
UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Tuesday, March 17, 2015 5:00 PM

The meeting was called to order at 4:59 p.m.

IN ATTENDANCE

BOARD MEMBERS: John H. Burtch, Gloria Heydlauff, Sarah Mueller, Karen Olstad, William J. Shkurti, and John M. Yesso.

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

EXCUSED ABSENCE: Karen Davis

CONSENT AGENDA

The consent agenda included the Minutes from the February 17, 2015 Board of Trustees meeting, the Financial Report for February 2015 and the February Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 05-15
February 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
\$50.00	130	John and Judith Yesso In Memory of Nancy Burtch
\$54.00	130	Rex Moskovitz and Debra Marcus In Memory of Fred Staub

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

ASSISTANT DIRECTOR'S REPORT

Ms. Porter was unable to attend the meeting. Ms. Taylor provided a report in lieu. There will be an official dedication for the installment of Alfred Tibor sculptures at Miller Park on April 19th from 2-4 p.m.

The author visit on October 11th will be in the Upper Arlington High school Auditorium, as a large turnout is anticipated. There will still be a reception at the Library afterward from 5:30-7 p.m.

DIRECTOR'S REPORT

In addition to the written report, Ms. Taylor advised that the City of Upper Arlington has inspected areas of uneven pavement in the Northam Park Parking Lot. The lot is still settling after its recent installment and the City reported no known faults but the lot will continue to be monitored.

The Upper Arlington Public Library has started cataloging for the Bexley Public Library. This cooperative effort can also be seen amongst other Columbus Library Consortium members, mainly the Grandview Heights Public Library cataloging for the Pickerington Public Library and the Wagnalls Memorial Library.

Monthly Statistics

Computer usage is now being presented in hours, rather than sessions, for a less ambiguous measurement. The hours used thus far in 2015 are consistent with those in 2014.

FINANCE COMMITTEE

Fiscal Officer, Kate Hemleben, announced that she has accepted a new position with a local non-profit and her last day at the Library will be April 10th.

There was no written report for the month of March. The Notes from the Finance Committee meeting are included here:

FINANCE COMMITTEE MEETING NOTES Tuesday March 10, 2015

The meeting was called to order at 5:02 p.m.

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

February Minutes

The minutes were approved with a minor change of moving discussion pertaining to the Projected Year End Cash Expenditures under the January Financials heading rather than the 5-Year Forecast heading.

February Financials

The Library began receiving property taxes in February, explaining the large difference in balance between January and February month-end. The remainder of property taxes due to the Library for the first half of the year are expected to be received by the end of March.

Review of Governor's State Budget Proposal

According to the current Governor's State Budget Proposal, the Library could expect to reduce its Unidentified Expense Reductions Due to Shortfall by nearly half by the end of 2019. While the Library would still have significant shortages for which to find solutions, the reduced amount would be a great relief. Because the State Budget is only proposed and there are many variables, the Library will wait until the Legislation has made their final decision before the Library makes any revision to the Public Library Fund revenue budget.

The Committee recommended a few changes for clarification to the coversheet prior to inclusion in the Board Packet for March. The Committee will review the coversheet prior to entry in the Board Packet.

Meeting Schedule

As multiple Committee members had schedule conflicts for the next two planned Finance Committee meetings, the Administrative Secretary will reschedule these meetings within the next few weeks. The planned meeting schedule will continue to be revised, as necessary.

Adjournment

The meeting was adjourned at 5:25 p.m.

OPERATIONS COMMITTEE

During the March Operations Committee meeting, expectations of Board Members in regards to supporting the Library, were discussed. The Committee will discuss specific wording to bring to the Board in the April meeting.

After discussion of past donors, it was recommended that Administration look into purchasing software dedicated to development to assist in tracking donors, donations, and outcomes. Administration will be researching options for a possible purchase this year.

The notes from the Operations Committee meeting are included here.

OPERATIONS COMMITTEE MEETING NOTES Tuesday March 3, 2015

The meeting was called to order at 8:59 a.m.

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

EXCUSED ABSENCES: Gloria Heydlauff

Review of Minutes

The Committee Members present approved the minutes from the February 11, 2015 meeting. Absent member, Gloria Heydlauff, will meet with Chris Taylor to review and approve the minutes, as well as review the discussion from the March 3, 2015 meeting.

Review Library Wish List

Upon review of the Wish List, there were no additions or changes. It was noted that the list is in no particular order of priority, at this time. Administration will continue to add project ideas to the list as they arise. We will revisit the list after conducting strategic planning.

Review Giving Opportunities/Venues

At this time, there were no changes. In the future, the Library may consider a fund with the Upper Arlington Community Foundation, but has no immediate plans to do so. It was suggested that the Library wait for a specific purpose to arise before pursuing this option.

Fundraising Questions to Address:

What should be expected of the Board Members?

The Committee would like to suggest as a minimum that the Board become members of the Friends of the Upper Arlington Library and support any fundraising events sponsored by the Library. Additionally, it would be expected that Board Members advocate for the Library out in the community. Administration will compose a suggested wording to bring to the April Operations Committee Meeting.

What resources would be required?

The Committee suggested looking into a tracking software designed specifically for fundraising in order to help streamline and regulate future tracking efforts. Administration does not believe that additional staffing is required at this time considering the possible short term future activities that have been suggested.

Review Donor History

Going forward, donations in-kind will be tracked, as well as monetary donations.

Input into Brochure

The focus of the brochure should be on ways to give to the Library and a review of the Library's accomplishments and how it supports the community through them. The information should be simple and easy to follow.

Other Discussion

The Committee discussed annual events and fundraisers, and especially events recognizing and thanking past donors. As 2017 will be the Library's 50th anniversary, there was initial discussion of holding another "Get Loud @ the Library" event to celebrate this milestone with the intent to hold an annual general fundraiser.

Adjournment

The meeting was adjourned at 10:08 a.m.

Action Items:

- *Suggested wording for the Donor Expectations of Board Members*
- *Investigate what other libraries suggest to their Boards regarding donations*
- *Research Fund and Friendraising software*
- *Bring draft of giving brochure to April meeting*

PRESIDENT'S REPORT

Review of the Governor's State Budget

The Proposed Governor's Budget would reduce the Library's projected shortfall by nearly half. The Board discussed if there were any actions the Library and/or the Ohio Library Council are currently, or should be, taking to secure a more financially stable future for Ohio libraries. Ms. Taylor advised she would discuss further at the next OLC meeting.

Measuring Success Part 3

After looking at the basic breakdown of cardholders vs. zip codes provided, the Board asked Administration to look into a quote from a marketing firm to determine more detailed information such as exactly how many addresses specific to Upper Arlington have card holders.

The Board agreed to create a draft report card based on five criteria:

- Usage
- Customer Satisfaction
- External Validation
- Operational Sustainability
- Financial Sustainability

Both Finance and Operations Committee will work with Administration on the draft.

Strategic Planning Kickoff

Ms. Taylor, Ms. Porter and Ms. Minx met with the State Library consultant on the Friday following the Board meeting to which these notes pertain. At the meeting, upon suggestion from the Board, there was discussion focusing on demographic data and six areas of proposed focus for the Library:

- Partnership with Upper Arlington City Schools
- Partnership with Upper Arlington City and or Upper Arlington Area Chamber of Commerce on economic development
- What should the Library concentrate on and be known for in terms of its material collection
- Technology-where we want to go and what do we want to be known for
- Financial Sustainability
- Defining and measuring success

Routine updates from the meetings with the State Library consultant will be provided to the Board.

ADJOURNMENT

Mr. Burtch made a motion to adjourn the meeting. Ms. Mueller seconded the motion.

VOTING AYE: Mr. Burtch, Ms. Heydlauff, Ms. Mueller, Ms. Olstad, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

The meeting was adjourned at 6:17 p.m.

William J. Shkurti, President

John M. Yesso, Secretary