



UPPER ARLINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

TUESDAY, MARCH 16, 2021 AT 5 PM

Due to the ongoing situation with COVID-19, the Ohio Attorney General, Dave Yost, has provided written guidance regarding Ohio's Open Meeting Act (OMA) permitting a member of the public body to appear at a public meeting via teleconference.

With this consideration in mind, the Upper Arlington Public Library will host this Meeting live at the following URL: <http://board.ualibrary.org>

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

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, Peter Hahn, Kate Hare, Gloria Heydlauff, William J. Shkurti, and John M. Yesso.

ALSO PRESENT: Beth Hatch, Director; Kate Porter, Assistant Director; Greg Ramage, Director of Support Services; Lori Piergallini, Fiscal Officer; and Allison Frew, Executive Assistant.

CONSENT AGENDA

The consent agenda included the Minutes from the Board of Trustees Organizational Meeting and the Minutes from the February Board of Trustees Regular Meeting, the Financial Report for February, the February Donations Resolution, and the Resolution to Thank Patty Landis for her Outstanding Service to the Library. The Financial Report is included as an exhibit to these Minutes. The Donations Resolution and the Resolution to Thank Patty Landis are included here.

RESOLUTION 10-21 FEBRUARY 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 Name
\$ 300.00	130 - General Fund	Marilyn Brugger
\$ 100.00	130 - General Fund	Marilyn G. Hood
\$ 25.00	130 - General Fund	Erik Vasusarver
\$425.00	Total	

SIGNATURE SHEET

Resolution No. 10-21

3/16/2021

Upon the motion of Trustee John M. Yesso, seconded by Trustee Kevin Fix:

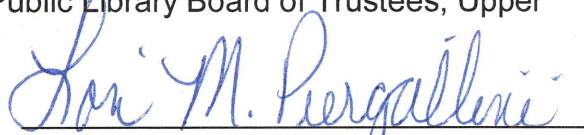
Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	Aye
William J. 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 above-noted date.



Lori M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

Resolution 11-21

To Thank Patty Landis for their Outstanding Service to the Upper Arlington Public Library

WHEREAS, Patricia “Patty” Landis, who served as the Acquisition Coordinator in the Technical Services Department, retired on February 26, 2021 after 25 years of service at the Upper Arlington Public Library;

WHEREAS, As the Acquisition Coordinator, Patty was essential to the Library’s growth and operations as she was responsible for the purchase of every single item in the Library’s collection, which totals over 400,000 objects. Patty handled the contracts with our vendors and monitored pricing for both the physical and digital collections. All of the books, DVDs, magazines and newspapers—as well as services such as Hoopla, Kanopy and 46 reference databases—were the result of Patty’s careful cost-saving considerations and strong negotiation tactics;

WHEREAS, Patty has been a dynamite team member who was always eager to learn new skills and invent more efficient methods to process the abundant quantity of

materials the Library receives every single day. Not only is she thoughtful and considerate, but firm and fair. Patty worked closely with our vendors to ensure the Library received the best deals and services; as a testament to her abilities, in one infamous instance, a vendor sent her flowers as an apology for their indiscretions!;

WHEREAS, With her good humor and cheer, Patty has been an exceptional colleague who is known for her many passions including her adoration of Hallmark movies and her unrivaled love of corgis and horses. Added to her talents are her incredible whistling and creative cursing skills that she picked up from her pre-Library career as a preschool teacher – a favorite that is already missed is *shoe-bop-de-bippy!* Not only does the Library miss seeing her, we miss hearing her too;

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the outstanding service and dedication of Patricia Lands to the Upper Arlington Public Library and to the greater Upper Arlington community as noted and witnessed on this 16th day of March 2021.

SIGNATURE SHEET

Resolution No. 11-21

3/16/2021

Upon the motion of Trustee John M. Yesso, seconded by Trustee Kevin Fix:

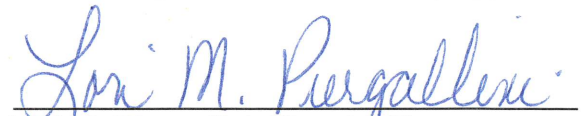
Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	Aye
William J. Shkurti	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

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Lori M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

The President expressed her appreciation for the support of our Library donors and for the outstanding service and contributions of Patty Landis.

ASSISTANT DIRECTOR'S REPORT

The Main Library reopened its first level to the public on March 1. Capacity is set per department and the Library is collecting statistics on the average number of visitors per hour.

Branch staff are currently covering staff shortages in the Circulation Department. The Library is now in the process of hiring new staff to fill the shortages. Once staff can resume their normal duties, the Library will begin reopening branches and expanding services.

Three new positions have been posted: a Youth Services Manager position and two full-time custodians in Facilities.

DIRECTOR'S REPORT

MARKETING STUDY

Stacy McIntire and Corey Kerr have concluded their marketing study for the Library. The Director reviewed the findings from the study on community values, questions regarding the library, and opportunities to market potential library services to the public. The Library's priority focus will be on advocacy, awareness and levy preparation.

The Director will forward the Marketing Survey to the Board for review.

LEGISLATION WEEK

Legislative Week will be April 5-9, 2021 online. The Marketing and Community Relations Department will be engaging the community during this time to encourage advocacy for library issues.

The Director encourages the Board to contact our legislators to support keeping the Public Library Funding at 1.7% since it is currently slated to return to 1.66% at the end of the State's fiscal period.

DR. SEUSS DISCONTINUED BOOKS

Library copies of the six books that Dr. Seuss Enterprises will discontinue publishing will be moved to the Reference Collection..

FINANCE COMMITTEE

FISCAL OFFICER'S REPORT

The Library's audit of Fiscal Year 2019 and 2020 began today.

March Public Library Funding was 29% higher than anticipated; the total for this quarter is 23% higher than estimated by the July 2020 Ohio Department of Taxation certification.

The Finance Committee supported the decision to initiate the annual across-the-board raise to all staff, which historically transpires at the beginning of the year. The Finance Committee suggested to make the raise retroactive to the beginning of the year.

The Library's META contract to save on electric costs will be coming to an end in 2022 and META requires all contract participants to approve a request for proposals. The Facilities Manager was also integral in helping save additional funds in energy costs over the last two years.

MARCH FINANCE COMMITTEE MINUTES

The Notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE MEETING NOTES WEDNESDAY, MARCH 10, 2021

The meeting was called to order at 5:04 p.m.

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, and William J. Shkurti

STAFF MEMBERS: Beth Hatch, Kate Porter, Lori Piergallini, and Allison Frew

DIRECTOR'S REPORT

The Main Library opened on March 1, 2021 for limited public browsing. Reopening the branches will require fulfilling vacated positions at the Main Library, which is currently underway.

In collaboration with the Ohio Department of Health, the Main Library will soon begin distributing free COVID-19 Take Home Tests via curbside service.

The Library is meeting this week to review the titles of the books that Dr. Seuss Enterprises will discontinue publishing. The Committee discussed controversial book challenges the Library had previously undertaken.

FISCAL OFFICER'S REPORT

Charles E. Harris & Associates was awarded the contract to conduct the Library's FY2019-2020 audit and will be visiting the Library next week to begin the audit. The contract is for a six-year period and will include the audits for 2020, 2022 and 2024.

REVIEW FEBRUARY FINANCIALS

Compared to February 2020, the Library's 2021 YTD Expenditures are 18% lower while the 2021 YTD Revenue is 2% higher.

The ending balance for all Library accounts is 22% higher than it was at this time last year while the unencumbered balance is 32% higher.

The Public Library Fund is 20% higher than projected for February. February Star Ohio interest totaled \$379.41.

The Committee discussed the status of the Public Library Fund and the Library's staffing situation.

REVIEW FEBRUARY CHECKS

The February checks were presented to the Committee for review and approval. The Fiscal Officer offered explanations for significant expenditures.

REVIEW FEBRUARY RECONCILIATIONS

Committee members reviewed all bank account reconciliations. All accounts are balanced as of February 28, 2021.

DRAFT RESOLUTION TO CONTINUE GAS PURCHASING VIA META

The Fiscal Officer presented a draft Resolution to enable META to conduct an RFP on behalf of the Library to save on electric costs. The Library has experienced a 28% decrease in total electric costs in 2020 compared to 2019 through our current META contract. The Library has final approval on extending the contract once the final bid is received from META.

The Committee will recommend passing this Resolution to the full Board.

DRAFT RESOLUTION FOR 2021 STAFF PAY INCREASE

The Library budgeted for a 2.5% across-the-board increase for staff for Fiscal Year 2021 with the understanding that the increase will be considered after a First Quarter budget review to ensure that the Library was in a strong financial position. Due to the cost-saving measures enacted by the Library in 2020 and the PLF performing significantly over projections in 2021, the Library would like to award staff increases for all staff employed as of December 31, 2020 beginning the pay period of March 21st.

The Committee inquired about other pay increases that other libraries had pursued.

The Committee suggested to proceed with the pay increase and make the increase retroactive as of January 1, 2021. The Fiscal Officer will update the Resolution draft to reflect this recommendation in order to present to the full Board in March.

The Committee suggested a timeline for the Admin Team to present Levy documents to the Committee for review in anticipation of the September Board Retreat.

ADJOURNMENT

The meeting was adjourned at 5:40 p.m.

Next Meeting: Wednesday, April 14, 2021 at 5 p.m. on Zoom

META RESOLUTION

The Board approved the Resolution 12-21 with a roll call vote. The Resolution and Signature Sheet are included as an exhibit to these Minutes.

RESOLUTION TO APPROVE 2021 PAY INCREASES

RESOLUTION 13-21 2021 Staff Pay Increase

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library does hereby approve an across the board raise of 2.5% for all Library staff for 2021. All staff employed as of December 31, 2020 are eligible for the increase.

BE IT RESOLVED, That the pay increase will be retroactive to the first pay of 2021; beginning Jan. 15, 2021.

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves a onetime lump-sum payment to those employees for whom a pay increase resulted in their hourly rate exceeding maximum pay range for their position. This one-time payment is retroactive to Jan 15, 2021.

BE IT FURTHER RESOLVED, That the Board of Trustees of the Upper Arlington Public Library does hereby approve a lump sum payment in the amount that exceeded the maximum hourly wage for said position times the annual budgeted hours for that position.

SIGNATURE SHEET

Resolution No. 13-21

3/16/2021

Upon the motion of Trustee Stephen Flynn, seconded by Trustee Kevin Fix, the Board approved the Resolution with a roll call vote:

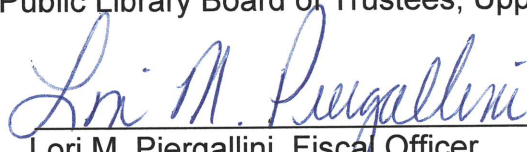
Roll Call Vote:

Kevin Fix	Aye
Stephen Flynn	Aye
Peter Hahn, Vice President	Aye
Kate Hare	Aye
Gloria Heydlauff, President	Aye
William J. Shkurti	Aye
John M. Yesso, Secretary	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

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Lori M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

OPERATIONS COMMITTEE

The Operations Committee did not meet in March.

PRESIDENT'S REPORT

The President reiterated her appreciation and support for all the Library staff.

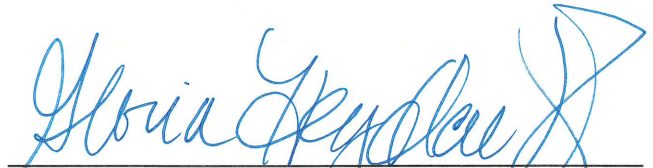
ADJOURNMENT

Kevin Fix made a motion to adjourn the meeting. Peter Hahn seconded the motion.

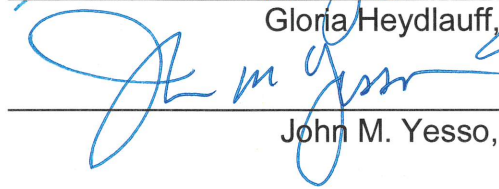
Voting:

Gloria Heydlauff, President	Aye
Peter Hahn, Vice President	Aye
John M. Yesso, Secretary	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Peter Hahn	Aye
Kate Hare	Aye
William J. Shkurti	Aye

The meeting was adjourned at 5:46 p.m.



Gloria Heydlauff, President



John M. Yesso, Secretary

All Funds
Statement of Cash Position
As of February 28, 2021

Fund No.	Fund Description	02/01/2021 Balance (a)	2021 YTD Revenue (b)	2021 YTD Expended (c)	2/28/2021 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 4,084,375.68	\$ 1,837,404.50	\$ 908,961.60	\$5,012,818.58	\$ 1,163,447.66	\$3,849,370.92
2XX	Special Revenue Fund-Combined	\$274,250.77	\$ 5,558.21	\$ 24,890.22	\$254,918.76	\$ 34,603.36	\$220,315.40
402	Building Improvement	\$519,327.89	\$ -	\$ -	\$519,327.89	\$ -	\$519,327.89
501	Employee FSA Fund	\$6,232.60	\$ 2,246.84	\$ 1,305.44	\$7,174.00	\$ -	\$7,174.00
GRAND TOTAL		\$4,884,186.94	\$1,845,209.55	\$935,157.26	\$5,794,239.23	\$1,198,051.02	\$4,596,188.21

Fund 1X0 We do not encumber funds for payroll. Outstanding encumbrances represent blanket purchase orders encumbering funds for library materials and other operating expenses.

Fund 2XX Special Revenue Fund is used to track donations to the Library by the Friends and other private sources as well as the corresponding expenditures. Like the General Fund, this information provided summarizes the data into one Special Revenue Fund and is noted as such.

Fund 402 the Building Improvement Fund is used for building and technology improvements.

Fund 501 Employee FSA Fund is a restricted fund used for Employee FSA contributions that the Library maintains in house.

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of February 29, 2020

Fund No.	Fund Description	02/01/2020 Balance (a)	2019 YTD Revenue (b)	2019 YTD Expended (c)	2/29/2020 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,501,033.67	\$ 1,800,489.68	\$ 1,107,339.86	\$4,194,183.49	\$ 1,350,863.55	\$2,843,319.94
2XX	Special Revenue Fund-Combined	\$257,646.08	\$ 9,992.77	\$ 10,634.85	\$257,004.00	\$ 26,888.97	\$230,115.03
402	Building Improvement	\$312,409.09	\$ -	\$ 11,387.40	\$301,021.69	\$ 50,064.28	\$250,957.41
501	Employee FSA Fund	\$4,232.27	\$ 4,838.00	\$ 5,284.18	\$3,786.09	\$ -	\$3,786.09
GRAND TOTAL		\$4,075,321.11	\$1,815,320.45	\$1,134,646.29	\$4,755,995.27	\$1,427,816.80	\$3,328,178.47

Fund 1X0 We do not encumber funds for payroll. Outstanding encumbrances represent blanket purchase orders encumbering funds for library materials and other operating expenses.

Fund 2XX Special Revenue Fund is used to track donations to the Library by the Friends and other private sources as well as the corresponding expenditures. Like the General Fund, this information provided summarizes the data into one Special Revenue Fund and is noted as such.

Fund 402 the Building Improvement Fund is used for building and technology improvements.

Fund 501 Employee FSA Fund is a restricted fund used for Employee FSA contributions that the Library maintains in house.

Upper Arlington Public Library
General Fund
Monthly Statement Includes Year-end Projections and Projected Year-end Cash Balance
As of February 28, 2021

Beginning Cash Balance as of January 1, 2021 \$ 4,084,375.68

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	\$ 3,258,595.57	\$ 1,325,000.00	\$ 3,258,595.57	\$ -
Public Library Fund	\$ 2,455,329.00	\$ 504,587.92	\$ 2,516,579.00	\$ 61,250.00
Other Income	\$ 38,245.00	\$ 7,816.58	\$ 33,798.96	\$ (4,446.04)
Total Revenue	\$ 5,752,169.57	\$ 1,837,404.50	\$ 5,808,973.53	\$ 56,803.96

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 3,972,678.00	\$ 558,364.55	\$ 3,523,509.00	\$ 449,169.00
Library Materials	\$ 857,089.00	\$ 230,623.62	\$ 754,267.00	\$ 102,822.00
Other Expenditures	\$ 1,045,792.00	\$ 119,973.43	\$ 869,840.64	\$ 175,951.36
Total Expenditures	\$ 5,875,559.00	\$ 908,961.60	\$ 5,147,616.64	\$ 727,942.36

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (123,389.43)	\$ 928,442.90	\$ 661,356.89	\$ 784,746.32
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Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 300,000.00	\$ -	\$ 300,000.00	\$ -
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Net Budget after Cash Transfers	\$ (423,389.43)	\$ 928,442.90	\$ 361,356.89	\$ 784,746.32
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General Fund Cash Balance at December 31, 2021 \$ 4,445,732.57
Months of Operating Expenditures Supported by Cash Reserves 9.5

Budget as approved by the Board of Trustees in December 2020.
General Property Tax - Revenue from the existing 2.0 mil levy is received in March and August of every fiscal year.
Public Library Fund - PLF is set at 1.7% of GRF revenue effective July 1, 2019. Rate expires July 1, 2021. The February PLF totaled \$270,297.05 and was 20% higher than estimated last July by the Ohio Dept. of Taxation.
Other Income - consists of revenue from passport services and passport photo sales, fines, fees, unrestricted donations, interest earnings, and cataloging services for the Bexley Public Library. STAR Ohio interest totaled \$379.41 for the month.
Salaries & Benefits - The 2021 budget included a vacancy credit of 8.0% of the full cost of salaries and related taxes.
Library Materials - Expenditures are budgeted at 15 % of Total General Property Tax and Public Library Funding revenue.
Other Expenditures - Includes all non-library materials and non-payroll related expenditures.
Cash Transfers Out to Fund 402 - Building Improvement Fund is the line that allows the Library to fund the capital plans by moving money from the General Fund to the Building Improvement Fund. The State considers transfers an expenditure and must be part of the approved budget.
Net Budget After Cash Transfers Out - A positive number indicates that we will be increasing the cash balance.

The Board of Trustees (the "Board") of the Upper Arlington Public Library, Franklin County, Ohio, (the "Library") met in general session on March 16, 2021, at 5:00 p.m., hosted virtually via the offices of the Board, 2800 Tremont Road, Upper Arlington, Ohio 43221 with the following members present:

Mr. William J. Shkurti introduced the following resolution and moved its passage:

RESOLUTION

AUTHORIZING THE PURCHASE OF COMPETITIVE RETAIL ELECTRIC SERVICE FROM THE LOWEST RESPONSIBLE BID SUBMITTED FOR THE BILLING PERIOD COMMENCING WITH THE JULY 2022 BILLING CYCLE AND TERMINATING NO LATER THAN THE JUNE 2027 BILLING CYCLE.

WHEREAS, the Library is a member of [META Solutions (f/k/a Metropolitan Educational Council)] (the "Council"), a body authorized by state statute to aggregate purchasing needs of schools and of related nonprofit educational entities so as to take advantage of economies of scale when purchasing essential products and services; and

WHEREAS, the Council is joining with other major school districts and educational purchasing councils to conduct a Request for Proposal for competitive retail electric service commencing with the July 2022 billing cycle and terminating no later than the close of the June 2027 billing cycle, with bids to be submitted for various periods and durations (the "RFP");

WHEREAS, the RFP will seek a single, fixed-price for all energy charges, excluding capacity charges which shall be passed-through directly to the Library and also will seek alternative pricing for the pass-through of fees associated with the supplier's cost of compliance with Ohio's renewable portfolio standards ("RPS");

WHEREAS, the RFP calls for an administrative fee of \$0.0003 per kilowatt-hour of electricity used which such fee shall be payable to the Library's Council and shall be reflected in the CRES purchase price;

WHEREAS, the Council will send or has sent notices to bid on the Library's electric load to all competitive retail electric service providers licensed to sell power in the state of Ohio and registered with the applicable electric distribution utility;

WHEREAS, the Council will select the lowest responsible bid submitted in response to the RFP, contemplated to be on or before May 1, 2021;

WHEREAS, this Library may review the lowest responsible bid and corresponding term and elect anytime up to the time period as set forth in the RFP, unless extended to a later date as may be allowed under the RFP, to accept the lowest responsible bid with no obligation prior to that time or thereafter if the Library does not sign a Master Supply Agreement with the selected bidder; and

WHEREAS, the Director or the Director's designee will review the lowest responsible bid and corresponding term when the RFP is concluded and determine whether the lowest responsible bid provides for competitive retail electric service for all of the Library's electric load that is the result of a public and competitive RFP.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE UPPER ARLINGTON PUBLIC LIBRARY, COUNTY OF FRANKLIN, STATE OF OHIO, as follows:

Section 1. The Board of Trustees of this Library does hereby consent, as a member of the Council, to the conducting of a RFP process by the Council for competitive retail electric service commencing with the July 2022 billing cycle and terminating no later than the close of the June 2027 billing cycle, with bids to be submitted for various periods and durations on such terms and conditions as the Council deems appropriate.

Section 2. The Board of Trustees of this Library does hereby authorize the Director or the Director's designee to execute a Master Supply Agreement to be prepared by the Council between the Library and the lowest responsible bidder in the RFP so long as the Director or his appointee finds that the price reflects the results of a public and competitive RFP.

Section 3. The Board of Trustees hereby directs the Fiscal Officer to review the lowest responsible bid once received and the Master Supply Agreement and determine if the Library has sufficient funds to certify this resolution and, if the Fiscal Officer so finds, to certify this resolution.

[signature page to follow]

Mr. Peter Hahn seconded the motion and, after discussion, a roll call vote was taken and the results were:

Ayes: Kevin Fix, Stephen Flynn, Peter Hahn, Kate Hare, Gloria Heydlauff,
William J. Shkurti, and John M. Yesso

Nays: _____

The resolution passed.

Passed: March 16, 2021

Attest. Lori M. Puigallini
Fiscal Officer

BOARD OF TRUSTEES,
UPPER ARLINGTON PUBLIC LIBRARY,
COUNTY OF FRANKLIN, OHIO
Gloria Heydlauff
Board President