
UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Tuesday, October 20, 2015 AT 5 PM

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

IN ATTENDANCE

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

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Justin Nahvi, Fiscal Officer; Julie Whitt, Human Resources Manager; Christine Minx, Marketing and Community Relations Manager; Jen Faure, Community Engagement Specialist; Dena Little, Youth Services Manager; and Diana Magee, Administrative Secretary.

EXCUSED ABSENCE: None

CONSENT AGENDA

The consent agenda included the Minutes from the September 15, 2015 Board of Trustees meeting, the Financial Report for September 2015, and the September Donations Resolution. The Financial report is included as an exhibit to these minutes and the September Donations Resolution below:

RESOLUTION 16-15
SEPTEMBER 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
\$40.00	130	James Dowell

Mr. Burtch made a motion to approve the consent agenda. 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.

ASSISTANT DIRECTOR'S REPORT

Mobile printing was launched which allows printing to a Library printer from home or a mobile device. The new printing software is also especially configured to work with the tablets provided to Upper Arlington's students through the 1:1 Technology Initiative program.

Volunteering opportunities at the Library to assist with the Coding Club Program were so popular with Upper Arlington High Schoolers in their Computer Science and Programming Club that a drawing had to be conducted to choose two from the 25 interested teens.

DIRECTOR'S REPORT

The Board expressed their gratitude and delight regarding the 2015 Author Visit and thanked both Anthony Doerr, for his participation, and staff for all of their hard work that went into the event. The Library has received numerous positive comments on the Author Visit since the event.

Beginning on December 1st, there will be a soft-launch of the Shared Patron Account Access feature among 11 of the 14 Central Library Consortium's member libraries. This means that any patron from a participating CLC library can use their card at each other's libraries and vice versa. For example, a Grandview patron will be able to check out here or use our public computers with their Grandview card. All Upper Arlington patrons will be able to use their cards at the other participating CLC libraries. A patron could still sign up for individual cards from each library if they want to but they will not need to do so.

Progress continues on the development plans for Northam Park. A small reading garden is still proposed adjacent to the Library and Library Administration is discussing what components and configuration of the garden would best serve patrons with the City. At this time, the Library has no additional funding to contribute to the implementation or upkeep of the reading garden, and has advised the City as such.

There were no questions or remarks on the Quarterly Staffing Report, but the Board did request more detailed information such as the ratio of part-time vs. full-time resignations and reasons for leaving, if available. Ms. Whitt advised that the quarterly reports will feature the more detailed analysis from henceforth, in addition to the annual summary report which already includes the requested additional items.

FINANCE COMMITTEE

The notes from the Finance Committee meeting are included here.

***UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
TUESDAY OCTOBER 13, 2015
MEETING NOTES***

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

IN ATTENDANCE: Karen A. Davis, Karen Olstad, Chris Taylor, Kate Porter, Justin Nahvi, and Diana Magee.

EXCUSED ABSENCE: John H. Burtch

September Financials

The Committee reviewed the financial reports for September. The Library is on track to finish the year within budget and expects revenue to be higher than planned at the beginning of the year and therefore, also expects a larger end-of-year transfer to the Capital fund than originally projected. The Committee accepted the reports as presented to be included in the materials for the October meeting of the Board of Trustees.

Health Insurance Plan Changes

The Committee agreed that the “grand mothered” plan with a 7.9% increase offered by Anthem is the best option for the upcoming renewal. Administration will then use the coming year to research other options which may require staff education and preparation prior to switching, depending on how different the new plan is compared to prior years.

A resolution will be presented to the full Board in October for approval of the Health Insurance Renewal at a 7.9% increase.

2016 Pay Ranges

The Committee agreed with the Administration’s proposed changes to the Pay Ranges, including increasing the midpoints by 1% and adding the Assistant Director, Fiscal Officer, and Director of Support Services to the ranges. The changes to the mid-points will allow the Library to remain competitive within the market. The Pay Ranges will be approved as part of the overall Budget in the December Board meeting.

2016 Cost of Living Increases

The Committee agreed with the Administration’s recommended cost of living staff increase of 2.5%. This will continue to close the gap between cumulative Social Security COLA increases and the Library’s cost of living increases, which exists due to two years of no raises in 2010 and 2011 due to budget cuts and Library cost of living increases being less than Social Security COLA in other years. The cost of living adjustment will be included in the proposed 2016 budget to be presented at the December Board meeting.

Furniture & Equipment Annual Estimate

The Finance Committee recommended that the \$54,600 recommended amount for Furniture and Equipment replacement (F&E) be included in the Capital fund as the items on it, while important, are discretionary in nature and not part of ongoing, routine operations of the Library. Administration will bring back a budget scenario reflecting the F&E in the Capital Budget to the November meeting.

Annual General Fund Budget Draft

The Committee discussed the first draft of the 2016 Budget as well as the five year projections. They requested some changes including showing library materials as 15% of the overall budget rather than by a formulaic 2.5% increase each year and moving

the F&E annual amount to the Capital Budget. A revised version of the budget draft will be brought to the November Finance Committee meeting.

Fiber Contract

Administration hopes to have the final version of the Contract with the City and Schools joint Fiber project available for the October Board meeting. Barring that, the most recent draft will be brought in its stead.

Budget Commission Amounts and Rates

The Committee will recommend the Resolution Approving the Amounts and Rates as Determined by the Budget Commission to the Board. The Fiscal Officer also advised that the Board-passed resolution is typically due to the County Auditor by the 13th of October. However, due to the delays at the County level in providing the certified tax levy amount, this was not possible. This will be noted, should future audits question the delayed submission date.

Accounting Software Update

Preliminary quotes for new Accounting Software have come in at approximately \$60K and \$80K, thus far. Additional research in the State Auditor's system and the City of Upper Arlington's system is being done in consideration of the functionality of the systems as well as any possible shared resource opportunities. The Finance Committee recommended increasing the budgeted amount for the system from \$40K to \$80K, as the Library will likely be using the selected software for upwards of a decade and should choose based on functionality and ease of use, as well as pricing. Additionally, the Fiscal Officer advised that once selected and implemented, updates to the Accounting Software will be done on an annual or biennial schedule, to maintain and increase the software's functionality.

Bank Account Signatory Resolution

In order for the Fiscal Officer to be added to the bank accounts as a signatory, a Resolution will be presented to the Board at the October meeting.

Adjournment

The meeting was adjourned at 6:28 p.m.

Additionally, the Committee presented four resolutions to the Board for consideration which are as follows:

Resolution 17-15

To Approve the Fiber Lease Agreement with the City of Upper Arlington

WHEREAS the City of Upper Arlington has proposed, and this Board of Directors finds that it is in the Library's interest, to enter into and form a general partnership with City of Upper Arlington and Upper Arlington Schools in order to provide for their joint investment and participation in the installation, operation, and use of a city-wide fiber network (the "Network"), and

WHEREAS, the Library requires fiber (“Fiber”) for its business operations and such services can be provided on the Network, and

WHEREAS, the City, Library, and District are willing to pay for the costs of constructing, operating, and maintaining the Network by committing their current proposed spend for data circuits, and

WHEREAS, it is anticipated that the Network will allow the City, Library, and District to lower their current cost of internet access, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library, Franklin County, Ohio does hereby enter into a contract on the terms, covenants, and conditions set forth in that certain Fiber Lease Agreement with The City of Upper Arlington, 2800 Tremont Road, Columbus, OH 43221.

AND BE IT FURTHER RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Library Director to sign the Fiber Lease Agreement with the City of Upper Arlington on behalf of the Board, subject to review and approval of the contract by legal counsel and Board Member, John H. Burtch.

Ms. Karen Davis made a motion to approve Resolution 17-15. Mr. John Burtch 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 agreed to the staff recommendation of renewing the Library’s Health Insurance with Anthem Insurance at a 7.9% increase. The upcoming year will be then used to research other options and educate staff on them.

RESOLUTION 18-15
To Accept Anthem Health Care Insurance Renewal

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts the health care insurance renewal proposal from Anthem Insurance to be effective as of December 1, 2015 which reflects a 7.9% increase in premiums.

Ms. Davis made a motion to approve Resolution 18-15. 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.

Mr. Nahvi advised that the Ohio Revised Code requires taxing authorities within the State of Ohio to adopt a resolution annually that accepts the tax levy amount and rates as certified by a county Budget Commission for the following fiscal year. The resolution is as follows:

RESOLUTION 19-15

**Resolution Accepting the Amounts and Rates as Determined by the
Budget Commission and Authorizing the Necessary Tax Levies
And Certifying Them to the County Auditor**

OHIO REVISED CODE, SECTION 5705.34, 5705.35

WHEREAS, This Board in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2016; and

WHEREAS, the Budget Commission of Franklin County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore be it

RESOLVED, the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there by and is hereby levied on the tax duplicate of said Library the rate of each tax necessary to be levied within and without the ten mill limitation for tax year 2015 (collection year 2016) as follows:

SCHEDULE A

Summary of Amounts Required from General Property Tax Approved by the
Budget Commission, and County Auditor's Estimate Tax Rates

Fund	Amount to be Derived from Levies Outside 10 Mill Limitation	Estimate of Full Tax Rate to be Levied Outside 10 Mill Limitation
General Fund	\$3,187,715.48	2.00
TOTAL	\$3,187,715.48	2.00

and be it further RESOLVED, That the Clerk of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Ms. Karen Olstad made a motion to approve Resolution 19-15. Mr. John Burtch seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Ms. Mueller, Ms. Olstad, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

Additionally, Mr. Nahvi advised that in order to add him as a bank signatory to the Library's bank accounts, a resolution was required by the banks as listed below:

RESOLUTION 20-15

Resolution Authorizing the Library Fiscal Officer as the Designated Signatory on Depository Account

OHIO REVISED CODE, SECTION 3375.32, 3375.36

WHEREAS, This Board in accordance with the provisions of law has previously appointed Justin Nahvi as the Fiscal Officer for the Upper Arlington Public Library; and

WHEREAS, Pursuant to Section 3375.36 of the Ohio Revised Code, the Fiscal Officer of the Board of Library Trustees of a free public library shall be the treasurer of the library funds; and

WHEREAS, Interim deposits of the Library are currently on deposit with Huntington National Bank with additional assets held in trust through a money market account at Fifth Third Bank; and

WHEREAS, Each of the noted State Depositories require the submittal of signed account resolutions that establish authorized representatives from the governmental entity as well as signature cards for the newly designated Fiscal Officer; now, therefore,

BE IT RESOLVED BY THE UPPER ARLINGTON BOARD OF TRUSTEES:

That the attached account resolutions and signature cards designating Justin Nahvi as an authorized representative on behalf of the Upper Arlington Public Library are hereby approved.

Ms. Davis made a motion to approve Resolution 20-15. Ms. Mueller 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

The September Operations Committee Notes are as follows. There was no October Operations Committee meeting.

***OPERATIONS COMMITTEE
SEPTEMBER 22, 2015 at 4:00 PM
MEETING NOTES***

The meeting was called to order at 3:59 p.m.

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

EXCUSED ABSENCES: None

Furniture and Equipment Replacement Cycle

Starting with a list of building contents compiled during an insurance appraisal in 2014, the Director removed items already included in other replacement plans or that would only be replaced as part of a larger project. Average replacement cycles for the four categories of items, (Audio Visual Equipment, Office & Library Equipment, Furniture, and Appliances) were then researched and determined. Finally, the total replacement costs for the items in each category were calculated, then divided by that category's replacement cycle to determine an annual cost. Based on these figures, Administration recommended budgeting \$54,600 per year for Furniture and Equipment Replacement.

The Operations Committee agreed with the inclusions and exclusions of the list, as well as the method and recommended the plan to the Finance Committee for review in October. Additionally, it was recommended that the Furniture and Equipment Replacement Cycle be included in the General, rather than the Capital Fund.

Capital and Long-Range Plans

The Flooring Plan was updated based on the 2015 Flooring Project. The new estimates are less than the originals due to less costly furniture moving than expected, making \$110,126 available for other projects over the next 20 years.

Staff recommended revisions to the Project List including the addition of a new accounting system and time-keeping software, which would increase the 2016 budget by \$40,000. Additionally, staff recommended the replacement of the snowmelt system be removed due to the reduced portion of sidewalk in front of the Library after the parking lot redesign, as well as the cost for shoveling being minimal. This eliminated project allows \$18,000 for other projects.

The Committee agreed to the recommended revisions. The Director did advise the Committee that the Consortium will be updating its cyber-security, and that this may have a financial impact on the Library. More information will be provided as available.

Operation Committee Meeting Dates and Goals

The Operations Committee does not plan to meet again until December 2015 when they will discuss new digital security policies, donor tracking software, and the fundraising strategy for the coming years.

Adjournment

The meeting was adjourned at 4:36 p.m.

PRESIDENT'S REPORT

Following the September Board meeting, staff input was requested and from those staff who responded, "Connecting the Community," was favored as the Library's next vision statement. This statement will be included in the draft of the strategic plan to be considered for edits alongside the Mission Statement, Value Statements, and Goals during the December Board Meeting.

While the State Library's final report on the strategic planning focus groups was not yet available, Administration did provide the anecdotal trends of the focus group with more detailed information to be presented when available.

Administration brought a draft of the survey questionnaire to be made available to the public, both electronically, and on paper in November 2015. The Board had a few minor changes which will be made before testing the survey among staff in October. Administration intends to bring an initial analysis of the collected data back to the Board in December.

Three members of the Board are due for reappointment in 2016. Of the three, Mr. John H. Burtch and Ms. Karen A. Davis have opted not to pursue reappointment while Mr. John Yesso will pursue reappointment. The current Board President, Vice-President, and Library Director will work with the City Council in selecting new Board Members.

ADJOURNMENT

Mr. Yesso made a motion to adjourn the meeting. Ms. Heydlauff 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 6:35 p.m.

William J. Shkurti, President

John M. Yesso, Secretary