

The meeting was called to order at 5:02 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; Chris Minx, Marketing and Communications Manager; and Allison Frew, Executive Assistant.

CONSENT AGENDA

The consent agenda included the Minutes from the May Board of Trustees meeting, the Financial Report for May, the May Donations Resolution and the Resolutions to Thank Annette Heffernan and Allison Frew. The Financial Report is included as an exhibit to these Minutes. The Donations Resolution, and the Thank You Resolutions are included here.

RESOLUTION 25-23
MAY 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
\$ 2.00	130 - General Fund	Anonymous	
\$ 50.00	130 - General Fund	Anonymous	
\$ 25.00	130 - General Fund	Doug Goldman	
\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 102.00	Total		

SIGNATURE SHEET

Resolution No. 25-23

6/20/2023

Upon the motion of John M. Yesso, seconded by Susan Ralph:

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

RESOLUTION 26-23

**To Thank Annette Heffernan for their Outstanding Service
to the Upper Arlington Public Library**

WHEREAS, Annette Heffernan, who recently served as the Manager of the Circulation Department, retired on May 31, 2023, after twenty-six years of service at the Upper Arlington Public Library;

WHEREAS, Annette had a significant and dedicated career at the Library since first being hired as a Clerical Assistant on June 2, 1997. Shortly thereafter, in 1998, Annette was made a Supervisor in the department, and was then promoted to Manager in September 2011. During her tenure, Annette oversaw a tremendous amount of growth and change at the Library and handled each project with professional aplomb and ease;

WHEREAS, Annette's leadership and good humor brought Library staff together in a myriad of ways. Significantly, Annette oversaw UAPL's merger with the Central Library Consortium in April 2014. During this time, Annette organized the training for all staff on the new circulation software and developed new workflows to process collection requests. Annette was also a founding member of the Library's Passport Services Program and was its first official agent in July 2016. For this, Annette co-served as a UAPL

representative when the Library received the 2019 Facility of the Year award from the U.S. Department of State in Washington D.C. More recently, when Circulation welcomed staff from all departments who were temporarily reassigned to her during the coronavirus pandemic, Annette was instrumental in acclimating new staff and keeping morale high during a period when changes to process and procedures occurred daily;

WHEREAS, Annette is considered the Library “mom” by her team and is renowned for fixing any problem or answering any question with steadfast calmness and nonjudgment. She proudly displayed the button “feel free to interrupt me” on her desk. Annette’s superhuman ability to make new challenges seem routine and quell fears of the unknown always made seemingly rough transitions go smoothly;

WHEREAS, Annette is well-known for her love of birdwatching, haunted houses, and her grandchildren – many whom visit the library just to see her. All Library staff looked forward to her annual Christmas Cookie bake day when each department got their own plate of scrumptious homemade cookies. Annette also seemed to have a sixth sense for when a box of donuts from The Goodie Shoppe should magically appear in the Circulation workroom;

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 Annette Heffernan to the Upper Arlington Public Library and to the greater Upper Arlington community as noted and witnessed on this 20th day of June 2023.

SIGNATURE SHEET

Resolution No. 26-23

6/20/2023

Upon the motion of John M. Yesso, seconded by Susan Ralph:

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

RESOLUTION 27-23
**To Thank Allison Frew for her Outstanding Service
to the Upper Arlington Public Library**

WHEREAS, Allison Frew, who began her career at the Library on November 9, 2015, as a Circulation Assistant, then moving to the role of Public Services Associate in Reference and then being promoted to the role of Executive Assistant with a total of 7 years of service at the Upper Arlington Public Library;

WHEREAS, As the Executive Assistant, Allison was a meticulous budget manager in several categories including all supplies, programming, travel and training, employee memberships, Friends of the Library, mileage, passport, and other budgets, as needed; was incredibly thorough in her record-keeping and data and donation tracking, coordinating all staff travel arrangements and conference requests; scheduling interviews, and responding to all inquiries to the administrative department. She assisted in coordinating a number of events, including the annual Thank You Breakfast, Staff Development Day and the Passport Fairs. Allison was meticulous in compiling all monthly and annual statistics for the Library; and preparing Board packets and taking official records of Board meetings and posting minutes;

WHEREAS, Allison was exacting in her record keeping, correspondence, and time-management, frequently aiding administration as the chief editor for Library policies, staff expectations, memos, and patron and donor correspondence;

WHEREAS, Allison was an innovator who spearheaded the new Staff Appreciation Committee established in 2023 focusing on the areas of welcoming, engagement and staff development day;

WHEREAS, Allison served as a main passport lead, coordinated with the Assistant Director on multiple successful passport fairs, tasked with daily passport checks, training new agents, and corresponding with the National Passport Center on numerous difficult and discreet application situations;

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 Allison Frew to the Upper Arlington Public Library and to the greater Upper Arlington community as noted and witnessed on this 20th day of June 2023.

SIGNATURE SHEET

Upon the motion of John M. Yesso, seconded by Susan Ralph:

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

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

PUBLIC COMMENTS

Jillian Maruskin, Michaela Burriss, Liz Stump, and Carson Tucker individually came before the Board and advocated for continuing to support diversity in the Library's collection.

ASSISTANT DIRECTOR'S REPORT

Brittany Harrison will become the new Youth Services Manager beginning July 10.

Music at Miller is on Thursday, June 22, from 6-9PM. This event is a collaboration with the UA Parks and Rec Cultural Arts Division.

The Library is gearing up for the UA 4th of July Parade. Many staff and Board members are walking in the parade this year and should be an excellent event.

DIRECTOR'S REPORT

Administration and the Facilities Manager had a kickoff meeting with HBM to discuss the planning process and conduct a site visit of all three branches. Data processing has been completed and the second step, a survey to all staff and the Board, has been sent out to be filled in by July 7.

The Library's first targeted marketing campaign is underway and data will be available for review in August to garner its success.

The Internal Communications Committee reviewed the results of the focus groups and staff survey. In response, an Admin Portal has been debuted on the staff intranet and a "Who to call" list is in development in order to further clarify information.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.



[Finance Committee Minutes](#)

Upper Arlington Public Library

Jun 14, 2023 at 5:00 PM EDT

@ 2800 Tremont Road - Meeting Room B

Attendance

Members: Kevin Fix, Stephen Flynn, William Shkurti

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

I. Call to Order

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

II. Director's Update

The Library has signed its contract with HBM and a kickoff meeting with members of Administration and Facilities took place on June 6, 2023. Community engagement sessions will begin in September. The Library has hired Brittany Harrison as its new Youth Manager at Tremont Road library.

III. Review Month Financials

The Library's 2023 YTD revenue is up 42%, YTD expenditures is up 4%, and YTD unencumbered balance is 27% higher compared to last year. The increase in revenue is attributed to first settlement we've received since the levy passed in May 2022.

The May Public Library Funding was 4% higher than estimated; however, the last three months have been lower than expected and are currently estimated to be lower.

The Library's cash reserves are higher due to impending expenditures for the upcoming Master Facilities plan and other expenditures planned for later this year.

Star Ohio Interest was \$31,781.11 with the rate at 5.2%.

The Committee asked why the Other Expenditure line was significantly higher compared to last year; the Library's technology replacements for phones, computers and copiers will be coming from that line.

The Fiscal Officer will send the Committee a list of anticipated expenditures from that line.

IV. Review Month Checks

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

V. Review Bank Reconciliations

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

VI. Appropriations Amendment

The Friends of the Library have agreed to pay for costs associated with the August 22, 2023 staff development and team building day, for which the Library must increase appropriations to purchase the training. The Committee supports recommending the full Board approve the Resolution.

VII. Auditor of State Achievement Award

The Fiscal Officer shared the Library's Achievement Award for 2021-2022 audit for which the Library received two stars for not only meeting the requirements of the Sunshine Laws but also implementing best practices to ensure transparency and the availability of Library records.

The Ohio Auditor of State implemented the Stars Rating System in 2019 to measure compliance with the Sunshine Laws and encourages public entities to be more open and transparent to the citizens they serve. The ratings note if entities implement best practices to improve transparency within their organization beyond what is required by law.

The Committee recommended sharing this award on the Library's website.

VIII. Annual Financial Report

The Library reports on a Cash Basis, a basis of accounting that records cash receipts and disbursements when incurred. This is a special-purpose reporting framework other than Generally Accepted Accounting Principles (GAAP). Since presenting GAAP statements are not cost-efficient for smaller entities, the State of Ohio passed Ohio Administrative Code Rule 117-2-03(C), which states that public offices can report and file their annual reports using a special purpose framework such as a Cash Basis. The Auditor of State presents a dual opinion for all entities presenting their annual financials on a cash basis. This is the standard opinion for all audits that report on a cash basis. In the case of UAPL, we received an unqualified opinion for our financial statements, indicating they were materially correct and presented fairly but not presented on a GAAP basis. This is the best opinion the Library could have received.

IX. Adjournment

The meeting adjourned at 5:20 p.m.

RESOLUTION TO AMEND APPROPRIATIONS – FUND 201

RESOLUTION 28-23

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 201 – Friends of the Library	
Current Appropriations	\$ 69,401.30
Appropriation Increase	<u>\$ 15,000.00</u>
Total Fund 201 Appropriations	\$84,401.30

SIGNATURE SHEET

Resolution No. 28-23

6/20/2023

Upon the motion of Trustee William J. Shkurti, seconded by Trustee Stephen Flynn, the Board approved the Resolution to Amend Appropriations 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

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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 June.

PRESIDENT’S REPORT

The President thanked Allison Frew and Annette Heffernan for their years of service.

STRATEGIC PLAN 2023 – MID YEAR REVIEW

The Director provided an overview of the current progress of the Library’s strategic plan. The Director answered all questions.

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

The meeting was adjourned at 5:38 p.m.

Peter W. Hahn, President

Stephen Flynn, Secretary