



**UPPER ARLINGTON PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**TUESDAY, OCTOBER 18, 2022 AT 5 PM**

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

**IN ATTENDANCE**

**BOARD MEMBERS:** Kevin Fix, Stephen Flynn, Peter W. Hahn, Kate Hare, Susan Ralph, William J. Shkurti, and John M. Yesso.

**ALSO PRESENT:** Beth Hatch, Director; Kate Porter, Assistant Director; Julie Whitt, Human Resources Manager; Lori Piergallini, Fiscal Officer; Jennifer Wilke, Youth Public Services Associate; and Andrea Kirby, Executive Assistant.

**CONSENT AGENDA**

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 29-22**  
**SEPTEMBER 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:

<b>Amount</b>	<b>Fund</b>	<b>Donor Name</b>	<b>Campaign</b>
\$ 5.00	130 - General Fund	Katharine Clark	
\$ 200.00	130 - General Fund	Fidelity Charitable Donor-Advised Fund	
\$ 200.00	130 - General Fund	Kathleen Murphy & Adam Wagenbach	
\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 430.00	Total		

**SIGNATURE SHEET**

## **TUESDAY, OCTOBER 4, 2022**

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

### **IN ATTENDANCE**

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

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

### **PASSPORT AGENT TRAINING OVERVIEW**

The Assistant Director shared an overview of the Passport Agent training processes for the Library. As of 2022, there are 20 Passport Agents with an average of 32 weekly appointments which is down from our pre-pandemic level of 58 appointments per week.

Passports have shown to be a positive reflection of the Library by bringing new people to visit the Library. They also provide revenue and a valuable community service.

The Committee supports requesting an appropriation to the Finance Committee for a lump sum payment of \$200 to Passport Agents.

### **UPDATES TO SOLICITATION, DISTRIBUTION, AND EMPLOYEE POSTINGS**

The Committee supports adding an update to the Library policy on Solicitation, Distribution, and Employee Postings that will allow for a designated online portal for Staff to share items for donation.

### **ADDITIONS AND CHANGES TO POSITIONS IN 2023**

The Director provided a recommendation to expand the Library's outreach for the community and to increase programming. The Library is proposing to reclassify and create additional positions that will better serve the Library's customer impact.

The Library will present the additions and changes to the Finance Committee for approval.

The Operations Committee supports the additions and changes and will continue to be informed of the process.

### **PATRON OBJECTION TO LIBRARY MATERIALS POLICY**

The Director shared the current expectations and procedures for the Library's Material Objection Policy. The Library would like to update the policy and requested additional input from The Committee.

The Committee discussed the steps for responding on behalf of the Library and the Board for patron objection to Library materials.

The Director will draft a coversheet and policy for The Committee to review at the next Operations meeting in November.

**ADJOURNMENT**

The Meeting was adjourned at 5:45pm.

**Next Meeting:** Tuesday, November 1, 2022 at 5 p.m. in Meeting Room B

**RESOLUTION TO UPDATE PERSONNEL POLICY FOR SOLICITATION**

**RESOLUTION 34-22**

**To Update the Personnel Policy for Solicitation, Distribution, and Employee Postings**

***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. 34-22

10/18/2022

Upon the motion of Kate Hare, seconded by Kevin Fix:

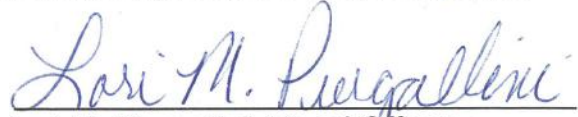
**Voting:**

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

**PRESIDENT'S REPORT**

The Board will be informed of the report findings from the Organizational Architecture presentation.

The Operations Committee will hold an additional meeting on December 1<sup>st</sup>.

The Finance Committee's final budget will be presented at the Board meeting on December 6<sup>th</sup> and will undergo a roll call vote.

**ADJOURNMENT**

John M. Yesso made a motion to adjourn the meeting. Kevin Fix seconded the motion.

Voting:

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

The meeting was adjourned at 5:32 p.m.

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Peter W. Hahn, President

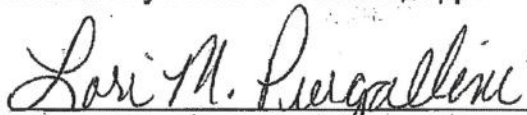


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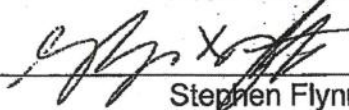
**Voting:**

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

The meeting was adjourned at 5:32 p.m.



Peter W. Hahn, President



Stephen Flynn, Secretary

