
UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Tuesday, September 20, 2016 at 5:00 PM

The meeting was called to order at 5:05 p.m.

IN ATTENDANCE

BOARD MEMBERS: Maura Bowen, 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; 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 August 16, 2016 Board of Trustees meeting, the Financial Report for August 2016 and the August Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 28-16
AUGUST 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
\$500.00	130	William Hayward
\$25.00	250	Danny Kochensbarger, In Memory of Emily Armstrong
\$20.00	130	Mariko Ishida
\$100.00	130	John Yesso, In Memory of Margaret Watson
\$55.05	130	Hector Moreno
\$25,000.00	130	Jean A. Clark

SIGNATURE SHEET

Resolution No. 28-16

09/20/2016

Upon the motion of Trustee John Yesso, seconded by Gloria Heydlauff:

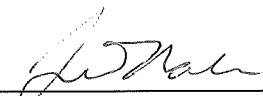
Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	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

The Upper Arlington Author Series will be hosting Bill Clegg on Sunday, October 2nd.

Piper Kerman, author of *Orange is the New Black*, will be visiting Upper Arlington on December 1st. The event will be at the High School and is a joint effort between the Library, UA Community Foundation, and First Community Church. Tickets go on sale on October 15th.

The Library will be holding its second annual Write Stuff writer's workshop on October 15th.

The Library will be closed on October 10th for In-service Day.

DIRECTOR'S REPORT

The Board was provided with a staffing history, which can be seen as an exhibit to these minutes, and which will be provided in future annual staffing reports. Based on the

highest number of staff, 138, the Library has 15% fewer staff while endeavoring to offer expanded services.

The fundraising goal for 2016 was exceeded due to a generous unsolicited donation from an Outreach patron. The Operations Committee and Library staff will be working on fundraising plans for 2017.

All library trustees will be receiving a mailing from the Ohio Library Council regarding changes to the Fair Labor Standards Act that will become effective as of December 1, 2016. The information provided will likely align with the updates that Administration has been providing the Trustees for the bulk of 2016.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included below.

The Board agreed to moving some of the funds from Arlington Bank to the Library's StarOhio account to generate more revenue from interest. However, any of the restricted donations currently at the Arlington Bank will remain there.

Administration also provided an update to the Board regarding health insurance renewal. Unfortunately, the Library was not accepted into Anthem's ERC program as anticipated. Administration will be researching all plans available to the Library to determine what plan offers the best possible scenario for the Library and its staff.

The Board passed a resolution to Accept Budget Commission Amounts. The resolution follows:

RESOLUTION 27-16
To Accept Budget Commission Amounts and Rates

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, 2017; 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 2016 (collection year 2017) 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	\$3,163,993.03	2.00
TOTAL	\$3,163,993.03	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.

SIGNATURE SHEET

Resolution No. 27-16

09/20/2016

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

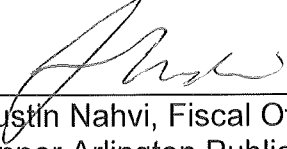
Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	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

UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
Tuesday, September 13, 2016
MEETING NOTES

The meeting was called to order at 4:00 PM.

IN ATTENDANCE: Gloria Heydlauff, William Shkurti, Justin Nahvi, Chris Taylor, and Kate Porter.

Financials

The Committee reviewed the financial reports for September. The Public Library Fund continues to underperform compared to the County's estimate. Income from Passports, which was not included in our original budget, and the change in investment income as a result of moving funds to Star Ohio will offset this loss in part. Expenses continue to come in under budget so the Library is still on track to finish the year within budget. The Committee accepted the reports as presented to be included in the materials for the September 20th meeting of the Board of Trustees.

Bank Reconciliations

There were no questions regarding the bank reconciliations. The Fiscal Office continues to work on the outstanding checks and hopes to have taken care of more by November.

STAR Ohio Interest Income Update

As requested by a board member, the difference in projected interest income due to our moving some funds to STAR Ohio was presented. We expect the 2017 interest from STAR Ohio to be \$13,200. The current estimate for 2016 as original budgeted was \$2,889.

Budget Commission Amounts and Rates

Each year the board is required to accept the Franklin County Budget Commission's certification of levy amounts. This was brought to the Finance committee in advance of the board meeting. There were no questions.

Update on Insurance Renewal

Early this year we informed the Committee and Board that we were seeking acceptance into a health insurance consortium. We were informed on September 8th that we were not accepted due some high claims last year. Our renewal rate came in at a 28% increase and staff is meeting with our broker later in the week to discuss options for containing costs.

Adjournment

The meeting was adjourned at 4:23 PM.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included below.

A revised Operations Policy Manual was provided to the Board for approval. The manual was reviewed by legal counsel and the Operations Committee prior to presentation to the full Board. The resolution to approve the revised policy manual is as follows:

RESOLUTION 29-16
To Approve Changes to the Operations Manual

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

SIGNATURE SHEET

Resolution No. 29-16

9/20/2016

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Maura Bowen:


Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	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 Mahvi, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE
TUESDAY, SEPTEMBER 6, 2016 AT 4 P.M.
MEETING NOTES

The meeting was called to order at 4:04 p.m.

IN ATTENDANCE: John Yesso, Peter Hahn, Maura Bowen, Chris Taylor, Kate Porter, and Diana Magee.

EXCUSED ABSENCES: None

OPERATIONS MANUAL REVISIONS

The Committee recommended grammatical edits and adding a citation to section 7.4 (Local Library Security Policy) as the policy came from the Central Library Consortium. The Committee also requested wordsmithing of section 1.4 regarding Public Participation at Library Board Meetings to clarify that any one speaker is allotted 3 minutes of speaking time and the total public speaking time per meeting will be capped at 30 minutes, unless the Board allows further time.

FUTURE TOPICS

Topics for the remainder of the year include addressing any changes to the Personnel Manual as required due to changes to the Fair Labor Standards Act, reviewing estimates obtained on priority projects, and discussing fundraising strategies for 2017.

The meeting was adjourned at 4:41 p.m.

PRESIDENT'S REPORT

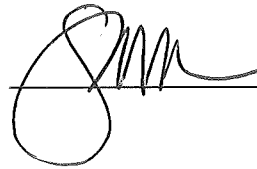
The Board reviewed the strategic plan's measurable outcomes and tactics as they related to one another. The one-page format was easy to read and understand. The Board made suggestions for additions that they would like to see for the final report at the end of the year.

An executive session will immediately follow the October Board Meeting to consider the compensation of a public employee.

ADJOURNMENT

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

The meeting was adjourned at 5:43 p.m.



Sarah Mueller, President



Gloria Heylauff, Secretary