
UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Tuesday, February 21, 2017 at 5 PM

The meeting was called to order at 5:01 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; Greg Ramage, Director of Support Services; Chris Minx, Marketing and Community Relations Manager; Jen Faure, Community Engagement Specialist; and Diana Magee, Executive Assistant

EXCUSED ABSENCE: None

CONSENT AGENDA

The consent agenda included the Minutes from the January 17, 2017 Board of Trustees Organizational and normal meetings, the Financial Report for January 2017 and the January Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 07-17
January 2017 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:

Gift amount	Fund	First Name	Last Name	Campaign
\$ 100.00	130	William	Shkurti	Library Lovers' Month 2017
\$ 100.00	130	Robert	Rapp	Library Lovers' Month 2017
\$ 100.00	130	Helena	Goscilo	Library Lovers' Month 2017
\$ 100.00	130	Ann L.	Royer	Library Lovers' Month 2017
\$ 35.00	130	Jill B.	Whalen	Library Lovers' Month 2017
\$ 30.00	130	James and Normanella	Dewille	Library Lovers' Month 2017
\$ 25.00	130	Betty	O'Neill	Library Lovers' Month 2017
\$ 100.00	130	Roger and Betty	Hyatt	Library Lovers' Month 2017
\$ 100.00	130	Amy and Bob	Sharpe	Library Lovers' Month 2017
\$ 50.00	130	Mary	Vasseur	Library Lovers' Month 2017
\$ 100.00	130	Roger and Dianne	Albrecht	Library Lovers' Month 2017
\$ 100.00	130	John	Burtch	Library Lovers' Month 2017
\$ 100.00	130	Carole	Lunney and Andrew Hayes	Library Lovers' Month 2017
\$ 100.00	130	Mary Ann	Krauss	Library Lovers' Month 2017
\$ 100.00	130	Timothy and Rita	Lyons	Library Lovers' Month 2017
\$ 100.00	130	Dareth A.	Gerlach	Library Lovers' Month 2017
\$ 50.00	130	Nikolina and Christian	Weaver	Library Lovers' Month 2017
\$ 50.00	130	Frederick and Karla	Roehrig	Library Lovers' Month 2017
\$ 30.00	130	Reginald and Pamela	Rahn	Library Lovers' Month 2017
\$ 30.00	130	Walter and Maryalyce	Ersing	Library Lovers' Month 2017
\$ 25.00	130	Betty	Gabel	Library Lovers' Month 2017
\$ 25.00	130	Robert and Mary	Grimm	Library Lovers' Month 2017
\$ 25.00	130	Justin and Kari	Rucker	Library Lovers' Month 2017
\$ 25.00	130	Janice	Walsh	Library Lovers' Month 2017
\$ 25.00	130	Peter	Coccia	Library Lovers' Month 2017
\$ 20.00	130	John	Diring	Library Lovers' Month 2017
\$ 10.00	130	William and Peggy	Pfeil	Library Lovers' Month 2017
\$ 5.00	130	Alberta K.	Lindstrom	Library Lovers' Month 2017
\$ 50.00	130	Greg	Ramage	Library Lovers' Month 2017
\$ 25.00	130	James & Christine	Gloyd	Library Lovers' Month 2017
\$ 10.00	130	Marilyn G.	Hood	Library Lovers' Month 2017

SIGNATURE SHEET

Resolution No. 07-17

2/21/2017

Upon the motion of Trustee, William Shkurti seconded by Trustee Gloria Heydlauff to pass the consent agenda:

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.



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

ASSISTANT DIRECTOR'S REPORT

Program Satisfaction Surveys

The Library surveyed program participants during the month of October 2016. A plan was developed to insure that programs focused on different age groups and content were evenly sampled. The results of the survey were overwhelmingly positive. Suggestions were also welcomed and will be taken into consideration in planning future programs.

The Board requested that for coming years, we get the total attendance of the programs sampled to know what percentage completed surveys.

New Programming Idea

The local chapter of Stand Up for Racial Justice uses the Library's meeting rooms to hold their monthly meetings and regular book discussion. They approached Jen Faure, Community Engagement Specialist, about possibly partnering on programs with social justice content and a focus on education.

Many other libraries across the nation are offering social justice-oriented programming. The Board agreed that social justice is an interesting and worthwhile topic to offer to the community through the Library's programs but wanted to insure that the Library remained neutral and unbiased. Therefore, rather than partnering with any one group, who may or may not have a political bias, the Board encouraged the Library to put on its own social justice series. This would allow the Library to have control over the topics and insure that all points of view are equally represented.

Jen will outline what the social justice program topics and content would be and bring back to the Board at future meeting. The programming will take place in the fall.

DIRECTOR'S REPORT

Passport Services

Passport services at the Library continue to be in high demand. The months leading up to spring and summer breaks are especially busy, so it is likely that other months will bring in less revenue.

Upcoming OLC Events

The Board was invited to attend the Ohio Library Council's Trustee Dinner, Trustee Workshop, and Legislative Day.

Library Lovers' Fundraising Campaign

The Library's second annual Library Lovers' Campaign has proven successful with nearly four thousand dollars in donations received at the time of the Board meeting. The donations will be used for creating more functional spaces for group collaboration and individual study which was highlighted as a high-priority for the community in 2015's strategic survey.

FINANCE COMMITTEE

Meeting Minutes

*UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
WEDNESDAY, FEBRUARY 15, 2017
MEETING NOTES*

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

IN ATTENDANCE: *Gloria Heydluaff, Kyle McKee, William Shkurti, Chris Taylor, Kate Porter, Michael Troper, and Diana Magee.*

Financials

The Committee reviewed the financial reports for January. They requested that from henceforth, the Statement of Cash Position from the prior year be included for comparison. The Committee accepted the reports as presented to be included in the materials for the February meeting of the Board of Trustees.

Tax Advance Resolution

During the recent absence of fiscal staff, tax advance payments were not requested. Due to this, there was a shortage of funds in the Library's bank account prior to payroll. Some funds from StarOhio were transferred back to the Library's bank account to cover the expenses. There are no penalties for the withdrawal.

The Committee will recommend that the full Board pass a new Tax Advance Resolution authorizing Fiscal Officer, Michael Troper, to request the funds. Once the funds are received and the Library is sure it will not need anything additional to cover upcoming expenses, the funds transferred from the StarOhio account will be returned.

MEC Gas Cost Update

The Board passed a resolution in 2015 authorizing the Library to purchase gas through the MEC consortium for three years, including up to three annual renewals. Basis costs have gone down from last year which could result in savings.

The Committee recommended that utilities, which usually fluctuate from year to year, be budgeted at a consistent amount plus inflation. In years when there is a savings, the surplus could be put into a utility reserve to cover abnormally high-cost years.

Bank Reconciliations

Administration will investigate whether older, unclaimed payments can be written off and sent to the State's unclaimed funds. The December bank reconciliation is currently not balanced, which Chris suspects is due a spreadsheet that was not completed correctly before completing journal entries. She will continue to work on the Bank Reconciliations while Michael continues to train and learn the other duties of the Fiscal Officer role.

From henceforth, only the reconciliation pages and bank listing will be sent electronically while the bank statements will be brought for physical review at the Committee meetings.

New Accounting System Implementation Timing

The project was delayed due to losing both members of the Fiscal Office at the end of 2016 / beginning of 2017. The project will recommence in March with an expected launch of the new system in October 2017.

2015/2016 Audit

The State Auditor has hired an independent firm to conduct the Library's audit. The auditors will be at the Library the week of February 20th.

The independent auditing firm also offered to prepare the Library's year-end Hinkle reports. Kyle requested that Michael double-check with the State Auditor that this was an acceptable service from the same firm conducting the audit.

Fire Panel

In December 2016, repairs had to be done to the existing fire panel which is the main control system for the Library's fire alarm system. The panel is so old that parts are no longer made for it and a workman with soldering skills was employed to make the necessary repairs. However, the panel will need replaced and the Facilities Manager is working on getting three quotes. The Committee will be updated once the quotes are received.

Conflicting Budget Philosophies

There were three philosophies used by the incumbent Fiscal Officer that caused some difficulties at the beginning of 2017:

- Closing of all 2016 purchase orders. By closing the outstanding 2016 Purchase Orders, those expenses are now being charged against the 2017 budget amounts.
- Staff were encouraged to encumber all known expenses on blanket purchase orders at the beginning of 2017 to reduce time processing purchase orders throughout the year.
- Claw backs of 17.9% were applied to almost all budget lines, including those with fixed costs.

Funds from the Training and Membership lines have been moved to cover expenses, as needed. Administration recommends waiting until the Governor's Budget is finalized to determine if additional funds will need to be appropriated. Another option could be to reduce the planned end of year transfer to accommodate expenses later in the year.

The Committee discussed what percentage of the budget that goes unused at the end of the year is acceptable. They advised speaking to other libraries to see what philosophies they use.

The Ohio Library Council will be lobbying for the Public Library Fund again this year.

Priority Listing

The Committee requested that Chris and Michael put together a list of priorities for Michael and share with the Committee.

Adjournment

The meeting was adjourned at 5:52 p.m.

Audit Status

The auditors arrived on February 20th and completed their on-site portion by end-of-day, February 21st. Administration will send the rest of the required documentation electronically. The audit should be finalized the first week of March.

Deputy Fiscal Officer Open Position

Posting the position to a wider network, including a consortium of colleges, resulted in more potential candidates. Five candidates were selected from the pool of applications received as of February 17th. Interviews will begin the first week of March.

Tax Advance Resolution

In order to authorize Michael to request tax advances on behalf of the Library, the Board passed Resolution 08-17.

RESOLUTION 08-17
**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 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. 08-17

02/21/2017

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

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

PRESIDENT'S REPORT

Marketing Plan

Chris Minx will work on documenting the Library's current marketing activities to begin development of a marketing plan. Maura Bowen will provide some examples of formats her company uses and bring them to the March Operations Committee meeting. Additionally, the Board requested that the marketing plans of peer libraries and other similar community organizations be obtained, where possible.

The plan will help the Library to:

- Prioritize marketing activities
- Promote the value of the Library
- Leverage existing resources in support of marketing
- Align marketing with the strategic plan

ADJOURNMENT

Gloria Heydlauff made a motion to adjourn the meeting. Maura Bowen seconded the motion.

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

The meeting was adjourned at 6:17 p.m.



Sarah Mueller, President



Gloria Heydlauff, Secretary