



UPPER ARLINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, SEPTEMBER 20, 2022 AT 5 PM

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

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Stephen Flynn, Peter W. Hahn, Kate Hare, Susan Ralph, 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; Chris Minx, Marketing and Community Relations Manager, and Andrea Kirby, Executive Assistant.

EXCUSED ABSENCE: William J. Shkurti

CONSENT AGENDA

In addition to approving the absence of William J. Shkurti, the consent agenda included the Minutes from the August Board of Trustees meeting, the Financial Report for August, and the August Donations Resolution. The Financial Report is included as an exhibit to these Minutes. The Donations Resolution is included here.

RESOLUTION 25-22
AUGUST 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
\$ 1000.00	250 - Restricted Fund	Bonita DeWitt	Early Learning Play Area
\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 1000.00	250 - Restricted Fund	Tim Hutson	Hutson Reading Room
\$ 2,025.00	Total		

SIGNATURE SHEET

Resolution No. 25-22

9/20/2022

Upon the motion of John M. Yesso, seconded by Stephen Flynn:

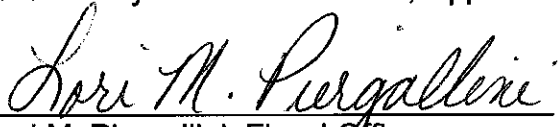
Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Kate Hare	Aye
Susan Ralph	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

ASSISTANT DIRECTOR'S REPORT

The Assistant Director shared that The Sculpture *Reading Man* is now on display in the Library. It was donated by the family of Roman Czech in memory of their father who sculpted the piece.

Board of Trustee Susan Ralph accepted the Heart of UA Award for 2022 at the annual UACF event on Sunday, September 18th.

A request for a review of Library materials was made for an item in the Youth Department.

DIRECTOR'S REPORT

The Ribbon cutting for the Early Learning Play Area at Lane Road takes place on October 4th at 7pm.

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

MONTHLY STATISTICS

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

ORGANIZATIONAL ARCHITECTURE PRESENTATION

The Director introduced a presentation from Organizational Architecture of report findings for Upper Arlington Public Library. The report findings consisted of 3 categories of study which included classification, compensation, and staffing.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.

UPPER ARLINGTON PUBLIC LIBRARY FINANCE COMMITTEE MEETING NOTES TUESDAY, SEPTEMBER 13, 2022

The meeting was called to order at 4:59 p.m.

IN ATTENDANCE

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

STAFF MEMBERS: Beth Hatch, Kate Porter, Lori Piergallini, Greg Ramage, and Andrea Kirby.

DIRECTOR'S UPDATE

The Director shared changes to the Early Learning Play Area ribbon cutting. The Library will now host the ribbon cutting on October 4th at 7pm.

REVIEW AUGUST 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 2% higher than it was in August 2021. The increase in expenditures is due to emergency 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 2% higher than it was this time last year.

The Public Library Fund estimated revenue for the year is expected to be about \$200,000 more than anticipated. The August Star Ohio Interest totaled \$12,304.75 and Passport and photo fee revenue was \$4,498.90.

REVIEW AUGUST CHECKS

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

REVIEW AUGUST RECONCILIATIONS

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

APPROPRIATION AMENDMENTS

The Friends of the Library have agreed to pay for a coffee dispensing machine for Library use. A cup of coffee will be a \$2.00 donation that will go directly to the Friends. The Director projected the coffee dispensing machine will be ready for use by the end of the month.

The cost of the supplies will be billed to the Library and the Friends will reimburse for all costs incurred. As a result, an amendment is needed in the Friends of the Library Fund 201. Committee recommended to track the usage of supplies for the coffee machine.

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

APPROVAL OF 2023 TAX RATE RESOLUTION

The Fiscal Officer shared the Resolution to accept the 2023 Tax Rate by October 1st. The Committee reviewed the Resolution and will recommend approving the Resolution to accept the changes to the full Board.

DISCUSSION OF LANE ROAD PROJECT

The Committee discussed the future of the Lane Road Ramp Construction project. The ramp construction would be paid from the Building Improvement Fund 402.

The Committee agreed to recommend the Board to authorize the design of the ramp without an emergency process.

ADJOURNMENT

The meeting was adjourned at 5:31 p.m.

Next Meeting: Wednesday, October 12, 2022 at 5 p.m. in Meeting Room C

RESOLUTION TO AMEND APPROPRIATIONS

RESOLUTION 26-22

2022 APPROPRIATION 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 201	
Current Appropriations	\$ 55,100.00
Increase Line:	
201-1000-53900 Other Expenses	<u>\$ 5,000.00</u>
Total Fund 201 Appropriations	\$60,100.00

SIGNATURE SHEET

Resolution No. 26-22

9/20/2022

Upon the motion of Trustee John M. Yesso, seconded by Trustee Stephen Flynn, the Board approved the RESOLUTION with a roll call vote.


Roll Call Vote:

Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Peter W. Hahn, President	Aye
Kate Hare	Aye
Susan Ralph	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 TO ACCEPT TAX RATES

RESOLUTION 27-22

To Accept Budget Commission Amounts and Rates

OHIO REVISED CODE, SECTION 5705.34, 5705.35

WHEREAS, This Board in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2023; and

WHEREAS, The Budget Commission of Franklin County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore

BE IT RESOLVED, The Board of Library Trustees of the Upper Arlington Public Library, Franklin County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and

BE IT FURTHER RESOLVED, That there by and is hereby levied on the tax duplicate of said Library the rate of each tax necessary to be levied within and without the ten mill limitation for tax year 2022 (collection year 2023) as follows:

SCHEDULE A

Summary of Amounts Required from General Property Tax Approved by the Budget Commission, and County Auditor's Estimate Tax Rates

Fund	Amount to be Derived from Levies Outside 10 Mill Limitation	Estimate of Full Tax Rate to be Levied Outside 10 Mill Limitation
General Fund	\$5,708,468.01	3.00

AND BE IT FURTHER RESOLVED, That the Fiscal Officer is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

SIGNATURE SHEET

Resolution No. 27-22

9/20/2022

Upon the motion of Trustee John M. Yesso, seconded by Trustee Stephen Flynn, the Board approved the RESOLUTION with a roll call vote.


Roll Call Vote:

Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Peter W. Hahn, President	Aye
Kate Hare	Aye
Susan Ralph	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

DISCUSSION OF LANE ROAD RAMP

The Director of Support Services discussed the conversion of the Lane Road stairs into a ramp. This endeavor would come from the Building Improvement Fund.

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.

**UPPER ARLINGTON PUBLIC LIBRARY
OPERATIONS COMMITTEE MEETING NOTES
TUESDAY, SEPTEMBER 6, 2022**

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

IN ATTENDANCE

BOARD MEMBERS: Kate Hare, Susan Ralph, and John Yesso

STAFF MEMBERS: Beth Hatch, Greg Ramage and Andrea Kirby

MEETING ROOM POLICY

The Committee reviewed and approved the changes to the Meeting Room Policy.

JUNETEENTH HOLIDAY 2023 POLICY

The Committee supports adding Juneteenth as a paid day off for Library staff and will recommend approving the Resolution to the full Board.

SAFETY MANUAL UPDATES

The Director shared the updates for the Safety Manual that reflect the Library's safety measures and responses to emergency situations detailed in the Safety Manual.

The Director provided an overview to the Operations Committee on the Critical Incident training and safety presentations for all staff. The Director answered all questions in full.

ADJOURNMENT

The Meeting was adjourned at 5:12pm.

Next Meeting: Tuesday, October 4, 2022 at 5 p.m. in Meeting Room B

RESOLUTION 28-22

To Update the Personnel Policy for Juneteenth Holiday

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. 28-22

9/20/2022

Upon the motion of Kevin Fix, seconded by Stephen Flynn:

Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Kate Hare	Aye
Susan Ralph	Aye
John M. Yesso	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

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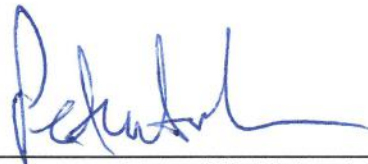
ADJOURNMENT

John M. Yesso made a motion to adjourn the meeting. Stephen Flynn seconded the motion.

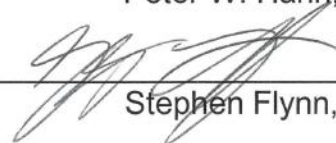
Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	Aye
Kate Hare	Aye
John M. Yesso	Aye
Susan Ralph	Aye

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



Peter W. Hahn, President



Stephen Flynn, Secretary

