
**UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Tuesday, January 20, 2015 5:00 PM**

Representative Kunze was introduced to the Board following a tour of the Library and presented them with a certificate of congratulations in honor of earning the Library Journal's 5-Star Rating. Representative Kunze departed prior to the beginning of the Board Meeting.

The meeting was called to order at 5:13 p.m.

IN ATTENDANCE

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

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; and Diana Jones, Administrative Secretary

EXCUSED ABSENCE: John H. Burtch

CONSENT AGENDA

The consent agenda included the excused absence of John H. Burtch and the Minutes from the December 2, 2014 Board of Trustees meeting, the Financial Report for November and December 2014 and the December Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 01-15
December 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
\$450.00	130	Nathan Dawson
\$60.00	130	David and Leina Mahylis, In Memory of Fred Staub
\$10.00	130	John and Mary Lou Wolfe, In Memory of Fred Staub
\$25.00	130	Johnston and Jeanne Means, In Memory of Fred Staub

\$50.00	130	James R. and Catharine Warmbrod, In Memory of Fred Staub
\$75.00	130	Mark and Marilyn Beaver, In Memory of Fred Staub
\$25.00	130	Leslie M. Thorn, In Memory of Fred Staub
\$25.00	130	Dorothy C. Cowles, In Memory of Fred Staub
\$25.00	130	Joan Briggs, In Memory of Fred Staub
\$100.00	130	Bruce and Linda Halley, In Memory of Fred Staub
\$25.00	130	Martha M. Poland, In Memory of Fred Staub
\$100.00	130	Steve and Donna Jones, In Memory of Fred Staub
\$20.00	130	Margaret L. Johnson, In Memory of Fred Staub
\$50.00	130	Marcia Staub, In Memory of Fred Staub
\$50.00	130	Brian and Mary Ferrell, In Memory of Fred Staub
\$25.00	130	Nicholas G. Loch, In Memory of Fred Staub
\$25.00	130	Catherine and John Klamar, In Memory of Fred Staub

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

ASSISTANT DIRECTOR'S REPORT

Erin Fletcher, the Exhibits Coordinator from The Ohio State University Libraries, as well as library staff from Grandview and Westerville, joined the Upper Arlington Public Library programming meeting on January 20th. The group discussed possible collaborations to extend exhibit access to patrons and create new programming opportunities.

The very popular Local Music concerts are back for 2015. A new youth program, The Coding Club for Middle Schoolers, is full and has a waiting list for participants. The staff leading this new program said it has exceeded their expectations. The Cohen Brothers film series has also started and had a high number of attendees at its latest showing due to the recent publicity in the Columbus Dispatch.

DIRECTOR'S REPORT

A handout was provided to the Board with new ways to support the Friends of the Upper Arlington Public Library, including the Kroger Plus card link program and the Amazon Smile Program. These are topics that will be included in the giving brochure that staff are currently working on.

2015 Priorities

Administration and staff will meet the day following the Board Meeting to plan timing and project leads for the 2015 Priorities. Among the priorities will be a continuing effort to use tools such as the Ohio Library Council Return on Investment Calculator to provide taxpayers with a tangible opportunity to see how their contributions are benefiting the community. Use of the calculator is new and there will be ongoing adjustments to collection of data to provide a more accurate overview. The data used in the ROI Calculator may become part of what libraries are asked to report to the State each year.

Quarterly Staffing Report

There were seven retirees in 2014, resulting in an unusually high turn-over rate. The Board requested more specific demographics regarding the number of full-time vs. part-time, hourly vs. salaried, and reasons provided for leaving.

Parking Lot Signage

The Northam Park parking lot now has three 15-minute reserved parking spots to accommodate patrons who are picking up holds, based on a patron suggestion. The signs were made through the Upper Arlington City Sign Shop, and were installed on preexisting sign posts, both saving significantly on the cost. Administration will track any patron comments or suggestions regarding the signs to determine whether three is too many and adjust accordingly. Additionally, the Library is getting information from the Upper Arlington City Schools for the pedestrian crossing signs they currently use to increase the safety of the sidewalk running through the parking lot.

FINANCE COMMITTEE

Year-end went smoothly and the Fiscal Office is now onto W-2 and 1099 processing for the tax season. February will be the first Finance Committee meeting. The Fiscal Officer's written report is included as an exhibit to these minutes. There was no January Finance Committee, and therefore no meeting notes.

OPERATIONS COMMITTEE

The committee has slated their schedule for the coming year and put together a list of topics to address throughout. The first meeting will take place in February.

PRESIDENT'S REPORT

The Board reviewed the strategic topics they would like to focus on in 2015 with Measuring Success being among the highest. Additionally, the Board would like to focus on how to continue improving outreach to the community.

The Board will also continue to monitor and work on a 5-year financial plan and on investigating fundraising opportunities.

The Board requested a report in September on the collaborations and shared services the Library has developed as well as a tracking of the cost savings due to the partnerships.

Measuring Success: Part 1

The Board requested the annual statistics provided by the Director in graph form. Additionally, the Board suggested adding some financial and operational ratios for the numbers as we create a benchmark for measuring success. The board also suggested a customer satisfaction survey could be one of our success measures.

At the next meeting, the Board will consider how other libraries are measuring their success and consider what measures will best serve the Library and enable it to better serve its patrons.

Before adjournment, Ms. Davis commended Administration and Library staff for the long list of accomplishments from 2014.

ADJOURNMENT

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

The meeting was adjourned at 6:12 p.m.

William J. Shkurti, President

Sarah Mueller, Secretary