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**UPPER ARLINGTON PUBLIC LIBRARY  
MINUTES  
BOARD OF TRUSTEES MEETING  
Tuesday, January 17, 2017 at 6:00 PM**

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The meeting was called to order at 6:04 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; Michael Troper, Fiscal Officer; Chris Minx, Marketing and Community Relations Manager, and Diana Magee, Executive Assistant

EXCUSED ABSENCE: None

***CONSENT AGENDA***

The consent agenda included the Minutes from the December 6, 2016 and December 16, 2016 Board of Trustees meetings, the Financial Report for December 2016 and the December Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

**RESOLUTION 04-17  
December 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:

<b>Amount</b>	<b>Fund</b>	<b>Donor</b>
\$300.00	130	Jim & Alicia Walker
\$25.00	130	Robert Luikart
\$200.00	130	Andy & Linda Thompson
\$50.00	130	Matthew Perlman
\$500.00	130	Sarah Mueller

**SIGNATURE SHEET**

Resolution No. 04-17

01/17/2017

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
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.



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Michael Troper, Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

***ASSISTANT DIRECTOR'S REPORT***

Installation of new carpet in the Adult Services department has commenced and is estimated to take two weeks to complete. The work will be done after hours.

***DIRECTOR'S REPORT***

Passport Services has proven to be an extremely popular service. The Library will continue to offer it and look into offering more times and days for appointments to accommodate the requests for appointments. 2017 revenue is expected to proceed projections.

As required by the Central Library Consortium's Security Policy, the Library created and enacted a Local Security Policy in January 2016. The Board must reapprove the Local Security Policy, each year.

This document describes the Confidential Personal Information (CPI) collected by the Library, potential risks to this information, and tactics the Library will take to reduce these risks. The policy also addresses our legal requirement to protect CPI under Chapter 1347 of the Ohio Revised Code as well as credit cardholder data subject to the Payment Card Industry Data Security Standards (PCI DSS).

RESOLUTION 05-17

**To Reapprove Local Library Security Policy**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby reapproves the Local Library Security Policy, as included in the Operations Manual, as outlined as an Exhibit to this Resolution, and as recommended by the Administration of the Upper Arlington Public Library.

**SIGNATURE SHEET**

Upon the motion of Trustee Shkurti seconded by Trustee Hahn:

Voting:

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

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

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Michael Troper, Fiscal Officer

Upper Arlington Public Library

Upper Arlington, Ohio

**2016 OVERVIEW OF SOCIAL MEDIA**

In 2016, the Library worked on refining and expanding its social media presence by creating goals and strategies for the use of Twitter, Facebook, and Pinterest. The Library achieved 1,000 Twitter followers as well as substantial increases in Pinterest followers. The Library will be working with the City on collaborative social media efforts in the coming year.

The Board asked whether having teen interns work on a social media marketing project could be helpful to the project. Administration advised that it would look into the potential of such a project.

**RESOLUTION TO AUTHORIZE BANK SIGNATORY**

The Board passed Resolution 06-17 to authorize Michael Troper as the designated signatory on the account at Huntington Bank. The resolution was provided by Huntington Bank in .pdf form and therefore is available as an exhibit to these minutes.

**SIGNATURE SHEET**

Upon the motion of Trustee Yesso seconded by Trustee McKee:



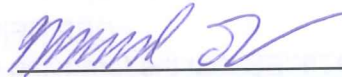
Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Peter Hahn	Aye
Kyle McKee	Aye
<i>Maura Bowen</i>	Aye
William Shkurti	Aye

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

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Michael Troper, Fiscal Officer  
Upper Arlington Public Library  
Upper Arlington, Ohio

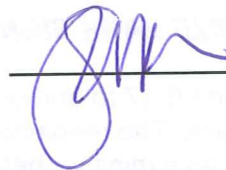
**ADJOURNMENT**

Mr. Shkurti made a motion to adjourn the meeting. Mr. McKee seconded the motion.

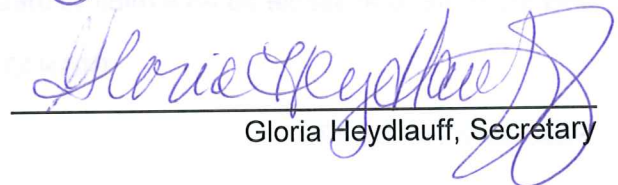
Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Peter Hahn	Aye
Kyle McKee	Aye
<i>Maura Bowen</i>	Aye
William Shkurti	Aye

The meeting was adjourned at 6:43 p.m.



Sarah Mueller, President



Gloria Heydlauff, Secretary