
UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Tuesday, May 16, 2017 at 5 PM

The meeting was called to order at 5:05 p.m.

IN ATTENDANCE

BOARD MEMBERS: 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, Support Services Director; Chris Minx, Marketing and Community Relations Manager; and Dena Little, Youth Manager.

EXCUSED ABSENCE: Maura Bowen

CONSENT AGENDA

In addition to approving the absence of Maura Bowen, the consent agenda included the Minutes from the April 18, 2017 Board of Trustees meeting, the Financial Report for April 2017 and the April Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

RESOLUTION 11-17
April 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:

| Deposit date | Amount | Fund | First Name | Last Name | Spouse | Campaign | Appeal |
|--------------|------------------|------|------------|-----------|--------------------|--------------|------------------|
| 4/7/2017 | \$50.00 | 130 | Hector | Moreno | | | |
| 4/7/2017 | \$50.00 | 130 | Marilyn | Cozad | Charles R. Cozad | In Memory of | Lenore Mastracci |
| 4/7/2017 | \$10.00 | 130 | Eleanor M. | Inoue | | | |
| 4/7/2017 | \$5.00 | 130 | Marilyn | Halley | Roland L. Halley | | |
| 4/12/2017 | \$100.00 | 130 | Ryan | Miller | | | |
| 4/20/2017 | \$50.00 | 130 | Ila J. | Patel | Dr. Jashu N. Patel | | |
| 4/26/2017 | \$50.00 | 130 | Susan | Ralph | | | LLM2017 |
| TOTAL | \$ 315.00 | | | | | | |

SIGNATURE SHEET

Resolution No. 11-17

05/16/2017

Upon the motion of Trustee John Yesso, seconded by Trustee Gloria Heydlauff:

Voting:

| | |
|-----------------------------|-----|
| Sarah Mueller, President | Aye |
| John Yesso, Vice President | Aye |
| Gloria Heydlauff, Secretary | 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

Kate reminded everyone to come to the Wall of Honor ceremony on Sunday, May 21st at the Municipal Building at 3pm. This year's honoree, John Dunkel, was instrumental in creating our library system. We will use this event to kick off our 50th Anniversary celebration.

The Library is now offering passport appointments on Tuesdays, Wednesdays and Thursday mornings.

Summer Library Club begins on Monday, May 22nd. All ages are encouraged to participate.

We reviewed the Partnership Analysis document. The Board reminded us to be sure to feed this information into our strategic goals and acknowledged that this is a continuing process. They also mentioned the need to feed this into our marketing plan as well. We talked about doing more promotion to let the community know about all we do with the schools.

Chris Minx mentioned that the ALA formally asked to use one of our "Because" statements nationally. "Because the Summer Slide isn't a Piece of Playground Equipment" was a UAPL original and will be noted as such.

DIRECTOR'S REPORT

Chris Taylor talked about the new OLC "Because" branding statement in relation to the PLF. She also mentioned the updated document from Michelle Francis that included new talking points and a call to action to contact state senators to protect the PLF. Chris mentioned that there is no need for a patron call to action like in 2009 because the PLF is just one of many things getting similar cuts. OLC testified today to keep the PLF at 1.66%. Chris will send the link to the Board to write to the senate and/or make a personal appeal if anyone has a connection to a member of the senate.

Chris T. shared that the library is set to emcee one of the concerts in the park this summer as a way to promote the library and our 50th Anniversary. The library is signed up for June 29th and Sarah Mueller volunteered to be the emcee.

Chris T. will be on vacation June 2nd through June 11th. Kate will be in charge while she is away.

Chris T. shared the annual Circulation by Format update. The increase in circulation is due to auto-renew which began in May 2015. First time circulation is not up. Media circulation has decreased over time. It rebounded a bit in 2015 but plateaued in 2016. Digital circulation has been increasing over time. The difference in eVideo circulation is the difference between a small number of Overdrive video titles that were not popular vs. our move to Hoopla in 2014 which has newer movies, TV shows and documentaries.

Chris M. talked about the updated meeting room policy documents and said the overall change was our narrower interpretation of what we consider "for profit" use. This means that tutors and private client meetings are now accepted under our policy. She noted that the third paragraph uses updated language from the ALA. She noted that the list of 23 rules is now in an expectation document and will be removed from the Operations Manual. We will keep track to see if our new policy squeezes out use by non-profits. We briefly discussed the fact that groups with extreme views on either side would still be welcome to use our rooms as long as they abide by our meeting room rules and standards of patron conduct.

RESOLUTION 12-17

To Approve Changes to the Operations Manual – Meeting Room Policy

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

SIGNATURE SHEET

Resolution No. 12-17

05/16/2017

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 |
| 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

Chris T. reviewed the regular monthly stats and mentioned that next year we will have two years of consistent stats on the use of our WiFi. The State Library helped all public libraries get the same WiFi record keeping software so there can be like use comparisons state wide.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

*UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
THURSDAY, MAY 11, 2017 AT 4:30 P.M.
MEETING NOTES*

The meeting was called to order at 4:28 p.m.

IN ATTENDANCE: Gloria Heydlauff, Kyle McKee, William Shkurti, Chris Taylor, Kate Porter, Michael Troper, Anna Lu, and Diana Magee.

Financials

The Committee reviewed the financial reports for April. The Public Library Fund revenue has come in lower than expected by 6-7% per month, thus far. Based on these actuals, it is projected that the annual PLF revenue will be short by over \$168,000.

Passport revenue has exceeded original projections. Based on actuals and earning patterns of other libraries who have offered the service for some time, an additional \$21,900 is projected.

Bank Reconciliations

The Committee verified that all reconciliations were up to date and had no further questions.

Year-End Projection Update

The Fiscal Office and budget managers have been reviewing the clawbacks and effect of closed purchase orders on the 2017 budget. They will work to determine how much money will need to be re-appropriated to meet base costs for the remainder of the year.

In coming Finance Committee meetings, the Committee and staff will need to discuss the Library's budgeting philosophies and prioritize them in case public funding continues to lower.

Tax Budget

Every year, the Library must have a tax budget resolution passed by the Board, then routed to the City, and finally submitted to the Franklin County Budget Commission. The Committee will recommend to the full Board that the resolution be passed.

Adjournment

The meeting adjourned at 4:59 p.m.

Kyle shared the news that our PLF shortage for the year will be \$168,000 and is only slightly offset by increased passport revenues to bring this number down to \$146,000. Michael is working on projections and does show a \$10,000 savings in the salary/benefits line. He is still looking at materials and other parts of the budget to see if any of the clawback money can be replaced. We will need to review our budget philosophies at the next Finance Meeting to see if other ways to deal with this shortfall can be identified.

RESOLUTION 13-17
2018 BUDGET REQUEST TO FRANKLIN COUNTY BUDGET COMMISSION

| INCOME | GENERAL FUND - 1X0 | UAPL FRIENDS FUND - 201 | RESTRICTED FUND - 250 | BUILDING FUND - 402 | FSA FUND - 501 |
|--|-------------------------|-------------------------------|--------------------------|------------------------|---------------------|
| TOTAL REVENUE | 6,015,842 | 100,000 | 23,000 | 363,367 | 7,000 |
| UNENCUMBERED BALANCE AT 1/1/2018* | 2,702,335 | 11,884 | 274,594 | 223,572 | 5,000 |
| AVAILABLE FOR APPROPRIATIONS (CASH BALANCE) | 8,718,177 | 111,884 | 297,594 | 586,939 | 12,000 |
| EXPENDITURES | | | | | |
| SALARIES & BENEFITS | 4,076,826 | - | - | - | - |
| LIBRARY MATERIALS | 873,420 | - | - | - | - |
| OTHER EXPENSES | 847,009 | 100,000 | 23,000 | 235,710 | 7,000 |
| TRANSFERS TO BUILDING FUND 402 | 363,367 | - | - | - | - |
| GRAND TOTAL | 6,160,622 | 100,000 | 23,000 | 235,710 | 7,000 |
| NET AFFECT TO CASH BALANCE | <u>2,557,555</u> | <u>11,884</u> | <u>274,594</u> | <u>351,229</u> | <u>5,000</u> |

*Unencumbered balance at 1/1/2018 is an estimate. The library may not plan to spend more than the projected cash balance in any fund.

SIGNATURE SHEET

Resolution No. 13-17

05/16/2017

Upon the motion of Trustee Gloria Heydlauff, 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 |
| William Shkurti | Aye |

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Michael Troper, Fiscal Officer

Upper Arlington Public Library
Upper Arlington, Ohio

PRESIDENT'S REPORT

Sarah reviewed the new themes for the Strategic Plan—Space, Special Celebrations and Streamlining. Improving our spaces is an ongoing process and we can work with IAP on projects. The Library and the City both have special celebrations that we will work on together. We are reviewing our financial processes now with a new accounting system coming and IT has been reviewing processes as well. We will add a new bullet point under Optimize the Library's staff, space and other resources to include cost savings measures and other ways we plan to streamline so this theme is reflected in the measureable outcomes. The Marketing Committee is working with the space and special celebrations themes and a third S theme of generating support for the library.

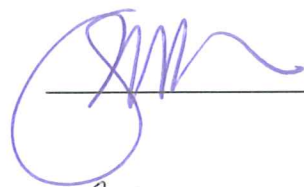
We discussed the power issues that affected the elevator and other HVAC components during the evening of power surges two weeks ago.

In light of the recent world-wide hacking issues Chris T. noted that our IT staff has done extra to be sure our PCs and networks are all up-to-date.


ADJOURNMENT

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

The meeting adjourned at 5:45 p.m.



Sarah Mueller, President



Gloria Heydlauff, Secretary

