



**UPPER ARLINGTON PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**TUESDAY, APRIL 16, 2024**

The meeting was called to order at 5:04 p.m.

**IN ATTENDANCE**

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

**ALSO PRESENT:** Kate Porter, Assistant Director; Greg Ramage, Director of Support Services; Lori Piergallini, Fiscal Officer; Julie Whitt, Human Resources Manager

**EXCUSED ABSENCE:** Susan Ralph

**CONSENT AGENDA**

In addition to approving the absence of Susan Ralph, the consent agenda included the Minutes from the March Board of Trustees meeting and the March Donations Resolution.

**RESOLUTION 10-24**  
**MARCH 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>
\$20.60	130 - General Fund	Carolina Ricco Pereira	
\$25.00	130 - General Fund	Jeanine Hummer	
\$45.60	Total		

**SIGNATURE SHEET**

Resolution No. XX-24

4/16/2024

Upon the motion of John Yesso, seconded by Kate Hare:

Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	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.



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

#### **ASSISTANT DIRECTOR'S REPORT/DIRECTOR'S REPORT**

The Assistant Director spoke about the launch of the Diversity in UA interview collection on our website. An event was held this past Sunday to introduce the collection and host the eight interviewees who were brave enough to share their stories. The City Manager and UA Schools Superintendent also gave brief remarks at the event.

The Assistant Director shared the monthly statistics in the Director's Report and had the Director of Support Services provide updates on the projects in the Tremont – Lower Level and Lane Road. He shared that the demolition had been completed in the Lower Level and that the project is on schedule. He talked about the upcoming bid process for Lane Road and that he hoped to award the contract at next month's meeting.

The HR Manager shared the details of the 1<sup>st</sup> Quarter Staffing Report and why the turnover rate was slightly higher than at this time last year. She shared that we had a higher than usual number of staff leaving to relocate out of state, a retirement and staff leaving for a better work/life balance. She also mentioned that we would soon be starting interviews for the Administrative Assistant position and Adult Services Manager position.

#### **FINANCE COMMITTEE**

The Notes from the Finance Committee meeting are included here.



## Finance Committee Minutes

Upper Arlington Public Library

Apr 10, 2024 at 5:00 PM EDT

@ 2800 Tremont Road - Meeting Room A

### **Attendance**

#### **Present:**

Members: Kevin Fix, Stephen Flynn, William Shkurti

Guests: Lori Piergallini, Kate Porter, Greg Ramage

#### I. Call to Order

The meeting was called to order at 5:04 p.m.

#### II. Review Monthly Financials

The Library's revenue is down .05% due to the last tax settlement on April 1st not showing up yet in our YTD revenue but we are on track with projections. The Library's 2024 YTD expenditures are 44% higher than compared to this time last year due to moves to the building improvement fund for impending projects. Encumbrances are 55% higher than last year at this time. The Public Library Fund totaled \$235,086.37 for March. Star Ohio interest revenue was \$41,437.76 for March.

 [Statement of Cash Position.pdf](#)

 [General Fund Report.pdf](#)

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

#### III. Review Monthly Checks

The March checks were presented to the committee for review and approval. The Fiscal Office 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 March 31, 2024.

 [HNB Bank Statement Register.pdf](#)

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

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

 [FMB Bank Register.pdf](#)

#### V. Quarterly Investment Report

The committee reviewed the investment report and was impressed by the continued annual interest rate offered by Star Ohio.

 [1st Quarter Investment Report.pdf](#)

VI. Appropriation Resolution

The committee agreed to recommend the increase the appropriations due to the Friends commitment to donate \$37,000 for the purchase of furniture and meeting room tables for Lane Road's lower level.

 [Cover Sheet - Appropriation Increases.pdf](#)

 [XX-24 Appropriation Amendment Resolution - Friends of the Library Fund.docx](#)

VII. Adjournment

The meeting was adjourned at 5:26 p.m.

## APPROVAL OF APRIL FINANCIAL REPORTS

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

William Shkurti made a motion to pass the Financial Reports. John Yesso seconded the motion.

Voting:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Stephen Flynn, Secretary	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 2024 APPROPRIATIONS

RESOLUTION 11-24  
**2024 APPROPRIATIONS AMENDMENT**

*BE IT RESOLVED*, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approve the following amendment to the 2024 Appropriations:

**Friends of the Library Fund 201**

Current Appropriations	\$ 86,500.00
Appropriation Increase	<u>\$ 25,000.00</u>
<b>Total Fund Appropriations</b>	<b>\$111,500.00</b>

**SIGNATURE SHEET**

Resolution No. xx-24

4/16/2024

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

Voting:

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

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

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

## OPERATIONS COMMITTEE

The Operations Committee did not meet in April.

## PRESIDENT'S REPORT

### EXECUTIVE SESSION TO PREPARE FOR COLLECTIVE BARGAINING STRATEGY

#### SIGNATURE SHEET

Upon the motion of Stephen Flynn, 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
Stephen Flynn, Secretary	Aye
Kate Hare	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
Stephen Flynn, Secretary	Aye
Kate Hare	Aye
William J. Shkurti	Aye
John M. Yesso	Aye

The meeting was adjourned at 5:49 p.m.

Peter W. Hahn, President

Stephen Flynn, Secretary