



Board of Trustees Meeting Minutes

Upper Arlington Public Library
Tuesday, September 17, 2024 at 5:00 PM EDT
@ 2800 Tremont Road - Meeting Room B

Attendance

Present:

Members: Matthew Courser, Kevin Fix, Peter Hahn, Kate Hare, Susan Ralph, William Shkurti, John Yesso

Also Present: Beth Hatch, Jen Jimison, Chris Minx, Lori Piergallini, Kate Porter, Greg Ramage, Chris Minx

Guests: Jody Casella

Absent:

Members: Julie Whitt

Call Meeting to Order

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

Consent Agenda

The consent agenda included excused absences, the Minutes from the August Board of Trustees meeting and the August Donations Resolution included here.

RESOLUTION 27-24 **AUGUST 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
\$ 30.00	250 - Restricted Fund	Anonymous	Lane Road Youth Improvements Project
\$ 20.60	130 - General Fund	Carolina Ricco Pereira	
\$ 103.00	250 - Restricted Fund	Charles Forman	Early Learning Play Area LR Public
\$ 103.00	250 - Restricted Fund	Cindi Hill	Early Learning Play Area LR Public
\$ 25.00	130 - General Fund	Jeanine Hummer	

\$ 51.50	250 - Restricted Fund	Jennifer Unterbrink	Early Learning Play Area LR Public
\$ 103.00	130 - General Fund	Lois Watson	In Memory of Cynthia Siefert
\$ 436.10	Total		

SIGNATURE SHEET

Resolution No. 25-24

9/17/2024

Upon the motion of Trustee John Yesso, seconded by Trustee Matthew Courser to accept donations listed for August:

Voting:

Kevin Fix, President	Aye
Kate Hare, Vice President	Aye
Matthew Courser, Secretary	Aye
Peter W. Hahn	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 M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

Assistant Director's Report

The Assistant Director reported that for the third year the Library will hold the Murder Mystery After Dark program, the theme will be Midnight at the Masquerade. It is scheduled for October 19, 2024 from 6-9:30pm and registration opens October 1st.

Director's Report

The Director reported that the Quick Pick collections is off to an amazing start with 54% of Fiction and 36% of Nonfiction Quick Picks being checked out. She also reported that August was the first month this year that there has been an increase in program attendance and that the staff has worked very hard to add programs and activities. There has also been a date confirmed for the closure of Lane Road for repairs and renovations, November 11th.



Quick Pick

We launched our new Quick Pick collection at each location the first week of September. In the first week, 54% of the Quick Pick Fiction and 36% of the Quick Pick Nonfiction is checked out. The CLC percent checked out report indicates that anything above a 45% check out rate is "Red Hot." Quick Pick are non-reservable, 14-day loan popular adult books.

Program Attendance

August was the first month this year that we have seen an increase in program attendance. Staff worked extra hard and increased the number of programs offered by 45% with 23 additional programs. We do know that numbers will decrease with the temporary closure of Lane Road but we do have some stellar programs planned for Fall, including our Murder Mystery.

Lane Road Closure Date Finalized

Lane Road will close on November 11 for repairs and renovation and will plan to re-open in May 2025. We will be proving updates and additional information on our website.

Labor Negotiations

Negotiations with the Union began September 10, and two more sessions have been scheduled

Finance Committee

Chairperson William Shkurti reviewed the notes from the September Finance Committee meeting.



Finance Committee Minutes

Upper Arlington Public Library

Wednesday, September 11, 2024 at 5:00 PM EDT

@ 2800 Tremont Road - Meeting Room B

Attendance

Present:

Members: Kate Hare, Beth Hatch, Jen Jimison, Lori Piergallini, Kate Porter, Greg Ramage, William Shkurti, John Yesso

Guests: Jane Federer, Cindy Radford

Absent:

Members: Julie Whitt

I. Call to Order

The meeting was called to order at 5:03pm.

II. Review Month Financials

The committee approved the monthly financial reports as presented. The Library's YTD revenue is up 12% from last August primarily due to the Building Improvement transfer. The next tax settlement will be in March or April of 2025. The Library's unencumbered balance is 2% lower than last year at this time. The 2024 PLF total is projected to be under projections by \$50,000 at this time.

 [Statement of Cash Position.pdf](#)

 [General Fund Report.pdf](#)

III. Review Month Checks

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

 [Check Report - Fund 250.pdf](#)

 [Check Report - General Fund.pdf](#)

IV. Review Bank Reconciliations

The committee reviewed all bank account reconciliations. All accounts are balanced as of August 31, 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. Transfer to Fund 402 – Building Improvement Fund

The Fiscal Officer explained the need for the transfer for the due to the higher bids for project at Lane Road and the upcoming Tremont Roof project.

 [Cover Sheet - Transfer to Building Imp. Fund.docx](#)

A. 26-24 Transfer to Building Improvement Fund

The Committee supports recommending the full Board approve the Resolution.

 [26-24 Transfer to Building Improvement Fund.docx](#)

B. 25-24 Appropriation Amendment Fund 100- General Fund

The Committee supports recommending the full Board approve the Resolution.

 [25-24 Appropriation Amendment Fund 100- General Fund.docx](#)

VI. Accepting the Amounts and Rates Authorizing the Tax Levy

 [Cover Sheet - Accepting Amounts and Rates Authorizing the Tax Levy.docx](#)

A. Resolution

The Committee supports recommending the full Board approve the Resolution.

 [2025 Tax Budget Resolution.pdf](#)

VII. 10 Year Forecast

The Fiscal Officer reviewed the 10 year forecast and discussed the increasing salary and benefit expenditures and possible cost cutting measures in the future. In addition, a discussion was held regarding lower PLF and interest revenue in the coming year.

 [Cover Sheet - 10 Year Forecast.docx](#)

A. 10 Year Forecast

The Committee requested a report analyzing tax revenue for the last 10 years.

 [updated 9-9-2024 10 Year Forecast - Stagnant other Income - 3% Materials-2% Other Expenses.xlsx](#)

Due to scheduling conflicts the October Finance Meeting will be moved from October 9, 2024 at 5pm to October 8, 2024 at 5pm. Location to be determined.

VIII. Adjournment

The meeting was adjourned at 5:32pm.

SIGNATURE SHEET

Trustee Susan Ralph made a motion to pass the August 2024 Financial Reports.

Trustee Matthew Courser seconded the motion.

Voting:

Kevin Fix, President	Aye
Kate Hare, Vice President	Aye
Matthew Courser, Secretary	Aye
Peter W. Hahn	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 M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

Resolutions

RESOLUTION 26-24

**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 \$300,000 from the General Fund 100 to the Building Improvement Fund 402.

SIGNATURE SHEET

Resolution No. 26-24

9/18/2024

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

Roll Call Vote:

Kevin Fix, President	Aye	
Kate Hare, Vice President	Aye	
Matthew Courser, Secretary		Aye
Peter W. Hahn	Aye	
Susan Ralph	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

RESOLUTION 25-24

2024 APPROPRIATION AMENDMENT

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

Fund 100 – Transfer- Out

Original Appropriation	\$1,200,00.00
Increase:	
100-5000-59900	<u>\$ 100,000.00</u>
Total Transfer-Out Appropriations	\$1,300,000.00

SIGNATURE SHEET

Resolution No. 25-24

9/18/2024

Upon the motion of Trustee John Yesso, seconded by Trustee Susan Ralph, the Board approved the RESOLUTION with a roll call vote.

Roll Call Vote:

Kevin Fix, President	Aye
Kate Hare, Vice President	Aye
Matthew Courser, Secretary	Aye
Peter W. Hahn	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.

Loji Piergallini

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

RESOLUTION 28-24

ACCEPTING the TAX RATES and AMOUNTS

**RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE
BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES
AND CERTIFYING THEM TO THE COUNTY AUDITOR
(BOARD OF LIBRARY TRUSTEES)**

OHIO REVISED CODE, SECTIONS 5705.34, 5705.35

The Board of Library Trustees of UPPER ARLINGTON PUBLIC LIBRARY

Franklin County, Ohio, met in _____ session on the _____ day of _____,
(Regular or Special)

2024, at the office of _____ with the following members
present:

_____ moved the adoption of the following Resolution:

**WHEREAS, This Board in accordance with the provisions of law has previously
adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2025; and**

**WHEREAS, The Budget Commission of Franklin County, Ohio, has certified its
action thereon to this Board together with an estimate by the County Auditor of the rate of
each tax necessary to be levied by this Board, and what part thereof is without, and what
part within, the ten mill tax limitation; therefore, be it**

**RESOLVED, By the Board of Library Trustees of UPPER ARLINGTON PUBLIC LIBRARY
Franklin County, Ohio, that the amounts and rates, as determined by the Budget
Commission in its certification, be and the same are hereby accepted: and be it further**

**RESOLVED, That there be and is hereby levied on the tax duplicate of said Library
the rate of each tax necessary to be levied within and without the ten mill limitation for tax year
2024 (collection year 2025) as follows:**

SCHEDULE A

**SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY THE
BUDGET COMMISSION, AND COUNTY AUDITOR'S ESTIMATED TAX RATES**

Amount Approved	Amount to be Estimate of Full Tax
	by Budget Derived from Rate to Be Levied
Commission Levies	Outside Inside Outside
	Inside 10 Mill 10 Mill 10 Mill 10 Mill
FUND Limitation	Limitation Limit Limit
	General Fund \$5,809,874.76 3.00
TOTAL \$0.00	\$5,809,874.76 0.00 3.00

and be it further

**RESOLVED, That the Clerk of this Board be and is hereby directed to certify a copy of
this Resolution to the County Auditor of said County.**

_____ seconded the Resolution and the roll being
called upon its adoption the vote resulted as follows:

Adopted the _____ day of _____, 2024.

Clerk of the Board of Library Trustees of
UPPER ARLINGTON PUBLIC LIBRARY

Franklin County, Ohio.
CERTIFICATE OF COPY
ORIGINAL ON FILE

*The State of Ohio, Franklin County, ss.
I, Lori Piergallini, Clerk of the Board of Library Trustees of
UPPER ARLINGTON PUBLIC LIBRARY, within and for said County, and in whose
custody the Files and Records of said Board are required by the Laws of State of Ohio to be kept
do hereby certify that the foregoing is taken and copied from the original _____
now on file, that the foregoing has been compared by me with said original
document, and that the same is a true and correct copy thereof.
WITNESS my signature, this _____ day of _____, 2024.
Clerk of the Board of Library Trustees of
UPPER ARLINGTON PUBLIC LIBRARY
Franklin County, Ohio.*

SIGNATURE SHEET

Resolution No. 28-24

9/17/2024

Upon the motion of Trustee Matthew Courser, seconded by Trustee Kate Hare, the Board approved the RESOLUTION with a roll call vote.

Roll Call Vote:

Kevin Fix, President	Aye
Kate Hare, Vice President	Aye
Matthew Courser, Secretary	Aye
Peter W. Hahn	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

Operations Committee

Chairperson Susan Ralph reviewed the notes from the September Operations Committee meeting.



Operations Committee Minutes

Upper Arlington Public Library
Tuesday, September 3, 2024 at 5:00 PM EDT
@ 2800 Tremont Road Meeting Room B

Attendance

Present:

Members: Matthew Courser, Susan Ralph, Beth Hatch, Jen Jimison, Kate Porter, Greg Ramage
Guests: Jane Federer, Cindy Radford

Absent:

Members: Peter Hahn, Julie Whitt, Lori Piergallini

I. Call to Order

The meeting was called to order at 5:03pm.

II. Review Video Surveillance and Recording Policy

The Director and the Director of Support Services reviewed the updates to the policy regarding security and camera usage for the Library concerning accessibility and storage. The Committee made suggestions to revisit the length of time that camera is kept being more defined but will recommend the current updates to the Board.

 [Coversheet - Security policy updates.docx](#)

 [Camera use - Aug 2024.docx](#)

 [24-24 Resolution Update Video Surveillance and Recording Policy.docx](#)

III. Adjournment

The meeting adjourned at 5:12 p.m.

Resolutions

RESOLUTION 24-24

To Update Video Surveillance and Recording Policy

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library hereby accepts and adopts the revisions to the UAPL Operations 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

Upon the motion of Trustee William J. Shkurti, seconded by Trustee John Yesso the Board approved the to Update Video Surveillance and Recording Policy.

Voting:

Kevin Fix, President	Aye
Kate Hare, Vice President	Aye
Matthew Courser, Secretary	Aye
Peter W. Hahn	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John 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

President's Report

EXECUTIVE SESSION TO PREPARE FOR COLLECTIVE BARGAINING STRATEGY

SIGNATURE SHEET

Upon the motion of Trustee Peter Hahn, seconded by Trustee John Yesso, the Board entered into an executive session.

Roll Call Vote:

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

John M. Yesso

Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

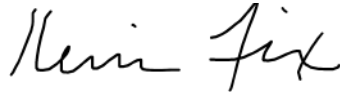
Adjournment

Trustee Peter Hahn made a motion to adjourn the meeting. Trustee John Yesso seconded the motion.

Voting:

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

The meeting was adjourned at 5:14 p.m.



Kevin Fix, President



Mathew Courser, Secretary