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**UPPER ARLINGTON PUBLIC LIBRARY  
MINUTES  
BOARD OF TRUSTEES MEETING  
Tuesday, February 16, 2016 at 5 PM**

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

***IN ATTENDANCE***

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

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

EXCUSED ABSENCE: Sarah Mueller

***CONSENT AGENDA***

In addition to approving the absence of Sarah Mueller, the consent agenda included the Minutes from the January 19, 2016 Board of Trustees meeting, the Financial Report for January 2016 and the January Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 09-16  
**January 2016 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>
\$ 100.00	130	Ann Royce Moore, In Memory of Kay Jones
\$ 200.00	130	Dareth A. Gerlach Trust, In Memory of Kay Jones
\$ 50.00	130	Shirley Wagner, In Memory of Kay Jones
\$ 25.00	130	John Peterson, In Memory of Kay Jones
\$ 100.00	130	Dorothy B. Foster, In Memory of Kay Jones
\$ 40.00	130	Anonymous
\$ 100.00	130	Gloria Heydlauff, In Memory of Kay Jones
\$ 100.00	130	Thomas H. Jones and Diana Foster-Jones, In Memory of Kay Jones
\$ 100.00	130	Daniel and Linda Sayers, In Memory of Kay Jones

\$ 35.00	130	Lorraine S. Clark, In Memory of Kay Jones
\$ 25.00	130	Carol B. Prince, In Memory of Kay Jones
\$ 50.00	130	Christine Bohannon, In Memory of Kay Jones
\$ 75.00	130	Stephen and Barbara Schaal, In Memory of Kay Jones
\$ 50.00	130	Ida Holdren, In Memory of Kay Jones
\$ 50.00	130	Larry and Sheryl Holdren, In Memory of Kay Jones

The Board requested a clarification in the January minutes to make clear that the request for the four levy millage certifications were for information purposes only and did not represent a policy decision to pursue any of them. It was agreed to add this clarification to the January minutes.

### SIGNATURE SHEET

Resolution No. 09-16

2/16/16

Upon the motion of Trustee Gloria Heydlauff seconded by Trustee Sue Ralph:

Voting:

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

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, Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

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

The Library is offering a new service, SEFL-e, which allows local authors to produce professional quality eBooks and distribute them to patrons locally and beyond the Library. Books are submitted through a simple online form and the author chooses if they want to share it with UA Library patrons only or share with other participating libraries in Ohio. There is no cost and the books published are royalty free. Submitted eBooks may also be chosen for inclusion in the Library Journal SELF-e public library eBook discovery service which will feature some of the best eBooks by self-published authors which will then be made available nationally. Attendees of the UA Library's Write Stuff writers' convention will be invited to participate.

Scanners have been installed at both the Miller Park and Lane Road location to better meet the needs of the patrons. Another new service soon to be offered is the availability of electronic charging cords that can be checked out and used within the Library.

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

A patron expressed great appreciation for the installation of the Alfred Tibor sculptures at the Miller Park Library locations and extended her gratitude to the Board.

The Library Lovers campaign has been launched and will run until March 14th.

Progress towards the \$7,000 fundraising goal for 2016 will be provided at each Board meeting and will include a breakdown of solicited versus unsolicited donations. Many donations in 2016 thus far have been in memory of Katharine W. Jones, former library board member.

New Board members were invited to attend the Ohio Library Council's Library Trustee orientation.

#### ***January Statistics***

Circulation continues to increase, but largely due to auto-renewal. Program attendance continues to rise and computer usage continues to go down. User visits are a little down compared to last year.

#### ***2015 Annual Statistical Overview***

Based on first time circulation, books and audio books remain steady whereas DVDs, Blu-rays, and music are declining. Continuing research on circulation trends will be used when considering the collection and how to appropriate spending.

### ***FINANCE COMMITTEE***

The Notes from the Finance Committee meeting are included here.

*UPPER ARLINGTON PUBLIC LIBRARY  
FINANCE COMMITTEE  
TUESDAY, FEBRUARY 9, 2016 AT 4 PM  
MEETING NOTES*

*The meeting was called to order at 3:57 p.m.*

**IN ATTENDANCE:** *Gloria Heydlauff, Kyle McKee, William Shkurti, Chris Taylor, Justin Nahvi, Sarah Brickner, and Diana Magee.*

### **Financials**

*The Committee reviewed the financial reports for January. Thus far, projections are holding true and the Library is on track to finish the year within budget. The Committee accepted the reports as presented to be included in the materials for the February 16<sup>th</sup> Board Meeting.*

*The Committee was also presented with bank reconciliations for the Library's accounts, which will be normal practice from henceforth. The primary spending account with Huntington bank will be provided in the printed packet while the other account reconciliations will be provided by email, unless money moves in or out of them. Fiscal Officer, Justin Nahvi, will be researching the Library's investments and the possibility of consolidating bank accounts.*

### **5 Year Financial Forecast**

*Justin will provide a worst and best case scenario in addition to the existing 5 Year Forecast. The Committee also requested spending trends over the last 10 years to help make accurate projections.*

*Administration expects the loss of revenue due to the implementation of auto-renew to be at least partially regained once the initial auto-renew lending period expires. This initial period would consist of the first 28-day loaning period and 10 auto-renewals, as long as there are no holds on an item, for most items. However, Administration continues to look for other revenue sources, as well.*

### **OhioCheckbook.com**

*In an effort to demonstrate the Library's responsible stewardship as well as provide the community with a clear view of the Library's operational needs, Administration recommended implementing an open checkbook system, such as OhioCheckbook.com. This would allow the community to see all the Library's expenditures, and possibly revenue. The Committee agreed to recommend pursuing OhioCheckbook.com via a resolution at the February Board Meeting. From there, Justin will further research the features of the open checkbook software and bring examples of how it could be executed to the March Finance Committee Meeting.*

### **Millage Certifications**

*The requested millage certifications have not yet been received. Administration anticipates having them in time to share at the March meeting, which would still keep the Library on schedule with its levy preparation timeline.*

### **Adjournment**

*The meeting was adjourned at 4:55 p.m.*

The Finance Committee brought Resolution 10-16 to the Board for approval. The Resolution is as shown here:

**RESOLUTION 10-16**  
**Resolution Authorizing the Upper Arlington Public Library to Participate in the Ohio**  
**Checkbook.com Program**  
**February 16, 2016**

WHEREAS, the Upper Arlington Public Library is developing a strategic plan that includes an emphasis on fiscal transparency for the general public; and

WHEREAS, the Ohio Treasurer of State operates an online database entitled Ohio Checkbook.com that allows for governmental entities to publish financial data on a voluntary basis that is easily searchable; and

WHEREAS, as a commitment to the pursuit of best practices and transparency for the organization, the Finance Committee of the Upper Arlington Public Library Board of Trustees recommends that the Library participate in this program; now, therefore

BE IT RESOLVED BY THE UPPER ARLINGTON BOARD OF TRUSTEES:

That the Upper Arlington Public Library is hereby authorized to coordinate with the Ohio Treasurer's Office for the purpose of publishing financial information through the Ohio Checkbook.com transparency project.

**SIGNATURE SHEET**

Resolution No. 10-16

2/16/2016

Upon the motion of Trustee Gloria Heydlauff seconded by Trustee William Shkurti:

Voting:

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**

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, Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

## **OPERATIONS COMMITTEE**

The notes from the Operations Committee meeting are included here.

*UPPER ARLINGTON PUBLIC LIBRARY  
OPERATIONS COMMITTEE  
TUESDAY, FEBRUARY 2, 2016 AT 4 PM  
MEETING NOTES*

*The meeting was called to order at 4:08 p.m.*

*IN ATTENDANCE: John Yesso, Peter Hahn, Sue Ralph, Chris Taylor, Kate Porter, and Diana Magee.*

*EXCUSED ABSENCES: None*

### **INCIDENT REPORTS**

*Library staff presented the Committee with an Annual Review of Incident Reports. There were no trends or noticeable increases in 2015 barring the false alarms which were largely a due to faulty keypads and vendors accidentally tripping the alarm.*

### **LONG RANGE PLANS**

*The new Board Members were provided copies of the Long Range Maintenance and Replacement Plans along with a general background of how the plans were researched and developed.*

### **LIBRARY LOVERS' MONTH**

*February is Library Lovers' Month and staff have created a small campaign based on that theme. The campaign will consist of social media and website advertisement as well as opportunities to donate at any of the three Library locations, or to simply write on a heart why you love the Library.*

*We will start tracking solicited versus unsolicited donations and updating the Board on the progress each month towards our goal for the year.*

### **DONOR APPRECIATION IN APRIL**

*Our Donor Appreciation Breakfast will be held on April 14<sup>th</sup>, 2016. The Committee members were asked to think about wording for the remarks at the event regarding the different kind of donations that can be given and how they have been used in the past or will be used in the future. This will be a topic of discussion at our next meeting as well as fundraising ideas, in general.*

*The meeting was adjourned at 4:51 p.m.*

**PRESIDENT'S REPORT**

The Board was presented with a proposed final 2016-2018 Strategic Plan by staff. There were no requested changes and the plan was accepted through the following motion:

Ms. Shkurti made a motion to approve the 2016-2018 Strategic Plan. Ms. Heydlauff seconded the motion. VOTING AYE: Mr. Hahn, Ms. Heydlauff, Mr. McKee, Ms. Ralph, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

The Board voiced their appreciation to the staff for their work on the plan and for developing a focused but comprehensive list of tactics to work on in 2016, as related to the plan. Staff will prepare a final report for the public to include details on the process and pertinent background information used to develop the plan. The final report and plan will be available on the Library's website by the March Board meeting.

**ADJOURNMENT**

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

The meeting was adjourned at 5:51 p.m.

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John Yesso, Vice-President

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Gloria Heydlauff, Secretary