

The meeting was called to order at 5:07 p.m.

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, Peter W. Hahn, Susan Ralph, 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; Chris Minx, Marketing and Communications Manager; and Jennifer Faure, Community Relations Manager; and Allison Frew, Executive Assistant.

EXCUSED ABSENCE: Kate Hare.

CONSENT AGENDA

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

RESOLUTION 21-23
APRIL 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
\$ 20.00	130	Anonymous	
\$ 103.00	130	Meg Farmer	A good friend of ours works at the library and we know how much the library means to her and the library means to the community
\$ 25.00	130	Jeanine Hummer	
\$ 0.81	130	Anonymous	
\$ 1.00	130	Ann Cupps	
\$ 20.00	130	Richard Succi	
\$ 169.81	Total		

SIGNATURE SHEET

Resolution No. 21-23

5/16/2023

Upon the motion of William J. Shkurti, seconded by Stephen Flynn:

Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
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

ASSISTANT DIRECTOR'S REPORT

Annette Heffernan, manager of the Circulation Department, is retiring at the end of May after 26 years of service with the Library. The Library will be hosting a celebration for her on Tuesday, May 30th at 6:00 p.m. in the Hutson Room.

Summer Reading will begin on Thursday, June 1st and run through July 31st.

The Tremont Road Branch will be hosting its ever-popular Candyland on Saturday, June 3rd to kick off Summer Reading.

DIRECTOR'S REPORT

To promote Summer Reading, the Library will be undertaking a marketing campaign specifically geared towards "bedtime stories" users – those who check out a majority of youth materials. Additionally, the first 100 users to sign up for Summer Reading will

receive a “A Star Reader” yard sign. The Library will present the results of this marketing campaign later this summer. Targeted marketing is part of our strategic focus, and one of the goals of the 2023 Marketing Plan. **(IS THIS A STRATEGIC TOPIC BETH?)**

The Director presented the monthly statistics to the Board, which focuses on 5- Star Library metrics. Program attendance is up 22% in April.

The Director and the Community Relations department attended Legislative Day at the Statehouse. A new bill, which passed the House and is making its way to the Senate, to permanently increase the Public Library Fund to 1.7%, to raise the bidding threshold for libraries from \$50,000 to \$75,000 and to hold libraries harmless from tax cuts.

LIBRARY CLOSING REQUEST: AUGUST 22 – STAFF TRAINING DAY

The Director asked the Board to close all three libraries on Tuesday, August 22, 2023 to conduct a day of staff development and team-building for all departments. The Library is onboarding two new managers and the results of the staff focus groups conducted in February revealed that staff desired more time to team building. Administration will have all staff undertake a DISC assessment, which identifies personal communication and decision-making styles, along with training on how to communicate with those of other styles. The Friends of the Library dedicated \$10,000 to the DISC assessment and lunch for the staff.

John M. Yesso motioned for the Library to be closed on August 22, 2023 for staff training. William J. Shkurti seconded the motion. All trustees approved the motion. The motion passed.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.



May Finance Committee Minutes

Upper Arlington Public Library

May 10, 2023 at 5:00 PM EDT

@ Lane Road Branch Library - Meeting Room

Attendance

Absent: Kevin Fix

Members: 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 5:05 p.m.

II. Director's Update

The Library has new phones.

Bricker and Eckler has finalized the contract with HBM for the Library's Master Facilities plan and Administration will be sending it over to the company for their signature.

III. Review April Financials

Year-to-date Revenue and Expenditures in April 2023 are up compared to this time last year at 43% and 6% respectively. The increase in Revenue is due to the funds received from the levy. The Unencumbered balance is also 25% higher compared to April of 2022.

For the General Fund, the Public Library Funding was 1% lower than estimated in April 2023. Other Income is expected to exceed estimates for the year due to the Library's passport services and interest income.

The Fiscal Officer is planning to increase the transfer to the Building Improvement Fund at the end of the year if feasible.

Interest rate for Star Ohio \$30,077.09 for the month of April.

IV. Review April Checks

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

V. Review Bank Reconciliations

The Committee reviewed all bank account reconciliations. All accounts are balanced as April 30, 2023.

VI. 2024 Tax Budget Resolution

The Ohio Revised Code requires the Library to file a yearly tax budget to the County Auditor. The Library must first submit the tax budget to the to City of Upper Arlington for approval. Upon approval the City will submit the budget to the County Auditor. The Fiscal Officer presented the 2024 Tax Budget budget for Committee review and answered all questions. The Committee will recommend the Board approve the budget as proposed.

The Ohio House passed a law that permanently sets the Public Library Fund at 1.7% and holds libraries harmless from tax cuts. Library bidding threshold will be increased from \$50,000 to \$75,000.

VII. Strategic Plan: Lane Road Improvements

The Director provided an overview of the collections and circulation trends located on the main floor of Lane Road Library and proposed reducing the collection to mirror trends and provide more individual and group workspace. This topic falls under the Strategic Topic 3.1-03 Public Space Plan.

VIII. Adjournment

The meeting adjourned at 5:50 p.m.

FISCAL OFFICER’S REPORT

The biannual audit has been completed and no citations, comments, or issues were noted. All Board Members will receive an email from the Auditor’s of State Office when its released.

2024 TAX BUDGET RESOLUTION

The 22-23 Resolution to Approve 2024 Tax Budget is attached as an exhibit to these Minutes. The Certification is included below.

SIGNATURE SHEET

Resolution No. 22-23

1/18/2023

Upon the motion of Trustee Stephen Flynn, seconded by Trustee John M. Yesso, the Board approved the 2024 Tax Budget Resolution with a roll call vote.

Roll Call Vote:

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

William J. Shkurti
John M. Yesso

Aye
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 notes from the Operations Committee meeting are included here.



[May Operations Committee Meeting](#) Minutes

Upper Arlington Public Library

May 2, 2023 at 5:00 PM EDT

@ 1945 Lane Road - Lane Road Library

Attendance

Members: Kate Hare, Susan Ralph, John Yesso

Guests: Allison Frew, Beth Hatch, Julie Whitt

IX. Call Meeting to Order

Kate Hare called the meeting to order at 5:03 p.m.

X. Personnel Policy Resolution: Vacation Accrual and Align Positions

The Human Resources Manager provided an overview for the need to adjust the vacation leave policy as the Library has adjusted ranges and therefore the policy must reflect the new ranges. The Committee supports recommending the full Board approve the Resolution.

XI. Operations Policy Resolution: Standards of Conduct Update

The Director provided an overview for the need to adjust the Operations Policy in order for the policy to reflect Library practice regarding petitioners. The Committee recommended a change which is now reflected in the Resolution. The Committee supports recommending the full Board approve the Resolution.

XII. Strategic Topic: Lane Road Improvements (Presenters: Beth Hatch)

The Director provided a tour of the Lane Road Library's main floor to the Committee and then reviewed new designs proposed by Lane Road staff. This topic falls under the Strategic Topic 3.1-03A Public Space Plan.

XIII. Adjournment

The meeting adjourned at 5:59 p.m.

RESOLUTION TO UPDATE THE PERSONNEL MANUAL: VACATION ACCRUAL

RESOLUTION 23-23
To Update the Personnel Policy for Vacation Leave

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby accepts and adopts the revisions to the Personnel Manual as presented in the exhibit to this Resolution and recommended by the Administration of the Upper Arlington Public Library effective June 11, 2023.

SIGNATURE SHEET

Resolution No. 23-23

5/16/2023

Upon the motion of Susan Ralph, seconded by Kevin Fix:

Voting:

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

RESOLUTION TO UPDATE OPERATIONS MANUAL: STANDARDS OF CONDUCT

RESOLUTION 24-23

To Update the Operations Manual on Standards for Patron Conduct

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby accepts and adopts the revisions to the Operations Manual as presented in the exhibit to this Resolution and recommended by the Administration of the Upper Arlington Public Library.

SIGNATURE SHEET

Resolution No. 24-23

5/16/2023

Upon the motion of John M. Yesso, seconded by William J. Shkurti:

Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Susan Ralph	Aye
William J. Shkurti	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

PRESIDENT'S REPORT

STRATEGIC TOPIC: INTERNAL COMMUNICATIONS REPORT

The Director presented an overview of the findings from the Internal Communication Committee (ICC) based on the following reports: 2020 Gallup Poll, the 2022 staff survey, and the 2023 focus groups.

ADJOURNMENT

Kevin Fix made a motion to adjourn the meeting. William J. Shkurti seconded the motion.

Voting:

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

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

Peter W. Hahn, President

Stephen Flynn, Secretary