
**UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
FEBRUARY 18, 2014**

The meeting was called to order at 5:10 p.m.

IN ATTENDANCE

BOARD MEMBERS: John H. Burtch, Karen A. Davis, Gloria Heydlauff, Sarah Mueller, Karen Olstad and William J. Shkurti.

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Kate Hemleben, Fiscal Officer; Tim Moloney, Director – UA Parks & Recreation and Nancy Roth, Administrative Secretary.

PRESENTATION BY TIM MOLONEY

Tim Moloney, Director of the Department of Parks and Recreation for the city of Upper Arlington made a presentation to the Board regarding the formulation of a master plan for the Northam Park area. The city has been working on developing a unified vision for the space since 2007. The master plan would have three phases and would be accomplished as funding becomes available.

The overall vision of the plan includes, in part, establishing a recognizable gateway into the area from both Tremont and Northam Roads; redesigning the current parking lot; relocation of the playground; swimming pool improvements and/or replacement; relocation of the tennis courts; planting public ornamental gardens and developing a “great lawn” with athletic fields and flexible space for public events such as the Arts Festival. Mr. Moloney noted that the library is an important part of life in Upper Arlington. There is a need for a more visible identification of the library from the street.

The first phase includes the redesign and improvements to the parking lot shared by the library, Tremont Elementary School and the park. This work is already funded in the city’s 2014 budget. The city is in the process of getting bids for the parking lot work. The parking spaces will be reoriented, a clear pedestrian pathway will be developed and traffic flow for school drop off and pick up will be routed without entry into the library parking lot.

The remaining two phases will be dependent on obtaining some private funding, in addition to some funds from the city’s annual budget or possible bond issuance. The total for all three phases comes to about \$7,000,000. The plan may span a ten year period with a year between phase one and phase two to work on funding sources.

The current plan is to begin the work on the parking lot very soon after the school ends for the summer. The library staff and patrons will have to make alternate parking

arrangements while demolition and reconstruction of the parking lot takes place. Mr. Moloney said that until the parking lot work starts, the city would continue to cold patch the lot when weather permits. He noted that Ms. Taylor would be serving on the design committee so that the library's interests and concerns would be represented.

The Board thanked Mr. Moloney for his presentation.

CONSENT AGENDA

The consent agenda included the approval of the absence of Mr. Yesso, the Minutes from the January 21, 2014 Board meeting and the January 2014 Financial Report. The Financial Report is included as an exhibit to these minutes. Mr. Burtch made a motion to approve the consent agenda. Ms. Heydlauff seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Ms. Mueller, Ms. Olstad and Mr. Shkurti. VOTING NAY: None.

ASSISTANT DIRECTOR'S REPORT

The author visit is scheduled for Sunday, April 27, 2014 and will feature author Lynne Olson. There will be ticketed lectures at 1:30 and 3:30 in the Friends' Library. There will also be a reception at the home of Greg & Robin Comfort at 5:30. This will also be a ticketed event. The lecture tickets will be \$10.00 and the reception tickets will be \$25.00.

CLC transition planning continues to move forward. Ms. Porter and Greg Ramage recently met with Marketing and Community Relations Manager, Chris Minx, to discuss a communication plan to inform patrons of the various changes coming with the transition. Information will start being available about March 1st. This will include information on the website, quarter sheets and posters along with information on the checkout screens. The go-live to the public date is April 9th. For five days prior to that, some services will not be available to patrons, including some catalog services.

Many staff members have visited current CLC member libraries to see how they function and to talk about other libraries' experiences with the transition period. Meeting Room B will be set up for staff training for most of March.

The Board members emphasized the need to give patrons as much information as soon as possible, including the information about the parking lot disruptions expected over the summer. The library should emphasize the enhanced services that will be available to patrons.

DIRECTOR'S REPORT

The Director's written report is attached to these minutes as an exhibit.

Ms. Taylor informed the Board that Nancy Roth, Administrative Secretary, will retire at the end of May. Administration hopes to be able to hire a replacement in time for a training period prior to Ms. Roth's retirement.

Ms. Taylor reviewed the library's internet policy in response to a recent newspaper article about Columbus Metropolitan Library. Materials on this topic were distributed to the Board and are attached to these minutes as exhibits. It was noted that the library had only three patron requests to turn off the filtering software during 2013. The library is in compliance with the Children's Internet Protection Act in its procedures. The policy language does need to be reviewed and up-dated which Admin will undertake before the end of the year.

FINANCE COMMITTEE

The Fiscal Officer's written report is included as an exhibit to these minutes.

Ms. Hemleben had no additional comments for the Board, but did inform them that she would be out of the office from March 6, 2014 through March 26, 2014.

OPERATIONS COMMITTEE

The ECM status report from Ameresco is included as an exhibit to these minutes.

Ms. Mueller noted that the committee will be meeting on March 10th to review the priority listing. Administration will be providing information to the committee in advance of the meeting, including annual technology investment projections and long-term building maintenance considerations.

PRESIDENT'S REPORT

Mr. Shkurti had provided the Board members with a listing of possible topics for strategic discussion over the course of the year. That listing is included as an exhibit to these minutes. There are three levels of topics.

1. Items that require a Board vote.
2. Items for review with little need for a Board vote.
3. Long Range planning issues for discussion and guidance only.

Ms. Taylor noted that there is a trend for libraries to be looking at outcomes rather than outputs. PLA is beginning to try to capture this type of information to help libraries position themselves for the future. It was noted that planning for a future whose shape and scope are unknown is difficult, but that the library has an outstanding IT staff who appear to be able to build in flexibility in their planning and envisioning in order to meet future needs.

Ms. Shkurti asked Board members to consider the issues listed and to provide additional topics if they so desire.

Ms. Taylor informed the Board that she talked with a patron who is interested in making a donation to a Lane Road project in honor of her mother's 80th birthday.

ADJOURNMENT

Ms. Davis made a motion to adjourn the meeting. Mr. Burtch seconded the motion.
VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Ms. Mueller, Ms. Olstad and Mr. Shkurti. VOTING NAY: None.

The meeting was adjourned at 6:40 p.m.

William J. Shkurti

Sarah Mueller