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UPPER ARLINGTON PUBLIC LIBRARY  
MINUTES  
BOARD OF TRUSTEES MEETING  
Tuesday, September 15, 2015 AT 5 PM

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

Justin Nahvi was sworn in as the Library's Fiscal Officer by Mr. John H. Burtch with the following oath:

I, Justin Nahvi, do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Ohio; and that I will faithfully and impartially discharge my duties as Fiscal Officer of the Library Board of Trustees in and for the said Upper Arlington Public Library, Franklin County, Ohio. I will serve to the best of my ability, and in accordance with the laws now in effect and thereafter to be enacted, during my continuance in said office and until my successor is chosen and qualified.

***IN ATTENDANCE***

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

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Justin Nahvi, Fiscal Officer; Christine Minx, Marketing and Community Relations Manager; and Diana Magee, Administrative Secretary

EXCUSED ABSENCE: Karen A. Davis

***CONSENT AGENDA***

In addition to approving the absence of Ms. Davis, the consent agenda included the Minutes from the August 18, 2015 Board of Trustees meeting, the Financial Report for August 2015. There were no donations in August. The Financial report is included as an exhibit to these minutes.

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

***ASSISTANT DIRECTOR'S REPORT***

Strategic Planning focus groups began on September 14<sup>th</sup> and will run until the 29<sup>th</sup>. There are 10 sessions across various locations, days, and times to accommodate as many different schedules and reach as many demographics as possible. Anyone who is unable to participate in a focus group will have a chance to participate in an upcoming survey.

A new service is being offered called, "Favorite Authors." Patrons are able to designate authors of their choice and subsequently be put on the holds list for any new releases by their chosen authors.

The eighth grade class of Hastings Middle School toured the Library's archives, Ohio Room, and digitization office last week. Jones Middle School may look to do the same in the future. Additional partnerships with the middle schools for the future could include library card sign ups modeled after the successful High School Library Card program. Youth Librarians continue to reach out to the School Librarians to discover how to best serve the community's youth.

### ***DIRECTOR'S REPORT***

The Library's health insurance renewal came in at a 7.9% increase after two consecutive years of decreases. The Library can either renew at this increase or look at plan changes to reduce the costs. Staff will bring the options to Finance Committee in October. Our insurance broker also provided us the costs for an ACA Community Rated plan which was a 33% increase compared to our current plan. For our 12/2016 renewal the Library will be required to move to a plan that is ACA compliant and based on community rating. Fiscal Officer, Justin Nahvi, and Human Resources Manager, Julie Whitt, will be exploring all options available to the Library to control costs including plan design changes.

The Director presented a draft of all the Library's Collaborations and Shared Services. The Board identified a few more partnerships and asked that a revised version be brought back for review.

### ***FINANCE COMMITTEE***

The Notes from the Finance Committee meeting are included here.

#### ***FINANCE COMMITTEE THURSDAY SEPTEMBER 10, 2015 MEETING NOTES***

*The meeting was called to order at 5:30 p.m.*

*IN ATTENDANCE: John H. Burtch, Karen A. Davis, Karen Olstad, Chris Taylor, Kate Porter, Justin Nahvi, Sarah Brickner, and Diana Magee.*

#### ***August Financials***

*The Committee reviewed the financial reports for August. The Library is on track to finish the year within budget. The Committee accepted the reports as presented to be included in the materials for the September 15th meeting of the Board of Trustees.*

#### ***Fiscal Officer Onboarding***

*The new Fiscal Officer, Justin Nahvi, has been with the Library for one week and one day and has already learned many of the processes the Director and Deputy Fiscal Officer were performing. Additionally, he has been meeting with department heads to learn more about the operations and processes of the Library and how they correlate to the fiscal operations. He will be working on the 2016 Budget as well as preparing for the upcoming Audit.*

*Adjournment*

*The meeting was adjourned at 5:53 p.m.*

The Fiscal Officer presented the Board with a first draft of cost savings achieved through changes in vendors, joining of consortiums, or process changes. The Board recommended future versions combine individual saving amounts into larger categories when the individual amounts are low. Additional sections were suggested. A revised version will be brought back to the board.

**OPERATIONS COMMITTEE**

The Operations Committee had not yet met in the month of September. The September meeting minutes will be available at the October Board Meeting.

**PRESIDENT'S REPORT**

The Board reviewed vision statements submitted anonymously by staff and Board. From the lot, the Board decided upon a general focus with Administration to further refine and present the Vision Statement at a future meeting.

As requested by the Board a revised list of Ohio Peer cities and their libraries with additional information was shared. From the list a set of A and B libraries was selected for benchmarking. There continues to interest in peers in other states. The Director will continue to work with the National Peer list shared at the August Board Meeting.

**ADJOURNMENT**

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

The meeting was adjourned at 6:11 p.m.

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William J. Shkurti, President

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John M. Yesso, Secretary