
**UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
March 18, 2014 5:00 p.m.**

The meeting was called to order at 5:01 p.m. at the Lane Road Branch Library.

IN ATTENDANCE

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

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director and Nancy Roth, Administrative Secretary.

CONSENT AGENDA

The consent agenda included the Minutes from the February 18, 2014 Board Meeting and the March Donations resolution.

RESOLUTION 03-14
March 2014 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:

Amount	Fund	Donor
\$100.00	130	Whole Foods, Phuong Vinh Do to thank the library for the use of meeting room space.
\$200.00	130	Mr. Charles Wilcox

Ms. Heydlauff made a motion to approve the consent agenda. Mr. Burtch seconded the motion. VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heydlauff, Ms. Mueller, Ms. Olstad, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

ASSISTANT DIRECTOR'S REPORT

The tickets are on sale for the author visit. There have been 34 tickets sold for the 1:30 lecture, 39 tickets sold for the 3:30 lecture and 24 tickets for the private reception. The events are expected to sell out.

The library will go live with the CLC migration in three weeks. Training has started this week for staff members who will serve as trainers for additional staff members. Publicity has been initiated with printed materials at all locations, information on the library website. Staff members are wearing buttons to solicit questions from patrons to help educate them. Articles in the Dispatch and This Week UA will be out this week as well.

DIRECTOR'S REPORT

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

Ms. Taylor reviewed the request from OLC asking library boards to support a legislative solution to ensure access to e-formats from publishers. Purchase restrictions vary from publisher to publisher. The library currently obtains books through Digital Downloads, a local consortium that pays for the titles. The library then pays an annual fee to the consortium.

RESOLUTION 04-14 In Support of the OLC eBook Initiative

To urge Ohio members of the Congress of the United States to seek a legislative solution to ensure public access to e-book materials through public libraries.

WHEREAS, Public libraries in Ohio are open 1.8 million hours a year to all Ohioans; and

WHEREAS, 2.1 million children and 6.7 million adults are cardholders at public libraries in Ohio; and

WHEREAS, Technology has enabled public libraries to provide e-books, which are rapidly growing in popularity with public library customers; and

WHEREAS, The increasing demand for public libraries to offer e-books is difficult to meet because some major publishers refuse to sell or license e-books to public libraries; and

WHEREAS, Public library customers are increasingly requesting e-books, only to be informed that major publishers will not sell or lease requested titles to public libraries; and

WHEREAS, the patrons of the Upper Arlington Public Library checked out 55,774 e-books in 2013 which was a 45% increase from 2012; and

WHEREAS, By denying public libraries access to e-books, and by making e-books cost prohibitive, publishers have limited access to information to only those who can afford to purchase it; and

WHEREAS, This issue should be fully examined and considered so that all children and adults have access to informational materials to enable all citizens to compete in the digitalized global economy; now therefore be it

RESOLVED, That we, the members of the Upper Arlington Public Library Board of Trustees, respectfully request that Ohio members of the Congress of the United States seek a legislative solution to ensure public access to e-book materials through public libraries.

Mr. Yesso made a motion to approve Resolution 04-14. Ms. Davis seconded the motion.
VOTING AYE: Mr. Burtch, Ms. Davis, Ms. Heylauff, Ms. Mueller, Ms. Olstad, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

Ms. Taylor provided the Board with examples of the Expectations being developed for staff members. These are included as exhibits to these Minutes. Ms. Taylor asked to Board for input

on their preferences for notification of emergency closings. The Board agreed that email notification was the preferred mode of notification. It was also noted that the library does not automatically close during a Level 2 snow emergency, but instead evaluates the situation on a case by case basis.

Ms. Taylor reviewed annual statistics for the past four years. She noted that media circulation is showing a downward trend. As more and more people begin streaming videos and TV programs on their mobile devices, this is likely to continue. The trends in circulation are used as part of the budget process to help determine the best allocation of resources. Ms. Taylor indicated that no major changes are planned until the library has an opportunity to assess the impact of joining CLC.

OPERATIONS COMMITTEE

Operations Committee Notes 3/10/14 4:30 p.m.

IN ATTENDANCE: Sarah Mueller, Gloria Heydlauff, John Yesso, Chris Taylor, Sherman Wallace and Nancy Roth.

The meeting was called to order at 4:45 p.m.

The committee reviewed items that Administration proposed to move into the General Fund from the "Hold" list of projects on the Building Improvements Fund plan. These were small projects which were projected to cost \$5,000 or less. The suggestion for this had been made by the Finance Committee. As these items were reviewed, the Operations Committee agreed the proposed items would be more appropriately funded through the General Fund as regular maintenance items. The committee suggested some other small-cost items be moved to General Fund projects as well.

The committee reviewed a periodic maintenance chart that Mr. Wallace and Ms. Taylor had created. It was suggested that the carpeting replacement cycles be outlined on a Tremont floor plan to take into account those high traffic areas, such as the Circulation area, that would need attention sooner than lower traffic areas such as in the stacks.

The committee made a detailed review of the On Hold Project List. The committee suggested that Items be prioritized into four levels:

- High Priority*
- Moderate Priority*
- Low Priority*
- Part of Major Renovation*

The committee deleted several projects from the holds list altogether.

Because of the need for extra work on the CLC conversion, IT Manager Greg Ramage and Ms. Taylor have not had an opportunity to review the technology project list. Administration will work with Ramage to incorporate the technology projects to complete the On Hold List. At the next meeting, the committee will work to assign a priority level to each project.

The committee set their next meeting date for Monday, April 7 at 4:30 p.m.

The meeting was adjourned at 6:10 p.m.

The Board members indicated they would be interested in a building study in order to have current information, especially about life cycles of major systems, in order to plan what financial resources will be needed in the future. This will tie into one of the strategic discussion topics proposed – Envisioning the Library. The library needs to take care of the physical systems and anticipate what needs might be a part of the library of the future.

FINANCE COMMITTEE

Finance Committee Meeting Notes February 20, 2014

IN ATTENDANCE: John H. Burtch, Karen A. Davis, Karen Olstad, Chris Taylor, Kate Hemleben, Kate Porter and Nancy Roth.

Ms. Davis called the meeting to order at 5:05 p.m.

2014 Meeting Schedule

The committee discussed whether there was a continuing need to meet monthly now that procedures and policies for best practices have been established by the Fiscal Officer. The committee noted that they felt a duty to the other Board members to review the monthly financial reports and to continue the discussions of the financial implications of on-going and future strategic initiatives. The group agreed to continue to meet monthly during 2014. The committee will meet at 5:00 p.m. on the Thursday prior to each month's Board meeting. Details for deadlines for sending committee information packets were discussed and agreed to.

Communication Plan

Ms. Hemleben provided the group with a review document of the Library Link articles from 2010 through May of 2014. She also provided a document to outline proposed financial topics leading up to the 2017 levy. This included the Library Link Money Matters articles coordinating with the Director's and the Board President's columns and other possible communication opportunities. The committee agreed that the information in the documents was very helpful and asked that they be shared with the full Board, as well.

The next Library Link will contain the annual report. Ms. Minx noted that the Marketing and Community Relations department plans to conduct a patron feedback survey about the Library Link in the next few months. She also noted that she has maintained an index of all the Library Link articles by subject since the library started using the current format. The committee asked that this information also be provided to the board.

Operations

- a) A \$100,000 CD matured in January. \$75,000 was re-invested at .45% for one year. This is a higher interest rate than the previous CD.*
- b) At the end of the year, an additional \$20.00 was added to the change fund for the library. The purpose was to alleviate the need for frequent trips to the bank for change by the Miller Park staff. The change fund now stands at \$1,394.95.*

Executive Session

The committee went into executive session at 5:45 p.m. in order to discuss a specific personnel issue. The committee came out of executive session at 6:05 p.m. and the meeting was then adjourned.

*Finance Committee Meeting Notes
March 13, 2014*

IN ATTENDANCE: *John H. Burtch, Karen A. Davis, Karen Olstad, William J. Shkurti, Chris Taylor.*

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

The committee immediately went into executive session in order to discuss a specific personnel matter.

The committee came out of executive session at 6:03 p.m. and the meeting was adjourned.

PRESIDENT'S REPORT

The Board reviewed the draft of strategic discussion questions. The Tremont/Northam Park Renovation was added to the list after the last Board meeting. Following discussion as to the logical timing of the topics, Ms. Taylor will refine the list and schedule.

ADJOURNMENT

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

The meeting was adjourned at 6:55 p.m.

William J. Shkurti, President

Sarah Mueller, Secretary