
**UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Tuesday, June 16, 2015 5:00 PM**

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

IN ATTENDANCE

BOARD MEMBERS: John H. Burtch, Karen A. Davis, Gloria Heydlauff, Karen Olstad, and William J. Shkurti

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

EXCUSED ABSENCES: John Yesso and Sarah Mueller

CONSENT AGENDA

In addition to approving the absences of Mr. Yesso and Ms. Mueller, the consent agenda included the Minutes from the May 20, 2014 Board of Trustees meeting, the Financial Report for May 2015 and the May Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

**RESOLUTION 11-15
May 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
\$5.25	130	Anonymous
\$20.00	130	Colby & Amy Richards
\$25.00 Gift Card	130	Anonymous

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

ASSISTANT DIRECTOR'S REPORT

Sales for the Author Visit, featuring Anthony Doerr, began on Monday June 15th and are going very well, with nearly one fifth of the available event tickets and nearly one half of the reception tickets already spoken for after two days of sales. It is anticipated that there will be profit to put back into the Ann Royce Moore Fund to fund future Author Visit Events.

Library staff members will be marching in the Fourth of July parade, including several members from Administration.

DIRECTOR'S REPORT

The Friends have had a positive response to their new fundraising efforts of a restaurant fundraiser at City BBQ, Kroger card linking, and AmazonSmile. They intend to continue these new ventures and encouraging participation.

The Library's fund at the Community Foundation is not a true endowment fund and the money can be used and invested as would best benefit the Library. Upon hiring a new Fiscal Officer, Administration will further explore options surrounding the fund.

The higher circulation stats for April of 2015 in comparison to April of 2014 is partially due to the Library transitioning to a new computer system and joining the consortium. The increase in May is due largely to the implementation of Automatic Renewals. Programming is also up and likely due to starting Summer Library Club before school let out for summer.

In response to the WOSU Columbus Neighborhoods: TriVillage documentary that aired in May, the hits to the UA Archives rose by 409% for the month of May.

FINANCE COMMITTEE

There was no Fiscal Officer's written report for the June meeting. The notes from the June and July Finance Committee meetings are included here.

FINANCE COMMITTEE MEETING NOTES Thursday, June 11, 2015

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

IN ATTENDANCE: John H. Burtch, Karen Olstad, Chris Taylor, Sarah Brickner, and Diana Magee.

EXCUSED ABSENCE: Karen Davis

May Minutes

There were no changes to the notes from the May meeting.

May Financials

There were no changes to the Month End Financial Reports.

Financial Success Measurements

The first suggested success measurement was reworded to the following:

“Generate sufficient net revenue to fund annual and long-term capital needs.”

Review of the 2015 Capital and Technology Long Range Plan Items

Carpet has been delivered to the contractor with installation date not yet known. The Friend’s Theater Renovation is set for August, the least busy month for programming. Both projects came in slightly over budget, but by funding the Replacement of Youth Tablets through donations, we anticipate staying within budget for the 2015 projects planned.

The Library is suspending the Security Camera project until completion of the City’s Fiber project to allow for more options in shared services and cost savings.

Adjournment

The meeting was adjourned at 5:28 p.m.

FINANCE COMMITTEE MEETING NOTES
Monday July 13, 2015

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

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

EXCUSED ABSENCE: *None*

June Minutes

There were no changes to the notes from the June meeting.

June Financials

There were no changes to the Month End Financial Reports.

Update on Fiscal Officer Search

The Committee reviewed the final candidates and made suggestions to ensure a thorough interviewing and selection process. The Committee also emphasized ensuring the candidates are aware of how hands-on the position is and that they have the experience to handle all tasks, no matter how high or low-level.

Adjournment

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

OPERATIONS COMMITTEE

There was no June Operations Committee meeting. Below are the notes from the May and July Operations Committee meetings.

OPERATIONS COMMITTEE MEETING NOTES MAY 5, 2015 at 3:30 PM

The meeting was called to order at 3:37 p.m.

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

EXCUSED ABSENCES:

Review of Minutes

There were no changes to the April minutes.

Finalize Committee's Recommendation to the Board

The Committee approved the Draft Recommendation to the Board with minor changes including changing the order of the last two opportunities on the Giving Opportunities/Venues chart to put the current UAPL fund with the Columbus Foundation above a future UA Community Foundation account. It will also be noted that the fund at the Columbus Foundation would contain unrestricted funds. The Committee also suggested a few final edits to the second draft of the Giving Brochure. Both will be brought to the May Board Meeting.

As many of the Committee Members have been asked if the Library will be conducting a fundraising campaign for the Northam Park renovations, it was clarified that the coordination of Northam Park fundraising is being done through The Community Foundation.

Review 2015 Capital and Technology Long Range Plan Items

Carpet has been delivered to the contractor with installation expected within in the next few weeks. The Friend's Theater Renovation is set for August, the least busy month for programming. Both projects came in slightly over budget, but by funding the Replacement of Youth Tablets through donations, we anticipate staying within budget for the 2015 projects planned.

The Library is suspending the Security Camera project until completion of the City's Fiber project to allow for more options in shared services and cost savings.

Discuss Operational Measures

The Committee brainstormed the possible measures which are featured in the chart below. The Director will present information on those for which we already have data, and Administration will work on compiling information otherwise.

Building	Technology	Safety	Other
<i>Energy Conservation</i>	<i>Upgrade Cycles</i>	<i>Incident Reporting, both staff and patrons</i>	<i>Programming satisfaction score sampling</i>
<i>Set contribution per year to the building maintenance fund (Planned Transfers)</i>	<i>Website Downtime</i>		<i>Reshelving/catalog process time</i>
			<i>Delivery processing time</i>

Adjournment

The meeting was adjourned at 4:42 p.m.

**OPERATIONS COMMITTEE MEETING NOTES
JULY 9, 2015 at 9:00 AM**

The meeting was called to order at 9:02 a.m.

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

EXCUSED ABSENCES: Gloria Heydlauff

Review of Minutes

There were no changes to the May minutes.

Operational Success Measures

The Committee agreed on waiting to develop the Operational Success Measures further until the Strategic Plan is in its final stages. Based on the available incident report data, the Committee decided not to include incidents as a measurement, but would like an annual review of incidents and correlating trends. Administration anticipates this being done in February of each year.

Adjournment

The meeting was adjourned at 9:26 a.m.

As two of the three Operations Committee members were not present for the Board meeting, the present Board members opted to wait to discuss the goal for annual donations until everyone was present.

PRESIDENT'S REPORT

The Board discussed at length decisions made in the past few prior meetings regarding the new strategic planning process and came to a consensus on the general ideas and methods to then be fine-tuned and developed further by Administration. The documents detailing the items discussed are included as an exhibit to these minutes.

EXECUTIVE SESSION

Ms. Davis made the motion to go into executive session to consider the employment of a public employee. Mr. Burtch seconded the motion. Ms. Magee called the roll vote of the present Board Members with the following result: VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Ms. Olstad, Mr. Shkurti. VOTING NAY: None.

The Board returned to open session.

ADJOURNMENT

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

The meeting was adjourned at 6:45 p.m.

William J. Shkurti, President

John M. Yesso, Secretary