

The meeting was called to order at 5:05 p.m.

**IN ATTENDANCE**

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

**ALSO PRESENT:** Beth Hatch, Director; Kate Porter, Assistant Director; Lori Piergallini, Fiscal Officer; Julie Whitt, Human Resource Manager; Chris Minx, Marketing and Communications Manager; Jen Jimison, Administrative Assistant

**GUEST:** Jonthan Downes

**EXCUSED ABSENCE:** John M. Yesso

**CONSENT AGENDA**

In addition to approving the absence of John M. Yesso, the consent agenda included the Minutes from the April Board of Trustees meeting and the April Donations Resolution.

**RESOLUTION 13-24**  
**APRIL 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>Reason</b>
\$103.00	130 - General	Anne Ralph	
\$ 5.00	130 - General	Anonymous	\$ found in branch
\$ 5.00	130 - General	Anonymous	Given by anonymous patron
\$ 20.60	130 - General	Carolina Ricco Pereira	
\$ 25.00	130 - General	Jeanine Hummer	
\$100.00	130 - General	Kennedy Mancini	TKennedy Mancini Family Giving Fund to be used "Where it's needed most."

		Family Giving Fund	
\$ 51.50	130 - General	Myrlyn Reasoner	In memory of John Petro, an avid reader and library patron.
\$103.00	130 - General	Sarah Walker	
\$103.00	130 - General	Stephanie Rengstorf	I love the library! Saw it was library donation day on social media
\$ 500.00	130 - General	Sue Ralph	Library Giving Day
\$ 350.00	130 - General	Wednesday Literary Club	On behalf of the Wednesday Literary Club, a token of our appreciation for the many services provided by your library.
\$ 50.00	130 - General	Wednesday Literary Club	Given in memory of former member Nancy Long. Nancy loved the library and was appreciative of the many services you provide.
\$ 1,416.10	Total		

### SIGNATURE SHEET

Resolution No. 13-24

5/22/2024

Upon the motion of Kevin Fix, seconded by Susan Ralph:

Voting:

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

The Assistant Director invited the Board to join the staff in marching in the July 4<sup>th</sup> Parade. She will be sending link to sign up and for t-shirts.

The Assistant Director also read the Thank You proclamation to Vita Marinello for her outstanding service and retirement.

## **DIRECTOR'S REPORT**

The Director reported that the staff had voted in favor of Union representation.

The Director noted that programming attendance was down 25% from last April, due to the Lane Road Branch Youth Librarian taking a promotion at the Tremont Road Branch. We expect numbers to be up as we have hired two full-time staff in the youth department at Lane Road Branch and will be entering summer programming in June.

## **FINANCE COMMITTEE**

The Finance Committee did not meet in the month of May.

## **APPROVAL OF MAY FINANCIAL REPORTS**

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

Susan Ralph made a motion to pass the April 2024 Financial Reports. William Shkurti seconded the motion.

Voting:

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

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

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*Lori Piergallini*

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

RESOLUTION TO APPROVE 2025 TAX BUDGET

RESOLUTION 12-24  
**Approve the 2025 Annual Library Budget**

BE IT RESOLVED that the Board of Trustees of the Upper Arlington Public Library the annual library budget based on current finances and estimates provided by the Franklin County Auditor for the 2025 fiscal year.

**SIGNATURE SHEET**

Resolution No. 12-24

5/22/2024

Kevin Fix made a motion to pass the 2025 Tax Budget. William Shkurti seconded the motion.

Voting:

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

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

**CERTIFICATION**

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*Lori Piergallini*

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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.



## Operations Committee Minutes

Upper Arlington Public Library

May 7, 2024 at 5:00 PM EDT

@ 2800 Tremont Road - Meeting Room A

### Attendance

#### Present:

Members: Kate Hare, Beth Hatch, Susan Ralph, Julie Whitt, John Yesso

#### Absent:

Members: Peter Hahn, Kate Porter, Greg Ramage

#### I. Call to Order

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

#### II. 2024 Safety Goals Review

The Human Resources Manager detailed the efforts the Library is making for safety. With the recommendation from the UAPL Fire Captain the Library will now offer AED machines at all three locations, stock opioid overdose reversal medications, and provide ongoing CPR training for staff. Staff will be provided with training on any safety devices available in the Library and optional training for the use of the opioid reversal medication.

 [Cover Sheet - Safety Updates and Opioid Response Policy Change Recommendation 5-1-2024.docx](#)

#### III. Update to Personnel Policy - Opioid Response

In order to provide access to opioid reversal medications, administration is recommending a change to our personnel policy.

 [DRAFT Personnel Policy Change - Opioid Response.docx](#)

#### IV. Adjournment

The meeting adjourned at 5:37 p.m.

### RESOLUTION 15-24

### **To Update the Personnel Policy for Opioid Response**

*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 exhibits to this Resolution and recommended by the Administration of the Upper Arlington Public Library effective May 22, 2024.

### SIGNATURE SHEET

Resolution No. 15-24

5/22/2024

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
William J. Shkurti	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

### PRESIDENT'S REPORT

### EXECUTIVE SESSION TO PREPARE FOR COLLECTIVE BARGAINING STRATEGY

### SIGNATURE SHEET

Upon the motion of Susan Ralph, seconded by Trustee Stephen Flynn, 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
Susan Ralph	Aye
William J. Shkurti	Aye

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

**ADJOURNMENT**

Stephen Flynn made a motion to adjourn the meeting. Kevin Fix seconded the motion.

Voting:

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

The meeting was adjourned at 6:17 p.m.

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Peter W. Hahn, President

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Stephen Flynn, Secretary