



**UPPER ARLINGTON PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**TUESDAY, AUGUST 16, 2022 AT 5 PM**

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

**IN ATTENDANCE**

**BOARD MEMBERS:** Kevin Fix, Peter W. Hahn, Kate Hare, 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; Chris Minx, Marketing and Communications Manager; Andrea Kirby and Allison Frew, Executive Assistants.

**EXCUSED ABSENCE:** Stephen Flynn and Susan Ralph.

**CONSENT AGENDA**

In addition to approving the absence of Stephen Flynn and Susan Ralph, the consent agenda included the Minutes from the June Board of Trustees meeting, the Financial Report for June and July, June and July Donations Resolution, and the Resolution to Thank Ellen Keim. The Financial Report is included as an exhibit to these Minutes. The Donations Resolution and the Resolution to Thank Ellen Keim are included here.

**RESOLUTION 20-22**  
**JUNE AND JULY 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
\$ 5.00	130 - General Fund	Anonymous	
\$ 5.00	130 - General Fund	Anonymous	
\$ 10.00	130 - General Fund	Anonymous	
\$ 5.00	250 - Restricted Fund	Anonymous	Early Learning Play Area
\$ 5.00	250 - Restricted Fund	Anonymous	Early Learning Play Area
\$ 5.00	250 - Restricted Fund	Anonymous	Early Learning Play Area
\$ 5.00	250 - Restricted Fund	Anonymous	Early Learning Play Area

<b>Amount</b>	<b>Fund</b>	<b>Donor Name</b>	<b>Campaign</b>
\$ 5.00	250 - Restricted Fund	Anonymous	Early Learning Play Area
\$ 5.00	250 - Restricted Fund	Bonnie Washburn	Early Learning Play Area
\$ 100.00	250 - Restricted Fund	Bridget Riddell	Early Learning Play Area
\$ 51.50	250 - Restricted Fund	Charles Forman	Early Learning Play Area
\$ 750.00	250 - Restricted Fund	Christopher & Sara Coles	Early Learning Play Area
\$ 103.00	250 - Restricted Fund	Crissie Winner	Early Learning Play Area
\$ 5.00	250 - Restricted Fund	Donna Irene	Early Learning Play Area
\$ 5.00	250 - Restricted Fund	Elizabeth Gibbs	Early Learning Play Area
\$ 5.00	250 - Restricted Fund	Esther Cegala	Early Learning Play Area
\$ 103.00	250 - Restricted Fund	Jackie Magill	Early Learning Play Area
\$ 5.00	250 - Restricted Fund	Jacob Grantier	Early Learning Play Area
\$ 100.00	130 - General Fund	Jean Cook	In Honor of Donna Matturri
\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 5.00	250 - Restricted Fund	Jeffrey Stemler	Early Learning Play Area
\$ 10.30	250 - Restricted Fund	Joanna Kaliker	Early Learning Play Area
\$ 20.00	130 - General Fund	John Swinehart	
\$ 25.00	250 - Restricted Fund	Joy Martin	Early Learning Play Area
\$ 51.50	250 - Restricted Fund	Karin Arnold	Early Learning Play Area
\$ 5.00	250 - Restricted Fund	Katherine Dodd	Early Learning Play Area
\$ 51.50	250 - Restricted Fund	Kathleen M Jones	Early Learning Play Area
\$ 5.00	250 - Restricted Fund	Marian Shemberg	Early Learning Play Area
\$ 5.00	250 - Restricted Fund	Mary Wright	Early Learning Play Area
\$ 5.00	250 - Restricted Fund	Matthew O'Donnell	Early Learning Play Area
\$ 50.00	130 - General Fund	Megan Rand	
\$ 5.00	250 - Restricted Fund	Melissa Toepfner von Schue	Early Learning Play Area
\$ 103.00	250 - Restricted Fund	Murugu and Emily Manickam	Early Learning Play Area
\$ 1,000.00	250 - Restricted Fund	Pauline Wardlow Lynn Memorial Fund	Early Learning Play Area
\$ 5,000.00	250 - Restricted Fund	Sarah & Andrew Fast	Early Learning Play Area
\$ 51.50	250 - Restricted Fund	Shannon Hemmelgarn	Early Learning Play Area
\$ 5.00	250 - Restricted Fund	Sue Roussey	Early Learning Play Area
\$ 50.00	250 - Restricted Fund	Virginia Tuttle	Early Learning Play Area
\$ 50.00	130 - General Fund	Wednesday Literary Club	In Memory of Sandy Turner
\$ 103.00	250 - Restricted Fund	William Grant	Early Learning Play Area
\$ 5.00	250 - Restricted Fund	William Rowland	Early Learning Play Area
\$ 51.50	250 - Restricted Fund	Xiaolei Guo	Early Learning Play Area
\$ 20.60	250 - Restricted Fund	Xin Gao	Early Learning Play Area
\$ 8,005.40	Total		

**SIGNATURE SHEET**

Upon the motion of John M. Yesso, seconded by William J. Shkurti:


Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Kate Hare	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 21-22

**To Thank Ellen Keim for her Outstanding Service  
to the Upper Arlington Public Library**

*WHEREAS*, Ellen Keim, a Branch Associate at Lane Road Library, who first started as a Shelver beginning November of 2015, retired on July 8, 2022 after nearly seven years of service with the Upper Arlington Public Library;

*WHEREAS*, Ellen has been an exceptional staff member who has dedicated her career to public service, first with the United States Postal Service from which she initially retired, and then through her tenure with the Upper Arlington Public Library;

*WHEREAS*, Ellen was renowned for her upbeat personality and passion for travel. Ellen thoroughly enjoyed her responsibilities for shelving and keeping the library orderly in addition to her other tasks;

*BE IT RESOLVED*, That the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the outstanding service and dedication of Ellen Keim to the Upper Arlington Public Library and to the greater Upper Arlington community as noted and witnessed on this 16th day of August 2022.

## SIGNATURE SHEET

Resolution No. 21-22

8/16/2022

Upon the motion of John M. Yesso, seconded by William J. Shkurti:

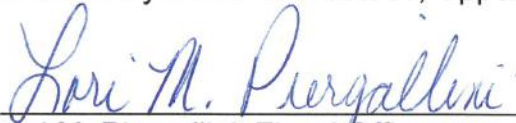
### Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Kate Hare	Aye
William J. Shkurti	Aye
John M. Yesso	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

### ASSISTANT DIRECTOR'S REPORT

The Sculpture *Reading Man* will be received by the Library on September 7<sup>th</sup>. This sculpture was previously approved as a donation for the Library by the Board in 2019.

The Assistant Director highlighted some new programs coming up this fall.

### DIRECTOR'S REPORT

The Director introduced Andrea Kirby to the Board. Ms. Kirby will be taking over the Executive Assistant position while Allison Frew is on leave.

The 2022 Summer Reading Club exceeded 2019's registration and completion rates with 2,067 participants. The program received a lot of positive feedback.

The Director shared statistics for each Library branch comparing July 2019 to July 2022 for visits, circulation, and program attendance.

## MONTHLY STATISTICS

The Director shared the statistics for July and answered all questions in full.

Patrons have shared how grateful they are for the Library's curbside service.

## UAPL CULTURE PRESENTATION

The Director shared the results of the July Leadership Retreat to identify the Library's culture. The Director identified the Library's purpose, philosophy, and priorities. The next step is to send a culture survey to all staff, and from those results plan how to implement these values. The Director shared the timeline for this endeavor.

## **FINANCE COMMITTEE**

The Notes from the Finance Committee meeting are included here.

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### **UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE MEETING NOTES WEDNESDAY, AUGUST 10, 2022**

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The meeting was called to order at 5:01 p.m.

#### **IN ATTENDANCE**

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

**STAFF MEMBERS:** Beth Hatch, Kate Porter, Lori Piergallini, Allison Frew, and Andrea Kirby

#### **DIRECTOR'S UPDATE**

Hutson Room furniture expected delivery should be on August 19<sup>th</sup>. The room can be open to the public after a final inspection from the city.

Final installation of the Early Learning Play Area is set for August 29<sup>th</sup>. The Library will host a ribbon cutting on Tuesday September 27<sup>th</sup> at 7pm.

Summer Reading Club exceeded attendance by 170%.

#### **REVIEW JULY FINANCIALS**

The Library's 2022 YTD Expenditures are 19% higher than they were at this time last year. The Library's 2022 YTD Revenue is 3% higher than it was in July 2021. The



increase in expenditures is due to building repairs and the increase in revenue is due to donations to the Early Learning Play Area.

The unencumbered balance for all Library accounts is currently 6% higher than it was this time last year.

The Public Library Fund revenue for the year is projected to be \$200,000 higher than originally estimated.. July Star Ohio interest totaled \$8,889.51 and Passport and photo fee revenue was \$ 5,203.90. The final tax settlement is expected this month and the total tax revenue for the year is to be as projected.

### **REVIEW JULY CHECKS**

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

Committee inquired about open custodial positions. Our contract with Workline requires 90 days of work prior to full hire. We currently have one full-time custodian on Library payroll and two who are contract to hire. One position remains unfilled.

The Fiscal Officer gave updates on purchasing a new van for the Library.

### **REVIEW JULY RECONCILIATIONS**

Committee members reviewed all bank account reconciliations. All accounts are balanced as of July 31, 2022.

Infinisource has sent a \$2500 reimbursement check for the Library's initial deposit with the company. The Fiscal Officer deposited it in the FSA Account and will shortly close the account.

### **APPROPRIATION AMENDMENTS**

Donations for the Early Learning Play Area were received through direct deposits to Fund 130. Since these donations are for a specific project, they should be in Fund 250 Restricted. As a result, a check must be written to transfer the deposit between the two bank accounts. Appropriations must be increased to allow the check to be written.

The Committee will recommend to the full Board to approve the Resolution.

### **ONE TIME LUMP SUM PAY**

The Library pays a one-time lump sum payment each year to those employees whose yearly pay rate increase resulted in their hourly rate exceeding the maximum payrate for their position.

With the Library's ongoing salary study, there may be opportunities to eliminate this additional lump-sum payment and the Committee will review this requirement at the beginning of 2023.

The Committee will recommend the full Board to approve the one-time payment.

### **ADJUSTING RATES FOR MATERIALS AND PROGRAMMING BUDGETS**

The Library based the Library Materials budget on 15% of total tax and public library fund revenue; with the increase of revenue due to the passing of the Levy, Administration would like to reduce the percentage or consider a true total for Library Materials. With the additional funding, Administration also recommends supporting the Library's programming budget with the General Fund.

The Committee recommended eliminating the percentage-based budgeting formula for these two budgets and to create a collection and programming philosophy to support spending. Administration will provide budgets and standards for Committee review in October.

### **APPROVAL OF REVISED TRAVEL POLICY**

The Committee reviewed the updates to the Personnel Policy Manual and recommended a minor change. With the changes, the Committee will recommend approving the Resolution to accept the changes to the full Board.

### **SEPTEMBER FINANCE COMMITTEE DATE CHANGE PROPOSAL**

The Fiscal Officer will be out of the Library for the next meeting and requested to change the meeting from Wednesday, September 14<sup>th</sup> to Tuesday, September 13<sup>th</sup>. The Committee approved the change in meeting date.

### **ADJOURNMENT**

The meeting was adjourned at 5:38 p.m.

**Next Meeting: Tuesday, September 13, 2022** at 5 p.m. in Meeting Room B

## RESOLUTION TO AMEND APPROPRIATIONS

### RESOLUTION 22-22

### **2022 APPROPRIATIONS AMENDMENT**

*BE IT RESOLVED*, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves the following amendments to the 2022 Appropriations:

#### **Fund 130 Donations**

Current Appropriations

\$ 15,000.00

**Increase Line:**  
Other Expenses \$ 15,000.00  
130-5000-53906

**Total Fund 130 Appropriations \$ 30,000.00**

**Fund 250 Restricted Fund**  
Current Appropriations \$121,460.00

**Increase Line:**  
**Equipment**  
250-5000-55511 \$ 11,000.00

**Total Fund 250 Appropriations \$132,460.00**

### SIGNATURE SHEET

Resolution No. 22-22

8/16/2022

Upon the motion of Trustee William J. Shkurti, seconded by Trustee Kate Hare, the Board approved the 2022 Appropriations Amendment Resolution with a roll call vote.

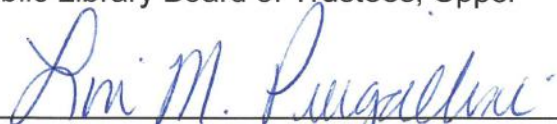
**Roll Call Vote:**

Kevin Fix, Vice President	Aye
Peter W. Hahn, President	Aye
Kate Hare	Aye
William J. Shkurti	Aye
John M. Yesso	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 TO APPROVE ONE TIME LUMP SUM PAY

RESOLUTION 23-22

**Lump Sum Payment for Pay Rate Exceeding Pay Range**

*BE IT RESOLVED*, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approves a one-time lump sum payment to an employee who's approved pay increase resulted in their hourly rate exceeding maximum pay range for their position, retroactive to Jan 1, 2022.

*BE IT FURTHER RESOLVED*, That the Board of Trustees of the Upper Arlington Public Library does hereby approve a lump sum payment in the amount that exceeded the maximum hourly wage for said position times the annual budgeted hours for that position.

**SIGNATURE SHEET**

Resolution No. 23-22

8/16/2022

Upon the motion of Trustee John M. Yesso, seconded by Trustee Kate Hare, the Board approved the Lump Sum Payment for Pay Rate Exceeding Pay Range Resolution with a roll call vote.

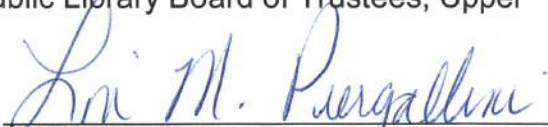
Roll Call Vote:

Kevin Fix, Vice President	Aye
Peter W. Hahn, President	Aye
Kate Hare	Aye
William J. Shkurti	Aye
John M. Yesso	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 TO UPDATE PERSONNEL POLICY-BUSINESS TRAVEL

RESOLUTION 24-22  
**To Update the Personnel Policy for Business Travel**

*BE IT RESOLVED*, That the Board of Trustees of the Upper Arlington Public Library hereby accepts and adopts the revisions to the Personnel Manual as presented in the exhibit to this Resolution and recommended by the Administration of the Upper Arlington Public Library.

**SIGNATURE SHEET**

Resolution No. 24-22

8/16/2022

Upon the motion of William J. Shkurti, seconded by John M. Yesso:

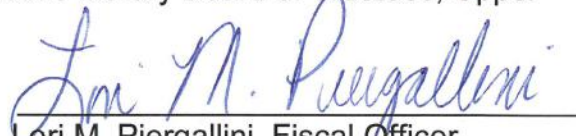
Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Kate Hare	Aye
William J. Shkurti	Aye
John M. Yesso	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

**OPERATIONS COMMITTEE**

The notes from the Operations Committee meeting are included here.

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**UPPER ARLINGTON PUBLIC LIBRARY  
OPERATIONS COMMITTEE MEETING NOTES  
TUESDAY, AUGUST 2, 2022**

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The meeting was called to order at 5:03 p.m.

## **IN ATTENDANCE**

**BOARD MEMBERS:** Kate Hare and John Yesso

**STAFF MEMBERS:** Beth Hatch, Kate Porter and Allison Frew

**EXCUSED ABSENCE:** Susan Ralph

## **PERSONNEL POLICY UPDATE – BUSINESS TRAVEL**

The Committee reviewed the updates to the Personnel Policy Manual and will recommend approving the Resolution to accept the changes to the full Board.

## **SAFETY MEASURES OVERVIEW**

The Assistant Director provided an overview of the Library's staff safety training opportunities and a summary of the Library's protocols in response to emergency situations detailed in the Library's Staff Safety Manual.

The Director updated the Committee on the Marketing Plan and the Strategic Plan timelines.

## **ADJOURNMENT**

The Meeting was adjourned at 5:22pm.

**Next Meeting:** Tuesday, September 6, 2022 at 5 p.m. in Meeting Room B

In August, the Library offered a critical incident training for all staff provided by the Upper Arlington Police Department. In September, the Library will offer Familiar versus Friendly training for all staff.

## **ADJOURNMENT**

Kevin Fix made a motion to adjourn the meeting. Kate Hare seconded the motion.

Voting:

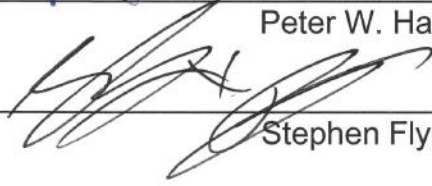
Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Kate Hare	Aye
William J. Shkurti	Aye
John M. Yesso	Aye

The meeting was adjourned at 5:36 p.m.



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Peter W. Hahn, President



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Stephen Flynn, Secretary