

The meeting was called to order at 5:05 p.m.

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, Peter W. Hahn, Kate Hare, Susan Ralph, and William J. Shkurti

ALSO PRESENT: Beth Hatch, Director; Greg Ramage, Director of Support Services; Lori Piergallini, Fiscal Officer; Chris Minx, Manager of Marketing and Communications; Jennifer Faure, Manager of Community Relations; Erin Hendricks, Manager of Research; and Dessa Hebert, Administrative Assistant.

EXCUSED ABSENCE: John M. Yesso

CONSENT AGENDA

In addition to approving the absence of John M. Yesso, the consent agenda included the Minutes from the December Board of Trustees meeting and the December Donations Resolution.

RESOLUTION 02-24
DECEMBER 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
\$ 1,030.00	130	Shafi Saiduddin	I would like to make this donation in the name of my father, Syed Saiduddin.
\$ 1,030.00	130	Syed Saiduddin	
\$ 103.00	130	Lida Sethi	I love everything about the library!
\$ 20.60	130	Carolina Ricco Pereira	
\$ 400.00	130	Courtney Epstein	I love and appreciate all of the kids programming at the library. I hope to continue to enjoy these activities as my baby and toddler grow up!

Amount	Fund	Donor Name	Campaign
\$ 25.00	130	Jeanine Hummer	
\$ 206.00	130	Gerlinde Lott	I use the library frequently and would like it to have funds available to maintain the great services you offer.
\$ 1,250.00	130	Jan Hollett	
\$ 100.00	130	Elizabeth Kraftician	In memory of Ann Kraftician
\$ 250.00	130	Fidelity Charitable Donor-Advised Fund	Where it's needed most.
\$ 250.00	130	Maureen Campion	Where it's needed most.
\$ 400.00	130	Paul Braunsdorf	
\$ 5,064.60	Total		

SIGNATURE SHEET

Resolution No. 02-24

1/16/2024

Upon the motion of Susan Ralph, seconded by William J. Shkurti:

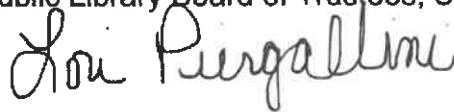
Voting:

Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Peter W. Hahn, President	Aye
Kate Hare	Aye
Susan Ralph	Aye
William J. Shkurti	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 Piergallini
03/11/2024 09:25 EDT

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

ASSISTANT DIRECTOR'S REPORT

Assistant Director was not present.

DIRECTOR'S REPORT

It was shared Erin Hendricks is assuming the Research Manager position. She was previously a Librarian within the Research department.

The Library Journal is suspending the 5-Star Library Awards to take time to identify whether the outputs tracked in the Library Journal Index still provide a comprehensive and concise set of library service indicators. UAPL was one of the few libraries in the area who was able to use the 5-star ranking, so there will be an impact to marketing. However, UAPL will continue to show impact through the data gathered and reported to the State Library of Ohio for annual statistics and reports.

2023 Statistics

The Director shared that although open hours were reduced in 2020 when closing time changed from 9pm to 8pm on Monday through Thursday, user visits have increased each year since and were at 451,518 in 2023. From 2019 to 2023, circulation renewals were down 22%, but circulation checkouts were up 23%. Digital and streaming have continued to increase and were at 330,910 in 2023. The highest program attendance ever recorded for UAPL occurred in 2023 with 54,436 attendees. Computer usage has been down since pre-pandemic and can be attributed to more people having access to smartphones and personal computing devices. Public meeting room usage has continued to climb since becoming available again in 2021. Adult books, youth books, and eCirculation have had the highest checkouts since 2016.

4th Quarter Staffing Report

The Director presented the 4th Quarter and Annual Staffing Report to the Board listing the Library's vacancies and turnover rates. The 2023 annual turnover rate was 22.4% which was slightly lower than the 2019 pre-pandemic rate of 24.2%.

Anticipated Staffing Changes in 2024

As outlined in the 2024 budget, two new positions were added to support youth programming and facilities. The Library does not foresee any large staffing changes in 2024 and will continue to reassess needs as positions vacate to make sure the Library is staffed appropriately.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.



Finance Committee Minutes

Upper Arlington Public Library

Jan 10, 2024 at 5:00 PM EST

@ 2800 Tremont Road - Meeting Room A

Attendance

Present:

Members: Kevin Fix, William Shkurti

Guests: Beth Hatch, Dessa Hebert, Lori Piergallini, Kate Porter, Greg Ramage

Absent:

Members: Stephen Flynn

I. Call to Order

The meeting was called to order at 5:05 p.m.

II. Director's Report

The Director discussed the upcoming Board retreat to be held on February 27, 2024 where the budget will be reviewed in detail. The retreat agenda will be shared with Board members during the February committee meetings. The director shared the 2024 Strategic Topics which will be emailed to Board members if it's updated throughout the year.

III. Review Month Financials

The Library's 2023 YTD Expenditures are 16% higher than they were in December 2022. The Library's 2023 YTD Revenue is 40% higher compared to this time last year. The Unencumbered ending balance for all Library accounts is currently 29% higher compared to December 2022. The Public Library Funding totaled \$278,936.66 for December. Star Ohio interest totals \$36,941.44, passport fee revenue was \$3,535.00 and passport photo revenue was \$1,455.00 for December.

 [Statement of Cash Position - Dec. 2023.pdf](#)

 [General Fund Report- Dec. 2023.pdf](#)

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

IV. Review Month Checks

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

 [Check Register-Dec. 2023.pdf](#)

V. Review Bank Reconciliations

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

 [HNB Bank Statement Register DEC. 2023.pdf](#)

 [Star Ohio Bank Statement Register Dec. 2023.pdf](#)

 [Star Ohio Restricted Bank Statement Register Dec. 2023.pdf](#)

 [FMB Bank Register Dec. 2023.pdf](#)

VI. 4th Quarter Financials

The committee reviewed the 2023 4th quarter investment report.

 [4th QTR Investment Report.pdf](#)

VII. Finance Strategic Topic Review 2024

[Board Committee Strategic Topics 2024](#)

VIII. Resolution to Appoint Fiscal Officer

The committee agreed to recommend to the Board to approve a resolution to appoint the Fiscal Officer.

 [XX-24 To Appoint Fiscal Officer.docx](#)

IX. Resolution to Approve Director's Salary Increase

The committee agreed to recommend to the Board to approve a resolution to approve the Director's salary increase.

 [XX-24 To Approve Director's Salary Increase.docx](#)

X. Resolution to Authorize META Solutions

The committee agreed to recommend to the Board to approve a resolution to authorize META Solutions to request bids and purchase natural gas on behalf of the Library.

 [XX-24 META Solutions - Natural Gas-Board Resolution-.pdf](#)

XI. Adjournment

The meeting adjourned at 5:38 p.m.

APPROVAL OF DECEMBER FINANCIAL REPORTS

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

William J. Shkurti made a motion to pass the Financial Reports. Kate Hare seconded the motion.

Voting:

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

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

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Lori Piergallini
03/11/2024 09:25 EDT
Lori M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

RESOLUTION TO APPROVE DIRECTOR’S SALARY INCREASE

RESOLUTION 03-24

Library Director Salary Increase

WHEREAS, according to the personnel policy, it is the responsibility of the Board to determine whether existing salary ranges are competitive, and

WHEREAS, the Board annually reviews and determines the Library Director’s salary to comparable library director salaries,

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library do hereby approve an increase of 3% on the mid-point of the salary range for Beth Hatch, Library Director, for an hourly rate of \$65.55, commencing January 7, 2024.

SIGNATURE SHEET

Resolution No. 03-24

1/16/2024

Upon the motion of Trustee Susan Ralph, seconded by Trustee William J. Shkurti, the Board approved the RESOLUTION with a roll call vote.

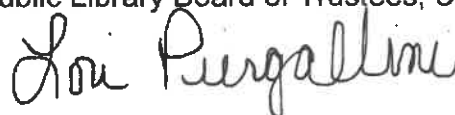
Roll Call Vote:

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

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

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Lori Piergallini
03/11/2024 09:25 EDT

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

RESOLUTION TO APPROVE META SOLUTIONS

RESOLUTION 04-24

BOARD RESOLUTION

The Board of Trustees (the "Board") of the Upper Arlington Public Library, Ohio, (the "Library") met in general session January 16, 2024, at 5:00 P.M. at the offices of the Board, Upper Arlington, Ohio with the following members present: Kevin Fix, Vice President; Stephen Flynn, Secretary; Peter W. Hahn, President; Kate Hare; Susan Ralph; and William J. Shkurti.

Mr. Stephen Flynn introduced the following resolution and moved its passage.

AUTHORIZING META SOLUTIONS, ACTING JOINTLY AS A MEMBER OF THE OHIO SCHOOL CONSORTIUM ("CONSORTIUM")¹, TO ISSUE A REQUEST FOR PROPOSAL FOR THE PURCHASE OF COMPETITIVE RETAIL NATURAL GAS SERVICE FROM THE LOWEST AND BEST BIDDER SUBMITTED TO CONSORTIUM AND AUTHORIZING THE BOARD TO PURCHASE COMPETITIVE RETAIL NATURAL GAS SERVICE FROM SUCH BIDDER.

WHEREAS, the Library is a member of META Solutions, a body authorized by state statute to aggregate the purchasing needs of schools and of related nonprofit educational entities so as to take advantage of economies of scale when purchasing essential products and services;

WHEREAS, in prior years, META Solutions has joined with other Libraries and educational purchasing councils, acting jointly as a member of the Consortium, to conduct a Request for Proposal ("RFP") for competitive natural gas service commencing on or about mid-February 2024;

WHEREAS, through prior RFP processes, the Consortium has selected the lowest and best bids submitted in response to RFPs; and the Library has previously elected to enter into a Master Supply Agreement with the lowest and best bidder for competitive retail natural gas service for all of the Library's natural gas supply;

WHEREAS, the Consortium intends to issue a new RFP for competitive retail natural gas service commencing with the July, 2025 billing cycle and terminating no later than the end of the June, 2030 billing cycle for participating Libraries and education purchasing councils;

¹ The members of the Consortium are the META Solutions, the Ohio Mid-Eastern Regional Education Service Agency, the Southwestern Ohio Educational Purchasing Council, the Stark County Schools Council of Governments, Columbus City Schools, and South-Western City Schools.

WHEREAS, the Library wishes to participate in this upcoming RFP process and potentially execute a Master Service Agreement with the lowest and best RFP bidder; and

WHEREAS, the Library Director will review the lowest and best bid and corresponding terms when the RFP is concluded and determine whether the RFP resulted in the lowest and best bid for competitive retail natural gas service for all of the Library's natural gas supply.

NOW, THEREFORE, BE IT RESOLVED BY THE UPPER ARLINGTON PUBLIC, FRANKLIN COUNTY, STATE OF OHIO, as follows:

Section 1. The Board of Trustees of the Library does hereby consent, as a member of META Solutions to the conducting of an RFP process by the Consortium for competitive retail natural gas service commencing with the July, 2025 billing cycle and terminating no later than the end of the June, 2030 billing cycle, with bids to be submitted for one, two and three year periods on such terms and conditions as the Consortium deems appropriate.

Section 2. The Board of Trustees of the Library does hereby authorize the Director to execute a Master Supply Agreement between the Library and the lowest and best bidder in the RFP so long as the Director finds that the price reflects the results of a public and competitive RFP process.

Section 3. The Board of Trustees directs the Fiscal Officer to review the lowest and best bid once received and the Master Supply Agreement and determine if the Library has sufficient funds to certify this resolution and, if the Fiscal Officer so finds, to certify this resolution.

Mr. Kevin Fix seconded the motion and, after discussion, a roll call vote was taken and the results were:

Ayes: Kevin Fix, Stephen Flynn, Peter W. Hahn, Kate Hare, Susan Ralph, and William J. Shkurti.

Nays: none

The resolution passed.

Passed: January 16, 2024

SIGNATURE SHEET

Resolution No. 04-24

1/16/2024

Upon the motion of Trustee Stephen Flynn, 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
Susan Ralph	Aye
William J. Shkurti	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

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Lori Piergallini
03/11/2024 09:25 EDT

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

OPERATIONS COMMITTEE

The Operations Committee did not meet in December.

PRESIDENT'S REPORT

The Board retreat will be February 27, 2024 at 5 p.m.

ADJOURNMENT

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

Voting:

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

The meeting was adjourned at 5:40 p.m.



Peter W. Hahn, President



Stephen Flynn
03/09/2024 18:21 EST

Stephen Flynn, Secretary