



Board of Trustees Meeting Minutes

Upper Arlington Public Library

12/3/2024 5:00 PM EDT

@ 2800 Tremont Road - Meeting Room B

Attendance

Present:

Members: Matthew Courser, Kevin Fix, Kate Hare, William Shkurti, John Yesso

Also Present: Beth Hatch - Director, Kate Porter - Assistant Director, Lori Piergallini – Fiscal Officer, Greg Ramage – Director of Support Services, Julie Whitt – Human Resources Manager, Jen Jimison – Executive Assistant

Guests: Ruth Edmonds, Cathy Pultz, Brandee Wyzlic, Dave Schreiber, Jody Casella, Amy McKay, Olivia Shaw, Jenn Willke, Rebecca Shrader, David Schneider, Gerald Stayer, Laura Erwin, Robin Smith, Abby Brigner, Wendy Wise, Ray Stein, Sam Stahler, Alexa Elgabri, Nick Madama, Ann Eidson, Anna Penny, Audrey Harkonen, Victoria Schrock, Kari Highman, Jane Federer, Laura Balog, Emma Piotrowski, Miles Reinhart

Absent: Peter Hahn, Susan Ralph

Call Meeting to Order

The meeting was called to order at 5:05pm.

Consent Agenda

The consent agenda included excused absences, the Minutes from the September Board of Trustees meeting and the September Donations Resolution included here.

RESOLUTION 35-24 **OCTOBER 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 | Annual Report Name | Campaign |
|----------|-----------------------|--------------------|--------------------------------------|
| \$ 5.00 | 130 - General Fund | Alan Swim | |
| \$ 25.75 | 250 - Restricted Fund | Anjali Williams | Lane Road Youth Improvements Project |
| \$ 51.50 | 250 - Restricted Fund | Ann Knodt | Lane Road Youth Improvements Project |
| \$ 17.00 | 250 - Restricted Fund | Anonymous | Lane Road Youth Improvements Project |

| | | | |
|-------------|-----------------------|--------------------------|--------------------------------------|
| \$ 10.00 | 250 - Restricted Fund | Anonymous | Lane Road Youth Improvements Project |
| \$ 51.50 | 250 - Restricted Fund | Ashley Ebersole | Lane Road Youth Improvements Project |
| \$ 100.00 | 250 - Restricted Fund | Bridget and Doug Riddell | Lane Road Youth Improvements Project |
| \$ 20.60 | 130 - General Fund | Carolina Ricco Pereira | |
| \$ 257.50 | 250 - Restricted Fund | Christina Longbrake | Lane Road Youth Improvements Project |
| \$ 1,030.00 | 250 - Restricted Fund | Dale Heydlauff | Lane Road Youth Improvements Project |
| \$ 1,000.00 | 250 - Restricted Fund | Daniel Yarmesch | Lane Road Youth Improvements Project |
| \$ 25.00 | 130 - General Fund | Jeanine Hummer | |
| \$ 103.00 | 250 - Restricted Fund | Jeanne Bahnson | Lane Road Youth Improvements Project |
| \$ 51.50 | 250 - Restricted Fund | Jenn Schumacher | Lane Road Youth Improvements Project |
| \$ 25.75 | 250 - Restricted Fund | Joel Van Horn | Lane Road Youth Improvements Project |
| \$ 51.50 | 250 - Restricted Fund | Mary Lou Guillory | Lane Road Youth Improvements Project |
| \$ 100.00 | 250 - Restricted Fund | Pavla Tymbel | Lane Road Youth Improvements Project |
| \$ 200.00 | 250 - Restricted Fund | R. Dennis Blose | Lane Road Youth Improvements Project |
| \$ 103.00 | 250 - Restricted Fund | William Grant | Lane Road Youth Improvements Project |
| \$ 3,228.60 | Total | | |

**RESOLUTION 36-24
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 |
|---------------|-----------------------|------------------------|--------------------------------------|
| \$ 103.00 | 250 - Restricted Fund | Aimee Lockett | Lane Road Youth Improvements Project |
| \$ 20.00 | 250 - Restricted Fund | Anonymous | Lane Road Youth Improvements Project |
| \$ 1.50 | 250 - Restricted Fund | Anonymous | Lane Road Youth Improvements Project |
| \$ 20.60 | 130 - General Fund | Carolina Ricco Pereira | |
| \$ 1,000.00 | 250 - Restricted Fund | Jane Reed | Lane Road Youth Improvements Project |
| \$ 25.00 | 130 - General Fund | Jeanine Hummer | |

| | | | |
|-------------|-----------------------|---------------------------|--------------------------------------|
| \$ 1.00 | 250 - Restricted Fund | Katherine & Brett Porter | Lane Road Youth Improvements Project |
| \$ 103.00 | 250 - Restricted Fund | Katherine & Brett Porter | Lane Road Youth Improvements Project |
| \$ 257.50 | 250 - Restricted Fund | Kathleen Dunn | Lane Road Youth Improvements Project |
| \$ 250.00 | 250 - Restricted Fund | Leandro Cordero | Lane Road Youth Improvements Project |
| \$ 25.00 | 130 - General Fund | Margaret Roberts Richards | |
| \$ 154.50 | 250 - Restricted Fund | Matthew Courser | Lane Road Youth Improvements Project |
| \$ 51.50 | 250 - Restricted Fund | Pam & Erik Cole | Lane Road Youth Improvements Project |
| \$ 100.00 | 250 - Restricted Fund | Robert & Mary Grimm | Lane Road Youth Improvements Project |
| \$ 200.00 | 250 - Restricted Fund | Sarah Walker | Lane Road Youth Improvements Project |
| \$ 2,312.60 | Total | | |

SIGNATURE SHEET

Resolution No. 35-24 & 36-24

12/3/2024

Upon the motion of Trustee Matthew Courser, seconded by Trustee John Yesso to accept donations listed for October and November:

Voting:

| | |
|----------------------------|-----|
| Kevin Fix, President | Aye |
| Kate Hare, Vice President | Aye |
| Matthew Courser, Secretary | Aye |
| William J. Shkurti | Aye |
| John 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

Public Comments: President Kevin Fix welcomed guests.

During the public comment period members of United Arlington, Ruth Edmonds, Cathy Pultz and Brandee Wyzlic, addressed the board regarding the wonderful opportunity to decorate a tree for the Avenue of Trees at the Library. They also presented the Board and the Library with a donation for the Lane Road Youth Improvement Project.

During the public comment period, Jody Casella addressed the board regarding cost-of-living raise for collective bargaining employees by reading a statement from the Bargaining Committee. The statement requested that the board consider giving the cost-of-living increase and not wait until a contract is voted on.

Assistant Director's Report

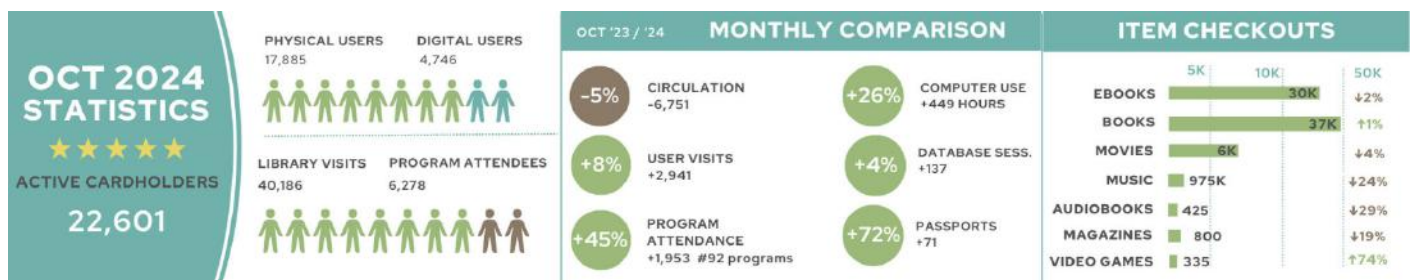
The Assistant Director reported that the Miller Park Branch will be hosting Home for the Holidays Thursday, December 5th from 4-7pm and the Tremont Branch be having the Winter Wonderland from 10am-2pm on Saturday, December 7th.

Director's Report

The Director reported that the Lane Road Branch is officially closed and repairs are starting this week. The Director also spoke about the new Train table at the Tremont Branch and that fundraising letters for the Lane Road Youth Shelving Project have been sent out and we are ready getting donation sent in. Lastly the Director thanked the Programing Staff for their work this past month as attendance for programs was up.

UA PL Director's Report

We build connections that make lives better.



Lane Road Update

The Lane Road Branch is now closed, and repairs begin the week of December 2. The adult collection is being stored in the commons at Tremont Road. Starting next month, we expect to see a drop in statistics due to the closure.

Tremont Train Table

The donated train table that we received in September 2023 has received a lot of love and use from our community. The table was, unfortunately, not built for the use that Library furniture tends to garner, and pieces were coming apart – despite our best attempts at repair. Our community loved the table while it was here, and knowing it’s popularity, the Library invested a considerable amount, along with the Friends of the Library, to replace the table in a more durable design. The new train table has incorporated important learning elements: Moveable pieces encourage creative thinking and help develop problem solving skills, the small pieces help build fine motor skills which develop when muscles work with the brain and nervous systems, labeling on the tabletop exposes kids to environmental print, letters and letter sounds, and symbols, and the tabletop engages children in spatial recognition. The new train table is like our Lane Road train table with Upper Arlington landmarks incorporated into the design. We are currently working with manufacturer on a protective covering to help eliminate scratches and scuff marks.

Lane Road Youth Shelving Project

We have received over \$46,000 in donations for the Lane Road Youth Shelving and Furniture project, which included a generous donation from the Friends of the Library. We are still quite far from our goal, however, and need to raise another \$70,000 to make the project a reality.

Finance Committee

Chairperson William Shkurti reviewed the notes from the November’s Finance Committee meeting and stated that the Committee recommended approving the budget for 2025.



[Finance Committee Minutes](#)

Upper Arlington Public Library
11/13/2024 5:00 PMEST
@ 2800 Tremont Road - Meeting Room B

Attendance

Present:

Members: Kate Hare, Beth Hatch, Lori Piergallini, Kate Porter, Greg Ramage, William Shkurti, John Yesso

I. Call to Order

Meeting was called to order at 5:02 p.m.

II. Review Month Financials

The committee approved the monthly financial reports as presented. PLF and General Property Tax revenue are projected to be down by \$50,000; however, interest rates continue to yield high returns in other income. We are also projected to be under budget for expenses in all categories leaving us in a positive position by year end despite the drop in the PLF.

 [General Fund Report.pdf](#)

 [Statement of Cash Position.pdf](#)

III. Review Month Checks

The September checks were presented to the committee for review and approval. The Fiscal Office offered details for significant expenditures, including the new monthly expense for Overdrive Advantage.

 [Check Register - Oct. 2024.pdf](#)

IV. Review Bank Reconciliations

The committee reviewed all bank account reconciliations. All accounts are balanced as of October 31, 2024.

 [HNB Bank Statement Register-OCT. 2024.pdf](#)

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

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

 [FMB Bank Register.pdf](#)

V. 2025 Budget Discussion

The Fiscal Officer presented information for review to help the committee in support of the adoption of 2025 Permanent Appropriations budget. Salaries and benefits reflect a 2.5% increase on the midpoint for non-bargaining unit employees, following the previously set forth years of service methodology. Appropriations will have to be amended once the collective bargaining agreement has been negotiated and voted on by its membership and the Board.


Other expenses are planned to be 3% higher due to energy costs, legal fees, and consortium contracts. Materials budget has been increased by 3%. The Library intends to transfer \$1,200,000 into the Building Improvement Fund in 2025 to continue to fund future renovations. The Library is allocating \$1,000,000 for a new roof at the Tremont Library.

The total appropriations for 2025 are \$10,833,239.86.

The Fiscal Officer presented an amended 10-year financial forecast with the final appropriations for 2025. It is understood that variations in both revenue and expense categories could significantly alter the forecast, such as increases to health insurance. If the projected revenue increases of 1% for property taxes; PLF remaining flat, and other income by 3% each year and the annual 2.5% increase to salaries and benefits, 3% to library materials, and 2% for other expenditures, and continuing transfers into the Building Improvement Fund, the Library should have 5.8 months in cash reserve at the end of the Levy cycle.

Board members prompted administration to advise on how expenditures are advancing the mission of the Library, determining if the collections are sufficient to serve our patrons, and to ensure future transfers in the building improvement fund to continue the upkeep and renovations to Library facilities. It was shared that it is essential moving forward that the Library does not operate in a deficit and to continue its positive financial position.

 [Cover Sheet -2025 Preliminary Budget.docx](#)

 [updated 11-5-2024_10 Year Forecast - 1 % tax increase - 3% Materials- 2% Other Expenses.xlsx](#)

A. Resolutions

The Committee supports recommending the full Board approve proposed Resolutions.

 [31-24 To Approve 2025 Permanent Appropriations.docx](#)

 [32-24 Resolution to Receive Tax Advances.docx](#)

VI. 2025 Salary Increases

The Committee supports recommending the full Board approve proposed Resolutions.

 [33-24 To Approve 2025 Salary Increases.docx](#)

 [34-24 To Approve One-time Payment to Passport Agents.docx](#)

VII. Adjournment

The meeting was adjourned at 5:25pm.

SIGNATURE SHEET

Trustee Kate Hare made a motion to pass the November 2024 Financial Reports.
Trustee John Yesso seconded the motion.

Voting:

| | |
|----------------------------|-----|
| Kevin Fix, President | Aye |
| Kate Hare, Vice President | Aye |
| Matthew Courser, Secretary | Aye |
| William J. Shkurti | Aye |
| John 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 31-24

2025 PERMANENT APPROPRIATIONS

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the 2025 fiscal year permanent appropriations as follows:

GENERAL FUND Fund 100

| | |
|---------------------|------------------------|
| Salaries & Benefits | \$ 5,219,194.26 |
| Library Material | \$ 998,000.00 |
| Other Expenses | \$ 1,862,445.60 |
| Transfer-Out | \$ <u>1,200,000.00</u> |

Total General Fund Expenditures **\$ 9,279,639.86**

Fund 201 – UAPL Friends **\$ 81,100.00**

Fund 250 – Restricted Fund **\$ 160,200.00**

Fund 402 Building Imp. Fund **\$ 1,312,300.00**

Total Appropriations **\$10,833,239.86**
See attached budget

SIGNATURE SHEET

Resolution No. 31-24

12/3/2024

Upon the motion of Trustee William Shkurti, seconded by Trustee Matthew Courser, the Board approved the RESOLUTION with a roll call vote.

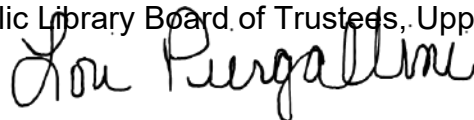
Roll Call Vote:


| | |
|----------------------------|-----|
| Kevin Fix, President | Aye |
| Kate Hare, Vice President | Aye |
| Matthew Courser, Secretary | 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.



 Lou M. Piergallini, Fiscal Officer

RESOLUTION 32-24

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

BE IT RESOLVED, 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 2025 fiscal year.

SIGNATURE SHEET

Resolution No. 32-24

12/3/2024

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

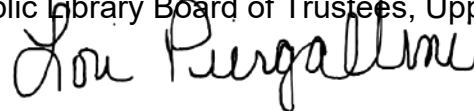
Roll Call Vote:

| | |
|----------------------------|-----|
| Kevin Fix, President | Aye |
| Kate Hare, Vice President | Aye |
| Matthew Courser, Secretary | 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 33-24

Approval of Salary Increases

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves an increase of pay for all non-bargaining unit employees of

the Library. The pay increase is approved at 2.5% on the mid-point of an employee's range to be effective, December 22, 2024, for fiscal year 2025. All non-bargaining unit employees hired prior to October 31, 2024, are eligible for the increase.

WHEREAS, for the annual salary increase, non-bargaining unit 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 years 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 service adjusts to 75% of their range.

SIGNATURE SHEET

Resolution No. 33-24

12/3/2024

Upon the motion of Trustee William Shkurti, seconded by Trustee Kate Hare, the Board approved the RESOLUTION with a roll call vote.

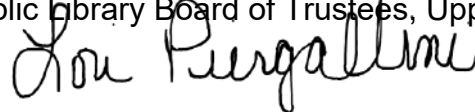
Roll Call Vote:

| | |
|----------------------------|-----|
| Kevin Fix, President | Aye |
| Kate Hare, Vice President | Aye |
| Matthew Courser, Secretary | 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.



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

RESOLUTION 34-24

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 20 active passport agents. Payment will be made on the December 13, 2024 payroll.

SIGNATURE SHEET

Resolution No. 34-24

12/3/2024

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

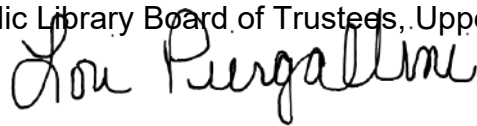
Roll Call Vote:

| | |
|----------------------------|-----|
| Kevin Fix, President | Aye |
| Kate Hare, Vice President | Aye |
| Matthew Courser, Secretary | 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.



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

Operations Committee

Committee member Matthew Courser reviewed the notes from the November's Operations Committee meeting regarding fundraising for the Lane Road Youth Shelving Project.



Operations Committee Minutes

Upper Arlington Public Library
11/5/2024 5:00 PMEST
@ 2800 Tremont Road Meeting Room B

Attendance

Present:

Members: Matthew Courser, Susan Ralph

Also Present: Beth Hatch, Jen Jimison, Kate Porter, Greg Ramage

Absent:

Peter Hahn

I. Call to Order

Meeting called to order at 5:01pm.

II. Fundraising Update

The committee reviewed the fundraising letter and the plan for the youth area at the Lane Road branch. The committee also discussed the process and a timeline for sending out the letters to potential donors.

 [STS KM C36024103110550.pdf](#)

 [2024 Fundraising Address for Lane Road Youth Shelving Project.xlsx](#)

 [Fundraising letter for Lane.pdf](#)

 [GivingByCampaignExport2024-10-31.pdf](#)

III. Adjournment

Meeting adjourned at 5:22pm.

President's Report

EXECUTIVE SESSION TO PREPARE FOR COLLECTIVE BARGAINING STRATEGY

SIGNATURE SHEET

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

Roll Call Vote:

| | |
|---------------------------|-----|
| Kevin Fix, President | Aye |
| Kate Hare, Vice President | Aye |

| | |
|----------------------------|-----|
| Matthew Courser, Secretary | Aye |
| William J. Shkurti | Aye |
| John M. Yesso | Aye |

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

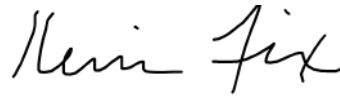
Adjournment

Trustee Matthew Courser made a motion to adjourn the meeting. Trustee John Yesso seconded the motion.

Voting:

| | |
|----------------------------|-----|
| Kevin Fix, President | Aye |
| Kate Hare, Vice President | Aye |
| Matthew Courser, Secretary | Aye |
| William J. Shkurti | Aye |
| John Yesso | Aye |

The meeting was adjourned at 5:33 p.m.





Kevin Fix, President





Mathew Courser, Secretary