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UPPER ARLINGTON PUBLIC LIBRARY  
MINUTES  
BOARD OF TRUSTEES MEETING  
Tuesday, January 19, 2016 5:00 PM

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The meeting was called to order at 5:14 p.m.

***IN ATTENDANCE***

BOARD MEMBERS: Peter Hahn, Gloria Heydlauff, Kyle McKee, Sarah Mueller, Sue Ralph, William J. Shkurti, and John M. Yesso.

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

EXCUSED ABSENCE: None

***CONSENT AGENDA***

The consent agenda included the Minutes from the December 8, 2015 Board of Trustees meeting, the Financial Report for December 2015 and the December Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 03-16  
**DECEMBER 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>
\$50.00	130	Elizabeth Kraftician
\$500.00	130	Sarah Mueller
\$100.00	130	Robert Rapp

## SIGNATURE SHEET

Resolution No. 03-16

1/19/16

Upon the motion of Trustee Heydlauff seconded by Trustee Shkurti

### Voting:

<b>Sarah Mueller, President</b>	<b>Aye</b>
<b>John Yesso, Vice President</b>	<b>Aye</b>
<b>Gloria Heydlauff, Secretary</b>	<b>Aye</b>
<b>Peter Hahn</b>	<b>Aye</b>
<b>Kyle McKee</b>	<b>Aye</b>
<b>Sue Ralph</b>	<b>Aye</b>
<b>William Shkurti</b>	<b>Aye</b>

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

### CERTIFICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon by the Upper Arlington Public Library Board of Trustees, Upper Arlington, Ohio on the date noted above.

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Justin Nahvi  
Upper Arlington Public Library  
Upper Arlington, Ohio

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

The Board was provided with a long list of collaborations with community schools that have taken place since 2012. Many of the collaborations are ongoing and the Library and schools continue to look for ways to work together to the benefit of the community.

The Columbus Metropolitan Library is piloting a new overlay for the catalog which all members of the Central Library Consortium use. The overlay changes the appearance of the catalog on CML's website, only, and offers some additional functionality and options surrounding social media and ebooks. Other members of the consortium, including UAPL, may consider using the overlay in the future, too.

The Library will be hosting Kathleen Grissom, Author of *The Kitchen House: A Novel*, in May. This visit is in addition to the Author Visit Event to take place in October.

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

Ms. Taylor presented a listing of collaborations and shared services outside of those with the community schools. She noted that programs for seniors have been increasing and have been particularly popular. Once the Upper Arlington optic fiber network is lit, the Library anticipates having more opportunities for collaboration and shared services.

Both the school and community shared services and collaborations will be reported on an annual basis.

The Board was provided with more detail on turnover in the Annual/Quarterly Staffing Report. The Library's turnover rate was 24.2 % for 2015, which is in alignment with other libraries and much lower than the service industry at 49% and retail at 46.7%. 40% of the turnover of part-time staff was due to moving on to full-time positions. While the Library's open hours constrain the number of full-time versus part-time positions, Administration will continue to watch turnover and address causes as possible.

At the end of 2015, the Library's circulation was 13% higher than at the end of 2014. Admin will further research what formats are circulating well or not and how auto-renew has affected the overall circulation.

While programming attendance increased by 14% for 2015 overall and the number of programs offered only increased by 8%, the December programming attendance numbers illustrate a dip, largely due to the new door counters. Holiday Happiness attendance is measured by the door counters which were changed in January 2015 and count more accurately than the previous models in 2014 which appear to have double counted each person.

Computer usage dipped in December as well, likely due to the One to One technology initiative which distributed devices to the Upper Arlington middle schools on December 5<sup>th</sup> and to the high school on December 12<sup>th</sup>. This has anecdotally decreased the number of children using the computers after school at one Library location, which some adult patrons have noticed and appreciated. Administration will continue to watch computer and WiFi usage trends.

The Board was presented with a new Local Library Security Policy for approval. The policy is necessary for the UAPL to be compliant with the Central Library Consortium's new security policy, the Ohio Revised Code, and Payment Card Industry Standards. Much of what is included in the policy was already being acted upon by UAPL, with the exception of requiring a password to access the Library's wireless network. The password will be openly available to patrons but will add a level of security via encryption between the patron's device and the network.

**RESOLUTION 04-16**  
**To Approve Local Library Security Policy**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts and adopts the addition of the Local Library Security Policy, to be included in the 2016 edition of the Operations Manual, as outlined as an Exhibit to this Resolution and recommended by the Administration of the Upper Arlington Public Library.

**SIGNATURE SHEET**

Resolution No. 04-16

1/19/16

Upon the motion of Trustee Shkurti seconded by Trustee Hahn

**Voting:**

<b>Sarah Mueller, President</b>	<b>Aye</b>
<b>John Yesso, Vice President</b>	<b>Aye</b>
<b>Gloria Heydlauff, Secretary</b>	<b>Aye</b>
<b>Peter Hahn</b>	<b>Aye</b>
<b>Kyle McKee</b>	<b>Aye</b>
<b>Sue Ralph</b>	<b>Aye</b>
<b>William Shkurti</b>	<b>Aye</b>

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

**CERTIFICATION**

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon by the Upper Arlington Public Library Board of Trustees, Upper Arlington, Ohio on the date noted above.

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Justin Nahvi  
Upper Arlington Public Library  
Upper Arlington, Ohio

***FINANCE COMMITTEE***

The Fiscal Officer’s written report is included as an exhibit to these minutes. The first Finance Committee meeting will take place in February.

Mr. Nahvi noted that the Library ended 2015 within budget and saw savings in operating costs and library materials due to staff seeking them, as well as cost savings in staffing due to vacancies.

The Board was presented with four resolutions for millage certification from the county auditor in preparation for the Library’s levy. While the Board wished to be diligent in passing all four resolutions and understanding how each scenario would affect the Library’s future, it was primarily concerned with the Library providing the same excellent level of service with the least amount of burden on the homeowners, as possible. The Board also wished to make clear that that this request was for information purposes only and did not represent a policy decision on the part of the Board to go forward with any particular option.

**Resolution 05-16**

RESOLUTION REQUESTING THE FRANKLIN COUNTY AUDITOR TO CERTIFY THE CURRENT ASSESSED VALUATION OF THE CITY OF UPPER ARLINGTON, FRANKLIN COUNTY, OHIO AND THE AMOUNT TO BE GENERATED DURING THE FIRST YEAR OF COLLECTION OF A RENEWAL TAX LEVY FOR CURRENT EXPENSES OF THE UPPER ARLINGTON PUBLIC LIBRARY.

(R.C. Sections 5705.03, 5705.23, 5705.192)  
**Renewal Library Operating Levy (2.00)**

WHEREAS, the Library is currently levying a two (2.00) mill 5-year library operating levy approved by the voters of the City on March 6, 2012, and first placed on the tax list and duplicate in 2013 (the "Original Levy") for collection years 2013, 2014, 2015, 2016 and 2017; and

WHEREAS, this Board wishes to initiate proceedings for the submission to the electors of the City the question of a renewal tax levy for current expenses of the Library;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, two-thirds of all of the members elected thereto concurring, that:

Section 1. It is necessary to renew all of the Original Levy for current operating expenses of the Library.

Section 2. The Franklin County Auditor is hereby requested to certify the current tax valuation of the City and the amount to be generated during the first year of collection of a renewal for the benefit of the Library at a rate not exceeding two (2.00) mills for each one dollar of valuation, which amounts to twenty cents (\$0.20) for each one hundred dollars of valuation, for current expenses of the Library, for five (5) years, commencing in 2016, first due in calendar year 2017.

Section 3. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Franklin County Auditor.

Section 4. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

**SIGNATURE SHEET**

Resolution No. 05-16

1/19/16

Upon the motion of Trustee Yesso seconded by Trustee Shkurti

**Voting:**

<b>Sarah Mueller, President</b>	<b>Aye</b>
<b>John Yesso, Vice President</b>	<b>Aye</b>

<b>Gloria Heydlauff, Secretary</b>	<b>Aye</b>
<b>Peter Hahn</b>	<b>Aye</b>
<b>Kyle McKee</b>	<b>Aye</b>
<b>Sue Ralph</b>	<b>Aye</b>
<b>William Shkurti</b>	<b>Aye</b>

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

#### CERTIFICATION

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon by the Upper Arlington Public Library Board of Trustees, Upper Arlington, Ohio on the date noted above.

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Justin Nahvi  
Upper Arlington Public Library  
Upper Arlington, Ohio

#### **Resolution 06-16**

RESOLUTION REQUESTING THE FRANKLIN COUNTY AUDITOR TO CERTIFY THE CURRENT ASSESSED VALUATION OF THE CITY OF UPPER ARLINGTON, FRANKLIN COUNTY, OHIO AND THE AMOUNT TO BE GENERATED DURING THE FIRST YEAR OF COLLECTION OF A REPLACEMENT TAX LEVY FOR CURRENT EXPENSES OF THE UPPER ARLINGTON PUBLIC LIBRARY.

(R.C. Sections 5705.03, 5705.23, 5705.192)  
**Replacement Library Operating Levy (2.00)**

WHEREAS, the Library is currently levying a two (2.00) mill 5-year library operating levy approved by the voters of the City on March 6, 2012, and first placed on the tax list and duplicate in 2013 (the "Original Levy") for collection years 2013, 2014, 2015, 2016 and 2017; and

WHEREAS, this Board wishes to initiate proceedings for the submission to the electors of the City the question of a replacement tax levy for current expenses of the Library;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, two-thirds of all of the members elected thereto concurring, that:

Section 1. It is necessary to replace all of the Original Levy for current operating expenses of the Library.

Section 2. The Franklin County Auditor is hereby requested to certify the current tax valuation of the City and the amount to be generated during the first year of collection of a replacement for the benefit of the Library at a rate not exceeding two (2.00) mills for each one dollar of valuation, which amounts to twenty cents (\$0.20) for each one hundred dollars of

valuation, for current expenses of the Library, for five (5) years, commencing in 2016, first due in calendar year 2017.

Section 3. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Franklin County Auditor.

Section 4. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

### **SIGNATURE SHEET**

Resolution No. 06-16

1/19/16

Upon the motion of Trustee Yesso seconded by Trustee Shkurti:

#### **Voting:**

<b>Sarah Mueller, President</b>	<b>Aye</b>
<b>John Yesso, Vice President</b>	<b>Aye</b>
<b>Gloria Heydlauff, Secretary</b>	<b>Aye</b>
<b>Peter Hahn</b>	<b>Aye</b>
<b>Kyle McKee</b>	<b>Aye</b>
<b>Sue Ralph</b>	<b>Aye</b>
<b>William Shkurti</b>	<b>Aye</b>

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

### **CERTIFICATION**

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Justin Nahvi  
Upper Arlington Public Library  
Upper Arlington, Ohio

### **Resolution 07-16**

RESOLUTION REQUESTING THE FRANKLIN COUNTY AUDITOR TO CERTIFY THE CURRENT ASSESSED VALUATION OF THE CITY OF UPPER ARLINGTON, FRANKLIN COUNTY, OHIO AND THE AMOUNT TO BE GENERATED DURING THE FIRST YEAR OF COLLECTION OF A RENEWAL WITH AN INCREASE TAX LEVY FOR CURRENT EXPENSES OF THE UPPER ARLINGTON PUBLIC LIBRARY.

(R.C. Sections 5705.03, 5705.23, 5705.192)

## **Renewal with an Increase Library Operating Levy (2.10)**

WHEREAS, the Library is currently levying a two (2.00) mill 5-year library operating levy approved by the voters of the City on March 6, 2012, and first placed on the tax list and duplicate in 2013 (the "Original Levy") for collection years 2013, 2014, 2015, 2016 and 2017; and

WHEREAS, this Board wishes to initiate proceedings for the submission to the electors of the City the question of a renewal with an increase tax levy for current expenses of the Library;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, two-thirds of all of the members elected thereto concurring, that:

Section 1. It is necessary to renew all of the Original Levy and levy an increase of one-tenth (0.10) mills, for current operating expenses of the Library.

Section 2. The Franklin County Auditor is hereby requested to certify the current tax valuation of the City and the amount to be generated during the first year of collection of a renewal with an increase tax levy, being an increase of one-tenth (0.10 mills) for the benefit of the Library at a rate not exceeding two and one-tenth (2.10) mills for each one dollar of valuation, which amounts to twenty-one cents (\$0.210) for each one hundred dollars of valuation, for current expenses of the Library, for five (5) years, commencing in 2016, first due in calendar year 2017.

Section 3. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Franklin County Auditor.

Section 4. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

### **SIGNATURE SHEET**

Resolution No. 07-16

1/19/16

Upon the motion of Trustee Yesso seconded by Trustee Shkurti

#### **Voting:**

<b>Sarah Mueller, President</b>	<b>Aye</b>
<b>John Yesso, Vice President</b>	<b>Aye</b>
<b>Gloria Heydlauff, Secretary</b>	<b>Aye</b>
<b>Peter Hahn</b>	<b>Aye</b>
<b>Kyle McKee</b>	<b>Aye</b>
<b>Sue Ralph</b>	<b>Aye</b>
<b>William Shkurti</b>	<b>Aye</b>

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

### **CERTIFICATION**



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Justin Nahvi  
Upper Arlington Public Library  
Upper Arlington, Ohio

### **Resolution 08-16**

RESOLUTION REQUESTING THE FRANKLIN COUNTY AUDITOR TO CERTIFY THE CURRENT ASSESSED VALUATION OF THE CITY OF UPPER ARLINGTON, FRANKLIN COUNTY, OHIO AND THE AMOUNT TO BE GENERATED DURING THE FIRST YEAR OF COLLECTION OF A RENEWAL WITH AN INCREASE TAX LEVY FOR CURRENT EXPENSES OF THE UPPER ARLINGTON PUBLIC LIBRARY.

(R.C. Sections 5705.03, 5705.23, 5705.192)

#### **Renewal with an Increase Library Operating Levy (2.20)**

WHEREAS, the Library is currently levying a two (2.00) mill 5-year library operating levy approved by the voters of the City on March 6, 2012, and first placed on the tax list and duplicate in 2013 (the "Original Levy") for collection years 2013, 2014, 2015, 2016 and 2017; and

WHEREAS, this Board wishes to initiate proceedings for the submission to the electors of the City the question of a renewal with an increase tax levy for current expenses of the Library;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, two-thirds of all of the members elected thereto concurring, that:

Section 1. It is necessary to renew all of the Original Levy and levy an increase of two-tenth (0.20) mills, for current operating expenses of the Library.

Section 2. The Franklin County Auditor is hereby requested to certify the current tax valuation of the City and the amount to be generated during the first year of collection of a renewal with an increase tax levy, being an increase of two-tenth (0.20) mills for the benefit of the Library at a rate not exceeding two and two-tenth (2.20) mills for each one dollar of valuation, which amounts to twenty-two cents (\$0.220) for each one hundred dollars of valuation, for current expenses of the Library, for five (5) years, commencing in 2016, first due in calendar year 2017.

Section 3. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Franklin County Auditor.

Section 4. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such

formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

### SIGNATURE SHEET

Resolution No. 08-16

1/19/16

Upon the motion of Trustee Yesso seconded by Trustee Shkurti

#### Voting:

**Sarah Mueller, President**                      **Aye**

**John Yesso, Vice President**                      **Aye**

**Gloria Heydlauff, Secretary**                      **Aye**

**Peter Hahn**    **Aye**

**Kyle McKee**    **Aye**

**Sue Ralph**    **Aye**

**William Shkurti**    **Aye**

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

#### CERTIFICATION

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Justin Nahvi  
Upper Arlington Public Library  
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Mr. Yesso made a motion to approve Resolutions 05-16, 06-16, 07-16, and 08-16. Mr. Shkurti seconded the motion. VOTING AYE: Mr. Hahn, Ms. Heydlauff, Mr. McKee, Ms. Mueller, Ms. Ralph, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

#### **OPERATIONS COMMITTEE**

The first Operations Committee Meeting will be held in February. The Board was presented with the Fundraising Plan and had no changes at this time.

#### **PRESIDENT'S REPORT**

The three new Board Trustees will be provided with Strategic Plan supportive materials that were featured in 2015 Board Packets. The Board will look to finalize the plan in its February meeting.

#### **ADJOURNMENT**

Ms. Heydlauff made a motion to adjourn the meeting. Mr. Shkurti seconded the motion. VOTING AYE: Mr. Hahn, Ms. Heydlauff, Mr. McKee, Ms. Mueller, Ms. Ralph, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

The meeting was adjourned at 6:26 p.m.

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Sarah Mueller, President

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Gloria Heydlauff, Secretary