



UPPER ARLINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

TUESDAY, AUGUST 15, 2023

The meeting was called to order at 5:08 p.m.

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, Peter W. Hahn, Kate Hare, 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; Jen Faure, Community Engagement Manager; Sara Coles, Customer Service Manager; and Brittany Harrison, Youth Department Manager.

CONSENT AGENDA

The consent agenda included the Minutes from the June Board of Trustees meeting, the Financial Report for June and July and the June and July Donations Resolution. The Financial Report is included as an exhibit to these Minutes. The Donations Resolution is included here.

RESOLUTION 29-23
JUNE and JULY 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	Campaign	Tribute Hon./Mem. Name
\$ 103.00	130 - General Fund	Adam Scott		In Memory of Ellen Nickles
\$ 1.00	130 - General Fund	General		
\$ 352.06	130 - General Fund	Girls on the Run		
\$ 25.00	130 - General Fund	Jeanine Hummer		
\$ 25.00	130 - General Fund	Jeanine Hummer		
\$ 100.00	130 - General Fund	Lyn Griesemer		In Memory of Ellen Nickles
\$ 51.50	130 - General Fund	OLGA BARTH		In Memory of Ellen Nickles

\$ 50.00	130 - General Fund	Richard Succi		
\$ 30.00	130 - General Fund	Scott & Ann Ferguson	In Memory of	Ellen Nickles
\$ 1.00	130 - General Fund			
\$ 1.00	130 - General Fund	General		
\$ 1.00	130 - General Fund	General		
\$ 1.00	130 - General Fund	General		
\$ 1.00	130 - General Fund	General		
\$ 1.00	130 - General Fund	General		
\$ 1.00	130 - General Fund	General		
\$ 1.00	130 - General Fund	General		
\$ 1.00	130 - General Fund	General		
\$ 1.00	130 - General Fund	General		
\$ 50.00	130 - General Fund	Shelly Petite	In Memory of	Ellen Nickles
\$ 798.56	Total			

SIGNATURE SHEET

Resolution No. 29-23

8/15/2023

Upon the motion of Stephen Flynn, 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
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

Sara Coles, new Customer Service Manager, and Brittany Harrison, new Youth Department Manager, were introduced.

DIRECTOR'S REPORT

The 5-Star Statistics were reviewed and program attendance which was up 62% for the summer was highlighted. The Library had 13,000 program attendees for June and July.

The process for the Library staff and community engagements sessions was described. These sessions will be held in October and will highlight ideas, themes and trends.

The Fall plans for the Media collection were discussed and how Media Staff will be moved to the Adult Department or the Research Department.

The 2nd Quarter Staffing Report was shared and the turnover rate was average.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.



[August Finance Committee Minutes](#)

Upper Arlington Public Library
August 9, 2023 at 5:00 PM EDT
@ Tremont Library - Meeting Room A

Attendance

Members: Kevin Fix, Stephen Flynn, William Shkurti

Guests: Lori Piergallini and Kate Porter

I. Call to Order

The meeting was called to order at 4:57 p.m.

II. Review July Financials

Year-to-date Revenue and Expenditures in July 2023 are up compared to this time last year at 46% and 9% respectively. The increase in Revenue is due to the tax advances received. The Unencumbered balance is also 39% higher compared to July of 2022.

For the General Fund, the Public Library Funding is estimated to be lower than estimated. 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 income for Star Ohio was \$38,032.86 for the month of July.

III. Review July Checks

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

IV. Review Bank Reconciliations

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

V. Appropriation Resolution

The Fiscal Officer presented proposed amendments to the General Fund and the Fund 130- Donations. Due to the salary increases that took effect at June 30 an increase is needed to cover salaries, retirements and health insurance expenditures in the General fund for the remainder of the year. In addition, an increase in appropriations is need to cover the future purchase of a library van from the General Fund.

Due to unplanned donations received, appropriations must be increased in Fund 130 to cover future expenditures of this receipts. The Committee approved recommending to the Board the passage of the Appropriation Amendment.

VI. Change to Finance Policies (Bidding)

The Fiscal Officer advised the Committee that effective Oct. 3, 2023 the competitive bidding threshold for libraries will increase from \$50,000 to \$75,000 through 2024, and increase 3% yearly. The Committee approved amending the Finance policy to not reflect the prior threshold of \$50,000 but to change the language to read "exceeding the bidding threshold specified in Ohio Revised Code Section 9.17."

VII. Adjournment

The meeting adjourned at 5:50 p.m.

RESOLUTION TO UPDATE FINANCE POLICY

RESOLUTION 30-23
To Update the Finance Policy to Update New ORC Standards

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby accepts and adopts the revisions to the Finance Manual as presented in the exhibit to this Resolution and recommended by the Administration of the Upper Arlington Public Library effective August 15, 2023.

SIGNATURE SHEET

Resolution No. 30-23

8/15/2023

Upon the motion of Trustee Susan Ralph, seconded by Trustee William J. Shkurti, the Board approved the 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	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

RESOLUTION TO APPROVE APPROPRIATION AMENDMENT

RESOLUTION 31-23

2023 APPROPRIATION AMENDMENT

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following amendments to the 2023 Appropriations:

Fund 100 – General Fund

Increase the following:

Increase: Salaries	\$ 194,604.90
Increase: Retirement	\$ 8,000.00
Health Insurance	12,000.00

Increase: Other Expenses	<u>\$75,000.00</u>
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Total General Fund Increase	\$ 289,604.90
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Fund 130 - Donations

Original Appropriations	\$ 10,000.00
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Increase:	<u>1,500.00</u>
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Total Fund 130 Appropriations	\$ 11,500.00
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SIGNATURE SHEET

Resolution No. 31-23

8/15/2023

Upon the motion of William J. Shkurti, 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
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

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.



Operations Committee Minutes

Upper Arlington Public Library
Aug 1, 2023 at 5:00 PM EDT
@ 2800 Tremont Road Meeting Room A

Attendance

Present:

Members: Kate Hare, Beth Hatch, Kate Porter, Susan Ralph, John Yesso

Absent:

Members: Peter Hahn, Julie Whitt

- I. Call to Order
Call to order 5:02 pm.
- II. Strategic Topic: Media Collections and Usability (Presenters: Beth Hatch)
Beth presented a recap of a presentation that explained the plan to move the media collection to the Adult Department and to split the Media staff between the Adult and Research Departments. This change will give each department 11 staff plus a manager. This will be a change for our community too and we will be sure to get the word out as we move in this direction. Beth shared the data on how the circulation of these materials has declined as streaming services have become more popular. It does not mean that staff have done

anything wrong rather than the world is moving away from the physical formats. She also shared the heat maps of the departments that demonstrate the usage in Media is the lowest of all of our departments. She shared the timeline that shows our goal of completing this move by the beginning of 2024.

III. Strategic Topic: Findings HBM: Assessment Review, Observations, and Staff Survey

Responses

Beth shared the preliminary information from HBM about the staff survey responses. We had 50 total responses that included 4 Board members. The observations shared in the survey matched a lot of the areas that we already know need attention. She shared that we are scheduling the community and staff engagement sessions with HBM for October. These will include Mind Breaking sessions, Building Breaking sessions and a World Cafe for our community partners. HBM will share ideas of what a modern library can offer so that participants can offer feedback. We will widely advertise these sessions for the community to participate.

IV. Adjournment

Meeting adjourned 6 pm.

PRESIDENT'S REPORT

The President encouraged Board Members to attend the October Community Engagement Sessions.

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
Kate Hare	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John M. Yesso	Aye

The meeting was adjourned at 5:44 p.m.

Peter W. Hahn, President

Stephen Flynn, Secretary