Peter Hahn	Aye
William Shkurti	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

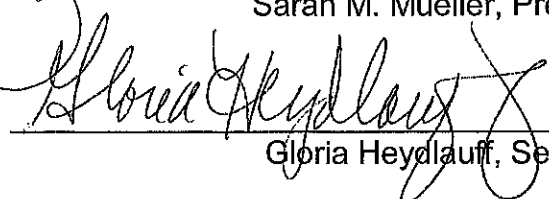
ADJOURNMENT

Sarah Mueller made a motion to adjourn the meeting. Maura Bowen seconded the motion. VOTING AYE: Ms. Bowen, Mr. Hahn, Ms. Heydlauff, Ms. Mueller, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

The meeting was adjourned at 6:28 p.m.



Sarah M. Mueller, President



Gloria Heydlauff, Secretary