
UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
TUESDAY, DECEMBER 5th, 2017 AT 5 PM

The meeting was called to order at 5:10 p.m.

IN ATTENDANCE

BOARD MEMBERS: Maura Bowen, Peter Hahn, Kyle McKee, Sarah Mueller, William J. Shkurti, and John M. Yesso.

ALSO PRESENT: Chris Taylor, Director; Kate Porter, Assistant Director; Greg Ramage, Director of Support Services; Tracie Steele, Youth Services Manager; Chris Minx, Marketing and Community Relations Manager and Allison Frew, Executive Assistant

EXCUSED ABSENCE: Gloria Heydlauff

CONSENT AGENDA

In addition to approving the absence of Gloria Heydlauff, the consent agenda included the Minutes from the October Board of Trustees meeting, the Financial Report for October and the October Donations Resolution. The Financial report is included as an exhibit to these minutes. The donations resolution is included here.

John Yesso noted that there were two donations in his name that were made in the name of his grandchildren. The current Resolution reflects these changes.

The Friends of the Library has offered to give \$5000 for the 50 for 50 campaign.

RESOLUTION 31-17
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:

Deposit Date	Amount	Fund	First Name	Last Name	Campaign	Appeal
10/2/2017	\$ 100.00	130	Annette	Heffernan	In Memory of	Pat Smith
10/2/2017	\$ 100.00	130	Marian	Kaiser	In Memory of	Pat Smith
10/3/2017	\$ 50.00	130	Barbara	Hudson	50th Anniversary 2017	
10/4/2017	\$ 100.00	130	James	Pintar	50th Anniversary 2017	
10/4/2017	\$ 100.00	130	Jack	George	50th Anniversary 2017	
10/4/2017	\$ 10.00	130	Carole	Dent	50th Anniversary 2017	
10/4/2017	\$ 1.00	130	Jason	Neds	50th Anniversary 2017	

10/4/2017	\$ 0.50	130	Heidi	Murdock	50th Anniversary 2017	
10/4/2017	\$ 100.00	130	Daniel	Jensen	50th Anniversary 2017	
10/4/2017	\$ 25.00	130	Stella	Goff	50th Anniversary 2017	
10/6/2017	\$ 50.00	130	Janet	Goff	50th Anniversary 2017	
10/7/2017	\$ 100.00	130	Jonathan	Hellstedt	50th Anniversary 2017	
10/7/2017	\$ 25.00	130	Annette	Engle	50th Anniversary 2017	
10/8/2017	\$ 100.00	130	Debbie	Phillips Bower	50th Anniversary 2017	
10/8/2017	\$ 100.00	130	George	Richards	50th Anniversary 2017	
10/8/2017	\$ 25.00	130	Martha	Buko	50th Anniversary 2017	
10/9/2017	\$ 100.00	130	Jan	Allen	50th Anniversary 2017	
10/11/2017	\$ 350.00	130	Wednesday Literary	Club		
10/11/2017	\$ 50.00	130	Mary	Duchi	50th Anniversary 2017	
10/11/2017	\$ 40.00	130	Dan	Donovan	50th Anniversary 2017	
10/11/2017	\$ 25.00	130	Joan	Boos	50th Anniversary 2017	
10/11/2017	\$ 25.00	130	Crosby	Goff	50th Anniversary 2017	
10/12/2017	\$ 50.00	130	Ann	Myers	50th Anniversary 2017	
10/13/2017	\$ 50.00	130	Suzanne	Crepeau	50th Anniversary 2017	
10/13/2017	\$ 50.00	130	Diana	McKee	50th Anniversary 2017	
10/15/2017	\$ 50.00	130	Cathy and John	Zimmerman	50th Anniversary 2017	
10/16/2017	\$ 100.00	130	Gerlinde	Lott	50th Anniversary 2017	
10/16/2017	\$ 220.00	130	El Vaquero		50th Anniversary 2017	
10/17/2017	\$ 500.00	130	William	Shkurti	50th Anniversary 2017	El Vaquero
10/17/2017	\$ 50.00	130	Anna	Grund	50th Anniversary 2017	
10/18/2017	\$ 50.00	130	Wednesday Literary	Club		
10/18/2017	\$ 50.00	130	Susan	Russell	50th Anniversary 2017	
10/20/2017	\$ 50.00	130	Ruth	Hungler	50th Anniversary 2017	
10/21/2017	\$ 50.00	130	Virginia	Barney	50th Anniversary 2017	
10/23/2017	\$ 250.00	130	Mary	Werner	50th Anniversary 2017	
10/23/2017	\$ 5.00	130	Avinash	Gopalan	50th Anniversary 2017	
10/23/2017	\$ 100.00	130	David	Raiken	50th Anniversary 2017	
10/24/2017	\$ 1,000.00	130		Anonymous	50th Anniversary 2017	
10/30/2017	\$ 50.00	130	Maureen	Campion	50th Anniversary 2017	

Total: \$ 4,251.50

SIGNATURE SHEET

Resolution No. 31-17

12/5/2017

Upon the motion of Trustee John Yesso, seconded by Trustee Bill Shkruti:

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William 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 date noted above.



Chris Taylor, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

Resolution 32-17

To Thank Kyle McKee for his Dedication and Service as a UAPL Board Member

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the service and dedication of Mr. Kyle McKee to the Upper Arlington Public Library.

Mr. McKee, as a member of the Board of Trustees from January 2016 to December 2017, served as Chair of the Finance Committee. Mr. McKee provided accounting expertise and insights that led to betterment of the Library's fiscal practices and controls.

That Mr. Kyle McKee has made an outstanding and lasting contribution to the Upper Arlington Public Library and to the greater Upper Arlington community is hereby noted and witnessed this 5th day of December 2017.

SIGNATURE SHEET

Resolution No. 32-17

12/5/2017

Upon the motion of Trustee William Shkruti, seconded by Trustee Peter Hahn:

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William 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 date noted above.



Chris Taylor, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

Resolution 33-17

To Thank Diana Magee for her Outstanding Service to the Upper Arlington Public Library

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the service and dedication of Diana Magee to the Upper Arlington Public Library.

WHEREAS Diana started with the Library in May 2014 and quickly made her organizational and computer skills known to the Administrative Office staff and beyond. She formats and fixes any document or spreadsheet presented and makes it better than the original. She is an organizer extraordinaire and brings order to chaos in both our physical and electronic universes.

WHEREAS Diana is a "jack of all trades" and has shown her multiple talents in a number of ways: by redoing the new Meeting Room C with her own artwork and flair for design, by picking out paint colors as needed in other places around the Library, by selecting furniture, by becoming a notary and passport agent, by learning how to reconcile credit card statements, by learning the new accounting system, by producing

written directions for fiscal tasks, by training staff on the new time sheet system, by helping select new copiers, and so much more.

WHEREAS Diana is a team player who willingly pitches in wherever the need. She thinks through processes and is happy to assist with any project big or small.

WHEREAS Diana can brighten your day not only with her personality and spirit but also with her delicious baked goods as well. Her culinary skills are well known throughout the Library and will be missed.

LET IT BE RESOLVED that the Board thanks her for her outstanding service and lasting contributions to the Library, which is hereby noted and witnessed this 5th day of December 2017.

SIGNATURE SHEET

Resolution No. 33-17

12/5/2017

Upon the motion of Trustee John Yesso, seconded by Trustee Maura Bowen:

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William 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 date noted above.



Chris Taylor, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

ASSISTANT DIRECTOR'S REPORT

The Library's 50th Anniversary will be on Monday, December 11, 2017. El Vaquero donated refreshments. There will be a trivia/scavenger hunt activity for guests and the winner will receive a gift card as a prize.

The Home for the Holidays event takes place at Miller Park Thursday y, December 7th, 2017.

The Central Library Consortium (CLC) is joining SearchOhio and OhioLink. SearchOhio in a consortium of 28 public libraries across the state and will increase our available items from 5 million to 21 million. The library will review the Interlibrary loan program based on the results from this merger.

DIRECTOR'S REPORT

The House Bill and the Changes to High School Equivalency Exams does not affect the Library. The current 50 for 50 donation goal brought in four thousand dollars last month, which does not include the Friends incoming donation of \$5,000. There is an additional \$1100 from the Big Give and the Chipotle fundraiser raised \$530 to add to the donations total.

The Library has once again been labeled a 5-star Library, and it has the highest circulation per capita in the state.

FINANCE COMMITTEE

Since the Operations was cancelled, its members attended the Financial Committee's meeting. The Notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
WEDNESDAY, NOVEMBER 8, 2017 AT 5PM
MEETING NOTES

The meeting was called to order at 5:04PM

IN ATTENDANCE: Peter Hahn, Gloria Heydlauff, Kyle McKee, William Shkurti, John Yesso, Chris Taylor, Kate Porter, and Allison Frew.

Review Prior Month's Financials

The Administrative team presented the Committee with the new format of the financial reports generated by the new accounting software. Based on the reports, Administration requested that the Committee determine which formats they would prefer for future meetings. The Committee made some initial suggestions but agreed that they would need more time to review.

Review Prior Month's Bank Reconciliations

The Administrative team presented the Committee with the new format of the bank reconciliation reports from the new accounting system.

The Bank Difference of \$54,790.89 should balance after the Fiscal Office finishes inputting all the Journal Entries into the new accounting system.

The Committee was concerned about the amount of Outstanding Checks and expressed a desire to see the checks prior to 2015 transferred into Unclaimed Funds.

Budget

The Committee had some questions regarding drastic rises and decreases in the expected budgets for 2018 and requested some more itemized lines in order to have a clearer picture of general expenses.

The Committee suggested reviewing our health insurance costs over a ten-year period and see if we have come out ahead of those rising costs.

The Lane Road Library flooded Sunday evening, 11/5/2017. An insurance adjuster has visited the site and Fibercare already cleaned the carpets.

The Fire Panel Project may finish next week. In order to test the system, the Main Library may need to close so the UA Fire Department can run a series of tests. Administration will request the Marketing and Community Relations department to issue a statement regarding the Library's status.

Adjournment

The meeting was adjourned at 6:17PM.

RESOLUTION 34-17

Resolution Appointing Chris Taylor as Fiscal Officer Commencing on December 6, 2017

BE IT RESOLVED BY THE UPPER ARLINGTON BOARD OF TRUSTEES:

That Chris Taylor be appointed as the Fiscal Officer of the Upper Arlington Public Library commencing on December 6, 2017 until such time as a permanent Fiscal Officer is hired.

SIGNATURE SHEET

Resolution No. 34-17

12/5/2017

Upon the motion of Trustee Kyle McKee, seconded by Trustee William Shkurti:

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Maura Bowen	Aye


Peter Hahn
Kyle McKee
William Shkurti

Aye
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 date noted above.



Chris Taylor, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

RESOLUTION 35-17


To Authorize Signers for First Merchants Bank Accounts

Agents. Any Agent listed below is authorized to exercise the powers granted as indicated below:


Names and Titles of Authorized Signatories:

Signature

Sarah E. Mueller President, Board of Trustees



Christine M. Taylor Director



Powers Granted.

- (1) Exercise all of the powers listed in this resolution.
- (2) Open any deposit or share account(s) in the name of the Upper Arlington Public Library (the Library).
- (3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with First Merchants Bank (the Bank).
- (4) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Bank.

The Board of the Upper Arlington Public Library resolves that,

- (1) First Merchants Bank (Bank) is designated as a depository for funds of the Upper Arlington Public Library (Library) and to provide other financial accommodations indicated in this resolution.

- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Bank. Any and all prior resolutions adopted by the Library is certified to the Bank as governing the operation of this library's accounts(s), are in full force and effect, until the Bank receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Bank, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Library. Any Agent, so long as they act in a representative capacity as an Agent of the Library, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated above, from time to time with the Bank, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Library with the Bank prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Library agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Library. The Library authorizes the Bank, at any time, to charge the Library for all checks, drafts, or other orders, for the payment of money, that are drawn on the Bank, so long as they contain the required number of signatures for this purpose.
- (6) The Library acknowledges and agrees that the Bank may furnish at its discretion automated access devices to Agents of the Library to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Library acknowledges and agrees that the Bank may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Bank, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Library with the Bank from time to time) the Bank is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Library authorizes each

Agent to have custody of the Library's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Bank shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

SIGNATURE SHEET

Resolution No. 35-17

12/5/2017

Upon the motion of Trustee Kyle McKee, seconded by Trustee Peter Hahn:


Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William 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 date noted above.



Chris Taylor, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

RESOLUTION 36-17

2018 PERMANENT APPROPRIATIONS

	GENERAL FUND - 100	UAPL FRIENDS FUND - 201*	RESTRICTED FUND - 250	BUILDING FUND - 402	RESTRICTED FUND (FSA) - 501
REVENUE					
ESTIMATED BALANCE AT 1/1/2018	2,861,092	11,885	267,020	374,968	4,887
LESS RESERVE FOR 2017 ENCUMBRANCES	(68,458)	(4,851)	-	(151,799)	-
PLUS REVENUE	5,921,172	77,500	24,290	200,000	12,000
<i>AVAILABLE FOR APPROPRIATIONS (PROJECTED CASH BALANCE)</i>	<i>8,713,806</i>	<i>84,534</i>	<i>291,310</i>	<i>423,169</i>	<i>16,887</i>
EXPENDITURES*					
OPERATING:					
SALARIES & BENEFITS	3,991,961	-	-	-	-
LIBRARY MATERIALS	825,000	-	-	-	-
OTHER EXPENSES	1,010,207	77,500	45,890	303,730	12,000
TOTAL OPERATING EXPENDITURES	5,827,168	77,500	45,890	303,730	12,000
NON-OPERATING					
OTHER EXPENSES / TRANSFERS OUT	200,000	-	-	-	-
GRAND TOTAL EXPENDITURES	6,027,168	77,500	45,890	303,730	12,000
<i>PROJECTED YEAR-END CASH BALANCE</i>	<i>2,686,638</i>	<i>7,034</i>	<i>245,420</i>	<i>119,439</i>	<i>4,887</i>

Note: General Fund has three expense budget categories whereas all other funds have one budget category that covers all non-personnel budget accounts for a fund.

SIGNATURE SHEET

Resolution No. 36-17

12/5/2017

Upon the motion of Trustee Kyle McKee, seconded by Trustee Peter Hahn:

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William 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 date noted above.



Chris Taylor, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

RESOLUTION 37-17
2018 Pay Ranges and Staff Pay Increase

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the revised 2018 pay ranges as listed in the attached permanent exhibit to be effective beginning December 17, 2017.

BE IT FURTHER RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby approve merit increases of 1%, 2%, 3% or 4% dependent on each eligible staff member's overall evaluation rating to be effective with the first pay of 2018.

BE IT FURTHER RESOLVED that the grand total of staff pay increases will not exceed 2.75% of current salaries.

SIGNATURE SHEET

Resolution No. 37-17

12/5/2017

Upon the motion of Trustee Maura Bowen, seconded by Trustee William Shkurti:

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William 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 date noted above.



Chris Taylor, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

RESOLUTION 38-17
2018 Capital Plans

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the 2018 Capital Projects as listed in the attached permanent exhibit. Funding for said projects are included in the 2018 Budget.

SIGNATURE SHEET

Resolution No. 38-17

12/5/2017

Upon the motion of Trustee Maura Bowen, seconded by Trustee William Shkurti:

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William 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 date noted above.



Chris Taylor, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

RESOLUTION 39-17
**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 receive tax advances and settlements from the Franklin County Auditor for the 2018 fiscal year.

SIGNATURE SHEET

Resolution No. 39-17

12/5/2017

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

Voting:

Sarah Mueller, President	Aye
John Yesso, Vice President	Aye
Maura Bowen	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William 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 date noted above.



Chris Taylor, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

PRESIDENT'S REPORT

2018 Board Meeting Schedule

The January Board Meeting date moved from Tuesday, January 16, 2018 to Tuesday, January 9, 2018. The August Board Meeting will commence on Tuesday, August 21st, 2018 instead of Tuesday, August 14, 2018.

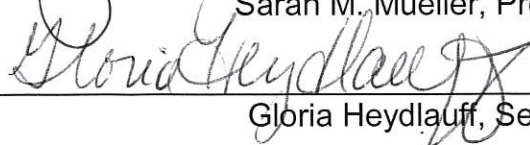
ADJOURNMENT

John Yesso made a motion to adjourn the meeting. Peter Hahn seconded the motion. VOTING AYE: Ms. Bowen, Mr. Hahn, Mr. McKee, Ms. Mueller, Mr. Shkurti and Mr. Yesso. VOTING NAY: None.

The meeting was adjourned at 6:02 p.m.



Sarah M. Mueller, President



Gloria Heydlauff, Secretary