
**UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Tuesday, October 18, 2016 at 5:00 PM**

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

IN ATTENDANCE

BOARD MEMBERS: Peter Hahn, Gloria Heydlauff, Kyle McKee, Sarah Mueller, and William J. Shkurti.

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

EXCUSED ABSENCES: Maura Bowen and John Yesso

CONSENT AGENDA

In addition to approving the absences of Maura Bowen and John Yesso, the consent agenda included the Minutes from the September 20, 2016 Board of Trustees meeting, the Financial Report for September 2016 and the September Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

**RESOLUTION 30-16
SEPTEMBER 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
\$200.00	130	Kyle McKee
\$100.00	130	William Shkurti
\$40.00	130	James Dowell

SIGNATURE SHEET

Resolution No. 30-16

10/18/2016

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

Voting:

Sarah Mueller, 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

At the end of October, the Library's local music streaming project, Listen Columbus, will be live. Only patrons with an Upper Arlington Public Library card will be able to access the music, initially, with potential to offer access to other libraries in the future. Listen Columbus was funded by an LSTA grant and consists of a website where patrons can visit to stream or download music by local musicians which has been vetted by Media staff. The site will also feature bios, photos, and show dates for the groups.

On October 26th at 7 p.m., local author and Library Trustee, Bill Shkurti, will be discussing his latest book, *The Ohio State University in the Sixties: The Unraveling of the Old Order*.

The NorWest Garden Club will be hosting its flower show in the Library's atrium on October 22nd and 23rd. The show is open for public participation as well as viewing.

DIRECTOR'S REPORT

The Library's annual Staff Development Day was held at the Main Library this year with a focus on Customer Service. Speaker Scott Brown shared interesting insights about

customer service while several staff presented projects they are working on including customer service training, Listen Columbus, and serving the growing ESL patronage.

MONTHLY STATISTICS

Circulation, user visits, program attendance, and computer usage continue to trend as they did last year. By the end of the year, circulation, user visits, and program attendance are anticipated to be slightly higher while computer usage will likely continue to decline.

The Board asked if a visit to the Listen Columbus webpage would count towards circulation and it was determined that it would.

2016 REVISED PAY RANGES

Library Administration previously shared recommendations by the Salary Range Consultant as well as a two-phase implementation of those changes with the Finance and Operations Committee. The full Board was requested to approve Phase One of the plan which included structure changes and reclassification of three positions as can be seen in the exhibits to this packet.

RESOLUTION 31-16
2016 Revised Pay Ranges

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 October 23, 2016.

Resolution No. 31-16

10/18/2016

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

Voting:

Sarah Mueller, 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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Upper Arlington, Ohio

QUARTERLY STAFFING REPORT

The Board had a question regarding the two pension contribution payments from the first quarter. The Fiscal Office advised that there is a specific form waiving service time for the OPERS system which must be on file in order for the Library to deny the back-dated pension contribution pay. The service time claimed was from the eighties and records from that time period are not consistent, likely because it was prior to the Public Records Retention laws. As the Library did not have forms on file for the two staff the Library was obligated to pay. Nonetheless, the Library is anticipated to end the year within budget.

The Board also asked about the higher turnover rate in the third quarter. This increase in the third quarter is consistent with past years. Causes could be related to part-timers leaving for schooling. The Library has also seen a trend of staff reapplying when their circumstances change. Staff who have completed an exit interview have also had positive feedback about their time working at the Library.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE TUESDAY, OCTOBER 11, 2016 AT 4 PM MEETING NOTES

The meeting was called to order at 4:02 p.m.

IN ATTENDANCE: *Gloria Heydluaff, Kyle McKee, William Shkurti, Chris Taylor, Kate Porter, Justin Nahvi, Sarah Brickner, Julie Whitt, and Diana Magee.*

Financials

The Committee reviewed the financial reports for August. The Library is on track to finish the year below budget by approximately \$192,000. The Library received additional revenue through the new Passport Program, increased interest earnings by moving funds into a StarOhio account, and through a large donation. There were also savings due to vacancies. The savings and additional revenue from 2016 will help the Library accomplish needed projects and help compensate for shortfalls in the outlying years of the 5 Year-Projected Budget. The Committee accepted the reports as presented to be included in the materials for the October 18th meeting of the Board of Trustees.

Bank Reconciliations

All accounts have now been reconciled. There are still a few outstanding checks which will be moved into an unclaimed funds account.

The interest generated from the StarOhio account was \$1,250 in September, which is consistent with projections.

Health Insurance Renewal Update

On Friday, October 7th, the Library's insurance broker advised that the Library's renewal quote had been calculated at the wrong group rate. The Library had previously been considered a small group but now qualified as a large group. Therefore, the increase in cost is only \$12,758.40 which is \$29,224.92 less than anticipated.

The Library currently pays 85% of the premium costs for staff who elect single-coverage and 80% of premium costs for staff who select family and other multi person coverage. This is far higher than most employers and has not changed for at least the last 15 years. By changing our plan design we have been able to hold down the cost increase of coverage to 3.3%. This is therefore an opportunity to begin moving the employee share of premiums up toward industry averages. This will preserve coverage for staff while also preserving the overall financial health of the Library.

Therefore, staff contributions will be increased by 2.5%. This percentage was carefully considered so as not to burden staff any more than necessary and to preserve the impact of the first year of merit raises. The Library will also offer two plans to staff, both a traditional PPO and an HSA plan. Administration will put together education sessions for staff so that they can learn the details of both plans and choose what suits them best.

The Library will be looking at other insurance brokers for future renewals.

The Committee agreed to recommend the plan changes and offerings to the full Board.

2017 Budget Draft and 5-Year Forecast

The Committee was presented with one base scenario. The scenario included additional revenue sources such as the Passport Program fees, StarOhio investment, and regular fines and fees.

Two large projects from 2016, replacement of carpet in the Adult Department and a new accounting system, will have to be rolled over to 2017 due to setbacks on the vendors' ends.

The Budget is conservative, not taking into account any extra revenue earned by adding additional hours for the Passport Program, as planned. The budget also does not inflate the property tax levy nor the Public Library Fund Revenue year over year as past patterns indicate they tend to under-deliver.

By 2021, the Library will only have 3 months of operating funds available. This is considered a prudent amount but the Library will have to consider if a new levy for increased revenue will be necessary at that point.

The budget will be brought back for the Finance Committee's final approval in their November 8th meeting. Revisions will be made to reflect the latest changes to healthcare costs as previously discussed.

PAY RANGE CHANGES

The Committee reviewed changes to the pay range as recommended by the TAMS Group. The Committee agreed with the changes and Administration's recommendation to implement them in two phases as follows:

Phase 1

To be effective October 23, 2016 (effective pay date November 11, 2016)

- 1. Make the recommended changes to the midpoints of ranges 7 and 9.*
- 2. Make one job title change.*
- 3. Move two jobs up one level in the pay ranges.*

Phase 2

To be effective December 18, 2016 (effective pay date January 6, 2017)

- 1. Increase pay range midpoints by 2%.*
- 2. Standardize the Range Spread for most pay ranges to 50%. Ranges 5 and 8 will remain at 60% to be considered in future years.*

The first phase will be brought to the Board at the October meeting. The second phase will be included in the budget process. Chris noted that since receiving the final report from the TAMS group, she became aware that the titles of "Administrative Secretary" and "Administrative Assistant" were now considered the same thing, regarding the job title change in Phase 1. She advised that she may have additional changes to recommend to the Board in December, after further research.

REVIEW PROJECT ESTIMATES

The Finance Committee reviewed the Operations Committee's decisions regarding the prioritized projects as follows:

- Use some of the non-restricted donation balance to fund the Lane Road Drive-Up Book drop*
- To approach the Friends of the Library to fund the Lane Road back room remodel*
- Fundraise for one of the group or quiet study proposals in 2017 with a goal of construction in 2018*

Chris also advised that she and Kate will be meeting with a company who is on state-terms and who oversees construction projects in their entirety, from hiring the architect, managing prevailing wages, coordinating the work, etc., for 8% of the cost which is highly competitive.

The Finance Committee was in agreement with the project choices and spending plan.

Adjournment

The meeting was adjourned at 4:26.

HEALTH INSURANCE RENEWAL

On Friday, October 7th, the Library's insurance broker advised that the Library's renewal had been calculated incorrectly in the two prior quotes. The increase in cost was much lower than originally quoted.

The Library currently pays 85% of the premium costs for staff who elect single-coverage and 80% of premium costs for staff who select family and other multi person coverage. This is far higher than most employers and as health costs rise and will not be financially feasible for the Library in coming years. Staff contributions will be increased by 2.5% with the passing of Resolution 32-16.

The Library will also offer two plans to staff, both a traditional PPO and an HSA plan. Administration will put together education sessions for staff so that they can learn the details of both plans and choose what suits them best.

The Library will also be looking at other insurance brokers for future renewals.

RESOLUTION 32-16
To Accept Anthem Health Care Insurance Renewal

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts the health care insurance renewal proposal from Anthem Insurance to be effective as of December 1, 2016 which reflects a 3.3 % increase in premiums and an additional plan option.

Resolution No. 32-16

10/18/2016

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

Voting:

Sarah Mueller, 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

PRELIMINARY BUDGET DISCUSSIONS

The draft budget was shown to the Finance Committee but had since been recalculated to include the latest changes to the Health Insurance Renewal. The final draft will be brought to the Full Board in December for voting.

PRIORITIZED PROJECTS

Trustees Peter Hahn and Sarah Mueller, who both have experience in the construction industry, will work with Administration in reviewing the projects and determining how they will be managed.

ACTING FISCAL OFFICER

As Justin Nahvi's last day with the Library will be Friday, October 21st, Resolution 33-16 was passed to appoint Sarah Brickner as Acting Fiscal Officer and Chris Taylor as Acting Deputy Fiscal Officer.

Resolution 34-16 was also passed to designate Sarah as the authorized representative on the Library's bank accounts at Huntington National Bank as well as Arlington Bank. The resolution also authorized the Library to execute the required depository agreement with Huntington National Bank.

RESOLUTION 33-16

Resolution Appointing Sarah Brickner as Acting Fiscal Officer Commencing on October 22, 2016

BE IT RESOLVED BY THE UPPER ARLINGTON BOARD OF TRUSTEES:

That Sarah Brickner be appointed as the Acting Fiscal Officer of the Upper Arlington Public Library commencing on October 22, 2016 until such time as a permanent Fiscal Officer is hired.

That Chris Taylor be appointed as Acting Deputy Fiscal Officer of the Upper Arlington Public Library commencing on October 22, 2016 and until such time as a permanent Fiscal Officer is hired.

Resolution No. 33-16

10/18/2016

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

Voting:

Sarah Mueller, 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

RESOLUTION 34-16
Resolution Authorizing the Acting Library Fiscal Officer as the Designated Signatory on Depository Account

OHIO REVISED CODE, SECTION 3375.32, 3375.36

WHEREAS, This Board in accordance with the provisions of law has previously appointed Sarah Brickner as the Acting Fiscal Officer for the Upper Arlington Public Library; and

WHEREAS, Pursuant to Section 3375.36 of the Ohio Revised Code, the Fiscal Officer of the Board of Library Trustees of a free public library shall be the treasurer of the library funds; and

WHEREAS, Interim deposits of the Library are currently on deposit with Huntington National Bank with additional assets held in trust through a money market account through STAR Ohio; and

WHEREAS, Each of the noted State Depositories require the submittal of signed account resolutions that establish authorized representatives from the governmental entity, the authorization of an agreement for the deposit of public funds in the State of Ohio, as well as signature cards for the newly designated Fiscal Officer; now, therefore,

BE IT RESOLVED BY THE UPPER ARLINGTON BOARD OF TRUSTEES:

That the attached account resolutions, agreements for the deposit of public funds and signature cards designating Sarah Brickner as an authorized representative on behalf of the Upper Arlington Public Library are hereby approved.

Resolution No. 34-16

10/18/2016

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

Voting:

Sarah Mueller, 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 notes from the Operations Committee meeting are included here.

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

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

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

EXCUSED ABSENCES: None

PAY RANGE CHANGES

The Committee reviewed changes to the pay range as recommended by the TAMS Group. The Committee agreed with the changes and Administration's recommendation to implement them in two phases as follows:

Phase 1

To be effective October 23, 2016 (effective pay date November 11, 2016)

- 4. Make the recommended changes to the midpoints of ranges 7 and 9.*
- 5. Make one job title change.*
- 6. Move two jobs up one level in the pay ranges.*

Phase 2

To be effective December 18, 2016 (effective pay date January 6, 2017)

- 3. Increase pay range midpoints by 2%.*
- 4. Standardize the Range Spread for most pay ranges to 50%. Ranges 5 and 8 will remain at 60% to be considered in future years.*

REVIEW PROJECT ESTIMATES

The Committee reviewed sketches and the correlating high-level estimate breakdowns and discussed which projects to pursue. We decided to:

- Use some of the non-restricted donation balance to fund the Lane Road Drive-Up Book drop*
- To approach the Friends of the Library to fund the Lane Road back room remodel*
- Fundraise for one of the group or quiet study proposals in 2017 with a goal of construction in 2018*

FUNDRAISING STRATEGY & LARGE DONATIONS

The Committee and staff discussed whether hiring a fundraising consultant would be beneficial given current staff's heavy workload. An idea of recruiting a volunteer with experience in the fundraising field was also discussed. Staff will be planning the Library Lover's Month and Donor Appreciation Breakfast in the next month. Updates will be brought to the Operations Committee in November.

ADJOURNMENT

The meeting was adjourned at 4:57 p.m.

EXECUTIVE SESSION

Ms. Heydlauff made a motion to go into an executive session to consider the compensation of a public employee. Mr. McKee seconded the motion. VOTING BY ROLL CALL VOTE:

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

ADJOURNMENT

After coming out of Executive Session, Ms Heydlauff made a motion to adjourn the meeting. My McKee seconded the motion. VOTING AYE: Mr. Hahn, Ms. Heydlauff, Mr. McKee, Ms. Mueller, and Mr. Shkurti. VOTING NAY: None.

The meeting was adjourned at 6:20 p.m.

Sarah Mueller, President

Gloria Heydlauff, Secretary