
UPPER ARLINGTON PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING
Friday, December 16, 2016 at 9:50 AM

The meeting was called to order at 9:49 a.m.

IN ATTENDANCE

BOARD MEMBERS: Peter Hahn, Gloria Heydlauff, Kyle McKee, William J. Shkurti, and John M. Yesso.

ALSO PRESENT: Chris Taylor, Director; Sarah Brickner, Acting Fiscal Officer; and Diana Magee, Executive Assistant

EXCUSED ABSENCE: Maura Bowen and Sarah Mueller

Ms. Heydlauff made a motion to excuse the absences of Ms. Bowen and Ms. Mueller. Mr. Shkurti seconded the motion.

Voting:

John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William Shkurti	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

FINANCIAL RESOLUTIONS

The Board previously approved Resolution 34-16 Authorizing the Acting Library Fiscal Officer as the Designated Signatory on Depository Account. However, Huntington Bank has its own resolution for this purpose, which can be seen as an exhibit to these minutes.

SIGNATURE SHEET

Resolution No. 43-16

12/16/16

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

Voting:

John Yesso, Vice President Aye
Gloria Heydlauff, Secretary 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.



Sarah Brickner, Acting Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

Huntington Bank also had its own resolution required to open the new bank account designated for FSA funds. This resolution can be seen as an exhibit to these minutes.

SIGNATURE SHEET

Resolution No. 44-16

12/16/16

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Peter Hahn:

Voting:

John Yesso, Vice President Aye
Gloria Heydlauff, Secretary Aye
Peter Hahn Aye
Kyle McKee Aye
William Shkurti Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

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Sarah Brickner, Acting Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

Once created, monies will need to be moved to the FSA bank account from the General Fund, requiring Board approval.

45-16 RESOLUTION

To Move Money from the General Fund (100) to Restricted Fund (501) for FSA Contributions

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library does hereby authorize the Acting Fiscal Officer to move general fund monies from Salaries & Benefits to the new restricted fund for Flexible Spending Account contributions to function as collateral.

SIGNATURE SHEET

Resolution No. 45-16

12/16/16

Upon the motion of Trustee Peter Hahn, seconded by Trustee Gloria Heydlauff:

Voting:

John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William Shkurti	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

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Sarah Brickner, Acting Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

The Permanent Appropriations spreadsheet was changed to reflect the new FSA account. The Board was asked to approve the updated permanent appropriations.

RESOLUTION 46-16

2017 PERMANENT APPROPRIATIONS

	GENERAL FUND - 100	UAPL FRIENDS FUND - 201*	RESTRICTED FUND - 250	BUILDING FUND - 402	RESTRICTED FUND (FSA) - 501
REVENUE					
ESTIMATED BALANCE AT 1/1/2017	2,613,578	11,646	275,002	446,790	5,000
LESS RESERVE FOR 2015 ENCUMBRANCES	-	-	-	-	-
PLUS REVENUE	<u>6,015,842</u>	<u>107,000</u>	<u>23,000</u>	<u>304,974</u>	<u>10,081</u>
<i>AVAILABLE FOR APPROPRIATIONS (PROJECTED CASH BALANCE)</i>	8,629,420	118,646	298,002	751,764	15,081
EXPENDITURES*					
OPERATING:					
SALARIES & BENEFITS	3,954,363	-	-	-	-
LIBRARY MATERIALS	851,000	-	-	-	-
OTHER EXPENSES	847,112	107,000	23,000	534,872	10,081
TOTAL OPERATING EXPENDITURES	5,652,475	107,000	23,000	534,872	10,081
NON-OPERATING					
OTHER EXPENSES / TRANSFERS OUT	304,974	-	-	-	-
GRAND TOTAL EXPENDITURES	<u>5,957,449</u>	<u>107,000</u>	<u>23,000</u>	<u>534,872</u>	<u>10,081</u>
<i>PROJECTED YEAR-END CASH BALANCE</i>	<u>2,671,971</u>	<u>11,646</u>	<u>275,002</u>	<u>216,892</u>	<u>5,000</u>

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.

Resolution No. 46-16

12/16/16

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

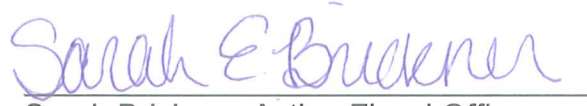
Voting:

John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	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.


Sarah Brickner, Acting Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

Acting Fiscal Officer, Sarah Brickner's, last day with the Library will be January 3, 2017. Chris Taylor will be designated as Acting Fiscal Officer until such time as a new Fiscal Officer is hired.

RESOLUTION 47-16
Resolution Appointing Chris Taylor as Acting Fiscal Officer Commencing on January 4, 2017

BE IT RESOLVED BY THE UPPER ARLINGTON BOARD OF TRUSTEES:

That Chris Taylor be appointed as the Acting Fiscal Officer of the Upper Arlington Public Library commencing on January 4, 2017 until such time as a permanent Fiscal Officer is hired.

Resolution No. 47-16

12/16/16

Upon the motion of Trustee Gloria Heydlauff, seconded by Trustee Peter Hahn:

Voting:

John Yesso, Vice President	Aye
Gloria Heydlauff, Secretary	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William Shkurti	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

CERTIFICATION

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Sarah Brickner, Acting Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

A part of the year-end process is to count and certify the Library's treasury. An ad hoc committee comprised of Kyle McKee and William Shkurti was created to facilitate this.

Mr. Hahn made a motion to form an ad hoc committee to count and certify the Library's treasury. Ms. Heydlauff seconded the motion.

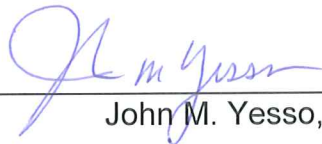
John Yesso, Vice- President	Aye
Gloria Heydlauff, Secretary	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William Shkurti	Aye

ADJOURNMENT

Mr. Shkurti made a motion to adjourn the meeting. Mr. McKee seconded the motion.

John Yesso, Vice- President	Aye
Gloria Heydlauff, Secretary	Aye
Peter Hahn	Aye
Kyle McKee	Aye
William Shkurti	Aye

The meeting was adjourned at 9:58 a.m.



John M. Yesso, Vice-President



Gloria Heydlauff, Secretary