



UPPER ARLINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

TUESDAY, DECEMBER 19, 2023

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

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, Peter W. Hahn, Kate Hare, 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; Julie Whitt, Human Resources Manager, Jennifer Faure, Community Relations Manager, Dessa Hebert, Administrative Assistant, Bonnie DeWitt, Collection Development Specialist, and Renee Downing, HBM Architects and Interior Designers.

EXCUSED ABSENCE: Susan Ralph

CONSENT AGENDA

In addition to approving the absence of Susan Ralph, the consent agenda included the Minutes from the October Board of Trustees meeting, the October and November Donations Resolution and the Resolution to Thank Bonnie DeWitt. The Donations Resolution and Thank You Resolution are included here.

RESOLUTION 40-23
OCTOBER AND NOVEMBER 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
\$ 50.00	130	Alisa Lin	

Amount	Fund	Donor Name	Campaign
\$ 5,000.00	130	Ann & Roger Avery	In Memory of Ellen Nickles - For Lane Rd Library. This donation is in memory of my dear cousin, Ellen Nickles. Your library was one of her favorite places. I hope you will use these funds for books or activities for children and adults that are a little controversial and challenging - Ellen would like that!
\$ 50.00	130	Ann Knodt	I like giving to a library that treats me so well. I am a regular UA Library visitor. I love that at Lane Road, I'm always greeted when I enter and the librarians always answer my questions.
\$ 5.00	130	Anonymous	
\$ 2.00	130	Anonymous	
\$ 20.60	130	Carolina Ricco Pereira	
\$ 515.00	130	Christine McCracken	On behalf of Tremont Center Company and the heirs of King G Thompson
\$ 25.75	130	Deborah Lynn	
\$ 2,650.00	130	Frederick & Karla Roehrig	Retirement Distribution Check - Gross Distribution RMD - IRA Gift
\$ 500.00	130	Gloria & Dale Heydlauff	Donation
\$ 500.00	130	Howard Epstein	Your online research resources and wonderful youth department.
\$ 5.15	130	J. Ellen Huddle	I love libraries
\$ 25.00	130	Jane Belt	
\$ 50.00	130	Jeanine Hummer	
\$ 25.75	130	Jessica Schirner	
\$ 206.00	130	John & Judy Yesso	
\$ 100.00	130	Lynn & Bill Anderson	In Memory of Jane Fisher
\$ 500.00	130	Mary Inbody & Marsha Reichenbach Fund c/o Schwab	This grant is for wherever it is needed most.
\$ 515.00	130	Megan Stover	Our children and family are so thankful to have such a wonderful library system!
\$ 250.00	130	Metropolitan Columbus Daylily Society	Please find a check for \$250.00 in gratitude for the generous assistance you provided us for our annual public daylily show this past June. We are already booked for 2024 and look forward to another successful event at your beautiful location.
\$ 25.75	130	Pam & Erik Cole	Giving Tuesday

Amount	Fund	Donor Name	Campaign
\$ 51.50	130	Rebecca Alexander	
\$ 51.50	130	Sabir Khan	
\$ 51.50	130	Sarah Miller	I use the library daily and my children love all the activities!
\$ 51.50	130	Tekla Walker	Use of library digital resources for personal and professional enrichment
\$ 51.50	130	Vicki Chorman	
\$ 11,278.50	Total		

SIGNATURE SHEET

Resolution No. 40-23

12/19/2023

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

Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Kate Hare	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 41-23
**To Thank Bonnie DeWitt for their Outstanding Service
to the Upper Arlington Public Library**

WHEREAS, Bonnie DeWitt, who recently served as the Adult Collection Development Specialist, retires on January 26, 2024, after thirty-eight years of service at the Upper Arlington Public Library;

WHEREAS, Bonnie had a significant and dedicated career at the Library since first being hired as a Library Clerk on June 13, 1985. She had also been a Library Associate and Circulation Supervisor before becoming the Lane Road Branch Manager in 2003. She moved to the Tremont Road Branch in October 2012 to become the Adult Collection Development Specialist when we moved to centralize selection for all three locations. During her tenure, Bonnie oversaw a tremendous amount of growth and change at the Library and handled each new thing with ease and grace;

WHEREAS, Bonnie's calm approach and demeanor served her well in her many years at the Lane Road Branch. She fostered a collaborative work environment and was not afraid to pitch in herself, no matter the nature or size of the task. Her extensive knowledge of literature and movies made her a regular fan favorite for our patrons and prepared her for her most recent role with us. She took extra time with patrons to get to know them and listen to their needs. The current Lane Road Manager reports that there are regular patrons that still ask about her and remember her excellent recommendations.

WHEREAS, Bonnie had led the Book Circle book group here at the library for many years and built up a dedicated following. When she came to Tremont for her new role, she insisted that the group still be part of her job even though she now had a behind the scenes role. That meant that she led both the monthly evening group at Lane and the afternoon group at Tremont. We know she will be missed in this familiar role.

WHEREAS, Bonnie is a passionate advocate for animals. She noticed a stray kitten in her neighborhood and asked her fellow staff if anyone was interested in adopting a kitten. Bonnie was able to safely catch the kitten and brought it to the staff member with plenty of food, cat litter and toys. Bonnie is also an avid bike rider and tests herself with lengthy rides.

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 Bonnie DeWitt to the Upper Arlington Public Library and to the greater Upper Arlington community as noted and witnessed on this 19th day of December 2023.

SIGNATURE SHEET

Resolution No. 41-23

12/19/2023

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

Voting:

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

ASSISTANT DIRECTOR'S REPORT

After an extensive search a replacement van was purchased for the Library.

DIRECTOR'S REPORT

The 2024 Library Closing schedule was shared.

The Library has reached the programming goal of 50,000 attendees with a yearly increase of 30% from pre-pandemic; 1,175 programs were offered. Winter Wonderland which took place in early December had 1,600 attendees.

A plan for replacement outdoor signage for each Library locations is forthcoming.

Information was received by the Ohio Library Council regarding a one-time strategic community investment fund where any public authority can apply for funds from the House (deadline was in December) and the Senate (deadline has not been set yet but tentatively in the Spring). The Library submitted a request to the House to fund a small

business resource center for the Tremont location. The Library will also develop and submit a request to the Senate during the second round of funding.

Renee Downing from HBM Architects and Interior Designers gave a presentation on UAPL's 10-Year Master Facilities Plan. The presentation included information regarding the building condition, overall assessment and maintenance plan for all three Library locations. Patron, Board and employee input gathered from online and in-person sessions was also shared.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.



Finance Committee Minutes

Upper Arlington Public Library

Nov 8, 2023 at 5:00 PM EST

@ 2800 Tremont Road - Meeting Room A

Attendance

Present:

Members: Kevin Fix, Stephen Flynn, William Shkurti

Guests: Beth Hatch, Dessa Hebert, Lori Piergallini, Greg Ramage, Julie Whitt

I. Call to Order

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

II. Review Month Financials

The Library's 2023 YTD Expenditures are 14% higher than they were in October 2022. The Library's 2023 YTD Revenue is 43% higher compared to this time last year; the increase is attributed to the transfer into the Building Improvement Fund. The Unencumbered ending balance for all Library accounts is currently 34% higher compared to October 2022. The Public Library Funding totaled \$254,974.81 for October, 4% higher than anticipated for the month. Star Ohio interest totals \$39,903.88, passport fee revenue was \$3,318.75 and passport photo revenue was \$1,395.00 for October.

[Statement of Cash Position.pdf](#)

[General Fund Report.pdf](#)

[Balance Sheet - Fund Pivot.pdf](#)

III. Review Month Checks

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

[CHECK REPORT.pdf](#)

IV. Review Bank Reconciliations

The committee reviewed all bank account reconciliations. All accounts are balanced as of October 31, 2023.

 [HNB Bank Statement Register.pdf](#)

 [Star Ohio Bank Register.pdf](#)

 [Star Ohio Restricted-Bank Statement Register.pdf](#)

 [FMB Bank Statement Register.pdf](#)

V. UAPL Pay Ranges Update - two new positions

The Fiscal Officer and Human Resources Manager discussed the addition of two new positions for 2024. The proposal is for one full-time Maintenance Technician which would replace the existing vacant full-time Custodian position. The proposal is also for two full-time Youth Education Specialist positions. One of these positions is in lieu of filling the vacant full-time Youth Librarian position and the other is lieu of the currently budgeted Programmer position. The committee agreed to recommend to the Board to approve the resolution authorizing the inclusion of these positions in the 2024 Pay Ranges.

 [Cover Sheet - New Positions Proposed for 2024.docx](#)

 [DRAFT 2024 Pay Ranges Effective 12-24-2023.pdf](#)

 [XX-23 To Approve New Positions.docx](#)

VI. Resolution for One Time Payment to Director

The committee agreed to recommend to the Board to approve a resolution to allow a one-time payment to the Director.

 [XX-23 To Approve One-time Payment to Director.docx](#)

VII. Payment to Passport Agents

The committee agreed to recommend to the Board to approve a resolution to allow a one-time payment to the Library's active Passport Agents.

 [Cover Sheet - Passport Agent One Time Payment.docx](#)

 [XX-23 To Approve One-time Payment to Passport Agents.docx](#)

VIII. Salary Increase and One Lump Sum

The committee agreed to recommend to the Board to approve the salary increase resolution and lump sum payments.

 [Cover Sheet - 2024 Salary Increases.docx](#)

 [XX-23 To Approve of Salary Increases and Lump Sum Payments.docx](#)

IX. Resolution to Receive Tax Advances

The committee agreed to recommend to the Board to approve the resolution to authorize the Fiscal Officer to request and receive tax advances and settlements from the Franklin County Auditor for the 2024 fiscal year.

 [XX-23 Resolution to Receive Tax Advances.docx](#)

X. 2024 Budget Review

The Fiscal Officer presented a preliminary 2024 budget to assist with financial planning. The total appropriations for 2024 are \$11,539,672.34. Highlights noted included the Other Expenses being higher in 2024 due to scheduled computer upgrades and an increase in professional services for legal counsel in preparation for bidding on Tremont and Lane construction projects. The Library's intention is to transfer \$1,200,000 from the General Fund to the Building Improvement Fund for the next 4 years. These funds will be used for upgrades to the facilities and to fund future renovation projects. Preliminary findings from the Master Facilities Plan have identified critical maintenance projects that need to be addressed at all three buildings. These projects have been included in the appropriations for 2024. An updated General Fund 10 year forecast and analysis of the Other Expenditure category was provided and discussed. The Committee agreed to recommend to the Board to approve the resolution to authorize the 2024 permanent appropriations.

 [Cover Sheet -2024 Preliminary Budget.docx](#)

 [2024 Preliminary Budget.pdf](#)

 [updated 11-3-2023 General Fund 10 Year Forecast.pdf](#)

 [ANALYSIS OF OTHER EXPENDITURES.pdf](#)

 [XX-23 To Approve 2024 Permanent Appropriations.docx](#)

XI. Strategic Topic: Technology

Director of Support Services presented the Library's Technology Strategy which takes into account patrons and staff current and future uses as needs and expectations are changing. The Library spends an average of \$230,000 on technology per year with \$150,000 of that cost being the Central Library Consortium membership dues. Public computer use and Wi-Fi is down 62% from 2012-2017 while there has been a 152% increase in wireless network use in the same time range. The top three threats in cyber security were discussed as well as trends in technology use. The 2024 Technology Strategy includes: to support wireless uses with fast reliable connections, improve mobile printing, investing in spaces, equipment and furniture; to ensure master facilities plan infrastructure supports flexible work and public spaces; to earmark funds to invest in technology innovations; to invest in cyber security solutions to protect library data.

 [UAPL 2024 Technology Strategy.pdf](#)

XII. Adjournment

The meeting adjourned at 6:25 p.m.

APPROVAL OF OCTOBER AND NOVEMBER FINANCIAL REPORTS

The Financial Reports are included as an exhibit to these Minutes.

William Shkurti made a motion to pass the Financial Reports. John Yesso seconded the motion.

Voting:

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

RESOLUTION TO APPROVE NEW POSITIONS

RESOLUTION 42-23

Addition of Positions

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library approves the addition of the following positions effective December 24, 2023:

Maintenance Technician – Full Time at Pay Range 8

Youth Education Specialist – Full Time at Pay Range 8

SIGNATURE SHEET

Resolution No. 42-23

12/19/2023

Upon the motion of Trustee Stephen Flynn, seconded by Trustee Kate Hare, 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
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 APPROVE ONE-TIME PAYMENT TO DIRECTOR

RESOLUTION 43-23 **One-Time Payment to Director**

WHEREAS, The Board of Trustees of the Upper Arlington Public Library would like to acknowledge the excellent performance and specific accomplishments by the UAPL Library Director, Beth Hatch, resulting in the strong position for the Library.

WHEREAS, she advanced the UAPL Strategic Plan in that Plan's four identified areas of focus in data measurement and analysis, marketing and communications, use of space, and customer impact;

WHEREAS, she assured financial sustainability with the passage of the 2022 Library levy, despite residual pandemic challenges, increasing the Library's revenue by 38% or \$2.6

million per year for 10 years;

WHEREAS, she contracted and worked closely with HBM Architects and Interior Designers to conduct a 10-year Master Facilities Plan working with staff and the community, which includes a facilities condition and assessment plan and future renovation plan with timeline and estimated costs;

WHEREAS, she advanced staff development and planning, including assessment of adequacy, salaries, organization, and skill mix and solidifying the Library's competitiveness in the labor market; and

WHEREAS, the Board of Trustees has historically, but not regularly, awarded one-time performance bonuses to the Library Director for exemplary performance;

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves a one-time payment of \$5,000.00 to Library Director Beth Hatch, which will be paid on the Dec. 29, 2023 payroll.

SIGNATURE SHEET

Resolution No. 43-23

12/19/2023

Upon the motion of Trustee Kevin Fix, seconded by Trustee John Yesso, the Board approved the RESOLUTION with a roll call vote.

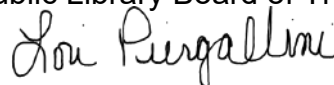
Roll Call Vote:

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

RESOLUTION TO APPROVE ONE-TIME PAYMENT TO PASSPORT AGENTS

RESOLUTION 44-23
One-Time Payment to Passport Agents

WHEREAS, The Board of Trustees of the Upper Arlington Public Library would like to acknowledge the high-level of training and knowledge that staff are required to accomplish in order to be a Passport Agent. Employees who assume this duty in addition to their regular job duties must be certified yearly through training provided by the U.S. State Department.

WHEREAS, The Upper Arlington Public Library's Passport program not only provides a valuable service to the Community but provides additional revenue for the Library;

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves a one-time payment of \$200.00 to the Library's 17 active passport agents. Payment will be made on the December 29, 2023 payroll.

SIGNATURE SHEET

Resolution No. 44-23

12/19/2023

Upon the motion of Trustee William Shkurti, seconded by Trustee Kevin Fix, 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
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

RESOLUTION TO APPROVE SALARY INCREASES AND LUMP SUM PAYMENTS

RESOLUTION 45-23

Approval of Salary Increases and Lump Sum Payments

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves an increase of 2.5% on the mid-point of an employee's range to be effective beginning, December 24, 2023 for fiscal year 2024.

WHEREAS, for the annual salary increase, employees will receive the greater of the two following scenarios:

1. An increase based on 2.5% on the mid-point of their pay range.
2. A year of service-pay-adjustment based on the following:
 - 3 years of service adjusts to 25% of their range,
 - 7 years of service adjusts to midpoint of their range,
 - 15 years of services adjusts to 75% of their range, and
3. When Staff members who have reached the end of their pay range scale, the Board of Trustees hereby approves a lump-sum payment;

BE IT FURTHER RESOLVED, That the Board of Trustees of the Upper Arlington Public Library does hereby approve a lump sum payment for one employee in the amount that exceeded the maximum hourly wage for said position times the annual budgeted hours for that position. The lump sum payment is to be made January 26, 2024.

SIGNATURE SHEET

Resolution No. 45-23

12/19/2023

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

RESOLUTION TO RECEIVE TAX ADVANCES

RESOLUTION 46-23

**Authorization to have County Auditor Release Advance
Distribution of Tax Dollars**

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library authorizes the Fiscal Officer of the Library to request and receive tax advances and settlements from the Franklin County Auditor for the 2024 fiscal year.

SIGNATURE SHEET

Resolution No. 46-23

12/19/2023

Upon the motion of Trustee Kevin Fix, seconded by Trustee Stephen Flynn, 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
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

RESOLUTION TO APPROVE 2024 PERMANENT APPROPRIATIONS

RESOLUTION 47-23

2024 PERMANENT APPROPRIATIONS

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the 2024 fiscal year permanent appropriations as follows:

GENERAL FUND:

Salaries & Benefits	\$ 5,289,423
Library Material	\$ 964,375
Other Expenses	\$ 1,808,874
Transfer-Out	\$ <u>1,200,000</u>

Total General Fund Expenditures	\$ 9,262,672
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Fund 201 – UAPL Friends	\$ 86,500
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Fund 250 – Restricted Fund	\$ 10,200
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Fund 402 Building Imp. Fund	\$ 2,180,300
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Total Appropriations <i>See attached budget</i>	\$11,539,672
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SIGNATURE SHEET

Resolution No. 47-23

12/19/2023

Upon the motion of Trustee William Shkurti, seconded by Trustee Kate Hare, 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
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 FOR BID PACKET FOR LOWER LEVEL PROJECT

RESOLUTION 48-23

Mr. Kevin Fix introduced the following resolution and moved its passage:

Resolution No. 48-23

**APPROVING BID PACKAGE FOR
LOWER LEVEL OFFICE RENOVATION PROJECT,
LEGAL NOTICE OF BIDS FOR THE WORK, AND
OPENING OF BIDS FOLLOWING TIME FIXED IN THE LEGAL NOTICE**

WHEREAS, the Upper Arlington Public Library Board of Trustees (the "Board") is undertaking the Lower Level Office Renovation Project (the "Project"); and
WHEREAS, Triad Architect Ltd. (the "Architect") is preparing design documents for the Project; and

WHEREAS, the Director is working with the Architect and legal counsel to prepare a Bidding Package which includes the design drawings/specifications and legal bidding/contract documents for the Project; and WHEREAS, the Board wishes to approve the placement of the legal notices for the Project in a newspaper of general circulation in the library territory, with sealed bids to be accepted until 12:00 Noon on a date as may be determined by the Director as the Board's authorized representative, and to authorize the Fiscal Officer to open and publicly read the bids aloud immediately thereafter at the Upper Arlington Public Library in Meeting Room B or as designated in the legal notice, pursuant to Ohio Revised Code Section 3375.41.

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

1. The Board authorizes the Director, working with the Architect and legal counsel, to prepare a Bidding Package for the Project.
2. The Board approves the placement of the required legal notices for the Project in a newspaper of general circulation in the library territory for a period of at least two weeks, with bids being accepted until 12:00 Noon on a date as may be determined by the Director as the Board's authorized representative, by addendum, or by operation of law. A copy of the legal notice will be entered in full on the record of proceedings at a future meeting of the Board.
3. The Board authorizes the Fiscal Officer to open and publicly read aloud the bids for the Project immediately after the time for submitting such bids has expired, at the Upper Arlington Public Library in Meeting Room B, or as designated in the legal notice. The bids will be tabulated following opening, and a report of the tabulation with the Architect's recommendation for award of the contract will be provided to the Board at its next regular meeting or at a specially called meeting.

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

Ayes: Kevin Fix, Stephen Flynn, Peter W. Hahn, Kate Hare, William J. Shkurti, John M. Yesso Nays: _____

18537734v2

SIGNATURE SHEET

Resolution No. 48-23

12/19/2023

Upon the motion of Trustee Kevin Fix, seconded by Trustee John Yesso, 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
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 notes from the Operations Committee meeting are included here.



Operations Committee Minutes

Upper Arlington Public Library
Nov 7, 2023 at 5:00 PM EST
@ 2800 Tremont Road Meeting Room A

Attendance

Present:

Members: Kate Hare, Susan Ralph, John Yesso

Guests: Beth Hatch, Dessa Hebert, Julie Whitt

I. Call to Order

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

II. Revision to Personnel Policy Handbook - Holiday Closures

Director discussed a revision to the Holiday Leave Policy to allow the option to be open on Labor Day to support the Labor Day Arts Festival.

 [Cover Sheet - Revision to Personnel Policy Handbook - Holiday Closures.docx](#)

 [Revision to Personnel Policy Handbook - Holiday Closures.docx](#)

 [XX-23 Resolution To Accept Changes to the Personnel Policy Manual for Holiday Closure.docx](#)

III. New Positions Proposed for 2024

The Human Resources Manager discussed the addition of two new positions for 2024. The proposal is for one full-time Maintenance Technician which would replace the existing vacant full-time Custodian position. The proposal is also for two full-time Youth Education Specialist positions. One of these positions is in lieu of filling the vacant full-time Youth Librarian position and the other is in lieu of the

currently budgeted Programmer position. The new positions will be brought to the next Board meeting and if passed, will be posted for applicants in 2024.

 [Cover Sheet - New Positions Proposed for 2024.docx](#)

IV. Adjournment

The meeting was adjourned at 5:20 p.m.

RESOLUTION TO ACCEPT CHANGES TO THE PERSONNEL POLICY FOR HOLIDAY CLOSURES

RESOLUTION 49-23

To Update the Personnel Policy for Holiday Closure

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.

SIGNATURE SHEET

Resolution No. 49-23

12/19/2023

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

Voting:

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



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

RESOLUTION TO APPROVE 2024 BOARD AND COMMITTEE MEETING SCHEDULE

RESOLUTION 50-23
To Approve the 2024 Board Meeting Schedule

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library approves the following schedule of meetings for 2024:

January	Tuesday, January 16, 2024 5:00 p.m.
February	Tuesday, February 20, 2024 5:00 p.m.
March	Tuesday, March 19, 2024 5:00 p.m.
April	Tuesday, April 16, 2024 5:00 p.m.
May	Tuesday, May 21, 2024 5:00 p.m.
June	Tuesday, June 18, 2024 5:00 p.m.
July	NO JULY MEETING
August	Tuesday, August 20, 2024 5:00 p.m.
September	Tuesday, September 17, 2024 5:00 p.m.
October	Tuesday, October 15, 2024 5:00 p.m.
November	NO NOVEMBER MEETING
December	Tuesday, December 3, 2024 5:00 p.m.

SIGNATURE SHEET

Resolution No. 50-23

12/19/2023

Upon the motion of Kate Hare, seconded by William Shkurti:

Voting:

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

William J. Shkurti
John M. Yesso

Aye
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

PRESIDENT'S REPORT

The City made the decision to have all Board terms expire at the same time, June 30th of each year. The Officer and Committee Chairs will correlate with the Board terms.

EXECUTIVE SESSION TO DISCUSS EMPLOYMENT OF A PUBLIC EMPLOYEE

SIGNATURE SHEET

Upon the motion of Trustee Kevin Fix, seconded by Trustee Kate Hare, the Board entered into an executive session.

Roll Call Vote:

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

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

ADJOURNMENT

William Shkurti made a motion to adjourn the meeting. John Yesso seconded the motion.

Voting:

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

The meeting was adjourned at 6:57 p.m.

Peter W. Hahn, President

Stephen Flynn, Secretary