
UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Tuesday, December 06, 2016 at 5:00 PM

The meeting was called to order at 5:03 p.m.

IN ATTENDANCE

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

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Sarah Brickner, Acting Fiscal Officer, and Diana Magee, Executive Secretary

EXCUSED ABSENCE: Sarah Mueller

CONSENT AGENDA

In addition to approving the absence of Sarah Mueller , the consent agenda included the Minutes from the October 18, 2016 Board of Trustees meeting, the Financial Report for October 2016 and the October Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 35-16
OCTOBER 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
\$350.00	130	Wednesday Literary Club
\$20.00	130	Anonymous
\$20.00	250	Thomas Baughman, Restricted to Use for Staff
\$25.00	130	Lawrence Hutchison
\$100.00	130	Joseph Cofer

SIGNATURE SHEET

Resolution No. 35-16

12/6/2016

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


Voting:

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.



Sarah Brickner, Acting Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

ASSISTANT DIRECTOR'S REPORT

The Library hosted another successful season of Holiday events as well as partnering with the Upper Arlington Community Foundation and First Community Church on an author visit from Piper Kerman on December 1st. The event had about 500 attendees.

DIRECTOR'S REPORT

The Board was presented with a summarization of the distribution of evaluation scores from the first year of merit pay implementation. The evaluations will be delivered to staff by their respective managers in December and Administration will report back to the Board in January with feedback received from staff.

The Board received a copy of the anticipated 2017 Board Meeting Schedule. The schedule and committee appointments will be finalized during the Board's organizational meeting in January 2017.

Statistical trends for circulation, computer use, and user visits remain steady.

FINANCE COMMITTEE

The notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE TUESDAY, NOVEMBER 8, 2016 AT 4 PM MEETING NOTES

The meeting was called to order at 4:07 p.m.

IN ATTENDANCE: *Gloria Heydluaff, William Shkurti, Chris Taylor, Kate Porter, Sarah Brickner, and Diana Magee.*

Financials

The Committee reviewed the financial reports for October. 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 December 6, 2016 meeting of the Board of Trustees.

Bank Reconciliations

All accounts balanced. Sarah advised that she continues to research creating an unclaimed funds account.

Capital Projects

At the end of the year, all open purchase orders will be closed and, if needed, the funds encumbered on a new purchase order for the new year. Two of the planned capital projects to replace the carpet in the Adult department and purchase a new accounting system, have been started in 2016, but will not be paid until 2017. Therefore, the projects have been included in the 2017 budget and will have new purchase orders opened at the beginning of 2017.

Raise Resolution

The Committee reviewed the draft of the raise resolution that will be put to the full Board for a vote in the December meeting. The resolution differs from previous years due to the switch to merit-based pay raises. The Committee recommended a simplified resolution that does not use the Social Security Cost of Living adjustment as the lowest raise amount.

Adjournment

The meeting was adjourned at 4:40 p.m.

Resolution 36-16 to Purchase Electrical Energy from MEC/Direct Energy for the Main Library was presented to the Board for approval. Electricity is one of the Library's largest utility expenses. By participating in the MEC consortium, the Library saves approximately twenty-seven thousand a year.

36-16 RESOLUTION

To Purchase Electrical Energy from MEC for UAPL Tremont Branch

BE IT RESOLVED that the Upper Arlington Public Library Board of Trustees does hereby approve the purchase of electrical energy for 2800 Tremont Rd from MEC/Direct Energy for a three-year term beginning June 2017 to May 2020.

SIGNATURE SHEET

Resolution No. 36-16

12/6/2016

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

Voting:

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

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Sarah Brickner, Acting Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

Resolution 37-16 To Approve Changes to the Finance Manual was presented to the Board for approval. Administration recommended removing process-based portions such as at what time of day money will be counted and surprise audits of money-counting departments. In terms of Library contracts, a wording change to allow discretionary, rather than mandatory, external review of contracts. Contracts will be reviewed by outside council based on the following; (1) some first time contracts, (2) Construction Contracts, and (3) contracts with significant liability exposure. Additionally, a small word change of "shall" to "may" regarding independent contractors and the paperwork required of them was suggested. The change allows flexibility as not all

independent contractors, largely the program presenters for the Library, are required to submit the same set of paperwork.

RESOLUTION 37-16
To Approve Changes to the Finance Manual

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts the changes to 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. 37-16

12/6/16

Upon the motion of Trustee Kyle McKee, seconded by Trustee Maura Bowen:

Voting:

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

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Sarah Brickner, Acting Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

Resolution 38-16 to Establish an Agency Fund for FSA Contributions was presented to the Board for approval. An FSA was offered to staff for the first time as part of the 2016-2017 Health Care plan. State Auditors recommended that a new fund be created for the FSA accounts which the Library will facilitate for participating staff.

38-16 RESOLUTION
To Establish an Agency Fund for FSA Contributions

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Acting Fiscal Officer to create and maintain an agency fund for Flexible Spending Account contributions.

SIGNATURE SHEET

Resolution No. 38-16

12/6/2016

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

Voting:

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

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Sarah Brickner, Acting Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

Resolution 39-16 for the 2017 Pay Ranges and Staff Pay Increased was presented to the Board for approval.

RESOLUTION 39-16
2017 Pay Ranges and Staff Pay Increase

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the revised 2017 pay ranges as listed in the attached permanent exhibit to be effective beginning December 18, 2016.

BE IT FURTHER RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve merit increases of 1%, 2%, 3% or 4% dependent on each eligible staff member's overall evaluation rating to be effective with the first pay of 2017.

BE IT FURTHER RESOLVED that the grand total of staff pay increases will not exceed 2.75% of current salaries.

SIGNATURE SHEET

Resolution No. 39-16

12/6/2016

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

Voting:

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

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Sarah Brickner, Acting Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

Resolution 40-16 to Approve the 2017 Capital plans was presented to the Board for approval.

RESOLUTION 40-16
2017 Capital Plans

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the 2017 Capital Projects as listed in the attached permanent exhibit. Funding for said projects are included in the 2017 Budget.

SIGNATURE SHEET

Resolution No. 40-16

12/6/2016

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Peter Hahn:

Voting:

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

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Sarah Brickner, Acting Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

Resolution 41-16 to Approve the 2017 Permanent Appropriations was presented to the Board for Approval. The Board requested that the word "deficit" not be used in the coversheet, or in the future, regarding the projected scenario of the Library spending more money in a year than it took in. "Projected shortfall" was the preferred phrase and it was pointed out that the Library would still have capital funds in that scenario.

RESOLUTION 41-16

2017 PERMANENT APPROPRIATIONS

REVENUE	GENERAL FUND - 100	UAPL FRIENDS FUND - 201*	RESTRICTED FUND - 250	BUILDING FUND - 402
ESTIMATED BALANCE AT 1/1/2017	2,613,578	11,646	275,002	446,790
LESS RESERVE FOR 2015 ENCUMBRANCES	-	-	-	-
PLUS REVENUE	6,015,842	107,000	23,000	304,974
<i>AVAILABLE FOR APPROPRIATIONS (PROJECTED CASH BALANCE)</i>	8,629,420	118,646	298,002	751,764
EXPENDITURES*				
OPERATING:				
SALARIES & BENEFITS	3,954,363	-	-	-
LIBRARY MATERIALS	851,000	-	-	-
OTHER EXPENSES	847,112	107,000	23,000	534,872
TOTAL OPERATING EXPENDITURES	5,652,475	107,000	23,000	534,872
NON-OPERATING				
OTHER EXPENSES / TRANSFERS OUT	304,974	-	-	-
GRAND TOTAL EXPENDITURES	5,957,449	107,000	23,000	534,872
<i>PROJECTED YEAR-END CASH BALANCE</i>	2,671,971	11,646	275,002	216,892

Note: General Fund has three expense budget categories whereas all other funds have one budget category that covers all non-personnel budget accounts for a fund.

SIGNATURE SHEET

Resolution No. 41-16

12/6/2016

Upon the motion of Trustee Maura Bowen, seconded by Trustee Peter Hahn:

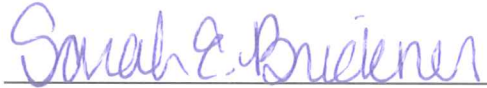
Voting:

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

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Sarah Brickner, Acting Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

Resolution 42-16 for Authorization of Advance Distribution of Tax Dollars form the County Auditor was presented to the Board for approval.

RESOLUTION 42-16
Authorization to have County Auditor Release Advance
Distribution of Tax Dollars

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library authorizes the acting Fiscal Officer of the Library to receive tax advances and settlements from the Franklin County Auditor for the 2017 fiscal year.

SIGNATURE SHEET

Resolution No. 42-16

12/6/2016

Upon the motion of Trustee William Shkurti, seconded by Trustee John Yesso:

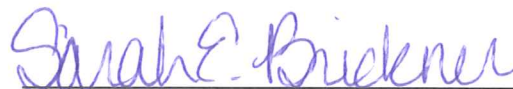
Voting:

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

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Sarah Brickner, Acting 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, November 1, 2016 AT 4 PM
MEETING NOTES**

The meeting was called to order at 3:59 p.m.

IN ATTENDANCE: John Yesso, Maura Bowen, Chris Taylor, Kate Porter, Chris Minx, Jen Faure, and Diana Magee.

EXCUSED ABSENCES: Peter Hahn

FUNDRAISING 2017

The Committee reviewed the plan and task timeline for 2017 Fundraising activities and had no changes. An emphasis on beginning marketing for the 50th Anniversary Campaign early enough in the year was made, likely during May coinciding with the City's Wall of Honor ceremony.

2017 will be a benchmark year to determine how much can be raised with current staff and resources alone. Ideally, the fundraising goal of ten thousand would be met with surplus to put towards projects. The Committee will reevaluate as 2017 proceeds whether an external fundraising consultant should be considered for coming years.

The meeting was adjourned at 4:37 p.m.

The Friends have preliminarily approved use of their funds to make improvements at the Lane Road Library. The Friends would like to have a secondary approval process once the plans and estimates are completed.

EXECUTIVE SESSION

Mr. McKee made a motion to move into an executive session to consider the appointment of a public employee. Mr. Hahn seconded the motion.

VOTING BY ROLL CALL VOTE:

John Yesso, Vice- President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	Aye

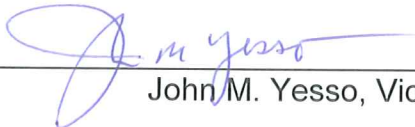
Peter Hahn	Aye
Kyle McKee	Aye
William Shkurti	Aye

ADJOURNMENT

After returning from the executive session, Mr. McKee made a motion to adjourn the meeting. Mr. Shkurti seconded the motion.

John Yesso, Vice- President	Aye
Gloria Heydlauff, Secretary	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William Shkurti	Aye

The meeting was adjourned at 6:00 p.m.



John M. Yesso, Vice-President



Gloria Heydlauff, Secretary

