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**UPPER ARLINGTON PUBLIC LIBRARY  
MINUTES  
BOARD OF TRUSTEES MEETING  
Tuesday, April 21, 2015 5:00 PM**

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The meeting was called to order at 5:00 p.m.

***IN ATTENDANCE***

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

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Sarah Dailey, Acting Fiscal Officer; Chris Minx, Marketing and Community Relations Manager; Dena Little, Youth Services Manager; and Diana Magee, Administrative Secretary

EXCUSED ABSENCES: John H. Burtch

***CONSENT AGENDA***

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

**RESOLUTION 06-15  
March 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:

<b>Amount</b>	<b>Fund</b>	<b>Donor</b>
\$20.00 GiftCard	130	Anonymous – Patron Gift to Staff
\$10.00 Giftcard	130	Anonymous – Patron Gift to Staff
\$300.00	130	W. Sidney and Janet Druen, in Honor of Cal Benson Hatcher
\$25.00	130	Dan and Donna Donovan, In Memory of Fred Staub
\$500.00	130	Dale and Gloria Heydlauff
\$20.00	130	Carol Duhigg, In Memory of Max Dworkin
\$100	130	Vee Shanahan
\$50.00	130	Cynthia Pryor, In Memory of Joanne Wisemiller
\$100	250	Michael and Lisa Holstein, In Memory of Joanne Wisemiller

Ms. Heydlauff 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.

### ***FISCAL OFFICE APPOINTMENTS***

The Board appointed Sarah Dailey as the Acting Fiscal Officer and Chris Taylor as Deputy Fiscal Officer. Mr. Burtch administered the Oath of Office to Ms. Taylor as follows:

*I, Chris Taylor, do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Ohio; and that I will faithfully and impartially discharge my duties as Deputy Fiscal Officer of the Library Board of Trustees in and for the said Upper Arlington Public Library, Franklin County, Ohio. I will serve to the best of my ability, and in accordance with the laws now in effect and thereafter to be enacted, during my continuance in said office and until my successor is chosen and qualified.*

The Board then passed two resolutions as follows:

#### RESOLUTION 07-15 **Authorization to have County Auditor Release Advance Distribution of Tax Dollars**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library authorizes the Acting Fiscal Officer of the Library to receive tax advances and settlements from the Franklin County Auditor for the year 2015.

Mr. Burtch made a motion to approve Resolution 07-15. Ms. Davis seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Mr. Shkurti and Mr. Yesso. VOTING NAY: None

#### RESOLUTION 08-15 **To Thank Katherine Hemleben for her Years of Service**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the six years of service of Ms. Hemleben to the Upper Arlington Public Library.

Ms. Hemleben began working at the Library in February of 2009 as the Fiscal Officer in the Administrative Office. During her time at the Library, Kate's focus was centered on developing consistency and accuracy within fiscal processes and this same passion for improvement was often extended to other areas of Library operations.

One of Kate's most notable efforts was streamlining the efficiency of the budget process and refining financial reporting to the Library Board of Trustees. Kate was also enthusiastic about equipping other Library staff with confidence and self-sufficiency in their work as well as encouraging them to cultivate new skill sets and take on new projects. In both these ways, she helped prepare the Library to be a more productive organization.

Kate often demonstrated her excitement for fellow staff's professional and personal milestones through unexpected celebration cakes and treats. Her conversations always

began with a kind greeting and genuine enquiry into how someone was that day. As dedicated as Kate was to processes of the Library, she was equally dedicated to its people.

That Ms. Katherine Hemleben has made an outstanding and lasting contribution to the Upper Arlington Public Library is hereby noted and witnessed this 21<sup>st</sup> day of April, 2015.

Mr. Burtch made a motion to approve Resolution 08-15. Mr. Yesso seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

## ***ASSISTANT DIRECTOR'S REPORT***

### *Annual Author Visit*

Ms. Porter advised that our author for the Annual Author Visit, Anthony Doerr, has just been announced as a Pulitzer Prize winner. The award, and the Library's Author Visit event, were both featured in the Columbus Dispatch. The Author Visit main event will take place at the Upper Arlington High School auditorium to be followed by a reception at the Main Library on Tremont Road. Attendance is anticipated to be high.

### *Choose Privacy Week*

As a part of the American Library Association's initiative to teach patrons how to be more secure when online, Megan Sheeran from the Library's Reference Department developed a number of programs dedicated to the subject which will take place between May 2<sup>nd</sup> and 9<sup>th</sup>.

### *Panel Discussion*

Leadership UA will be holding a panel discussion, *An Honest Conversation about Substance Abuse in Upper Arlington*, in the Library's Friends Theater on April 23<sup>rd</sup>.

### *Art Exhibit*

Advanced Placement Art Students from Upper Arlington High School will be holding their portfolio gallery at the Library for the first time this year on May 13<sup>th</sup> from 6:30-8 p.m. The Jones Middle School Choir will also be performing that night in the Theater at 7 p.m.

## ***DIRECTOR'S REPORT***

### *May 1, 2015 Launch of Auto Renew*

Along with most of the Central Library Consortium members, the Upper Arlington Public Library will be enacting Auto-Renew. A notification will be provided to Patrons upon renewal of their items and renewal allowances have been increased from five to ten to be more consistent with other participating libraries. Administration will carefully monitor how this change affects the Library's statistics and fine collection.

### *Restore the Public Library Fund Amendment*

The amendment updates the percentage to 1.7% compared to the original request of 1.75%. Ohio Library Council has not yet released their evaluation on the net effect to libraries.

### *The Big Give*

The Columbus Foundation is holding The Big Give this year, which is a 24-hour online giving rally. Participating organizations, including the Library, will be eligible to receive from a bonus pool of money in addition to any donations made.

### *Cardholders Living in UA*

Analysis provided by MORPC indicate that approximately one half of our cards belong to Upper Arlington residents. Further investigation was encouraged by the Board regarding Upper Arlington areas that aren't heavily saturated with card holders and the demographics of cardholders to determine if there is an audience the Library is not addressing.

### *Memorandum of Understanding regarding Fiber*

The City of Upper Arlington has planned to make fiber easily accessible to the Library and Schools by paying the initial cost for the fiber installation while the Schools and Library contribute at the same amount that they pay for current services. The Board requested a clarification on some of the financial obligations of the memorandum when the contract is issued to ensure that it is capped at what the Library currently pays.

### *Quarterly Staffing Report*

The report read as expected for the first quarter and the Board had no comments.

### *Quarterly Performance Management Report (Merit Pay)*

Administration is currently working with managers on how to evaluate more consistently and substantially as the Library moves towards merit pay.

### *Monthly Statistics*

Year to date, circulation is .5% higher than it was last year. Programming is consistent and computer usage is only 1% lower.

## **FINANCE COMMITTEE**

In the absence of the Committee Chair, Ms. Davis advised that the former Fiscal Officer's duties have been reallocated amongst Administration members in order to better evaluate the position prior to filling it. The position is anticipated to be posted in mid-May.

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

### **FINANCE COMMITTEE MEETING NOTES** *Monday April 13, 2015*

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

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

### **March Minutes**

*There were no changes to the minutes. They will be included in the April Board Packet.*

### **March Financials**

*On the General Fund spreadsheet, the word "Projected" was added to the beginning of "Cash Balance at December 31, 2015" for clarification. Otherwise, there were no changes.*

### **Fiscal Officer Search**

*The Committee discussed the position and process for filling it. Administration will take recommendations regarding the timeline and job description and present to the Committee for review prior to posting.*

### **JOC System-Friends Theater Project**

*The Committee were familiar with the JOC System and had no further comments or questions.*

### **Adjournment**

*The meeting was adjourned at 6:18 p.m.*

### **OPERATIONS COMMITTEE**

Mr. Yesso advised the majority of the meeting was spent exploring questions about Fundraising. Additionally, the first draft of the Giving Brochure was reviewed. The recommendations for fundraising and the second draft of the brochure will be brought to the May Board Meeting.

The notes from the Operations Committee meeting are included here.

#### **OPERATIONS COMMITTEE MEETING NOTES** *Tuesday April 7, 2015*

*The meeting was called to order at 4:01 p.m.*

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

*EXCUSED ABSENCES: Gloria Heydlauff*

### **Review of Minutes**

*The Committee recommended some minor wording revisions to the minutes prior to inclusion in the Board packet.*

### **Recap of Friends of the Library Meeting**

*Two of the Committee members, Mr. Yesso and Ms. Mueller, attended the previous evening's Friends meeting to meet the Friends and discuss future collaborations and ideas.*

### **Other Library Giving Expectations for the Board**

*The Director advised that none of the libraries she contacted shared and/or have a written expectation of giving for the Board at this time.*

### **Review of Get Loud @ the Library Profits**

*An analysis of the costs of hosting a large event with refreshments and activities demonstrated the necessity of sponsorship and community involvement as the profit margin would have been extremely narrow without the in-kind donations.*

## **Fundraising Questions to Address:**

### ***For what purposes should funds be raised?***

*After developing the strategic plan, the Committee will revisit this question in more detail but the Committee acknowledges that there will be different purposes to include startup, projects, operations, and endowment. The Committee did agree that the overall goal of any fundraising should be enhancements and offering new services rather than the daily operations of the Library.*

### ***What is a realistic goal for the next 3 years? The next 5 years?***

*Once more is known about the budget and whether the Public Library Fund is restored to 2.2%, the Committee will address this question in more detail. However, based on doubling the amount from past years of unsolicited donations, the Committee recommended setting an initial goal of \$20,000 per year for the first three years and then to increase to the goal based on our experience.*

### ***What should be the next steps?***

*Administration will approximate costs of items on the wish list to help with the prioritizing process once more about the Public Library Fund result is known and the Strategic Planning process is complete. The Library should also consider fundraising for items on the long term building and technology plans.*

## **Review Draft of Committee's Recommendation to the Board**

*The Committee recommended some wording changes and additions for clarification. Administration will bring a second draft back to the Committee in May prior to inclusion in the May Board packet.*

## **Review of Giving Brochure**

*The overall layout and content of the first draft were approved with a few revisions to word choice and level of information provided. Library staff will continue to work on the brochure and have a second draft for the May Operations Meeting.*

## **Adjournment**

*The meeting was adjourned at 5:10 p.m.*

## **PRESIDENT'S REPORT**

### ***Update on Strategic Planning Timeline***

*As requested, at their latest meeting with the State Library consultant, Administration advised they would like to focus on demographics gathering first. As the State Library works on the demographics, Administration will devise a customer service survey based on former surveys with omission or addition of questions based on what is relevant. The Board recommended that Administration reevaluate the condensed timeline, which Administration will bring to the May Board meeting.*

*Draft of Strategic Statement*

The Board made recommendations to the statement which will be made in conjunction with input from staff. The revised statement will be brought back to the May meeting for the two absent Board members to review and evaluate.

*Draft of Success Scorecard*

A simple draft was presented to which the Board had no changes. The scorecard will be further developed as the Operations and Finance Committees work on components of the success measures and after the strategic plan is finalized.

**ADJOURNMENT**

Ms. Heydlauff made a motion to adjourn the meeting. Ms. Davis seconded the motion.

VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Mr. Shkurti and Mr. Yesso.

VOTING NAY: None.

The meeting was adjourned at 6:11 p.m.

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William J. Shkurti, President

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John M. Yesso, Secretary