
UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Tuesday, February 17, 2015 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; and Diana Magee, Administrative Secretary

EXCUSED ABSENCE: NONE

CONSENT AGENDA

The consent agenda included the Minutes from the January 20, 2015 Board of Trustees meeting, the Financial Report for January 2015 and the January Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 02-15
January 2015 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	Robert and Sally Wandel, In Memory of Fred Staub
\$25.00	130	James and Virginia Cunningham, In Memory of Fred Staub
\$50.00	130	Baraba G. Hack, In Memory of Fred Staub
\$25.00	130	John and Judith Yesso, In Memory of Fred Staub
\$50.00	130	Thomas and Ann Poole Family Gift Fund, In Memory of Fred Staub
\$25.00	130	Michael R. Chrisman, In Memory of Joanne Wisemiller

Ms. Davis made a motion to approve the consent agenda. 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.

ASSISTANT DIRECTOR'S REPORT

Three sculptures by artist, Alfred Tibor, will be installed at Miller Park, tentatively planned for dedication in April. The Library will coordinate with the City of Upper Arlington on the logistics of a ceremony. Mr. Tibor will be taking a tour of Miller Park prior to installation.

Ms. Porter shared a clip of the Tri-Village episode of the Columbus Neighborhoods series to be debuted on May 18th on WOSU. The episode features Library Reference staff member, Sara Klein, among other Upper Arlington residents and figures.

DIRECTOR'S REPORT

Quarterly Update on Health Insurance

The Library has been working with Lisa Brown, our new consultant at Willis, to discuss various options available to the Library which would best fit the budget while benefiting staff as much as possible. We will be investigating All-Savers, a partially self-insured option, as well as our rates under Community Rating for the next plan year. Administration will continue to update the Board as new information is available.

Monthly Statistics

Statistics continue to follow the trends seen over the past few years with increased programming, decreased circulation, and decreased computer sessions. After discussion, it was decided that computer sessions will be replaced with computer hours for a less ambiguous measurement.

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 NOTES February 10, 2015

The meeting was called to order at 5:05 p.m.

IN ATTENDANCE: Karen A. Davis, Karen Olstad, Chris Taylor, Kate Hemleben, Kate Porter, Sarah Dailey, and Diana Magee.

January Financials

The Committee discussed the Statement of Cash Position report. It was explained that the low end of month balance is due to the encumbrances on blanket purchase orders created at the beginning of the year to cover expected costs throughout 2015. The

present Finance Committee Members requested changes in nomenclature on columns 6 and 8 to better illustrate this. On the Monthly Statement Report including Year-End Projections and Projected Year-End Cash Balance, "Projected Year End Expenditures" was changed to "Projected Year End Cash Expenditures" for clarification.

Additionally, it was discussed that many invoices pertaining to expenditures in December are unable to be paid until January or later in the following year due to the arrival time of the invoices or preordering of materials. In order to show only monies projected to be spent in any given calendar year, such "delayed" expenditures will not be included in the Projected Year End Cash Expenditures, providing a more accurate depiction of the projected cash balance as of December 31st of the year in question.

5-year Forecast

The Committee also asked for a few wording changes to the last column on the right and one format change resulted in adding double underlines under the total revenue amount and projected combined cash balance amount.

Meeting Agenda Topics and Process

The Committee discussed the future meeting topics and agreed that it was a comprehensive list. The Committee also agreed to a new process whereby the Finance Committee Meeting notes will be approved by the Committee prior to appearing in a Board Packet. As such, these February Finance Committee Notes will be approved at the March Finance Committee Meeting to then appear in the March Board Packet.

Executive Session

The Committee went into executive session at 6:07 p.m. in order to discuss a specific personnel issue. The Committee came out of executive session at 7:00 p.m.

Adjournment

The meeting was adjourned at 7:00 p.m.

Next Meeting: *Thursday March 12, 2015 at 5 p.m. in Meeting Room A.*

RESOLUTION 04-15 **MEC Natural Gas**

AUTHORIZING THE PURCHASE OF COMPETITIVE RETAIL NATURAL GAS SERVICE FROM DIRECT ENERGY BUSINESS MARKETING, LLC, THE LOWEST RESPONSIBLE BID SUBMITTED TO METROPOLITAN EDUCATIONAL COUNCIL (MEC) -- COMMENCING WITH THE JULY 2015 BILLING CYCLE AND TERMINATING NO SOONER THAN JUNE 2017, WITH POSSIBLE EXTENSIONS.

WHEREAS, the Library is a member of the Metropolitan Educational Council ("*Council*"), a body authorized by state statute to aggregate purchasing needs of schools and of related nonprofit educational entities so as to take advantage of economies of scale when purchasing essential products and services; and

WHEREAS, *Council* has conducted a Request for Proposal which was extended to all licensed competitive retail natural gas service providers in Ohio for supplying participating *Council* members; and

WHEREAS, *Council* has received several competitive offers from competitive retail natural gas suppliers which were in compliance with the Request for Proposal; and

WHEREAS, *Council* has selected the lowest responsible bid submitted in response to the Request for Proposal; and

WHEREAS, the Board has reviewed the Master Supply Agreement which implements the winning bid for natural gas service selected from the RFP for the period commencing with the July 2015 billing cycle through June 2017 with possible extensions;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE UPPER ARLINGTON PUBLIC LIBRARY, COUNTY OF FRANKLIN, STATE OF OHIO, as follows:

Section 1. The Board does hereby authorize the Director to execute the ratification of the Master Supply Agreement between the Library and Direct Energy Business Marketing, LLC for natural gas service commencing with the July 2015 billing cycle.

Section 2. This Board hereby directs the Fiscal Officer to review the Master Supply Agreement and determine if the Library has sufficient funds to certify this resolution.

Mr. Burtch made a motion to approve Resolution 04-15. Ms. Mueller seconded the motion. Ms. Magee called a roll call vote with the following results: VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Ms. Mueller, Ms. Olstad, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

OPERATIONS COMMITTEE MEETING NOTES February 11, 2015

The meeting was called to order at 9:03 a.m.

IN ATTENDANCE: Gloria Heydlauff, Sarah Mueller, John Yesso, Chris Taylor, Kate Porter, Kate Hemleben, and Diana Magee.

What role should the Friends of the Library play?

The Committee discussed how the Library should work with the Friends of the Upper Arlington Public Library on the greater issue of fundraising. The Friends are very focused on book sales which raise money to support Library programming but have recently enrolled in Amazon Smile and Kroger Plus Card programs. They are also pursuing fundraising meals at local restaurants. The Committee also suggested investigating the coupons and advertisements that appear on the back of grocery store. The Committee appreciates and agrees that the Library should continue supporting the Friends their current efforts in raising funds for the Library. The Library will keep the Friends in the loop as the Library determines its fundraising plan.

What should the relationship be with the UA Foundation, Columbus Foundation, and others?

The Committee discussed how donations given to different funds, such as the Upper Arlington Foundation and Columbus Foundation, should be organized and used and how to delineate where donations should go if not specified by a patron. The Committee would like to set up donor tracks as a way to help best match donors to their desired level of relationship with the library. Donors would be directed to the various funds here at the Library and at the various foundations as appropriate. Additionally the committee discussed how to encourage flexible, undesignated donations which would be the most useful.

Library Wish List

Ms. Taylor presented a list of needs and wants for the Library for the Committee to begin discussing in regards to priority, possible means of funding, and to make sure it's a comprehensive listing. The Committee wants us to identify our unique community needs and recommended categorizing the list for easier prioritization later on and had a few additional projects to consider.

Adjournment

The meeting was adjourned at 10:31 a.m.

Action Items:

Develop the definition for guiding potential donors to different donation vehicles (Friends, Foundation, Direct, etc.).

Next Meeting: Tuesday March 3, 2015 at 3:30 p.m. in Meeting Room B.

PRESIDENT'S REPORT

Final List of Strategic Topics for the Year

Mr. Shkurti reviewed the final list of topics for the Board to focus on in 2015. All Board members were in agreement.

Strategic Topic: Measuring Success Part 2: Trends in Measurement and Peer Library Information

Ms. Taylor advised that by in large, most libraries are not analyzing any further than the statistics asked of them by the State Library and if they are, they may not be meaningful to the UAPL. The Board may need to wait until after we go through our planned-strategic plan development to determine what measurements are meaningful specific to the Upper Arlington Public Library's definition of success.

The Board recommended looking at non-public libraries such as the Library of Congress, university libraries, and school libraries to see what measurements they are using. It was suggested that we group success measures in some general categories: Usage, satisfaction, external validations (rankings from outside), operational, and financial sustainability. It was also requested that the administration take a look at the Library card holders in zip codes 43220 and 43221 (that are actually Upper Arlington) and their Library usage.

In the next meeting, the Board will focus on the Strategic Planning process. Administration will develop a timeline and process proposal to share with the board. It was suggested that the Library think in advance about what our future focus might be and look at the Upper Arlington City Schools and the City of Upper Arlington's strategic plans for opportunities to develop together.

ADJOURNMENT

Mr. Yesso made a motion to adjourn the meeting. 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.

The meeting was adjourned at 6:05 p.m.

William J. Shkurti, President

John M. Yesso, Secretary