



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING MINUTES
FRIDAY, APRIL 24, 2020 AT 11:30 AM

Due to the ongoing situation with COVID-19, the Ohio Attorney General, Dave Yost, has provided written guidance regarding Ohio's Open Meeting Act (OMA) permitting a member of the public body to appear at a public meeting via teleconference.

With this consideration in mind, the Upper Arlington Public Library hosted this Board Meeting virtually at <http://board.ualibrary.org> so the public may view the meeting live.

The meeting was called to order at 11:31 a.m.

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, Peter Hahn, Kate Hare, Gloria Heydlauff, 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; and Allison Frew, Executive Assistant.

ROLL CALL

Kevin Fix	Aye
Stephen Flynn	Aye
Peter Hahn, Vice President	Aye
Gloria Heydlauff, President	Aye
William Shkurti	Aye
John Yesso, Secretary	Aye

COMPENSATION ARRANGEMENTS RESOLUTION

The Director summarized the financial challenges the Library faces due to an anticipated 30% decrease in Public Library Funding for the rest of the year. Public Library Funding is comprised of monies generated from State Revenue, which has been negatively affected due to the Stay At Home order issued by Governor Mike DeWine beginning on March 22, 2020.

The Board requested a summary of the CARES webinar the Admin Team participated in the day before, which the Director answered in full.

The Board asked whether the Library Materials budget can be restored once the economy resumes. The Director's priority is to restore the Salaries and Benefits budget, then concentrate on the Library Materials and Other Expenditures budgets once able to do so. The Board agreed with this decision.

The Board inquired how other area libraries are responding to the closures. The Director currently meets with the Franklin County library directors and the Central Libraries Consortium weekly to coordinate reopening strategies.

The Director confirmed that the financial decisions determined today will first be shared with staff followed by a press release shortly thereafter.

The Board recommended to track all expenditures the Library has spent on COVID-19 supplies and materials. The Board will examine pending capital projects in July.

RESOLUTION 15-20

RESOLUTION TO AUTHORIZE A SALARY REDUCTION AND REDUCTION IN HOURS FOR EXEMPT AND NON-EXEMPT EMPLOYEES

WHEREAS, The Upper Arlington Public Library is closed as of March 13, 2020 until further notice due to the COVID-19 Pandemic and Stay-at-Home order issued by the Governor of Ohio; and,

WHEREAS, The Public Library Fund (PLF) dropped by 7.7% in April 2020 and is estimated to decrease by 30% in the coming months; and,

WHEREAS, The Upper Arlington Public Library is estimated to lose a minimum of \$600,000 in revenue; and,

WHEREAS, Upper Arlington Public Library salaries and wages comprise a large percentage of overall expenditures and reductions to personnel costs will, therefore, be necessary to deal with the structural imbalance between revenues and expenditures; and,

NOW, THEREFORE, BE IT HEREBY RESOLVED, That the Library Board of Trustees hereby authorize the following reductions:

1. A reduction in salary and wages of five percent (5%) for all exempt employees.
2. A reduction in hours from 80 hours per pay to 75 hours per pay for full-time non-exempt employees.
3. Either a furlough or decrease in hours, up to 50%, for part-time staff.

BE IT FURTHER RESOLVED, That the respective exempt and full-time non-exempt changes will take effect the pay period starting May 3rd.

BE IT FURTHER RESOLVED, That in the event of furlough, the library may pay the full premium for health, vision, and dental insurance for impacted staff.

BE IT FURTHER RESOLVED, That the Director is authorized to institute measures such as a reduction in business hours, limiting services, and temporarily closing branches due to limited staffing and / or safety recommendations by the State of Ohio.

BE IT FURTHER RESOLVED, That the Director is authorized to reinstitute business hours, services, branch operations, and reinstate hours for staff as needed.

BE IT FURTHER RESOLVED, That the Director will provide an updated 2020 budget forecast in July that incorporates actual revenues and expenses for the first half of 2020 and updated projections for the second half of the 2020 budget year.

SIGNATURE SHEET

Resolution No.15-20

4/24/2020

Upon the motion of Trustee William J. Shkurti, seconded by Trustee John M. Yesso, the Board approved the Resolution to Authorize a Salary Reduction and Reduction in Hours for Exempt and Non-Exempt Employees.


Roll Call Vote:

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


ADJOURNMENT

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

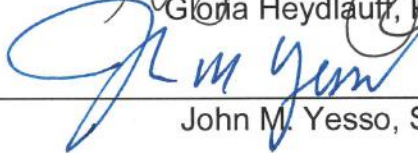
Voting:

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

The meeting was adjourned at 11:45 a.m.



Gloria Heydlauff, President



John M. Yesso, Secretary