
**UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Tuesday, June 21, 2016 at 5:00 PM**

The meeting was called to order at 5:02 p.m.

IN ATTENDANCE

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

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

EXCUSED ABSENCES: Gloria Heydlauff

SWEARING IN OF NEW BOARD MEMBER

Elizabeth Richards, Deputy City Clerk, administered the oath as follows to new Board member Maura Bowen:

"Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees of the Upper Arlington Public Library, in Franklin County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?"

Ms. Bowen answered, "I do."

CONSENT AGENDA

In addition to approving the absence of Ms. Heydlauff, the consent agenda included the Minutes from the May 17, 2016 Board of Trustees meeting, the Financial Report for May 2016 and the May Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

**RESOLUTION 21-16
MAY 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
\$50.00	250	Elizabeth M. Meyers, In Memory of Linda Readey

\$50.00	250	Martha Garvin Timmons, In Memory of Linda Readey
\$50.00	250	Yvonne S. and Charles E. Perotti, In Memory of Linda Readey
\$50.00	250	Judith P. Krasnoff, In Memory of Linda Readey
\$50.00	250	Marshall T. and Virginia Barney, In Memory of Linda Readey
\$50.00	250	David E. and Carole H. Schuller, In Memory of Linda Readey
\$50.00	250	Susan M. Ralph, In Memory of Linda Readey
\$50.00	250	Melissa J. Mitchell, In Memory of Linda Readey
\$100.00	250	Gerald R. and Patricia L. Post, In Memory of Linda Readey
\$75.00	250	Jack and Susan Dingle, In Memory of Linda Readey
\$14.99	In-Kind	Strader's Garden Center, flowers for Lane Road Flower Boxes

SIGNATURE SHEET

Resolution No. 21-16

06/21/2016

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

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	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

ASSITANT DIRECTOR'S REPORT

The 2016 Author Visit ticket sales for Bill Clegg begin on July 1st, either online or purchased at the Adult Services desk at Tremont via cash or check.

Jaimie Ford, a favorite writer of book clubs and author of *Hotel on the Corner of Bitter and Sweet* has been chosen for the 2017 Author Visit.

The Library has been nominated as the best children's area in the Columbus Parent, a guide for Central Ohio Families.

The Library will launch its passport application program the week of July 11th. The Library will have 16 staff trained as passport processing agents, initially, with appointments available on Tuesdays, Wednesdays and Thursdays between the hours of 2-5 pm and 6-8 pm. Appointments are also available on Saturday mornings between the hours of 10 am – 1pm. This service will only be offered at the Tremont Road location.

16 staff will be marching in Upper Arlington's 4th of July parade. They will be wearing T-shirts with two of the Libraries Transform campaign sayings on it: "Because summer slide isn't a piece of playground equipment," and "Because sometimes your smartphone outsmarts you."

DIRECTOR'S REPORT

As story times at the Main Library have outgrown the Activity Room, furniture and materials will be shifted in the department to accommodate story time in the open area, much the same as many of the new branches of the Columbus Metropolitan Library has done. The move will also include the Youth staff transitioning the current activity into a combined office and storage area. This will free their current office to become an additional meeting room.

In previous Board meetings we presented information collected by School Library Journal annually that shows that the cost of books has increased, although not as much as general inflation rates. However, it was unknown how non-book materials trended. Based on purchases from the past five years, the cost of non-book materials has decreased.

The Library is nearly halfway to their fundraising goal for 2016, nearly half way through the year. After researching pricing on some of the Library's prioritized projects, the Operations Committee and staff will evaluate if a targeted ask could take place before the end of the year. Staff will also investigate whether donors can choose to make recurring scheduled donations through the Library's current electronic donation system, Paypal.

Staff shared a new internal Expectation for Administration to follow when investigating possible instances of theft. The Board had on addition but otherwise agreed with the process outlined in the document. While there seems to be more theft in libraries in the central Columbus area recently, the Library wishes to remain sensitive to the possibility

of honest mistakes. Staff will research the incident report log to see if there has been a traceable increase in theft within the Upper Arlington Public Library.

Since auto-renewal began in May of 2015, the circulation statistics will now be comparable to the same month of the previous year. Circulation increased by 1% for May 2016. There were 35% fewer programs in May but only 8% lower participation. Year to date, participation in programs is up by 14%. During the months of March, April, and May, visits at the Main Library were lower than the year before, likely due to the construction on Tremont Road, while Miller Park Library saw a 11.8% increase in visits.

FINANCE COMMITTEE

Revenue from the Public Library Fund is down around 2% from projections at the beginning of the year. At this time, the Library still anticipates being able to end the year within budget without neglecting any needed maintenance or stopping any current services. However, staff continue to investigate means of new revenue.

Based on the new PLF projections, staff requested that the Board approve Resolution 22-16 to submit an amended tax budget to the County. The Resolution can be seen below:

RESOLUTION 22-16

2017 AMENDED BUDGET REQUEST TO FRANKLIN COUNTY BUDGET COMMISSION

	GENERAL FUND - 1X0	UAPL FRIENDS FUND - 201	RESTRICTED FUND - 250	BUILDING FUND - 402
INCOME				
TOTAL REVENUE	5,996,428	76,500	-	256,121
UNENCUMBERED BALANCE AT 1/1/2017*	2,539,552	8,077	254,462	346,019
AVAILABLE FOR APPROPRIATIONS (CASH BALANCE)	8,535,980	84,577	254,462	602,140
EXPENDITURES				
SALARIES & BENEFITS	4,025,769	-	-	-
LIBRARY MATERIALS	861,824	-	-	-
OTHER EXPENSES	907,975	76,500	22,500	374,191
TRANSFERS TO BUILDING FUND 402	256,121	-	-	-
GRAND TOTAL	6,051,689	76,500	22,500	374,191
NET AFFECT TO CASH BALANCE	2,484,291	8,077	231,962	227,949

*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. 22-16

06/21/2016

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

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	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

Staff also requested that the Board pass the Resolution 23-16 to approve the contract and purchase order for the purchase of a new accounting system from Tyler Technologies. The Resolution can be seen below:

Resolution 23-16
Authorizing the Library Director to Execute an Agreement with Tyler Technologies

WHEREAS, the Administration of the Upper Arlington Public Library has recommended the InCode accounting and employee self-service system from Tyler Technologies as a replacement of the Library’s existing accounting system; and

WHEREAS, the corresponding implementation and recurring annual licensure and maintenance cost for the project are \$67,754 and \$7,512 respectively as drawn from a cooperative contract as established by the National Joint Powers Alliance; and

WHEREAS, it is anticipated that the selected accounting system will modernize the Library's overall fiscal processes and provide operational efficiencies for all employees that participate in the financial activities of the organization; now, therefore,

BE IT RESOLVED BY THE UPPER ARLINGTON BOARD OF TRUSTEES:

That the Board of Trustees of the Upper Arlington Public Library, Franklin County, Ohio does hereby authorize a contract on the terms, covenants, and conditions as set forth in the license and services agreement with Tyler Technologies.

That the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Library Director to sign the License and Services agreement with Tyler Technologies.

SIGNATURE SHEET

Resolution No. 23-16

06/21/2016

Upon the motion of Trustee John Yesso, seconded by Trustee Kyle McKee:

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	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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Justin Nahvi, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

The Notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
June 14, 2016
MEETING NOTES

The meeting was called to order at 4:02 pm.

IN ATTENDANCE: Kyle McKee, Bill Shkurti, Justin Nahvi, Chris Taylor and Kate Porter.

May Financials

The Committee reviewed the financial reports for May. The monthly statement reflects the PLF coming in 2.3% less than the original budget amount. This is due to Ohio General Fund Revenues coming in 2.7% less than the original State prediction. The Library is still on track to finish the year within budget as expenditures are also coming in less than budgeted.

The Committee also reviewed the new graphic monthly report which this month includes additional charts requested by the Committee including Actual Revenue by Source and Actual Expenditures by Type. This month also includes the quarterly information for the non-general fund accounts. The Committee accepted the reports as presented to be included in the materials for the June 21st meeting of the Board of Trustees.

May Bank Reconciliations

The May bank reconciliations were reviewed. Fiscal Officer, Justin Nahvi noted that the 5/3rd Bank account has been closed and funds transferred to Huntington National Bank. \$1.5 million will be transferred to a STAR Ohio account in the future.

Revised Tax Budget Resolution

A revised tax budget resolution was presented for review. This version shows a more up-to-date estimate of expected cash balances at the beginning of 2017. The expected Income and Expenditures amounts remain the same as the original and come from the 5-year plan. This resolution will be presented to the Board for passage at the June 21st meeting of the Board of Trustees. It is not due to the County until July.

Replacement Accounting System Resolution

The Committee reviewed the resolution to be presented to the full Board in June. The resolution approves the purchase and authorizes signing the contract for the new accounting system from Tyler Technologies. There were no changes. The Committee discussed the timeline for implementation.

Fiscal Officer, Justin Nahvi informed the Committee that the Library had received notice that our next two audits, covering fiscal years 2015-2018, will likely be conducted by an outside agency and not the State Auditors staff.

Adjournment

The meeting was adjourned at 4:30 pm.

OPERATIONS COMMITTEE

Administration completed a partial review of the Personnel Policy Manual based on recommendations from the Ohio Library Council, Society for Human Resource Management, and/or the National Labor Relations Board. The review also included updates to existing policies and a new Leave Donation policy. Resolution 24-16 can be seen below:

RESOLUTION 24-16
To Approve Changes to the Personnel Manual

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

SIGNATURE SHEET

Resolution No. 24-16

06/21/2016

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

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	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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Justin Nahvi, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

Administration updated the Capital Plans by adding inflation of 2.1% to the Building Maintenance and Prioritized Projects Plans. Projects as planned for the next 5 years

could still be completed, but there will be less saved for the long-term roof replacement project.

The notes from the Operations Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE
TUESDAY, JUNE 7, 2016 AT 4 PM
MEETING NOTES**

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

IN ATTENDANCE: John Yesso, Peter Hahn, Chris Taylor, Julie Whitt, and Diana Magee.

EXCUSED ABSENCES: None

Personnel Policy Manual Updates

Administration completed a partial review of the Personnel Policy Manual based on counsel and recommendations from the Ohio Library Council, Society for Human Resource Management, and/or the National Labor Relations Board. The review also included updates to existing policies and a new Leave Donation policy.

The Committee asked for clearer language regarding the necessary forms for mileage and travel under the Business Travel section, as well as the reasoning behind changing the distance requirement from 75 to 65 miles under car rental. Administration will bring the changes and reasoning to the full Board in June for approval of the review.

Capital Plan Revisions

After adding inflation to the Periodic Maintenance and Prioritized Projects Plans, it was determined that the projects as planned for the next 5 years could still be completed, but there will be less saved for the long-term roof replacement project.

Since the difference in costs due to inflation were small in the short term, the Committee and Administration determined not to update the 5-Year Plan, at this time. However, the 20 Year Projections and the effects on the 5-Year Plan will be brought for the Board's information in June.

Little Green Light Demonstration

The Administrative Secretary provided an overview of the newly implemented Constituent Record Management system now being used by the Library primarily for Donor and Donation tracking – Little Green Light. The system streamlines existing donation processes and provides efficient means of sending acknowledgements, compiling event invitation lists, and running regular reports.

The meeting was adjourned at 4:38 p.m.

PRESIDENT'S REPORT

The Administrative Secretary provided an overview of the newly implemented Constituent Record Management system now being used by the Library primarily for Donor and Donation tracking – Little Green Light. The system streamlines existing donation processes and provides efficient means of sending acknowledgements, compiling event invitation lists, and running regular reports.

ADJOURNMENT

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

The meeting was adjourned at 5:41 p.m.

Sarah Mueller, President

Gloria Heydlauff, Secretary