
UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Tuesday, March 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, 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; Dena Little, Youth Services Manager; and Diana Magee, Executive Assistant

EXCUSED ABSENCE: Sarah Mueller

CONSENT AGENDA

The consent agenda included the Minutes from the February 21, 2017 Board of Trustees Organizational and normal meetings, the Financial Report for February 2017 and the February Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 09-17
February 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
\$ 250.00	130	Melodee	Kornacker	
\$ 100.00	130	Lynn	Early	Library Lovers' Month 2017
\$ 50.00	130	Bradley	Britton	Library Lovers' Month 2017
\$ 30.00	130	William	Grant	Library Lovers' Month 2017
\$ 25.00	130	Lorraine	Clark	Library Lovers' Month 2017
\$ 20.00	130	David & Nancy	Evans	Library Lovers' Month 2017
\$ 14,399.00	In Kind	Mary	Burkey	Audiobooks
\$ 500.00	130	Gloria	Heydlauff	Library Lovers' Month 2017
\$ 100.00	130	John and Judy	Yesso	Library Lovers' Month 2017
\$ 100.00	130	John and Susan	Yutzey	Library Lovers' Month 2017
\$ 100.00	130	Kelle	Eubank	Library Lovers' Month 2017
\$ 50.00	130	Michael and Merry	Troper	Library Lovers' Month 2017
\$ 25.00	130	John & Betty	Messenger	Library Lovers' Month 2017
\$ 100.00	130	Michael	Kohr	Library Lovers' Month 2017
\$ 25.00	130	Kate	Albers	Library Lovers' Month 2017
\$ 20.00	130	Anonymous		Via the Columbus Foundation

\$ 20.00	130	Alice	Lane	Library Lovers' Month 2017
\$ 40.00	130	James	Dowell	Library Lovers' Month 2017
\$ 25.00	130	Joe	Schinner	Library Lovers' Month 2017
\$ 5.00	130	Karolyne	Starr	Library Lovers' Month 2017
\$ 500.00	130	Iris	de la Motte	Library Lovers' Month 2017
\$ 500.00	130	Tremont Center Company		Library Lovers' Month 2017
\$ 50.00	130	Mike and Charlene	Buckner	Library Lovers' Month 2017
\$ 35.00	130	Thomas and Jean	Hayward	Library Lovers' Month 2017
\$ 50.00	130	Brian and Wendy	Jasper	Library Lovers' Month 2017
\$ 25.00	130	Patrick and Kathy	Green	Library Lovers' Month 2017
\$ 20.00	130	Sandra	Grasso	Library Lovers' Month 2017

SIGNATURE SHEET

Resolution No. 09-17

3/21/2017

Upon the motion of Trustee, Peter Han seconded by Trustee William Shkurti to pass the consent agenda:

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.

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

ASSISTANT DIRECTOR'S REPORT

Annual Partnership Review

The Library continues to partner with the City, Schools, and other community organizations on events and projects. The City will be honoring John Dunkel, who was instrumental in the creation of the Upper Arlington Public Library, at the May Wall of Honor Ceremony. The Library will be using the event as a soft-launch of the 50th Anniversary Fundraising Campaign. The Library is also working with the City on a ribbon-cutting ceremony for the new reading garden.

Staff are working on more partnerships for author visits and reaching ESOL patrons through school talks.

The Board suggested reviewing our programs, partnerships, and collaborations with these three questions in mind:

1. Out of all of them, which one does the staff consider to be most important and why? What do we need to do to keep it successful?
2. Of the remainder, which one has the most potential, and why? What do we need to do to make it more successful?
3. What is not on the list that has the most potential for advancing the Library's strategic goals and what do we need to do to make it more viable?

The Board requested this as a high-level summary, no more than a page in length. The intent of this exercise is not to produce a finished product, but instead serve as a starting point for a continuing discussion of strategic goals.

DIRECTOR'S REPORT

Passport Services

The Board requested an estimate of staff time spent on passports in order to factor the cost into the net revenue of the service.

Annual Scorecard and Strategic Goal Overview

In consideration of the Strategic Goals, the Board posited a question of what makes the Upper Arlington Public Library special and what is its brand? Collaborations, older adult programming, leaders in strategic planning and measuring success, and guardians of history were offered as suggestions. The Library is also increasingly a place where people gather.

Ms. Bowen recommended looking at the future of the Library from a marketing standpoint: What do patrons want or need? How can the Library fulfill those wants or needs and do so better than the competition, if there is competition for those services. For the Library, competition usually is not another library or organization, rather patrons' schedules and available time.

Monthly Statistics

Circulation showed a very slight decrease. Circulation of physical items was down 9% in February from the previous year and digital circulation increased by only 6% instead of the double-digit increase we had been experiencing. Program attendance was significantly higher in January and slightly lower in February than in 2016. This was likely due to 19% more programs offered in January and 4% fewer in February than last year. Computer Usage and User Visits continue to trend similarly to last year.

OPERATIONS COMMITTEE

*UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE
TUESDAY MARCH 7, 2017 AT 4 PM
MEETING NOTES*

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

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

EXCUSED ABSENCES: None

ANNUAL REVIEW OF SECURITY INCIDENT REPORTS

Overall, incidents dropped in 2016 compared to the prior three years. Incident reporting became consistent practice beginning in 2012.

The Committee asked for clarification of incidents that would be categorized as Patron – Other rather than Patron – Behavior. Children accidentally locked in a car in the parking lot or abandoned property were examples of this category.

2017 LIBRARY LOVERS' MONTH REVIEW

The Committee and staff were pleased with the results of the campaign. Elements that seemed to make the campaign effective were:

- Targeting known or likely Library supporters*
- Having a specific purpose for the donation*
- Providing preaddressed envelopes for easy donation*

In the future, we will implement a donation webpage for easy electronic donations. The webpage will be specific to the campaign and integrate with the donor management software.

2017 FUNDRAISING ACTIVITIES UPDATE

The Fundraising Committee is currently preparing for the upcoming Thank You Breakfast on April 11th. Invitations will be mailed within the next week. Since this is the Library's 50th Anniversary year, former Board members, UAPL Foundation members, Upper Arlington City officials, and Upper Arlington School officials were invited, as well. The Upper Arlington Community Foundation is also holding an event the morning of the 11th, but the Library was unable to reschedule once the conflict was discovered.

Chris Taylor, Kate, and Diana will be visiting the Geauga Public Library from which we will borrow custom putt-putt equipment for the Get Loud @ The Library Event on November 4th. We will also be gleaning wisdom from Geauga on aspects of their event such as staggering start times, getting sponsorship for holes, and any other advice they might have to offer.

The 50th Anniversary campaign will have a soft-launch at the City's Wall of Honor Ceremony in May. A 50th Anniversary Committee has determined a list of activities and displays from May until December 11th to publicize the anniversary and campaign. Specific plans for how donations will be encouraged will be discussed at the March 20th Fundraising Committee meeting.

FIRE PANEL REPLACEMENT

Two quotes have been received, both in the range of 15K-16K. The Simplex quote only included replacement of the Fire Panel while Hamrick's was inclusive of accompanying equipment, design, and testing. An opportunity to edit their quote to include the same items as Hamrick's was offered to Simplex. The third vendor has not yet responded.

The Committee reviewed the 2017 Capital budget and planned projects to determine where the money for the unplanned fire panel replacement should come. All agreed that the Furniture and Equipment money would be used, and if other projects come in under budget, the surplus would be used to replenish Furniture and Equipment.

MARKETING STRATEGY

Maura will send templates and examples to Chris Minx. Additionally, Chris has pulled some examples from other libraries and assembled a small committee to work on the Marketing Plan. Chris will be the lead with Greg Ramage, Director of Support Services, and Dena Little, Youth Services Manager, supporting. Chris Taylor and Kate Porter will act as advisors.

FRIENDS OF THE LIBRARY AND FUNDRAISING

A few members of the Friends Board have voiced interest in fundraising ideas, including paid programs at the Library. The Committee and staff agreed that this could be confusing to patrons

who have come to expect free programming from the Library. Additionally, as the Library has several fundraising campaigns and events this year, any other in-building events could confuse the purpose of those campaigns or make patrons feel overwhelmed with donation requests.

The Friends fund the Library's programming as well as special projects and are greatly appreciated. Administration will work to create a list of possible fundraising ideas that could provide an opportunity to raise more money without creating too much additional work for the Friends or confusion for the patrons. Additional promotion of existing revenue opportunities such as memberships was suggested by the Committee.

MEETING SCHEDULE

The Committee will continue to meet on the first Tuesday of the month at 4 p.m.

ADJOURNMENT

The meeting was adjourned at 4:51 p.m.

FINANCE COMMITTEE

**UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
WEDNESDAY MARCH 8, 2017 AT 5 PM
MEETING NOTES**

The meeting was called to order at 5:04 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 February. Expenses are trending on projections but revenue is trending low. Part of this is due to not requesting an advance on property taxes. The Public Library Fund was also recertified in January at \$6,026.85 less than the certification in August 2016, on which the budget was based. The Committee accepted the reports as presented to be included in the materials for the March meeting of the Board of Trustees.

Bank Reconciliations

Chris and Michael continue to work on reconciling January and February, with Michael now taking the lead. There is approximately a 14K difference between the accounting system and the bank account. November 2016 reconciled to zero and December to a difference of \$15.

Update on Audit

The Hinkle report was filed on time, by the 28th of February. The audit should be completed by the March 10th.

Update on Deputy Fiscal Officer Search

Three candidates were interviewed by Chris, Michael, and Julie Whitt, Human Resources manager. One candidate has been selected and Julie is in the process of checking references and getting a background check prior to offering the position.

Update on Accounting System

Training for power-users of the accounting system will begin in April.

Update on Transition

The Committee recommended the following list of priorities for Michael to address:

Hiring and training the Deputy Fiscal Officer

Completion and follow-up on the audit

Implementation of the new accounting system

Bank Reconciliations

Determine amount of money for fixed cost expenditures lost due to clawbacks or affected by 2016 purchase orders that were closed and had to be paid out of 2017 funds

Determine a target percentage between budgeted and actual expenditures

Review 5-Year Financial Plan

Research savings opportunities for healthcare

Smart Money Manager

Fire Panel

Two quotes have been received, both in the range of 15K-16K. The Simplex quote only included replacement of the Fire Panel while Hamrick's was inclusive of accompanying equipment, design, and testing. An opportunity to edit their quote to include the same items as Hamrick's was offered to Simplex. The third vendor has not yet responded.

The Operations committee reviewed the 2017 Capital budget and planned projects to determine where the money for the unplanned fire panel replacement should come. All agreed that the Furniture and Equipment money would be used, and if other projects come in under budget, the surplus would be used to replenish Furniture and Equipment.

Adjournment

The meeting adjourned at 5:26 p.m.

Next Meeting: Wednesday, April 12th at 5 p.m. in Meeting Room C

Audit Status

The audit is still in process. Michael contacts the auditors regularly for status and to verify all necessary documents have been received.

Deputy Fiscal Officer Position

The Library will welcome Anna Lu on April 3rd as the new Deputy Fiscal Officer.

OPOC (One Point of Care)

Administration met with a representative from OPOC, a potential health insurance broker. OPOC analyzes organizations' current health plans and usage and then designs a plan to suit those needs. Insurance companies are then asked to match the newly designed plan, usually resulting in savings. The savings would be shared by the Library and OPOC in addition to the normal broker's fees. OPOC does guarantee that the insurance will not cost any more than the Library already pays. The Board requested that Administration find local clients that they have worked with OPOC for the past few years for references.

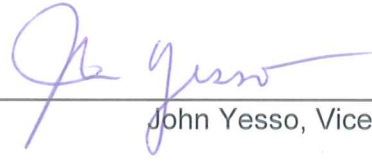
ADJOURNMENT

Maura Bowen made a motion to adjourn the meeting. Peter Hahn seconded the motion.

Voting:

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

The meeting adjourned at 6:21 p.m.



John Yesso, Vice-President



Gloria Heydlauff, Secretary

