



The meeting was called to order at 5:07 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; Greg Ramage, Director of Support Services; Lori Piergallini, Fiscal Officer; Christine Minx, Marketing and Communications Manager; Jennifer Faure, Community Relations Manager; and Dessa Hebert, Administrative Assistant.

CONSENT AGENDA

The consent agenda included the Minutes from the January Board of Trustees Organizational meeting, the January Board of Trustees meeting, and the January Donations Resolution.

**RESOLUTION 05-24
JANUARY 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
\$ 48.00	130	Anonymous	
\$ 100.00	130	Anonymous	
\$ 25.00	130	Jeanine Hummer	
\$ 20.60	130	Carolina Ricco Pereira	
\$ 50.00	130	Richard Succi	
\$ 750.00	130	Tremont Center Company	On behalf of the Members of the Tremont Center Company, LLC.
\$ 993.60	Total		

SIGNATURE SHEET

Resolution No. 05-24

2/20/2024

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
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

Assistant Director was not present.

DIRECTOR'S REPORT

The Director provided an overview of the Library's statistics for January.

The new office space for the Adult Department at Tremont has been completed and the service desk installed.

In preparation for the Tremont lower level construction project, the Technical Services department is scheduled to be moved to the first floor by the end of March.

A usability study was conducted for the new Library website and it is scheduled to be live by the end of March.

The new sign has been installed outside of Miller Park which includes the Library's new brand standards. The Lane Road and Tremont sign designs are in review by the City.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.



Finance Committee Minutes

Upper Arlington Public Library

Feb 14, 2024 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, Kate Porter, Greg Ramage

I. Call to Order

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

II. Review Month Financials

The Library's 2024 YTD Expenditures are 3% higher than they were in January 2023. The Library's 2024 YTD Revenue is 39% lower compared to this time last year; this is attributed to the timing of the tax advances. The Unencumbered ending balance for all Library accounts is currently 24% higher compared to January 2023. The Public Library Funding totaled \$223,977.38 for January. Star Ohio interest totals \$36,100.84, passport revenue was \$9,641.25 and passport photo revenue was \$4,800.00 for January.

 [Statement of Cash Position.pdf](#)

 [General Fund Monthly Report.pdf](#)

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

III. Review Month Checks

The January 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 January 31, 2024.

 [HNB Bank Register.pdf](#)

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

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

 [FMB Bank Statement Register.pdf](#)

V. Lower Level Renovation

The committee agreed to recommend to the Board to award the contract for the Tremont lower level renovation to Ulitmax, Inc., the lowest bidder on the project. A bid qualification interview was conducted by Triad Architects to determine if Ulitmax is a responsible and responsive contractor and they were considered compliant.

 [20240130-UAPL Lower Level Renovation - Bid Tab.pdf](#)

 [Cover Sheet - Awarding of Bid for Lower Level Construction Project.docx](#)

VI. Review of Board Retreat Agenda and BIF 10 Year Forecast

The committee discussed the agenda for the upcoming February 27, 2024 Board Retreat which will be used to discuss the Master Facilities Plan for all 3 branches. The committee also discussed the Building Improvement Fund 10 year forecast.

 [Master Facilities Plan \(2\).pdf](#)

VII. Adjournment

The meeting was adjourned at 5:32 p.m.

APPROVAL OF JANUARY FINANCIAL REPORTS

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

Susan Ralph made a motion to pass the Financial Reports. William J. Shkurti seconded the motion.

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 FOR AWARDING CONTRACT FOR LOWER LEVEL OFFICE
RENOVATION PROJECT

RESOLUTION 06-24

AWARDING CONTRACT FOR LOWER LEVEL OFFICE RENOVATION PROJECT

WHEREAS, the Upper Arlington Public Library Board of Trustees (the “Board”) is undertaking the Lower Level Office Renovation Project at the Tremont Road Branch (the “Project”); and

WHEREAS, the Board previously authorized the solicitation of bids for the Project pursuant to Ohio Revised Code Section 3375.41 and bids were received on January 30, 2024 and publicly opened and read aloud by the Fiscal Officer in the Library’s Meeting Room B, immediately after the time for submitting such bids had expired; and

WHEREAS, Triad Architects LTD (“Triad”) tabulated the bids that were received and such bid tabulation is attached hereto; and

WHEREAS, the lowest bid was submitted by Ultimax, Inc. (“Ultimax”), and Triad reviewed the bid submittals, completed the post-bid review process, and recommends award of the contract for the Project to Ultimax, as the lowest responsible bidder in the total amount of \$388,435, which includes the base bid of \$333,000 and accepted add Alternate No. 1 (electric unit heater) for \$9,800 and accepted add Alternate No. 2 (humidity control) for \$45,635; and

WHEREAS, during construction of the Project, there may be changes to the Work that impact the Scope of the Work, Contract Sum, and/or Contract Time. These changes may be documented via Amendment, Change Order, or Construction Change Directive (“Modifications”) and to avoid Project delay and related costs, the Director, Fiscal Officer, or Director of Support Services may be authorized to approve and execute such Modifications which shall not individually exceed the amount of \$7,000.

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

1. The Board approves the bid opening and based upon the recommendation of Triad and information provided, awards the contract for the Project to Ultimax Inc., as the lowest responsible bidder for the work.

2. The Board authorizes the Director and Fiscal Officer to sign the contract with Ultimax, Inc. in the total amount of \$388,435, including accepted add Alternate No. 1 for 9,800 and accepted add Alternate No. 2 for \$45,635, and to prepare and sign any related documents required for the Project.
3. The Board further authorizes the Director, Fiscal Officer, or Director of Support Services to sign Modification(s) related to the Project where such Modification individually does not exceed \$7,000. Should a Modification exceed this amount, it will be brought to the Board for approval.

William J. Shkurti made a motion to pass the resolution. John Yesso seconded the motion and, after discussion, a roll call vote was taken and the resolution passed.

Ayes: Peter W. Hahn, Kevin Fix, Stephen Flynn, Kate Hare, Susan Ralph, William J. Shkurti, John Yesso Nays: none

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SIGNATURE SHEET

Resolution No. 06-24

2/20/2024

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

Roll Call Vote:

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

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.



[Operations Committee Minutes](#)

Upper Arlington Public Library
Feb 6, 2024 at 5:00 PM EST
@ 2800 Tremont Road - Meeting Room A

Attendance

Present:

Members: Kate Hare, Susan Ralph

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

I. Call to Order

The meeting was called to order at 5:06 p.m.

II. Review of Annual Report

The Director and Committee members discussed the Annual Report that is being created and will be mailed to Upper Arlington households tentatively by April 2024.

 [2023 UAPL Annual Report \(3\).pdf](#)

III. Review of Agenda for Board Retreat

The Director presented the agenda for the February 27, 2024 Board Retreat. The meeting will be used to discuss the Master Facilities Plan for all 3 branches.

IV. Adjournment

The meeting was adjourned at 5:57 p.m.

PRESIDENT’S REPORT

EXECUTIVE SESSION TO PREPARE FOR COLLECTIVE BARGAINING STRATEGY

SIGNATURE SHEET

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

Roll Call Vote:

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

ADJOURNMENT

John M. Yesso made a motion to adjourn the meeting. Kate Hare seconded the motion.

Voting:

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

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

Aye
Aye
Aye
Aye

The meeting was adjourned at 5:35 p.m.



Peter W. Hahn, President



Stephen Flynn, Secretary