



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

IN ATTENDANCE

BOARD MEMBERS: Kevin Fix, Peter W. Hahn, Kate Hare, Susan Ralph, 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; Christine Minx, Marketing and Communications Manager; and Dessa Hebert, Administrative Assistant.

EXCUSED ABSENCE: Stephen Flynn

CONSENT AGENDA

The consent agenda included the Minutes from the February Board of Trustees meeting and the February Donations Resolution.

RESOLUTION 07-24
FEBRUARY 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
\$ 51.00	130	Anonymous	
\$ 3.50	130	Anonymous	
\$ 103.00	130	Kathleen Dunn	I love the library! We are life long learners and books play an integral part of this learning journey.
\$ 25.00	130	Jeanine Hummer	
\$ 250.00	130	Melodee Kornacker	Micah Fund - Gift is in honor of Gloria Heydlauff.
\$ 250.00	130	The Columbus Foundation	
\$ 682.50	Total		

SIGNATURE SHEET

Resolution No. 07-24

3/19/2024

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

Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice 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

ASSISTANT DIRECTOR'S REPORT

The Assistant Director spoke about the upcoming Sustainability Fair to be held on April 6 and the Library closure to the public on March 29 for staff Team Building Day. Additionally, the Library will be closed on March 31 for the Easter holiday.

DIRECTOR'S REPORT

The Director provided an overview of the Library's statistics for February.

The Director will present the 10-Year Master Facilities Plan findings and timeline to the community through published communications and public presentations, including a presentation to City Council on June 10.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.



Finance Committee Minutes

Upper Arlington Public Library

Mar 13, 2024 at 5:00 PM EDT

@ 2800 Tremont Road - Meeting Room A

Attendance

Present:

Members: Kevin Fix, Stephen Flynn, William Shkurti

Guests: Beth Hatch, Dessa Hebert, Lori Piergallini, Kate Porter, Greg Ramage

I. Call to Order

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

II. Review Month Financials

The Library's 2024 YTD Expenditures are 25% higher than they were in February 2023 which is attributed to the Tremont Adult Department office renovation, furniture purchases, and architecture services for the upcoming Tremont lower level and Lane Road renovations. The Library's 2024 YTD Revenue is 16% higher compared to this time last year. The Unencumbered ending balance for all Library accounts is currently 21% higher compared to February 2023. The Public Library Funding totaled \$281,294.66 for February. Star Ohio interest totals \$36,938.76, passport revenue was \$3,290.00 and passport photo revenue was \$2,040.00 for February.

 [Statement of Cash Position.pdf](#)

 [General Fund Report.pdf](#)

 [Balance Sheet - Fund Pivot.pdf](#)

III. Review Month Checks

The February checks were presented to the committee for review and approval. The Fiscal Officer offered details for significant expenditures.

 [Check Report.pdf](#)

IV. Review Bank Reconciliations

The committee reviewed all bank account reconciliations. All accounts are balanced as of February 29, 2024.

 [HNB Bank Statement Register.pdf](#)

 [Star Ohio Bank Statement Register.pdf](#)

 [Star Ohio Restricted Bank Statement Register.pdf](#)

 [FMB Bank Statement Register.pdf](#)

V. Credit Card Reward Point Schedule

The Fiscal Officer discussed the credit card reward point balance and redemption to purchase items for the Library.

VI. Lane Road Improvement Project

The committee agreed to recommend to the Board to approve the bid package for the Lane Road improvements.

 [Cover Sheet - Lane Road Improvement Project.pdf](#)

 [Triad - Lane Road Improvement Package.pdf](#)

 [XX-24 To Approve Bid Package for Lane Road Improvements Project.pdf](#)

VII. Transfer to Building Improvement Fund

The committee agreed to recommend to the Board to approve a transfer of \$500,000 from the General Fund to the Building Improvement Fund. This is to cover project costs for the Tremont lower level and Lane Road renovations.

VIII. Adjournment

The meeting was adjourned at 5:25 p.m.

APPROVAL OF FEBRUARY FINANCIAL REPORTS

The Financial Reports are included as an exhibit to these Minutes.

Susan Ralph made a motion to pass the Financial Reports. Kate Hare seconded the motion.

Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice 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

RESOLUTION TO APPROVE BID PACKAGE FOR LANE ROAD IMPROVEMENTS PROJECT

Mr. William J. Shkurti introduced the following resolution and moved its passage:

Resolution No. 08-24

**APPROVING BID PACKAGE FOR
LANE ROAD IMPROVEMENTS PROJECT,
LEGAL NOTICE OF BIDS FOR THE WORK, AND
OPENING OF BIDS FOLLOWING TIME FIXED IN THE LEGAL NOTICE**

WHEREAS, the Upper Arlington Public Library Board of Trustees (the "Board") is undertaking the Lane Road Improvements Project (the "Project"); and

WHEREAS, Triad Architect Ltd. (the "Architect") is preparing design documents for the Project; and

WHEREAS, the Director is working with the Architect and legal counsel to prepare a Bidding Package which includes the design drawings/specifications and legal bidding/contract documents for the Project; and

WHEREAS, the Board wishes to approve the placement of the legal notices for the Project in a newspaper of general circulation in the library territory, with sealed bids to be accepted until 12:00 Noon on a date as may be determined by the Director as the Board's authorized representative, and to authorize the Fiscal Officer to open and publicly read the bids aloud immediately thereafter at the Upper Arlington Public Library in Meeting Room B or as designated in the legal notice, pursuant to Ohio Revised Code Section 3375.41.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. The Board authorizes the Director, working with the Architect and legal counsel, to prepare a Bidding Package for the Project.
2. The Board approves the placement of the required legal notices for the Project in a newspaper of general circulation in the library territory for a period of at least two weeks, with bids being accepted until 12:00 Noon on a date as may be determined by the Director as the Board's authorized representative, by addendum, or by operation of law. A copy of the legal notice will be entered in full on the record of proceedings at a future meeting of the Board.
3. The Board authorizes the Fiscal Officer to open and publicly read aloud the bids for the Project immediately after the time for submitting such bids has expired, at the Upper Arlington Public Library in Meeting Room B, or as designated in the legal notice. The bids will be tabulated following opening, and a report of the tabulation with the

Architect's recommendation for award of the contract will be provided to the Board at its next regular meeting or at a specially called meeting.

Mr. John M. Yesso seconded the motion and, after discussion, a roll call vote was taken and the resolution passed.

Ayes: Peter W. Hahn, Kevin Fix, William J. Shkurti, Kate Hare, Susan Ralph, John M. Yesso

Nays: none

SIGNATURE SHEET

Resolution No. 08-24

3/19/2024

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
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.



Lou M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

RESOLUTION TO TRANSFER TO BUILDING IMPROVEMENT FUND

RESOLUTION 09-24

**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 \$500,000 from the General Fund 100 to the Building Improvement Fund 402.

SIGNATURE SHEET

Resolution No. 09-24

3/19/2024

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

Roll Call Vote:

Peter W. Hahn, President	Aye
Kevin Fix, Vice 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.



~~15~~
Lori M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

OPERATIONS COMMITTEE

The notes from the Operations Committee meeting are included here.



Operations Committee Minutes

Upper Arlington Public Library
Mar 5, 2024 at 5:00 PM EST
@ 2800 Tremont Road - Meeting Room A

Attendance

Present:

Members: Kate Hare, Susan Ralph, John Yesso

Guests: Beth Hatch, Dessa Hebert, Kate Porter

I. Call to Order

The meeting was called to order at 5:07 p.m.

II. Update to Library Closings 2024

Rather than being closed on October 14, 2024 for a Staff Development Day, the Library will remain open to provide service to the public. Training sessions originally scheduled for Staff Development Day will now be conducted throughout the year at times that align with staff availability.

 [03 -- Update to Library Closings Coversheet.docx](#)

III. Lane Road Usability Study

The Director presented the Lane Road Branch usability study and discussed goals for the upcoming renovation. It is anticipated Lane Road will be closed during November 2024 and re-opened in December 2024. Lane Road staff will be relocated to Tremont during the construction.

 [Lane Road Usability Study Presentation.pdf](#)

IV. Adjournment

The meeting was adjourned at 5:45 p.m.

PRESIDENT'S REPORT

EXECUTIVE SESSION TO PREPARE FOR COLLECTIVE BARGAINING STRATEGY

SIGNATURE SHEET

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

Roll Call Vote:

Peter W. Hahn, President	Aye
Kevin Fix, Vice 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

ADJOURNMENT

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

Voting:

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

The meeting was adjourned at 5:28 p.m.

 _____
Peter W. Hahn, President



Stephen Flynn, Secretary

