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UPPER ARLINGTON PUBLIC LIBRARY  
MINUTES  
BOARD OF TRUSTEES MEETING  
Tuesday, May 19, 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

***NORTHAM PARK PRESENTATION***

City Manager, Ted Staton, and Park and Recreations Director, Todd Younkin, provided a presentation on the Northam Park development plans. The new plans featured changes based on public feedback and will be presented to the community in small groups over the coming weeks. Ted mentioned that during construction the fields at Northam Park would be unavailable for two years. The City has begun conversations with OSU regarding using the Beekman Park fields on West Campus during construction.

***CONSENT AGENDA***

The consent agenda included the excused absences of Mr. Burtch as well as the Minutes from the April 21, 2015 Board of Trustees meeting, the Financial Report for April 2015, and the April Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 09-15  
**April 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	130	Janet Conrad McCutcheon – In Memory of Fred Staub
\$262.00	250	John Ridgway – In Memory of Natalie Ridgway

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

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

The new Summer Library Club will be debuted on May 26<sup>th</sup> and incorporates more community and hands-on activities as well as an online component. It is streamlined and simplified and the changes have saved significant amounts of money from previous years.

June 1<sup>st</sup> is the anticipated date for Author Visit ticket sales, for which there has already been great interest.

The Library hosted the Senior Services Workshops and Expo in partnership with the UA Area Chamber of Commerce Older Adult Resources group. A full day of presentations took place in the theater as well as having booths set up around the Library with possible topics of interest for senior community members.

### **DIRECTOR'S REPORT**

The Library received \$1,555.36 from 25 donors during the Columbus Foundation's Big Give.

### **FINANCE COMMITTEE**

The Committee discussed at length the search for a replacement Fiscal Officer. The outlook is positive as within one hour from the job being posted there was already an applicant and have been many since. The notes from the May Finance Committee Meeting can be found here:

**UPPER ARLINGTON PUBLIC LIBRARY  
FINANCE COMMITTEE  
May 11, 2015 at 5 PM  
MEETING NOTES**

*The meeting was called to order at 5:09 p.m.*

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

#### *April Minutes*

*There were no changes to the April minutes.*

#### *April Financials*

*There were no changes to the April Financials. At this time, the Net Budget after Cash Transfers is expected to be approximately 150K higher than originally projected. There remains a deficit, but it is less than half the amount that was estimated.*

#### *Tax Budget Resolution Draft Review*

*The Committee had no changes and the Resolution will be put to a vote by the Board on Tuesday May 19th.*

#### *Financial Success Measures*

- *Budget sufficient cash for yearly and long-term capital needs*
- *Maintain three months of operating expenditures in cash reserves*
- *Possible third: Fundraising Goal*

#### *Fiscal Officer Recruitment*

*The Fiscal Officer job posting will go live on May 15th. At this time, Administration anticipates the position to be filled by late autumn.*

*Adjournment*

*The meeting was adjourned at 5:53 p.m.*

The Committee also presented the Tax Budget Resolution to the Board for a vote. The resolution is included here:

RESOLUTION 10-15

**2015 BUDGET REQUEST TO FRANKLIN COUNTY BUDGET COMMISSION**

<b>INCOME</b>	<b>GENERAL FUND - 1X0</b>	<b>UAPL FRIENDS FUND - 201</b>	<b>RESTRICTED FUND - 250</b>	<b>BUILDING FUND - 402</b>
TOTAL REVENUE	5,658,880	100,000	30,000	247,317
UNENCUMBERED BALANCE AT 1/1/2015*	1,870,253	-	205,359	186,089
<b>AVAILABLE FOR APPROPRIATIONS (CASH BALANCE)</b>	<b>7,529,133</b>	<b>100,000</b>	<b>235,359</b>	<b>433,406</b>
<b>EXPENDITURES</b>				
SALARIES & BENEFITS	3,944,318	-	-	-
LIBRARY MATERIALS	819,000	-	-	-
OTHER EXPENSES	895,561	100,000	62,005	5,000
TRANSFERS TO BUILDING FUND 402	74,951	-	-	-
<b>GRAND TOTAL</b>	<b>5,733,830</b>	<b>100,000</b>	<b>62,005</b>	<b>5,000</b>
<b>NET AFFECT TO CASH BALANCE</b>	<b>1,795,303</b>	<b>-</b>	<b>173,354</b>	<b>428,406</b>

\*Unencumbered balance at 1/1/2015 is an estimate. The Library may not plan to spend more than the projected cash balance in any fund.

Ms Olstad made a motion to approve Resolution 10-15. Ms. Davis seconded the motion.  
VOTING AYE: Ms. Davis, Ms. Heydlauff, Ms. Mueller, Ms. Olstad, Mr. Shkurti and Mr. Yesso.  
VOTING NAY: None.

**OPERATIONS COMMITTEE**

Ms. Mueller presented the Fundraising recommendations to the Board and it was agreed that it is expected Board members support the Library through membership with the Friends, attendance of fundraising events, or direct donations to the Library.

The Committee had also discussed the continuing relationship with the Friends of UAPL and how to best partner with them. In order to better coordinate with and show appreciation for the Friends, the Board would like to invite them to attend a Board meeting annually.

The Library is researching software to better track donations and communicate with donors. The Board suggested looking into contracting with other Libraries or community organizations for shared resources in software, so long as the privacy of Library donors was guaranteed.

In regards to the donations goal for future years, the Board requested Administration to bring back more detailed accounts of donations per year to access whether the current goal is too high.

The Operations Committee did not meet in June, and therefore have not yet approved the May Meeting minutes. These minutes will be included in the August Board Packet, as there is no July meeting.

***PRESIDENT'S REPORT***

The Board discussed several aspects of the strategic planning process in detail.

The timeline for the completion of the strategic plan was lengthened further to allow for due consideration of each step, in order to make the plan as effective as possible.

Administration brought a first draft of a Customer Survey for review. The Board requested that the questions be more focused and relate more closely to the strategic plan as it exists thus far.

The Board further developed the Value Statement to include parallel language and level of meaning for each portion. The addition of an Objectives Statement will detail how the Library will act upon the Value Statement.

The Board requested demographics over a longer period of time, perhaps 20 years, in 5 year increments, in order to better predict trends. Additionally, Administration will look at communities demographically similar to Upper Arlington as well as how UAPL is similar and different to central Ohio demographics, in general.

***ADJOURNMENT***

Ms. Davis made a motion to adjourn the meeting. Mr. Yesso 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 7:05 p.m.

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William J. Shkurti, President

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John M. Yesso, Secretary