

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, 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; and Jen Jimison, Executive Assistant.

EXCUSED ABSENCE: None

CONSENT AGENDA

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

RESOLUTION 16-24
MAY 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
\$ 20.60	130	Carolina Ricco Pereira	
\$ 25.00	130	Jeanine Hummer	
\$ 45.60	Total		

SIGNATURE SHEET

Resolution No. 16-24

6/18/2024

Upon the motion of Trustee Kevin Fix, seconded by Trustee John Yesso:

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
John 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.


Loui Bergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

ASSISTANT DIRECTOR'S REPORT

The Assistant Director reported that we have 22 people signed up to walk in the July 4th Parade. The Assistant Director thanked Stephen Flynn and his family for signing up to walk with the Library.

The Assistant Director noted the Summer Reading program has started and will run from June 1st to July 31st. So far there has been a wonderful response, as numbers are up in both children and adult participants.

DIRECTOR'S REPORT

The Director reported that user visits were up 12% and passport appointments were up as well. Overall circulation was down, with the biggest drop in media.

The Director reported that the new outdoor signage has been installed at all 3 locations.

The Director noted that the Program Attendance was up due to the virtual SRP presentations that were sent to the area schools and that patrons are enjoying the Discovery Passes program.

FINANCE COMMITTEE

The Notes from the Finance Committee meeting are included here.



Finance Committee Minutes

Upper Arlington Public Library
Wednesday, June 12, 2024 at 5:00 PM EDT
@ 2800 Tremont Road - Meeting Room B

Attendance

Absent:

Members: Kevin Fix, Stephen Flynn, William Shkurti

Guests: Beth Hatch, Jen Jimison, Lori Piergallini, Kate Porter, Greg Ramage, Julie Whitt

I. Call to Order

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

II. Review Month Financials

The Library's YTD revenue is up 9% over last year at this time. This is attributed a transfer made to the Building Improvement Fund recently. The Library's 2024 YTD expenditures are 43% higher compared to this time last year due to renovation projects and computer equipment purchases. Unencumbered ending balances for all Library accounts is currently 11% higher than last May. The Public Library Fund totaled \$266,450.95 for May, 10% less than expected. Although state tax receipts met the May estimate, the PLF year to date revenue is under estimates by \$11.85 million. The Committee will continue to monitor the PLF and its effect, if any, on the Library's financial position. Star Ohio interest revenue was \$41,219.32 for May. This week the Library will receive its first tax advance for the second half real estate settlement.

 [Revised General Fund Report.pdf](#)

 [Statement of Cash Position.pdf](#)

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

III. Review Month Checks

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

 [Check Report - May.pdf](#)

IV. Review Bank Reconciliations

The committee reviewed all bank account reconciliations. All accounts are balanced as of May 31, 2024.

 [FMB Bank Statement Register.pdf](#)

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

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

 [HNB Bank Statement Register.pdf](#)

v. **Review of Library Contracts and Policy**

The Director and Human Resources Manager reviewed the current contracts and policies of the library in comparison with the articles and language in current union contracts at other area libraries.

 [Coversheet - Current Contract Articles and UAPL Personnel Policy.docx](#)

vi. **Adjournment**

The meeting was adjourned at 6:25 p.m.

Trustee John Yesso made a motion to pass the April 2024 Financial Reports. Trustee Stephen Flynn 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
John 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 Piegallini, 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
Tuesday, June 4, 2024 at 5:00 PM EDT
@ 2800 Tremont Road Meeting Room A

Attendance

Absent:

Members: Kate Hare, Susan Ralph, John Yesso

Guests: Beth Hatch, Jen Jimison, Kate Porter, Julie Whitt

I. Call to Order

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

II. Review of Library Contracts and Policy

The Director and Human Resources Manager reviewed the current contracts and policies of the library in comparison with the articles and language in current union contracts at other area libraries.

 [Coversheet - Current Contract Articles and UAPL Personnel Policy.docx](#)

III. Adjournment

The meeting adjourned at 6:33 p.m.

LANE ROAD IMPROVEMENT PROJECT

Resolution No. 18-24

AWARDING CONTRACT FOR LANE ROAD IMPROVEMENTS PROJECT

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

WHEREAS, the Board previously authorized the solicitation of bids for the Project pursuant to Ohio Revised Code Section 3375.41 and one bid was received on June 14, 2024 and publicly opened and read aloud by the Fiscal Officer in the Library's Meeting Room B, immediately after the time for submitting such bids had expired; and

WHEREAS, Triad Architects LTD ("Triad") tabulated the bids that were received and such bid tabulation is attached hereto; and

WHEREAS, the lowest bid was submitted by Ultimax, Inc. ("Ultimax"), and Triad reviewed the bid submittal, completed the post-bid review process, and recommends award of the contract for the Project to Ultimax, as the lowest responsible bidder in the total amount of \$993,060, which includes the following:

Base bid of \$842,560;

Accepted add Alternate No. 1 (manager's office light switch) for \$2,500;

Accepted add Alternate No. 2 (women's restroom heat) for \$8,280;

Accepted add Alternate No. 3 (lighting and limited ceiling replacement in lower level) for \$56,650;

Accepted add Alternate No. 4 (select new soffits on main level) for \$33,350;

Accepted add Alternate No. 6 (all Work associated with the removal by abatement of existing gypsum board ceiling and soffits at first floor as shown on the drawings) for \$49,720 and

WHEREAS, during construction of the Project, there may be changes to the Work that impact the Scope of the Work, Contract Sum, and/or Contract Time. These changes may be documented via Amendment, Change Order, or Construction Change Directive (“Modifications”) and to avoid Project delay and related costs, the Director, Fiscal Officer, or Director of Support Services may be authorized to approve and execute such Modifications which shall not individually exceed the amount of \$7,000.

NOW, THEREFORE, BE IT RESOLVED by the Upper Arlington Public Library Board of Trustees as follows:

1. The Board approves the bid opening and based upon the recommendation of Triad and information provided, awards the contract for the Project to Ultimax Inc., as the lowest responsible bidder for the work.
2. The Board authorizes the Director and Fiscal Officer to sign the contract with Ultimax, Inc. in the total amount of \$993,060, including accepted add Alternate No. 1 for \$2,500, accepted add Alternate No. 2 for \$8,280, accepted add Alternate No. 3 for \$56,650, accepted add Alternate No. 4 for \$33,350, and accepted add Alternate No. 6 for \$49,720, and to prepare and sign any related documents required for the Project.
3. The Board further authorizes the Director, Fiscal Officer, or Director of Support Services to sign Modification(s) related to the Project where such Modification individually does not exceed \$7,000. Should a Modification exceed this amount, it will be brought to the Board for approval.

SIGNATURE SHEET

Resolution No. 18-24

6/18/2024

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

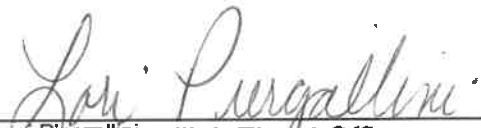
Roll Call Vote:

Peter W. Hahn, President	Aye
Kevin Fix, Vice President	Aye
Kate Hare	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John M. Yesso	Aye
Stephen Flynn	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 Purgallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

PRESIDENT'S REPORT

Resolution 17-24 To Thank Stephen Flynn for his Dedication and Service as a UAPL Board Member

WHEREAS, Stephen Flynn served as a member of the Board of Trustees from January 2020 to June 2024, served on the Finance Committee. Stephen provided expertise and insights that led to the betterment of the Library's fiscal practices and controls.

WHEREAS, Stephen was a staunch advocate and proponent of policies and financial practices that benefitted the Upper Arlington Public Library staff, including the passing of years of service salary range methodology in 2023 and the change to health insurance benefits with Stark COG.

WHEREAS, Stephen and his family are avid users and advocates of the Library, and volunteered to walk alongside staff in the 2023 4th of July parade.

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby acknowledges with thanks and gratitude the service and dedication of Stephen Flynn to the Upper Arlington Public Library.

BE IT FURTHER RESOLVED, That Stephen Flynn has made an outstanding and lasting contribution to the Upper Arlington Public Library and to the greater Upper Arlington community is hereby noted and witnessed on this 18th day of June 2024.

SIGNATURE SHEET

Resolution No. 17-24

6/18/2024

Upon the motion of Trustee William J. Shkurti, seconded by Trustee Kate Hare, the Board approved the RESOLUTION


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
John 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.


 Lon M. Peregallini, Fiscal Officer
 Upper Arlington Public Library
 Upper Arlington, Ohio


ADJOURNMENT


TRUSTEE William J. Shkurti made a motion to adjourn the meeting. TRUSTEE Susan Ralph 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
John M. Yesso	Aye

The meeting was adjourned at 5:35 p.m.


 Peter Hahn
 2024-09-02 21:34 UTC
 Peter W. Hahn, President


 Stephen Flynn
 2024-08-22 13:45 UTC
 Stephen Flynn, Secretary