
UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Tuesday, December 08, 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, William J. Shkurti, and John M. Yesso.

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

EXCUSED ABSENCES: Sarah Mueller and Karen Olstad

CONSENT AGENDA

In addition to approving the absence of Sarah Mueller and Karen Olstad, the consent agenda included the Minutes from the October 20, 2015 Board of Trustees meeting, the Financial Report for October 2015 and the October and November Donations Resolutions. The Financial report is included as an exhibit to these minutes. The donations resolutions are included here.

RESOLUTION 21-15
OCTOBER 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
\$350.00	130	Wednesday Literary Club

RESOLUTION 22-15
NOVEMBER 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
\$2,500.00	130	Steeg L. Hertz, In Memory of Dave Hertz

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

The Board recognized three retiring members, John H. Burtch, Karen A. Davis, and Karen Olstad, for their service to the Library with Resolutions 23-15, 24-15, and 25-15, which can be found as exhibits to these minutes. Below is the voting record for all three resolutions:

The Board reviewed the 2016 Board Meeting Schedule, which is attached as an exhibit to these minutes. The Board approved the schedule with the following vote:

Mr. Burtch made a motion to approve the 2016 Board Meeting Schedule. Ms. Heydlauff seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

ASSISTANT DIRECTOR'S REPORT

Comics and ebooks for both adults and kids are now available through Hoopla.

Holiday Happiness was once again a successful event with the Jones Middle School Chamber Orchestra and Hastings Middle School Choir, as well as many presenters and an appearance by Santa and Mrs. Claus. Miller Park also hosted Home for the Holidays with their own visit from Santa.

DIRECTOR'S REPORT

The UAPL is once again a five star library by the Library Journal. Program attendance spiked in October due to the Author Visit. Computer usage is trending upwards although it is not clear what may have caused this increase after so many months of decline.

The Upper Arlington STAND committee has received funding from the Upper Arlington Rotary Community Service Committee to fund a collection of book clubs in a bag with addiction or addiction-related issues as the theme. While working on the funding request for this project Administration researched whether electronic copies would be cheaper than buying physical copies. Libraries are typically charged more for electronic copies than the general public, and therefore that would not be a cost-effective option.

FINANCE COMMITTEE

The Fiscal Officer's written report is included as an exhibit to these minutes. The Notes from the Finance Committee meeting are included here.

***UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
THURSDAY NOVEMBER 12, 2015
MEETING NOTES***

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

IN ATTENDANCE: John H. Burtch, Karen Olstad, William Shkurti, Chris Taylor, Kate Porter, Justin Nahvi, Sarah Brickner, and Diana Magee.

Absent: Karen Davis

Financials

The Committee reviewed the financial reports for October. Fine revenue is still trending downwards due to auto-renewal but the Library is on track to finish the year within budget.

The financial reports will be reformatted or updated to reflect Justin's method of projections versus the formulas used by the previous Fiscal Officer.

The Committee accepted the financial reports, with updates as discussed, to be included in the materials for the December 8th meeting of the Board of Trustees.

Budget

The Committee reviewed three budget scenarios based on varying levels of capital expenditures. The Committee recommended Scenario 1 to be presented to the Board which retained the projects and building improvements earlier identified by the Operations Committee as crucial to the upkeep of the Library's facilities. The Committee felt that the delay of such repairs and upkeep would likely only lead to larger future expenses.

Levy Timeline

As the Library's 5-Year levy comes to term in 2017, the Committee agreed that a Levy Committee will need to be organized soon and the millage amount carefully considered so as not to create an undue burden on Upper Arlington residents.

2013-2014 State Audit

The Fiscal Officer outlined updates on the 2013-2014 State Audit for the respective fiscal years of the Library and provided areas that might be discussed with the Finance Committee once the final audit has been released.

Adjournment

The meeting was adjourned at 6:09 p.m.

REVISED FIBER CONTRACT

Fiscal Officer, Justin Nahvi, advised that after much discussion with the City regarding the Fiber Contract, both the Library and the City made some concessions. However, because not all of the Library's requested changes were made, a new resolution must be passed by the Board to permit the Director to sign the contract. This resolution will supersede resolution 17-15.

Resolution 26-15
**To Approve the Amended 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 not to exceed \$17,616 annually for approximately nine years until such time that the City's initial capital investment for the fiber network is recouped and for an additional fifteen years at a rate of 6 percent of the total annual cost incurred by the City related to the operation, inspection and testing, repair, management, and maintenance of the Network minus any lease payments from lessees other than the Library or School District.

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.

Mr. Burtch made a motion to approve Resolution 26-15. Ms. Heydlauff seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

A special Finance Committee was held prior to the Board Meeting to discuss that status of the Library's audit. The audit is wrapping up and there will be a final meeting with the Fiscal Officer, Director and auditors on the Friday following the December Board meeting. Ultimately all of the items on the draft issues listing are correctible and will be addressed in the first quarter of 2016.

BUDGET

The Board reviewed the proposed 2016 Pay Ranges and Cost of Living Increase and passed it with the following resolution:

RESOLUTION 27-15 **2016 Pay Ranges and Staff Cost of Living Increase**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the revised 2016 pay ranges as listed in the attached permanent exhibit to be effective beginning December 20, 2015.

BE IT FURTHER RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve a 2.5% cost of living adjustment calculated using the midpoint of the assigned Pay Range for all staff in job titles listed on the Pay Ranges and the same percentage of current salary for those job titles not listed on the salary schedule to be effective with the first pay of 2016.

Mr. Yesso made a motion to approve Resolution 27-15. Ms. Davis seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

The Board reviewed the 2016 budget as recommended by Administration. For planning purposes, the Board also reviewed the 5-Year Projections to prepare as carefully as possible for the Library's future financial needs. During the first Finance Committee meeting of 2016, the 5-Year Projections will be reevaluated. The resolution to approve the 2016 Permanent Appropriations is as shown here:

RESOLUTION 28-15 **2016 PERMANENT APPROPRIATIONS**

	GENERAL FUND - 100	UAPL FRIENDS FUND - 201*	RESTRICTED FUND - 250	BUILDING FUND - 402
REVENUE				
ESTIMATED BALANCE AT 1/1/2016	2,393,299	9,405	263,778	696,477
LESS RESERVE FOR 2015 ENCUMBRANCES	(393,919)	(3,840)	(3,685)	(12,673)
PLUS REVENUE	5,933,330	76,500	-	263,221
AVAILABLE FOR APPROPRIATIONS (PROJECTED CASH BALANCE)	7,932,710	82,066	260,093	947,025
EXPENDITURES*				
OPERATING:				
SALARIES & BENEFITS	3,940,487	-	-	-
LIBRARY MATERIALS	850,000	-	-	-
OTHER EXPENSES	911,896	76,500	24,500	272,515
TOTAL OPERATING EXPENDITURES	5,702,383	76,500	24,500	272,515
NON-OPERATING				
OTHER EXPENSES / TRANSFERS OUT	263,221	-	-	-
GRAND TOTAL EXPENDITURES	5,965,604	76,500	24,500	272,515
PROJECTED YEAR-END CASH BALANCE	1,967,106	5,566	235,593	674,510

Note: General Fund has three expense budget categories whereas all other funds have one budget category that covers all non-personnel budget accounts for a fund.

Mr. Yesso made a motion to approve Resolution 28-15. Ms. Heydlauff seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

CAPITAL PLANS

Prior meetings with both the Finance and Operations Committees established timelines for the maintenance of the Library facilities. The Board voted to move ahead with the scheduled 2016 projects with the following Resolution:

RESOLUTION 29-15 2016 Capital Plans

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the 2016 Capital Projects as listed in the attached permanent exhibit. Funding for said projects are included in the 2016 Budget.

Ms. Heydlauff made a motion to approve Resolution 29-15. Mr. Burtch seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

TAX ADVANCE

In order to receive advanced tax distributions to normalize operating cash flows, the Board passed the following Resolution:

RESOLUTION 30-15 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 Fiscal Officer of the Library, Justin Nahvi, to receive tax advances and settlements from the Franklin County Auditor for the 2016 fiscal year.

Ms. Davis made a motion to approve Resolution 30-15. Mr. Burtch seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY OPERATIONS COMMITTEE TUESDAY, DECEMBER 1, 2015 MEETING NOTES

The meeting was called to order at 3:30 p.m.

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

EXCUSED ABSENCES: None

Distribution of Capital & Technology Long-Range Plan Notebooks

A compilation of all the Long-Range Plans was provided to the Committee with attention drawn to the fact that the Furniture and Equipment Replacement Plan for 2016 was reduced from the originally recommended \$54,600 to \$11,000. The \$11,000 is slated specifically for the purchase of a digital microfiche machine to replace the two current, outdated machines.

Review & Finalize Fundraising Plan Effective 2016

The Committee approved of the proposed timelines for 2016, 2017, and 2018 respectively, with one addition. The Committee requested that thank you cards be sent to past donors before the end of 2015. These cards may also include dates for 2016 campaigns or events, should they be available at the time of printing.

The Committee will brainstorm more fundraising ideas in their February 2016 meeting.

Revised Fiber Contract with City

Fiscal Officer, Justin Nahvi, advised that after much discussion with the City regarding the Fiber Contract, both the Library and the City made some concessions. However, because not all of the Library's requested changes were made, a new resolution must be passed by the Board to permit the Director to sign the contract. This resolution will supersede resolution 17-15. The Committee recommended the new resolution to be presented to the Board at the December 8th meeting.

Strategic Plan Formatting & Terminology

The Committee recommended rephrasing the "Outcome Measures" as "Strategies for Success." Administration will extrapolate more specific ideas from the 2015 Public Survey results in order to draft these Strategies for Success which will be included in the December 8th Board Meeting Packet.

#GivingTuesday Update

At the time of the meeting, there were no donations from the Giving Tuesday campaign. The campaign was shared on the Library's website and social media but the campaign was spread across a large number of organizations, including many well-known national non-profits.

The meeting was adjourned at 4:44 p.m.

PRESIDENT'S REPORT

MORPC (Mid-Ohio Regional Planning Commission) projected Upper Arlington's demographics out to 2050. Based on these projections, the size and demographics of Upper Arlington look to remain steady. This knowledge will help the Library determine how to best serve its community.

The age demographics of the survey respondents closely mirrored those of the community. The Library will strive to continue to do what makes it a great library now and based on feedback from the community, consider areas of improvement and innovation for the future.

BOARD VACANCIES

The outgoing Board chair, incoming Board chair, and Library Director will meet with three members of City Council to go over Library Board Member applications in early January. In order to have a diverse and well-rounded Board, the ad-hoc committee will be looking specifically for applicants with legal, accounting, and possibly marketing or fundraising experience. There are 12 applicants thus far.

ADJOURNMENT

Mr. Burtch 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 6:45 p.m.

William J. Shkurti, President

John M. Yesso, Secretary