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**UPPER ARLINGTON PUBLIC LIBRARY  
MINUTES  
BOARD OF TRUSTEES MEETING  
Tuesday, August 18, 2015 5:00 PM**

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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 Yesso

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

EXCUSED ABSENCE: None

***CONSENT AGENDA***

The consent agenda included the Minutes from the June 16, 2014 Board of Trustees meeting, the Financial Report for June 2015 and July 2015 and the June and July Donations Resolutions. The Financial reports are included as an exhibit to these minutes. The donations resolutions are included here.

**RESOLUTION 12-15  
JUNE 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>
\$13.00	130	Anonymous
\$100.00	130	Wanda A. Mayo; In Memory of Abdul Sattar Khan
\$145.29	130	The Columbus Foundation; Match Gift from the Big Give
\$100.00	130	Christine Taylor; The Big Give
\$20.00	130	Darilee A. Piner; The Big Give
\$50.00	130	Suzanne S. Sumner; The Big Give

\$100.00	130	Maureen Campion; The Big Give
\$50.00	130	Douglas Miller & Susan Brauning; The Big Give
\$20.00	130	Karen Hull; The Big Give
\$50.00	130	Shahin Shoar; The Big Give
\$20.00	130	Lady Mary McDonald; The Big Give
\$100.00	130	Stephen Johnson; The Big Give
\$50.00	130	Edith Pattou; The Big Give
\$25.00	130	David A Hanhिलammi; The Big Give
\$100.00	130	Karen A. Davis; The Big Give
\$25.00	130	Juanita D. Elliott; The Big Give
\$20.00	130	Diana Magee; The Big Give
\$40.00	130	Anton C. Chin; The Big Give
\$50.00	130	Karen Olstad; The Big Give
\$100.00	130	Christine Bohannan; The Big Give
\$50.00	130	Ann A Knodt; The Big Give
\$100.00	130	John M. Yesso; The Big Give
\$40.00	130	Katherine E. Porter; The Big Give
\$20.00	130	Robin Kingma; The Big Give
\$50.00	130	Deborah L. Eschenbacher; The Big Give
\$30.00	130	Lindsay S. Baker; The Big Give
\$100.00	130	Jan Legg; The Big Give
\$100.00	130	Anonymous; The Big Give

**RESOLUTION 13-15**  
**JULY 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>
Four Tickets to Marvel Universe Live; \$180 Value	NA	Tracy Hedrick, Summer Library Club Prizes

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

### ***INSURANCE EDUCATION***

The previously planned presentation by the Library's insurance broker had to be rescheduled due to the broker's illness.

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

During the initial planning of the 2015 Author Visit, it was suggested that the Library's Tremont Road location would need to be closed for the reception on October 11<sup>th</sup>. Due to the timing of the reception, that is no longer necessary and the Library will remain open for normal operating hours on October 11<sup>th</sup>.

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

Circulation is significantly higher than last year at this same time, which may be in part due to the implementation of auto-renew. When possible, Ms. Taylor will further investigate first-time circulation trends and the influence of auto-renew.

### ***FINANCE COMMITTEE***

The notes from the August Finance Committee are included here:

#### ***FINANCE COMMITTEE TUESDAY AUGUST 18, 2015 MEETING NOTES***

*The meeting was called to order at 4:07 p.m.*

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

***EXCUSED ABSENCE:*** Karen A. Davis

### ***July Financials***

*There were no changes to the July Financials content. Staff did present the Committee with two versions of the General Fund Projections. The first featured the certified amounts of the Public Library Fund (PLF) from January of 2015. The revised version featured amounts based on Franklin County-wide funds available as recertified in June*

of 2015. The Committee recommended continuing to use the revised projections henceforth, including presentation to the Board in the August meeting.

### **Insurance Renewal**

The Finance Committee unanimously supported staff's recommendation to renew insurance with The Ohio Plan with an increase in liability limits. A resolution will be presented to the Board in the August meeting.

### **MEC Direct Energy Contract**

The Committee unanimously supported staff's recommendation to purchase Electrical energy from MEC for the Lane Road and Miller Park locations. A resolution will be presented to the Board in the August meeting.

### **Audit Update**

The process is scheduled to start with the State Auditor's the week of September 21<sup>st</sup>. The audit will not be finalized until the new Fiscal Officer is onboard.

### **Adjournment**

The meeting was adjourned at 4:24 p.m.

The Finance Committee recommended to the Board a renewal of General Liability Insurance with The Ohio Plan with the addition of cyber security and increased liability limits. The Resolution follows:

**RESOLUTION 14-15**  
**To Approve Commercial Building and General Liability Insurance Renewal with Increased Limit of Liability**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts the insurance quote from The Ohio Plan to be administered by Stolly Insurance, for insurance coverage for a one-year term commencing September 1, 2015 with an increase of liability limits from the 3-4 million range to the 5-6 million range. This renewal exists as part of the annual premium calculation and a three-year contract as approved by the Board in September of 2014.

Ms. Olstad made a motion to approve Resolution 14-15. Mr. Yesso seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Ms. Mueller, Ms. Olstad, Mr. Shkurti, and Mr. Yesso. VOTING NAY: None.

The Finance Committee also recommended to the Board purchasing electrical energy for the Lane Road and Miller Park locations from the MEC Consortium/Direct Energy. This was the most cost-effective choice after Upper Arlington's aggregate electrical program ended in mid-2015.

RESOLUTION 15-15  
**To Purchase Electrical Energy from MEC for Lane Road and Miller Park**

BE IT RESOLVED that the Upper Arlington Public Library Board of Trustees does hereby approve the purchase of electrical energy for 1945 Lane Road and 1901 Arlington Avenue from Direct Energy effective as of September 1, 2015.

Ms. Olstad made a motion to approve Resolution 15-15. 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.

***OPERATIONS COMMITTEE***

There was no Operations Committee Meeting in August, and therefore no notes.

Staff brought the history of cash-based donations from 2009-July 2015, exclusive of gift cards, in-kind services, and author visit donations. Based on these figures, the Operations Committee recommended setting an annual donations goal of 7k, 10k, and 15k for 2016, 2017, and 2018, respectively, with an option to revise the goals as needed.

***PRESIDENT'S REPORT***

In reviewing the timeline for completing the strategic plan, the Board recommended providing additional time to allow for discussion of measureable outcomes. This discussion will begin in December after the results of the focus groups and surveys are known.

The Board will continue to refine the Goals of the Library throughout the strategic planning process. Additionally, the Library's fourth core value was decided upon to read as: Community - We support and nourish Upper Arlington's spirit, imagination, history, and culture. This edit was made based on Board and Staff input.

Ms. Taylor will bring back further information on peer libraries as requested by the Board. Additional information on the demographics of Upper Arlington will also be researched further to the Library's primary users. This information will then be used to organize focus groups to include these primary users, as well as non-users, staff, and community leaders. Thereafter, a public survey will be conducted to refine the information provided in the focus groups.

Overall, the Library hopes to best identify what it does well, needs to improve in, and how it can best serve its patrons.

***EXECUTIVE SESSION***

Ms. Heydlauff made the motion to go into executive session to consider the employment of a public employee. Ms. Davis seconded the motion. Ms. Magee called the roll call vote of the Board Members with the following result: VOTING AYE: Mr. Burtch, Ms.

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

The Board returned to open session at 6:50 p.m.

***ADJOURNMENT***

Mr. Burtch made a motion to adjourn the meeting. Mr. Yesso 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 6:51 p.m.

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William J. Shkurti, President

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John M. Yesso, Secretary