



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, APRIL 18, 2023 AT 5 PM

The meeting was called to order at 5:15 p.m.

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, Peter W. Hahn, Kate Hare, Susan Ralph, and John M. Yesso.

ALSO PRESENT: Beth Hatch, Director; Kate Porter, Assistant Director; Greg Ramage, Director of Support Services; Lori Piergallini, Fiscal Officer; Chris Minx, Marketing and Communications Manager; Jen Faure, Community Relations Manager; and Allison Frew, Executive Assistant.

EXCUSED ABSENCE: William J. Shkurti.

CONSENT AGENDA

In addition to approving the absence of William J. Shkurti, the consent agenda included the Minutes from the March Board of Trustees meeting, the Financial Report for March and the March Donations Resolution. The Financial Report is included as an exhibit to these Minutes. The Donations Resolution is included here.

RESOLUTION 16-23
MARCH 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	Reason
\$ 5.00	130	Anonymous	In gratitude for free Tax Form printing
\$ 25.00	130	Jeanine Hummer	
\$ 250.00	130	Micah Fund at the Columbus Foundation	
\$ 10.00	130	Richard Succi	
\$ 290.00	Total		

Donation Type	Donor Name	Reason
In Kind	Girl Scout Troop 564	Raised funds to donate toys to Lane Road Library

SIGNATURE SHEET

Resolution No. 16-23

4/18/2023

Upon the motion of John M. Yesso, seconded by Kate Hare:

Voting:

Peter W. Hahn, President	Absent
Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Kate Hare	Aye
Susan Ralph	Absent
John M. Yesso	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

Peter Hahn and Susan Ralph entered the meeting at 5:18 p.m.

ONBOARD DEMONSTRATION

Emily Reynolds, Implementation Manager for OnBoard Meetings, provided an instructional overview for the Trustees on how to access their new OnBoard Meeting software and answered all questions.

DIRECTOR'S REPORT

The Director provided an overview of the Library's 5-Star statistics for March.

The salary adjustments passed by the Board in March were well-received by Library staff. The Library will post two managerial positions featuring the new ranges and is interested in seeing the effect of the increase in the pool of applicants.

The Lane Road Library elevator has been waterproofed.

The furniture for Meeting Room A will arrive Wednesday. This furniture was purchased on behalf of the Library by the Friends of the Library.

The Library's new branding signage has been installed throughout the departments and the new look of the library cards has also arrived.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.



[Finance Committee](#) Minutes
Upper Arlington Public Library
Apr 12, 2023 at 5:00 PM EDT
@ 2800 Tremont Road - Meeting Room A

Attendance

Members: Kevin Fix, Stephen Flynn, William Shkurti

Guests: Allison Frew, Beth Hatch, Lori Piergallini, Kate Porter, Greg Ramage

I. Call to Order

The meeting was called to order at 5:00 p.m.

II. Director's Update

Meeting Room A will be converted back to a public meeting room. It previously served as the Curbside Services operations room for the Circulation Department during the pandemic. Curbside Service operations have been moved to the Circulation department. The furniture for Meeting Room A will be delivered next week.

The Community Center will have a groundbreaking at 4PM on Monday, April 17th.

The Director did a video interview for the Upper Arlington Community Foundation on the Early Learning Play Area (ELPA) at Lane Road Library, for which they were a primary sponsor. The Director also presented at the Community Foundation's annual meeting on ELPA.

III. Fiscal Officer's Report

The Ohio Revised Code requires that unclaimed monies be placed in a fund and be held for payment for a period of 5 years. At the end of the 5 year holding period the balance can be returned to the General Fund. The Library's Unclaimed Monies Funds (027) was established in March 2018 with a balance of \$3,626.22. This balance was returned to the General Fund in March 2023.

The Library's Passport Fair on Sunday, March 26th generated \$3,528.75 in fees and \$1,290 in photo sales. First Quarter Revenue totals for 2023 amount to \$25,849.10; for comparison, the total amount of Passport revenue in 2022 was approximately \$49,000.

The Fiscal Officer has filed the Annual Financial Report for 2022 was filed with the Auditor of State by the required deadline of March 1, 2023.

The Library's biannual audit will be conducted next week for Fiscal Years 2021-2022.

IV. Review March Financials

Revenue has gone up by 57% compared to this time last year primarily due to the tax revenue. The Library received its final tax settlement at the end of March.

Expenditures is 4% higher and the unencumbered balance is 30% higher compared to March 2022.

The revenue and taxes for the General were as estimated; however, the Fiscal Officer anticipates the Public Library Funding to be underestimated. The PLF for March was 1% higher than estimated.

Expenditures were under budget based on projections. The Library anticipates transferring \$1 million to the building improvement fund, which should occur at the end of the fiscal year. The Library currently has twelve months of operating expenses covered.

The Finance Committee inquired about the current status of HB 1 in regard to Library funding. The Director will be participating in Legislative Day hosted by Ohio Library Council to advocate for the PLF to remain at 1.7%. UAPL is one of seven libraries invited to host a booth in the Statehouse Rotunda feature special collections for state lawmakers.

The Human Resources Manager is currently drafting the salary adjustment letters for all staff. Staff are thrilled with the unexpected adjustments.

V. Review March Checks

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

VI. Review Bank Reconciliations

Committee members reviewed all bank account reconciliations. All accounts are balanced as of March 31, 2023.

Interest in the Library's Star Ohio General Fund Account amounted to \$28,099.28 and interest in the Star Ohio Restricted Fund account is \$695.62.

VII. Quarterly Investment Report

The Library received \$76,361.54 in interest for the first quarter as of March 31, 2023.

VIII. Renovation Resolution

The Resolution provided was drafted by Brickler and Eckler. The Committee supported recommending the full Board approve the Resolution.

IX. HBM Proposal and Contract Resolution

The Director presented an overview of the proposed approach to the Library's Master Facilities Plan Methodology to the Finance Committee. This methodology includes the process for facilities analysis, maintenance master plan, building program, renovation and construction, as well as community engagement.

The Finance Committee proposed several suggestions for the firm to consider when engaging with the public. The Committee also supported delaying the publication of the Library's annual report in order to include the dates of the HBM community engagement calendar for the summer to advertise to all households in Upper Arlington.

This topic falls under the Strategic Topic: Use of Space - Public Space Plan, 3.1-01.

X. Strategic Topic: Technology Costs & Strategy Presentation (Presenters: Greg Ramage)

The Director of Support Services presented a powerpoint on the Library's current technology costs and strategy to the Committee. The Director of Support Services answered all questions.

This topic falls under the Strategic Topic: Use of Space - Public Space Plan, 3.1-02.

Kevin Fix, Chair of the Finance Committee, excused himself from the meeting at 5:56 p.m. William J. Shkurti and Stephen Flynn remained, qualifying for a quorum.

XI. July's Finance Meeting

The Director proposed cancelling the July Finance Committee Meeting since there are no topics on the agenda nor is there a Board Meeting for the month. The Fiscal Officer will send the Financial Report to the Committee instead. The Committee agreed with cancelling the July Finance Committee Meeting.

XII. Adjournment

The meeting adjourned at 6:04 p.m.

LOWER LEVEL RENOVATION RESOLUTION

Mr. Peter Hahn introduced the following resolution and John M. Yesso moved its passage:

Resolution No.17-23

SELECTING MOST-QUALIFIED DESIGN PROFESSIONAL AND AUTHORIZING ARCHITECT AGREEMENT FOR LOWER LEVEL OFFICE RENOVATION PROJECT

WHEREAS, the Upper Arlington Public Library Board of Trustees (the "Board") is undertaking the Lower Level Office Renovation Project (the "Project"); and

WHEREAS, services of a design professional are needed to develop the design and provide construction administration services for the Project; and

WHEREAS, pursuant to the statutory process required to procure a design professional under Ohio Revised Code Sections 153.65, et seq., the Director, Fiscal Officer, and Director of Support Services advertised and issued a Request for Qualifications ("RFQ") for the Project; and

WHEREAS, based upon the number of qualifications received, the Director of Support Services recommends that fewer than three qualified firms are available per Ohio Revised Code Section 153.69(A); and

WHEREAS, a selection committee evaluated the one design professional qualifications submittal received based upon announced criteria consistent with Ohio Revised Code 153.65, and recommends to the Board that Triad Architects Ltd. ("Triad") is the most-qualified firm; and

WHEREAS, the Director solicited a price proposal from Triad with a proposed total compensation not to exceed \$80,750.00, including compensation of \$78,250.00 for Basic Services plus an amount not to exceed \$2,500.00 for Reimbursable Expenses; and

WHEREAS, the Director of Support Services intends to finalize the terms of the architect agreement with Triad with assistance from legal counsel; and

WHEREAS, the Board wishes to approve the procurement process, accept the ranking of the most-qualified design professional recommended by the selection committee, and approve the agreement with Triad in substantially the form that was attached to the RFQ.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. Per Ohio Revised Code Section 153.69(A), the Board determines that fewer than three qualified firms are available.

2. The Board approves the design professional procurement process, accepts the recommendation of the selection committee, and selects Triad as the most-qualified design professional firm for the Project.

3. The Board approves the proposed total compensation not to exceed \$80,750.00, including compensation of \$78,250.00 for Basic Services plus an amount not to exceed \$2,500.00 for Reimbursable Expenses, as fair and reasonable, and authorizes the Director and Fiscal Officer to finalize negotiations in accordance with Ohio Revised Code Section 153.69(B) and execute the agreement with Triad in substantially the form that was attached to the RFQ as well as any related documents required to document the agreement between the Board and Triad.

Mrs. Kate Hare seconded the motion and, after discussion, a roll call vote was taken and the resolution passed.

Ayes: Kevin Fix, Stephen Flynn, Peter Hahn, Kate Hare, Susan Ralph, John M. Yesso
 Nays: None

SIGNATURE SHEET

Resolution No. 17-23

4/18/2023

Upon the motion of Trustee John M. Yesso, seconded by Trustee Kate Hare, the Board approved the Selecting the Most Qualified Design Professional and Authorizing Architect Agreement For Lower Level Office Renovation Project Resolution with a roll call vote.

Roll Call Vote:

Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Peter W. Hahn, President	Aye
Kate Hare	Aye
Susan Ralph	Aye
William J. Shkurti	Absent
John M. Yesso	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

MASTER FACILITIES PLAN CONTRACT & RESOLUTION

Mr. Peter Hahn introduced the following resolution and Susan Ralph moved its passage:

Resolution No. 18-23

**SELECTING MOST-QUALIFIED DESIGN PROFESSIONAL AND
AUTHORIZING ARCHITECT AGREEMENT
FOR MASTER FACILITIES IMPROVEMENT PLAN**

WHEREAS, the Upper Arlington Public Library Board of Trustees (the “Board”) is undertaking the Master Facilities Improvement Plan Project (the “Project”); and

WHEREAS, services of a design professional are needed to conduct master planning services for a 10-year plan to renovate and maintain the Library’s facilities; and

WHEREAS, pursuant to the statutory process required to procure a design professional under Ohio Revised Code Sections 153.65, et seq., the Director, Fiscal Officer, and Director of Support Services worked with legal counsel to advertise and issue a Request for Qualifications (“RFQ”) for the Project; and

WHEREAS, a selection committee evaluated the six design professional qualifications received based upon announced criteria consistent with Ohio Revised Code 153.65, ranked the three most-qualified firms, and recommends to the Board that HBM Architects, LLC (“HBM”) is the most-qualified firm with Bostwick Design Partnership and CBLH Design ranked second and third respectively; and

WHEREAS, the Director solicited a price proposal from HBM with a proposed total compensation not to exceed \$95,000, including compensation of \$75,300 for Lump Sum Fee plus an amount not to exceed \$2,140 for Reimbursable Expenses; \$17,500 for Community Engagement and

WHEREAS, the Director intends to finalize the terms of the architect agreement with HBM with assistance from legal counsel; and

WHEREAS, the Board wishes to approve the procurement process, accept the ranking of the most-qualified design professional recommended by the selection

committee, and approve the agreement with HBM in substantially the form that was attached to the RFQ.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. The Board approves the design professional procurement process, accepts the ranking and recommendation of the selection committee, and selects HBM as the most-qualified design professional firm for the Project.
2. The Board approves the proposed total compensation not to exceed \$95,000, including compensation of \$75,300 for the Lump Sum Fee and \$17,500 for Community Engagement plus an amount not to exceed \$2,140 for Reimbursable Expenses, as fair and reasonable, and authorizes the Director and Fiscal Officer to enter into negotiations in accordance with Ohio Revised Code Section 153.69(B) and execute the agreement with HBM in substantially the form that was attached to the RFQ as well as any related documents required to document the agreement between the Board and HBM.
3. Pursuant to Ohio Revised Code Section 153.69(D), if the Director determines that an agreement cannot be reached with HBM, the Board authorizes the Director, working with the Board's legal counsel, to terminate negotiations with HBM, enter into negotiations with the firm ranked next most-qualified, and present a price proposal and agreement with the firm ranked next most-qualified to the Board for approval at a subsequent meeting.

Mr. Stephen Flynn seconded the motion and, after discussion, a roll call vote was taken and the resolution passed.

Ayes: Kevin Fix, Stephen Flynn, Peter Hahn, Kate Hare, Susan Ralph, John M. Yesso

Nays: None

Absent: William J. Shkurti

SIGNATURE SHEET

Resolution No. 18-23

1/18/2023

Upon the motion of Trustee Susan Ralph, seconded by Trustee Stephen Flynn, the Board approved the Selecting Most-Qualified Design Professional and Authorizing Architect Agreement for Master Facilities Improvement Plan with a roll call vote.

Roll Call Vote:

Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Peter W. Hahn, President	Aye
Kate Hare	Aye
Susan Ralph	Aye

William J. Shkurti
John M. Yesso

Absent
Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

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

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.



[Operations Committee](#) Minutes
Upper Arlington Public Library
Apr 4, 2023 at 5:00 PM EDT
@ 2800 Tremont Road Meeting Room B

Attendance

Members: Kate Hare, Susan Ralph, John Yesso

Guests: Beth Hatch, Kate Porter, Julie Whitt, Allison Frew

I. Call to Order

Meeting was called to order at 5:01 p.m.

II. Director's Update

The Director informed the Committee of the current status of the HBM proposal contract and the types of engagement sessions the firm will conduct with the public.

III. Strategic Topic: Culture and Communications

The Director provided an overview of the results from a variety of staff-pollled initiatives including the 2020 Gallup Survey on Staff Engagement; the Leadership

Team's Culture of Distinction workshops and the internal communications survey held in 2022; as well as the preliminary focus groups on Library Staff hosted by Brad Mitchell in February 2023.

IV. Local Security Policy Resolution

The Committee supports the Resolution and will recommend approving the Resolution to the full Board.

V. Adjournment

The Meeting adjourned at 6:01 p.m.

LOCAL SECURITY POLICY RESOLUTION

RESOLUTION 19-23

To Approve Changes to Local Library Security Policy

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby approves the changes to the Local Library Security Policy, as included in the Operations Manual, as outlined as an exhibit to this Resolution, and as recommended by the Administration of the Upper Arlington Public Library.

SIGNATURE SHEET

Resolution No. 19-23

4/18/2023

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

Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Kate Hare	Aye
Susan Ralph	Aye
John M. Yesso	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

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Upper Arlington Public Library
Upper Arlington, Ohio

POSITION TITLE CHANGE RESOLUTION

RESOLUTION 20-23
2023 Revised Job Title

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the revised job title, formerly Circulation Manager, to Customer Service Manager to be reflected in the June 2023 revised pay ranges.

SIGNATURE SHEET

Resolution No. 20-23

4/18/2023

Upon the motion of Kate Hare, seconded by Kevin Fix:

Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Kate Hare	Aye
Susan Ralph	Aye
John M. Yesso	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

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Upper Arlington Public Library
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STRATEGIC TOPIC: WEBSITE REDESIGN

The Director of Support Services provided a preview of the new Upper Arlington Public Library website redesign to the Board and asked for feedback. The Board made some recommendations and all questions were answered. The website expects to be launched end of spring.

This topic falls under Strategic Plan, External Communications 2.2-01.

ADJOURNMENT

John M. Yesso made a motion to adjourn the meeting. Kevin Fix seconded the motion.

Voting:

Peter Hahn, President	Aye
Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Peter Hahn	Aye
Kate Hare	Aye
Susan Ralph	Aye
John M. Yesso	Aye

The meeting was adjourned at 6:19 p.m.

Peter W. Hahn, President

Stephen Flynn, Secretary