
**UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Tuesday, May 17, 2016 at 5 PM**

The meeting was called to order at 5:08 p.m.

IN ATTENDANCE

BOARD MEMBERS: Peter Hahn, Gloria Heydlauff, Kyle McKee, Sarah Mueller, 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, Dena Little, Youth Services Manager; and Diana Magee, Administrative Secretary

EXCUSED ABSENCE: None

CONSENT AGENDA

The consent agenda included the Minutes from the April 19, 2016 Board of Trustees meeting, the Minutes from the April 25, 2016 Special Board of Trustees meeting, the Financial Report for April 2016 and the April Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

**RESOLUTION 16-16
APRIL 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:

Amount	Fund	Donor
\$10.00	130	Joy Martin
\$50.00	130	Anonymous

SIGNATURE SHEET

Resolution No. 16-16

05/17/2016

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

Voting:

Sarah Mueller, President

Aye

John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Peter Hahn	Aye
Kyle McKee	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.

Justin Nahvi, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

ASSISTANT DIRECTOR'S REPORT

Summer Library Club starts on May 23rd to allow promotion at the schools before they let out for the summer. The program includes reading and activities and patrons of all ages can participate by signing up online or at any public service desk.

Author Kathleen Grissom, author of the Kitchen House, will be visiting the Library at the end of May.

The new Library Link is now available with all of the summer's programs included.

DIRECTOR'S REPORT

The new security camera system provides wider viewing angles, much higher resolution, and a longer recording time compared to the old equipment. This improves the Library's security and ability to investigate if materials are missing or particular incidents need revisited.

One of the respondents to the Strategic Planning Survey in 2015 recommended that we install a hearing loop system in the Friends Theater to assist those with hearing aids to better hear programs. A recent donation in memory of a staff member and from the patron who suggested the hearing loop covered the cost and made the project possible.

The director reminded the Board that all discussion of Library business and/or decisions must be done in an open meeting. A recent opinion has been written that found a board

in violation of open meetings law as a result of a conversation between board members via email.

STATS

Compared to April of 2015, use of the drive-thru book drop at the Tremont location is down 32%, user visits at Tremont are down by 2%, first-time circulation is down 11%, but the number of meeting room bookings remains stable with the number of users up slightly.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
TUESDAY, MAY 10, 2016 AT 4 PM
MEETING NOTES**

The meeting was called to order at 4:03 p.m.

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

Financials

The Committee reviewed the financial reports for April. The Library is on track to finish the year within budget, although the two most recent Public Library Fund distributions have been 3% lower than originally projected. The Committee accepted the reports as presented to be included in the materials for the May meeting of the Board of Trustees.

Additionally, the Committee reviewed four alternative formats for the financial reports, one being chart-based and the others more traditional reports as used by three other libraries. The Committee preferred the chart-based format. Pie charts of budgeted and actual revenue and expenditures in all four Library funds will be presented on a quarterly basis, after a final review at the June Finance Committee Meeting. Other charts demonstrating YTD revenue and expenditures in the general fund, as compared to the same time last year, will be brought on a monthly basis. The chart-based format will retain explanations from the Fiscal Officer for any anomalies or issues that should be brought to the Committee's attention.

Bank Reconciliation

The Fiscal Office is working on options for unclaimed funds. The Chase bank account was closed and consolidated with the Huntington account. The 5/3 bank account is a low interest-accruing savings account which the Library intends to close and reinvest in Star Ohio for a higher yield.

Draft Finance Manual

The Committee reviewed the Finance Manual which was developed from extrapolated portions of the Operations Manual and expanded with new policies, as needed. The Committee will recommend the approval of the Finance Manual at the May Board meeting.

New Accounting System

A team of Library staff viewed three demos of accounting systems in anticipation of replacing the current, antiquated system. After considering three systems, VIP, InCode, and Uniform Accounting Network, Library staff felt that InCode was the best option based on price, timing of implementation, and features. After an explanation of each system, the Finance Committee agreed to recommend Tyler Technologies' InCode system to the full Board in May. Justin anticipates having a contract and purchase order for the Board to approve in June.

2017 Budget Request to Franklin County Budget Commission

Each year, the Library submits projections of how much cash it will have at the end of the year, as well as projected revenue and expenditures for the coming year, to the Franklin County Budget Commission. The projections are based on the approved Five Year Plan. The Finance Committee will recommend passing of the resolution to the full Board in the May meeting.

Adjournment

The meeting was adjourned at 5:01 p.m.

After reviewing the Finance Committee Notes, the Board was presented with four resolutions as follow:

RESOLUTION 17-16

RESOLUTION REQUESTING THE CITY OF UPPER ARLINGTON, FRANKLIN COUNTY, OHIO TO SUBMIT TO THE ELECTORS OF THE CITY THE QUESTION OF A RENEWAL TAX LEVY FOR CURRENT EXPENSES OF THE UPPER ARLINGTON PUBLIC LIBRARY.

(R.C. Sections 5705.03, 5705.23, 5705.25)
Renewal Library Operating Levy

WHEREAS, the Library is currently levying a two (2.00) mill 5-year operating levy approved by the voters of the City on May 8, 2007, and first placed on the tax list and duplicate in 2007 (the "Original Levy") for collection years 2008, 2009, 2010, 2011 and 2012 and then renewed by the voters of the City on March 6, 2012 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; and

WHEREAS, the Franklin County Auditor has certified that the renewal tax will generate \$3,149,227.28 during the first year of collection, based on the current tax valuation of the City of \$1,703,079,080;

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 appointed thereto concurring, that:

Section 1. It is hereby found, determined, declared and recited, that (a) the Library was established as a free public library to serve the City by resolution adopted by the City Council of the City prior to June 20, 1978 pursuant to Ohio Revised Code Section 3375.121; and (b) 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.

Section 2. It is hereby found, determined and declared that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax list and duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Library, and it is necessary to renew all of the Original Levy for current operating expenses of the Library.

Section 3. This Board hereby requests the City Council of the City to pass a resolution under Ohio Revised Code Section 5705.23 and other applicable provisions of law to submit to the electors of the City at an election to be held therein at the 2016 General Election, the question of such renewal. The Library shall reimburse the City for the costs of the election as certified by the Board of Elections of Franklin County, Ohio.

Section 4. Such renewal tax levy shall be 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 six (6) years.

Section 5. Such renewal tax levy shall be placed upon the tax list and duplicate for the tax year of the election, commencing in 2016, first due in calendar year 2017, if a majority of the electors voting thereon vote in favor thereof.

Section 6. This Board finds, determines and declares that the renewal tax, if approved by the electors, is necessary to the proper furnishing and rendering of free public library services in the City and for the residents of the City.

Section 7. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the City Council of the City.

Section 8. It is hereby found and determined that all formal actions of this Board concerning and relating to the passage 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 Ohio Revised Code Section 121.22.

Insert scanned signature sheet.

Each year, the Library submits projections of how much cash it will have at the end of the year, as well as projected revenue and expenditures for the coming year, to the Franklin County Budget Commission. The projections are based on the approved Five Year Plan. Franklin County has a set formula and agreement with its libraries, so the resolution is a formality rather than a means of trying to gain funding.

RESOLUTION 18-16

2017 BUDGET REQUEST TO FRANKLIN COUNTY BUDGET COMMISSION

INCOME	GENERAL FUND - 1X0	UAPL FRIENDS FUND - 201	RESTRICTED FUND - 250	BUILDING FUND - 402
TOTAL REVENUE	5,996,428	81,005	-	256,121
UNENCUMBERED BALANCE AT 1/1/2017*	<u>2,405,575</u>	<u>-</u>	<u>254,462</u>	<u>289,580</u>
AVAILABLE FOR APPROPRIATIONS (CASH BALANCE)	8,402,003	81,005	254,462	545,701
EXPENDITURES				
SALARIES & BENEFITS	4,025,769	-	-	-
LIBRARY MATERIALS	861,824	-	-	-
OTHER EXPENSES	907,975	81,005	22,500	374,191
TRANSFERS TO BUILDING FUND 402	<u>256,121</u>	<u>-</u>	<u>-</u>	<u>-</u>
GRAND TOTAL	6,051,689	81,005	22,500	374,191
NET AFFECT TO CASH BALANCE	<u>2,350,314</u>	<u>-</u>	<u>231,962</u>	<u>171,510</u>

*Unencumbered balance at 1/1/2017 is an estimate. The library may not plan to spend more than the projected cash balance in any fund.

SIGNATURE SHEET

Resolution No. 18-16

05/17/2016

Upon the motion of Trustee William Shkurti, seconded by Trustee Kyle McKee:

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William Shkurti	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

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Justin Nahvi, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

The Board received an electronic version of the Draft Finance Manual which can be seen as an exhibit to these minutes. The Finance Manual was developed from extrapolated portions of the Operations Manual and expanded with new policies, as needed, with the most prominent changes in the areas of investment, proper public purchasing, cash-handling, and a disaster recovery plan.

RESOLUTION 19-16
To Approve Adoption of the Finance Manual

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts and adopts the Finance Manual as presented in the Exhibit to this Resolution and recommended by the Administration of the Upper Arlington Public Library.

SIGNATURE SHEET

Resolution No. 19-16

05/17/2016

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Kyle McKee:

Voting:

Sarah Mueller, President	Aye
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John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William Shkurti	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

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Justin Nahvi, Fiscal Officer
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A team of Library staff viewed three demos of accounting systems in anticipation of replacing the current, antiquated system. After considering three systems Library staff felt that InCode was the best option based on price, timing of implementation, and features. Following the Board's approval, Justin advised that he anticipates having a contract and purchase order for the Board to approve in June.

RESOLUTION 20-16 **To Approve Purchase of New Accounting System**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby approves the purchase of a new accounting system, InCode as provided by Tyler Technologies, and reliant upon the Board's approval of the final contract and purchase order prior to purchase.

SIGNATURE SHEET

Resolution No. 20-16

05/17/2016

Upon the motion of Trustee William Shkurti, seconded by Trustee Peter Hahn:

Voting:	
Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye

Peter Hahn	Aye
Kyle McKee	Aye
William Shkurti	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

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Justin Nahvi, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

OPERATIONS COMMITTEE

The Operations Committee did not meet in the month of May.

PRESIDENT'S REPORT

In preparation for the Levy, Administration recommended to the Board a series of six publications, similar to those produced prior to the 2012 Levy, called the UAPL Minute. The short newsletter would serve as an educational tool with information about the Library and be made easily available via physical copies in the Library and electronic distribution.

The Board agreed that the publications were a good idea and suggested that physical copies be available at City Hall, the School Board, Huffmans, and possibly Giant Eagle.

It was decided that Sarah Mueller, President, and John Yesso, Vice President, would serve on the ad hoc committee to work with City Council to choose new Library Board Trustee as Sue Ralph resigned upon being elected to City Council.

ADJOURNMENT

Ms. Heydlauff made a motion to adjourn the meeting. Mr. Yesso seconded the motion. VOTING AYE: Peter Hahn, Gloria Heydlauff, Kyle McKee, Sarah Mueller, William J. Shkurti, and John M. Yesso. VOTING NAY: None.

The meeting was adjourned at 5:56 p.m.

Sarah Mueller, President

Gloria Heydlauff, Secretary