
UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
TUESDAY, AUGUST 15, 2017 AT 5 PM

The meeting was called to order at 5:07 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; Michael Troper, Fiscal Officer; Dena Little, Youth Services Manager; Chris Minx, Marketing and Community Relations Manager; and Diana Magee, Executive Assistant

EXCUSED ABSENCE: Gloria Heydlauff

CONSENT AGENDA

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

RESOLUTION 16-17
June & July 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:

DATE	AMOUNT	FUND	NAME	CAMPAIGN
6/12/2017	\$ 100.00	130	Anonymous	
6/22/2017	\$ 1,000.00	130	Eric R. Sorenson & Cathy Kashanski	In Memory of Alberta Lindstrom
6/22/2017	\$ 5.00	130	Jirye Lee	50th Anniversary 2017
6/28/2017	\$ 25,000.00	130	A. Jean Clark	
7/13/2017	\$ 500.00	130	Linda Mercer	
7/13/2017	\$ 10.00	130	Shannon Hemmelgarn	
7/13/2017	\$ 50.00	130	Anton Chin	
7/21/2017	\$ 50.00	130	J. Thomas & Kathleen M. Jones	
7/21/2017	\$ 21.00	130	Anonymous	
7/21/2017	\$ 50.00	250	Charles & Martha Coe	In Memory of Drew Ammons

7/25/2017	\$	10.00	130	Chris & Bob Taylor	50th Anniversary 2017
7/25/2017	\$	50.00	130	Anonymous	
TOTAL	\$	26,846.00			

SIGNATURE SHEET

Resolution No. 16-17

08/15/2017

Upon the motion of Trustee John Yesso, seconded by Trustee Maura Bowen:

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.



Chris Taylor, Acting Deputy Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

OPERATIONS COMMITTEE

The Board discussed how to further inform the public regarding the 50 for 50 Fundraising Campaign. Suggestions including crowdfunding, having a table at the Author Event, social media, and including in all publications as possible. Additionally, they recommended that the suggested giving amounts on the online donation form be \$25, \$50, \$100, and \$500.

The notes from the Operations Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE
TUESDAY, AUGUST 1, 2017
MEETING NOTES**

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

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

EXCUSED ABSENCES: None

FUNDRAISING UPDATE

Staff advised that after due consideration, they decided against the Golf in the Stacks fundraising event, this year. They did not feel there was enough staff time to accomplish such a large event. Additionally, events do not traditionally have a large return on investment and the Golf in the Stacks event didn't mesh with the 50th Anniversary Fundraising theme, which is the focus for 2017. The Committee agreed that the event wasn't the best fit for 2017.

Staff and the Board will work on a direct ask campaign working towards earning \$50,000 for the Library's 50th Anniversary. A dedicated giving website, 50for50.ualibrary.org, was created. Board members will approach their connections with a personal ask and companies will be contacted for donations, too. Donations will be used to create more group work and study spaces in the Adult Department of the Main Library.

CAPITAL PLAN UPDATES

The carpeting planned for 2017 was postponed until 2018. Other capital projects are in progress as planned for 2017. The Long-Term Capital Plans were updated to reflect the last time projects were completed and flooring amounts for the lower level staff hallway were increased to allow for laminate, rather than carpet.

ADJOURNMENT

The meeting adjourned at 5:53 p.m.

Next Meeting: Tuesday, September 5, 2017 at 5 p.m. in Meeting Room A

ASSISTANT DIRECTOR'S REPORT

September is national Sign Up for a Library Card month. Patrons who sign up for a card during September can take a picture with an enlarged library card prop to post to social media.

Information regarding teacher cards on the website has been revised and made more informative. Additionally, staff have distributed information to new teacher orientations to make them aware of the service.

Credit card payment is now available at all three locations.

DIRECTOR'S REPORT

The Library typically closes early on New Year's Eve which falls on a Sunday, this year. The Library will be closed on New Year's Eve, rather than being open for two hours.

The Westerville Library is going fine free. The Upper Arlington Public Library continues to evaluate how surrounding libraries going fine free affects our patrons.

Both the Assistant Director and Director received the same letter sent by an anonymous sender advising that too many staff were parking on streets surrounding the Library. Staff will be reminded that they are asked to park in the Library parking lot and to leave the nearest available spaces for patrons.

Director, Chris Taylor, will act as a mentor for new library directors through the Ohio Library Council.

There were no questions regarding the second quarter staffing report.

Staff presented the Board with a revised Memorandum of Understanding with the Upper Arlington Historical Society which can be seen as an exhibit to these minutes. The resolution to approve the memorandum is as follows:

17-17 RESOLUTION
**To Enter Into an Agreement with the
Upper Arlington Historical Society**

BE IT RESOLVED that the Upper Arlington Public Library Board of Trustees approves the agreement with the Upper Arlington Historical Society as set forth in the agreement document attached as a permanent exhibit to this Resolution,

AND BE IT FURTHER RESOLVED that the Upper Arlington Public Library Board of Trustees authorizes the President of the Board and the Director to sign any such document(s) as may be needed.

SIGNATURE SHEET

Resolution No. 17-17

08/15/2017

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

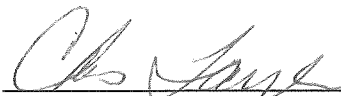
Voting:

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

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Chris Taylor, Acting Deputy Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
AUGUST 9, 2017
MEETING NOTES

The meeting was called to order at 5:03 p.m.

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

Financials

The Committee reviewed the financial reports for July. The Public Library Fund came in at 99% for July, higher than in previous months. The Library will receive its last disbursement of property taxes in August. The Committee accepted the reports as presented to be included in the materials for the August 15th meeting of the Board of Trustees.

The Committee requested that the Fiscal Officer determine whether the Library is eligible to receive inside millage and to compare the Library's 2017 utility costs compared to past years.

Bank Reconciliations

A few long-outstanding unclaimed funds remain to be resolved prior to the switchover to the new accounting system. The Library has an unclaimed funds fund that will be used for whatever items cannot be resolved prior to the switchover. One of the outstanding items is a credit, associated with a former part-time employee, about which the Committee requested more information.

Insurance Renewal

The Library's current insurance policy expires on August 31st. Fiscal Officer, Michael Troper, met with brokers from Stolly Insurance and Wichert Insurance. A quote for the Ohio Plan administered by Stolly Insurance came in lowest and the Library has had good experience with that broker and plan.

The Committee will recommend remaining with The Ohio Plan and entering into a new three year policy with them for the Library's Property and Liability Insurance coverage.

Mid-Year Re-Appropriations

Staff recommended amending the Library's 2017 Appropriations to compensate for purchase orders closed in 2016 with pending invoices which were not accounted for in the 2017 budget. Additionally, the former Fiscal Officer applied a 17.9% reduction to most budget lines, including those with fixed costs. Amending the appropriations and reducing the Library's planned cash transfer to its capital fund will provide the necessary funds to offset the shortfalls caused by these two actions.

Staff also requested to increase the Restricted Fund appropriations as there is a planned gift to the Library to enhance the children's area at the Miller Park Library.

The Committee will recommend to the full Board a resolution to amend the 2017 appropriations and reduce the cash transfer.

StarOhio vs. StarOhio Plus Investments

The Library currently invests in StarOhio, which is not insured. StarOhio Plus is insured but has a lower rate. The Committee will present the topic to the full Board for further discussion of possibly splitting investments between the two.

Adjournment

The meeting adjourned at 5:41 p.m.

Next Meeting: Wednesday, September 13, 2017 at 5 p.m. in Meeting Room C

Staff presented the Board with the Resolution to Approve the Library's Commercial Building and General Liability Insurance Agreement. Staff recommended passing the Resolution based on the lower quote provided for the Ohio Plan as administered by Stolly Insurance, with whom the Library has had good experience for the past ten years.

RESOLUTION 18-17

To Approve Commercial Building and General Liability Insurance Agreement

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby accepts the insurance quote from The Ohio Plan to be administered by Stolly Insurance for insurance coverage for a one-year term commencing September 1, 2017.

The Library will be entering into a three-year contract to guarantee insurance coverage with The Ohio Plan. Premiums will be calculated annually.

SIGNATURE SHEET

Resolution No. 18-17

08/15/2017

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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Chris Taylor, Acting Deputy Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

Earlier this year, the Board was informed that the prior Fiscal Officer closed all 2016 purchase orders and applied a 17.9% reduction to most of the budget lines. This left many budgets with far less than had been requested for the year. After meeting with budget managers do discuss what funds they would need to fulfill needs for the remainder of the year, Administration recommended amending the 2017 appropriations as follows:

RESOLUTION 19-17 **2017 Permanent Appropriations Amendment**

Be it resolved that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following change to the 2017 Appropriations:

General Fund (Fund 100)

Materials	-\$33,000
Other	+\$99,000
<u>Transfers Out</u>	<u>-100,000</u>
Grand Total General Fund	-\$34,000

Restricted Fund (Fund 250)

Other	+\$20,000
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SIGNATURE SHEET

Resolution No. 19-17

08/15/2017

Upon the motion of Trustee Maura Bowen, 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

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 Chris Taylor, Acting Deputy Fiscal Officer
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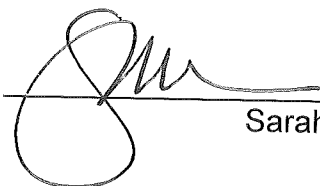
EXECUTIVE SESSION

Mr. Shkurti made a motion to go into an executive session. Mr. Hahn seconded the motion. VOTING AYE VIA ROLL CALL: Ms. Bowen, Mr. Hahn, Mr. McKee, Ms. Mueller, Mr. Shkurti, and Mr. Yesso. VOTING NAY: None.

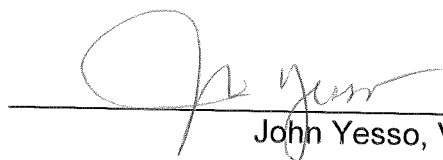
ADJOURNMENT

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

The meeting was adjourned at 6:23 p.m.



Sarah M. Mueller, President



John Yesso, Vice-President

