



UPPER ARLINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

TUESDAY, OCTOBER 20, 2020 AT 5 PM

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 5:05 p.m.

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, Kate Hare, Gloria Heydlauff, and William J. Shkurti.

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.

EXCUSED ABSENCE: John Yesso and Peter Hahn.

CONSENT AGENDA

In addition to approving the absences of John Yesso and Peter Hahn, the consent agenda included the Minutes from the September Board of Trustees meeting, the Financial Report for September and the September Donations Resolution. The Financial Report is included as an exhibit to these Minutes. The Donations Resolution is included here.

RESOLUTION 32-20 SEPTEMBER DONATION RESOLUTION

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
\$ 25.00	130	Erik Vasusarver	
\$ 25.00	130	Erik Vasusarver	
\$ 100.00	130	Marilyn G. Hood	
\$ 100.00	130	Ricky Shiffer	
\$ 250.00	Total		

SIGNATURE SHEET

Resolution No. 32-20

10/20/2020

Upon the motion of Trustee Kevin Fix, seconded by Trustee William J. Shkurti:

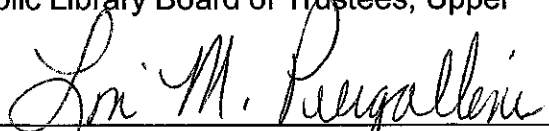
Voting:

Gloria Heydlauff, President	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	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 M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

ASSISTANT DIRECTOR'S REPORT

The Library is piloting an outreach service with Windermere Elementary School to provide Library books to the teachers.

The Upper Arlington Historical Society has procured a new office space near Five Points and will relocate there soon. The Library will update our MOU with UAHS, as some items will remain at the Library for display.

DIRECTOR'S REPORT

The Library has expanded its services, including opening the Main Library's atrium for limited browsing and self-checkout. The Drive Up Pick Up service is currently available for one hour each morning for patrons who are unable to come into the building. In order to cement the Drive Up Pick Up as a permanent service point, the Library is soliciting quotes for a covered walkway.

Lane Road Library opened its Walk Up Window.

Mobile self-check out is now available on the Library's app for Android devices. Apple IOS support should be available soon.

The Main Library's Reference Department had a minor flooding incident in September.

LIBRARY'S OPERATION STATISTICS

The Library's circulation has increased since reopening the Main Library's atrium. Lane Road's Library's Walk Up Window has also contributed to the increase in circulation.

QUARTERLY STAFFING REPORT

The Director presented the 3rd Quarter Staffing Report to the Board. 14 positions were vacated this quarter of which the majority (8) were staff who chose not to return from furlough due to changes in their personal/work situations or due to concerns about the ongoing pandemic.

The Library will prioritize posting public service positions to maintain the current level of library services. To account for reduced staffing at the Main and Lane Road Libraries, Miller Park Library staff are currently stationed at these two locations. Once this initial phase of hiring is complete, the Library will post other positions in order to expand services.

FINANCE COMMITTEE

FISCAL OFFICER'S REPORT

The salary restoration granted by Resolution 30-20 took effect earlier this month.

The Library has received its final payment for the tax settlement of \$1.2 million. The final payment was slightly higher than anticipated.

The Fiscal Officer explained the three resolutions presented to the Board for vote.

The Library will receive a loyalty service credit from our health insurance broker, OPOC, which will deduct \$2,300 from the premium each month in 2021.

The Fiscal Officer is finalizing the 2021 Budget to present to the Finance Committee in November. The 2021 Budget will be presented to the Board in December.

OCTOBER MEETING MINUTES

The Notes from the Finance Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
FINANCE COMMITTEE
WEDNESDAY, OCTOBER 14, 2020
MEETING NOTES**

The meeting was called to order at 5:02 p.m.

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, and William J. Shkurti

STAFF MEMBERS: Beth Hatch, Kate Porter, Lori Piergallini, Julie Whitt and Allison Frew

DIRECTOR'S REPORT

The Director provided the Committee with a summary of the Main Library's experience reopening the building to the public.

Lane Road Library has entered its next phase of reopening with a Walk-Up Window open for patrons. The Library has also hired a full-time custodian for Lane Road Library, who started working at the building this week.

The Library's mobile app allows self-checkout for patrons with Android phones. Other mobile operation systems will allow this option soon.

The Main Library had a minor flooding incident in September, so the lower level of the building remains closed to patrons.

The Library is currently planning its next phase in reopening the Main and Lane Road Libraries further as well as extend Drive-Up Pick-Up hours. Miller Park continues to remain closed since its staff have been relocated to the Main Library to supplement staffing shortages.

FISCAL OFFICER'S REPORT

The Library received the Second Half Real Estate Settlement final payment on September 24, 2020 for Tax Year 2020. The Auditor and Treasurer Fees, and Tax Advances, were deducted from the final payment. The Library is waiting for the Homestead & Rollback Distribution from the State of Ohio.

HB 606 – Civil Immunity Bill was signed by the Governor DeWine on September 14, 2020. This bill grants a person providing services for businesses and operations civil immunity for injury, death, or loss to person or property caused by the transmission of COVID-19. As a nonprofit institution, the Library qualifies for immunity.

Ohio's minimum wage will increase on January 1, 2021 by 10 cents from \$8.70 to \$8.80 per hour. The Library's current salary schedule has no position rates that fall below the minimum wage.

REVIEW SEPTEMBER FINANCIALS

The Library's 2020 YTD Revenue is 9% lower than it was in October 2019; however, the Library's 2020 YTD Expenditures are 20% lower compared to October of last year.

The ending balance for all Library accounts is currently 12% higher than it was this time last year. The General Fund Operating Revenue will be under estimations. The Library's General Fund Operating Expenditures remain underbudget.

The Public Library Fund is 10% higher than projected for September. September Star Ohio interest totaled \$812.36. Of this total, \$12.19 of this interest was posted to the Cares Grant, Fund 275, as required by the grant requirements.

REVIEW SEPTEMBER CHECKS

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

REVIEW SEPTEMBER RECONCILIATIONS

Committee members reviewed all bank account reconciliations. All accounts are balanced as of September 30, 2020.

QUARTERLY INVESTMENT REPORT

The Fiscal Officer presented the balance for all investments as of September 30, 2020.

During the third quarter, the Library received \$3,993.20 in interest. The YTD of all interest accrued totals \$28,544.44.

Interest rates continue to decline.

BUILDING IMPROVEMENT FUND 402 TRANSFER RESOLUTION

Since 2018, the Library has transferred \$300,000 from the General Fund into the Building Improvement Fund per annum. The Library utilizes a 50-year plan for capital projects which schedules the projects necessary for building improvements each year. The Committee approved recommending the proposed Resolution to the full Board.

HEALTH INSURANCE RENEWAL

The Library's health insurance premium will increase 5% for the 12/1/2020-11/30/2021 plan year. The Library will continue to offer a high deductible health plan paired with a First Dollar Benefit HRA account as well as a PPO option. The Library proposes increasing the First Dollar Benefit to \$1,500 for single coverage and \$3,000 for all other tiers of coverage.

The Library's vision insurance plan will renew with EyeMed for a four-year period with no increase in premiums.

The Committee approved recommending both proposed Resolutions to the full Board.

2021 PAY RANGES AND 2021 BUDGET PROJECTIONS

The Library recommends an across-the-board pay increase for Library staff for 2021 and proposed a few options. The Committee will continue discussing salary increases at the November Meeting. The Committee requested a comparison of other area libraries' raise scenarios for 2021.

MATERIALS BUDGET

Per the request of the Committee, the Assistant Director provided a synopsis of the Library's materials budget for 2020 and anticipated spending for 2021.

NOVEMBER AND DECEMBER MEETINGS

The November Finance Committee will move from Wednesday, November 11, 2020 to Wednesday, November 18, 2020.

The Committee agreed to cancel the December Finance Committee Meeting. The Fiscal Officer will send the Committee Packet to the Committee for their review.

ADJOURNMENT

The meeting was adjourned at 5:56 p.m.

Next Meeting: Wednesday, November 18, 2020 at 5 p.m. on Zoom

BUILDING IMPROVEMENT FUND 402 TRANSFER RESOLUTION

The Library has made an annual transfer of \$300,000 to the Building Improvement Fund to pursue capital projects. The Library has a 50-year building maintenance plan that was approved by the Finance Committee in November 2018.

The Fiscal Officer answered all questions.

RESOLUTION 33-20

RESOLUTION TO TRANSFER MONEY FROM THE GENERAL FUND TO BUILDING IMPROVEMENT FUND

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Fiscal Officer to transfer \$300,000 from the General Fund to the Building Improvement Fund 402.

SIGNATURE SHEET

Resolution No. 33-20

10/20/2020

Upon the motion of Trustee William J. Shkurti, seconded by Trustee Kate Hare:

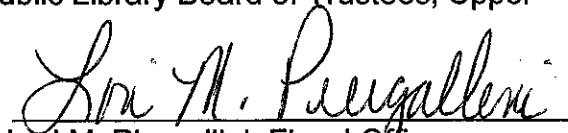
Voting:

Gloria Heydlauff, President	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	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 M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

HEALTH INSURANCE RENEWAL

RESOLUTION 34-20

To Accept United Health Care Insurance Renewal

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby accepts the health care insurance renewal proposal from United Healthcare to be effective December 1, 2020 thru November 30, 2021. This renewal reflects a 5.0% increase in premiums and an additional plan option.

BE IT FURTHER RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby approves increasing the First Dollar Benefit to \$1,500 for single coverage and \$3,000 for all other tiers of coverage.

SIGNATURE SHEET

Resolution No. 34-20

10/20/2020

Upon the motion of Trustee Stephen Flynn, seconded by Trustee William Shkurti:

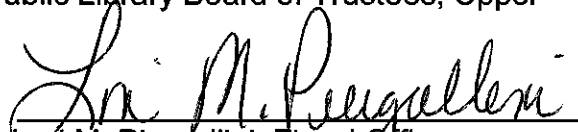
Voting:

Gloria Heydlauff, President	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	Aye
William J. Shkurti	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

RESOLUTION 35-20

To Accept Vision Plan Renewal

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby accepts the vision insurance renewal proposal from EyeMed for a four year period beginning December 1, 2020, which reflects a 0% increase in premiums for staff.

SIGNATURE SHEET

Resolution No. 35-20

10/20/2020

Upon the motion of Trustee Stephen Flynn, seconded by Trustee Kate Hare:

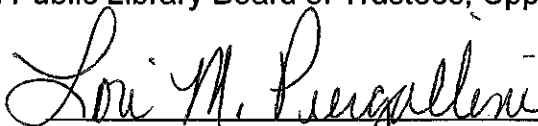
Voting:

Gloria Heydlauff, President	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	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 M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE
TUESDAY, OCTOBER 6, 2020
MEETING NOTES**

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

IN ATTENDANCE

BOARD MEMBERS: Peter Hahn, Kate Hare, Gloria Heydlauff

STAFF MEMBERS: Beth Hatch, Kate Porter and Allison Frew

EXCUSED ABSENCE: John Yesso

OPENING PLANS

The Director provided the Committee with a summary of the first week of the Main Library building's reopening to the public. Circulation has remained stable and the Library had yet to reach maximum allowance for its new capacity. The Library is collecting data on all patron questions and comments. The Main Library had a minor flooding incident in September, so the lower level of the building remains closed to patrons.

Lane Road Library opened its Walk-Up Window as well and its circulation doubled by the end of the first week.

The Library's mobile app allows self-checkout for patrons with Android phones. Other mobile operation systems will allow this option soon.

LIBRARY LEVY

The Director summarized the current status of the levy campaign and has invited the author of Before the Ballot to speak with the Finance Committee. The Library is interested in gathering information on community values.

The Library's health insurance premium will increase 5%.

The Committee inquired about the future reopening plans of the Library. The Director answered all questions.

The Library anticipates between 9-11% in reduced Public Library Funding for 2021 and are considering options for reducing spending further.

ADJOURNMENT

The Meeting was adjourned at 5:37 pm.

Next Meeting: Tuesday, November 3, 2020 at 5 p.m. on Zoom

The EveryLibrary presentation has been postponed.

PRESIDENT'S REPORT

EXECUTIVE SESSION TO CONSIDER THE COMPENSATION OF A PUBLIC EMPLOYEE

SIGNATURE SHEET

Upon the motion of Trustee William J. Shkurti, seconded by Trustee Kevin Fix, the Board entered into executive session.

Roll Call Vote:

Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	Aye
Gloria Heydlauff, President	Aye
William J. Shkurti,	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

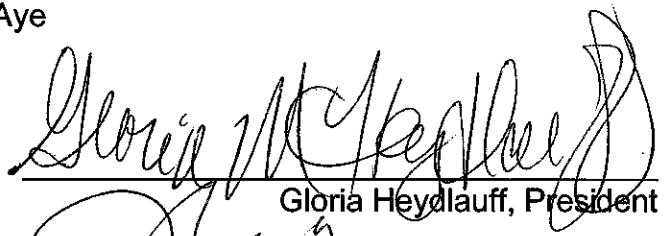
ADJOURNMENT

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

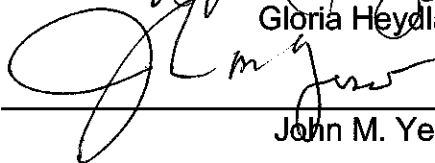
Voting:

Gloria Heydlauff, President	Aye
Kevin Fix	Aye
Stephen Flynn	Aye
Kate Hare	Aye
William J. Shkurti	Aye

The meeting was adjourned at 6:50 p.m.



Gloria Heydlauff, President



John M. Yesso, Secretary

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of September 30, 2020

Fund No.	Fund Description	01/01/2020 Balance (a)	2020 YTD Revenue (b)	2020 YTD Expended (c)	9/30/2020 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,501,033.67	\$ 5,227,665.45	\$ 3,911,145.28	\$4,817,553.84	\$ 611,707.68	\$4,205,846.16
2XX	Special Revenue Fund-Combined	\$257,646.08	\$ 120,020.70	\$ 41,747.30	\$335,919.48	\$ 38,350.70	\$297,568.78
402	Building Improvement	\$312,409.09	\$ -	\$ 81,850.20	\$230,558.89	\$ 11,031.00	\$219,527.89
501	Employee FSA Fund	\$4,232.27	\$ 18,320.76	\$ 16,599.99	\$5,953.04	\$ -	\$5,953.04
GRAND TOTAL		\$4,075,321.11	\$5,366,006.91	\$4,051,342.77	\$5,389,985.25	\$661,089.38	\$4,728,895.87

Fund 1X0 We do not encumber funds for payroll. Outstanding encumbrances represent blanket purchase orders encumbering funds for library materials and other operating expenses.

Fund 2XX Special Revenue Fund is used to track donations to the Library by the Friends and other private sources as well as the corresponding expenditures. Like the General Fund, this information provided summarizes the data into one Special Revenue Fund and is noted as such.

Fund 402 the Building Improvement Fund is used for building and technology improvements.

Fund 501 Employee FSA Fund is a restricted fund used for Employee FSA contributions that the Library maintains in house.

Upper Arlington Public Library
All Funds
Statement of Cash Position
As of September 30, 2019

Fund No.	Fund Description	01/01/2019 Balance (a)	2019 YTD Revenue (b)	2019 YTD Expended (c)	09/30/2019 Balance (a + b - c)	Outstanding Encumbrance (d)	Unencumbered Balance ((a+b)-(c+d))
1X0	General Fund-Combined	\$ 3,309,236.70	\$ 5,497,679.46	\$ 4,673,205.07	\$4,133,711.09	\$ 541,792.38	\$3,591,918.71
2XX	Special Revenue Fund-Combined	\$261,584.57	\$ 68,855.14	\$ 36,191.61	\$294,248.10	\$ 16,627.22	\$277,620.88
402	Building Improvement	\$405,156.18	\$ 300,000.00	\$ 324,237.78	\$380,918.40	\$ 63,342.99	\$317,575.41
501	Employee FSA Fund	\$5,254.20	\$ 11,888.72	\$ 10,399.62	\$6,743.30	\$ -	\$6,743.30
GRAND TOTAL		\$3,981,231.65	\$5,878,423.32	\$5,044,034.08	\$4,815,620.89	\$621,762.59	\$4,193,858.30

Fund 1X0 We do not encumber funds for payroll. Outstanding encumbrances represent blanket purchase orders encumbering funds for library materials and other operating expenses.

Fund 2XX Special Revenue Fund is used to track donations to the Library by the Friends and other private sources as well as the corresponding expenditures. Like the General Fund, this information provided summarizes the data into one Special Revenue Fund and is noted as such.

Fund 402 the Building Improvement Fund is used for building and technology improvements.

Fund 501 Employee FSA Fund is a restricted fund used for Employee FSA contributions that the Library maintains in house.

Upper Arlington Public Library
General Fund
Monthly Statement Includes Year-end Projections and Projected Year-end Cash Balance
As of September 30, 2020

Beginning Cash Balance as of January 1, 2020 \$ 3,501,033.67

General Fund Operating Revenue	Budget	YTD Revenue	Projected Year End Revenue	Over / (Under) Budget
General Property Taxes	\$ 3,211,219.00	\$ 3,021,533.79	\$ 3,211,219.00	\$ -
Public Library Fund	\$ 2,754,570.00	\$ 2,062,321.77	\$ 2,715,398.20	\$ (39,171.80)
Other Income	\$ 221,307.00	\$ 143,809.89	\$ 146,436.82	\$ (74,870.18)
Total Revenue	\$ 6,187,096.00	\$ 5,227,665.45	\$ 6,073,054.02	\$ (114,041.98)

General Fund Operating Expenditures	Budget	YTD Expenditures	Projected Year End Expenditures	(Over) / Under Budget
Salaries & Benefits	\$ 4,344,342.00	\$ 2,747,610.16	\$ 3,860,334.66	\$ 484,007.34
Library Materials	\$ 894,868.00	\$ 548,668.61	\$ 751,110.00	\$ 143,758.00
Other Expenditures	\$ 1,029,600.00	\$ 614,866.51	\$ 864,227.51	\$ 165,372.49
Total Expenditures	\$ 6,268,810.00	\$ 3,911,145.28	\$ 5,475,672.17	\$ 793,137.83
				(Over) / Under Budget

Net Budget (Revenue less Expenditures before Cash Transfers Out)	\$ (81,714.00)	\$ 1,316,520.17	\$ 597,381.85	\$ 679,095.85
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Non-Operating Expenditures

Cash Transfers Out to Fund 402 - Building Improvement Fund	\$ 300,000.00	\$ -	\$ 300,000.00	\$ -
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Net Budget after Cash Transfers	\$ (381,714.00)	\$ 1,316,520.17	\$ 297,381.85	\$ 679,095.85
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General Fund Cash Balance at December 31, 2020 \$ 3,798,415.52
Months of Operating Expenditures Supported by Cash Reserves \$ 7.50

Budget as approved by the Board of Trustees in December 2019 and amended January 21, 2020.

General Property Tax - Revenue from the existing 2.0 mil levy is received in March and August of every fiscal year. It is anticipated the Homestead and Rollback Credit from the State of Ohio will be distributed in October.

Public Library Fund - PLF is set at 1.7% of GRF revenue effective July 1, 2019. The PLF totaled \$261,334.16 for September. The amount was 10% above the Ohio Department of Taxation's latest estimate issued at the end of June.

Other Income - consists of revenue from passport services and passport photo sales, fines, fees, unrestricted donations, interest earnings, and cataloging services for the Bexley Public Library. Star Ohio interest totaled \$812.36 for the month of September.

Salaries & Benefits - The 2020 budget included a vacancy credit of 2.5% of the full cost of salaries and related taxes.

Library Materials - Expenditures are budgeted at 15 % of Total General Property Tax and Public Library Funding revenue.

Other Expenditures - Includes all non-library materials and non-payroll related expenditures.

Cash Transfers Out to Fund 402 - Building Improvement Fund is the line that allows the Library to fund the capital plans by moving money from the General Fund to the Building Improvement Fund. The State considers transfers an expenditure and must be part of the approved budget.

Net Budget After Cash Transfers Out - A positive number indicates that we will be increasing the cash balance.