



BOARD OF TRUSTEES MEETING MINUTES

APRIL 21, 2026

CALL TO ORDER

The regular meeting of the Worthington Libraries Board of Trustees was held on Tuesday, April 21, 2026, at 6:03 p.m. in the meeting room of Northwest Library with Abigail Poklar presiding. Members present were Kyla Dembowski, Joan Herbers, Emma Mulvaney, Haze Saputra and Joe Saverimuttu. Also present were Lauren Robinson, Director/CEO; Jeremie Stevens, CFO; Monica Baughman, Director of Support Services; Theresa Messenger, Executive Assistant; and Sam Lewis, Systems Administrator.

PUBLIC PARTICIPATION

There was no public participation.

FRIENDS FOUNDATION OF WORTHINGTON LIBRARIES—BECKY PRINCEHORN, PRESIDENT

Lauren Robinson shared that planning is underway for the upcoming Books & Brews event.

CONSENT AGENDA

A motion was made by Ms. Mulvaney and seconded by Ms. Herbers to approve RESOLUTION #04-01-26 to accept and approve the items under the consent agenda at one time.

- Minutes – Regular Meeting – Tuesday, March 17, 2026
- Fiscal Officer's Report of the Payment of Bills for March in the amount of \$1,044,711.27
- Fiscal Officer's Financial Statement and Investment Report for March 2026
- Gifts for March 2026
General Fund--an anonymous gift of \$145.50 for Northwest Library; \$97 from Ronald Troyer; \$1,732 from the Betty Jane Meyer Fund of the Columbus Foundation; and the following gifts in memory of Martha Lopeman: \$150 from Mary Smith; \$100 from John Rickard; \$48.50 from Barbara Schlueter; \$19.40 from Lisa Kaplan; \$24.25 from Rosie Lopeman; \$145.50 from Jeanne and Walter Braun; \$97 from John Schilling; \$194 from Margie Wenz; \$97 from Carol Kosarko; and \$48.50 from Mike Hammer

Roll call: Ms. Dembowski, aye; Ms. Herbers, aye; Ms. Mulvaney, aye; Ms. Poklar, aye; Ms. Saputra, aye; and Mr. Saverimuttu. Motion passed.

INFORMATION ITEMS

The following information items were presented:

Director’s Report—March 2026

Director Lauren Robinson reported out on the library’s key performance indicators for March 2026.

Library Levy Issues

A slate of library levies scheduled to appear on May ballots across Ohio was presented to the Board.

Organizational Highlights—March 2026

Director Lauren Robinson reported out on programs held at all three libraries for the month of March.

Staff Highlights

Heather Fago, NWL circulation assistant, has announced her resignation. Heather’s husband received a promotion that will require relocation to Pennsylvania. She says she is beyond grateful for her time at Worthington Libraries and sad to leave. She has loved this job because of the exceptional people she has worked with who truly care about each other and the community. As NWL was her library growing up, she promises to come back to visit often. Heather’s last day will be April 22.

Action Plan

Director Lauren Robinson updated the board of trustees on the library’s 2026 Action Plan.

PLA Conference Memo

A memorandum from PLA Conference attendees was presented to the Board.

Finance Operations

The Finance Report for March 2026 was presented to the Board by CFO Jeremie Stevens.

The Investment Report prepared by Meeder Public Funds was given to the Board by CFO Jeremie Stevens.

Personnel

Appointment	Position	Department	Location	Repl/New	Date
Asavari Udgirkar	circulation assistant	circulation	WPK	R	04/13/26
Robert Shield	content strategist	community relations	OWL	N	04/20/26

COMMITTEE REPORTS—ACTION AND DISCUSSION ITEMS

Finance/Operations—Haze Saputra, chair

Personnel—Emma Mulvaney, chair

A Personnel Committee meeting has been scheduled for Thursday, May 7, at 8:30 a.m. to review the medical insurance renewal.

Planning/Library Services—Elizabeth Grieser, chair

Board Governance—Kyla Dembowski, chair

A Board Governance Committee meeting is being scheduled to begin the trustee search process.

OLD BUSINESS

NEW BUSINESS

Ms. Mulvaney moved with a second by Ms. Saputra to adopt RESOLUTION #04-02-26 to submit the 2027 Budget Request for \$2,877,962 from the state's Public Library Fund and \$8,721,360 from the General Property Tax levies (includes Homestead Rollback) for a total request of \$11,599,322.

	2025 Actual Revenue/ Expenditures	2026 Authorized Appropriation	2027 Tax Budget Request
GENERAL FUND			
Jan. 1st Unencumbered Cash Fund Balance	20,794,682	20,079,501	\$15,074,865
Jan. 1st Cash Fund Balance	21,880,512	20,782,322	\$15,074,865
REVENUE BREAKDOWN:			
Taxes			
State Tax (PLF)	2,934,164	2,877,962	\$2,877,962
General Property Taxes and Reimbursements	8,236,644	8,280,666	\$8,280,666
Homestead Rollback	442,795	444,876	\$440,694
Patron Fines and Fees	90,841	62,500	\$62,500
Earnings on Investments	866,856	680,000	\$575,732
Contributions, Gifts and Donations	14,992	0	\$0
Miscellaneous Revenue (incl CML Contribution)	1,000,282	990,682	990,682
TOTAL REVENUE:	13,586,574	13,336,686	\$13,228,236
EXPENDITURES BREAKDOWN:			
Salaries and Benefits	\$9,961,573	\$11,239,555	\$11,830,000
Supplies	\$139,908	\$353,492	\$341,000
Purchased and Contracted Services	\$2,207,744	\$3,234,706	\$3,200,000
Library Materials and Information	\$1,849,580	\$2,909,787	\$3,600,000
Capital Outlay	\$10,086	\$350,258	\$150,000
Other Objects	\$20,733	\$36,393	\$38,000
Contingency	\$0	\$500,000	\$500,000
Interfund Transfers/Advances	\$495,140	\$419,951	\$1,050,000

	2025 Actual Revenue/ Expenditures	2026 Authorized Appropriation	2027 Tax Budget Request
TOTAL EXPENDITURES	\$14,684,765	\$19,044,143	\$20,709,000
Dec. 31st Cash Fund Balance	\$20,782,322	\$15,074,865	\$7,594,101
Dec. 31st Encumbrances	\$702,822		
Dec. 31st Unencumbered Cash Fund Balance	\$20,079,501	\$15,074,865	\$7,594,101
TERMINATION BENEFITS/27th PAY FUND:			
Jan. 1st Unencumbered Cash Fund Balance	\$246,265	\$278,944	\$269,879
Jan. 1st Cash Fund Balance	\$246,265	\$278,944	\$269,879
REVENUE BREAKDOWN:			
Interfund Transfers/Advances	\$66,645	\$35,935	\$45,000
TOTAL REVENUE:	\$66,645	\$35,935	\$45,000
EXPENDITURE BREAKDOWN:			
Salaries and Benefits	\$33,966	\$45,000	\$45,000
Interfund Transfers/Advances			
TOTAL EXPENDITURES:	\$33,966	\$45,000	\$45,000
Dec. 31st Cash Fund Balance	\$278,944	\$269,879	\$269,879
Dec. 31st Encumbrances	\$0		
Dec. 31st Unencumbered Cash Fund Balance	\$278,944	\$269,879	\$269,879
FRIENDS FOUNDATION GRANT FUND:			
Jan. 1st Unencumbered Cash Fund Balance	\$20,332	\$21,088	\$0
Jan. 1st Cash Fund Balance	\$23,037	\$22,910	\$0
REVENUE BREAKDOWN:			
Grants from Friends Foundation	\$65,522	\$70,337	\$91,425
TOTAL REVENUE:	\$65,522	\$70,337	\$91,425
EXPENDITURES BREAKDOWN:			
Supplies, Purchased and Contracted Services	\$63,936	\$90,247	\$88,425
Director's Discretionary	\$1,712	\$3,000	\$3,000
TOTAL EXPENDITURES:	\$65,648	\$93,247	\$91,425
Dec. 31st Cash Fund Balance	\$22,910	\$0	\$0
Dec. 31st Encumbrances	\$1,822		
Dec. 31st Unencumbered Cash Fund Balance	\$21,088	\$0	\$0
BUILDING FUND:			
Jan. 1st Unencumbered Cash Fund Balance	\$467,046	\$636,402	\$0
Jan. 1st Cash Fund Balance	\$677,016	\$698,153	\$0

	2025 Actual Revenue/ Expenditures	2026 Authorized Appropriation	2027 Tax Budget Request
REVENUE BREAKDOWN:			
Interfund Transfers/Advances	\$249,454	\$127,598	\$500,000
TOTAL REVENUE:	\$249,454	\$127,598	\$500,000
EXPENDITURE BREAKDOWN:			
Capital Outlay	\$228,317	\$825,751	\$500,000
TOTAL EXPENDITURES:	\$228,317	\$825,751	\$500,000
Dec. 31st Cash Fund Balance	698,153	\$0	\$0
Dec. 31st Encumbrances	\$61,751		
Dec. 31st Unencumbered Cash Fund Balance	636,402	\$0	\$0
TECHNOLOGY FUND:			
Jan. 1st Unencumbered Cash Fund Balance	\$195,577	\$144,578	\$0
Jan. 1st Cash Fund Balance	\$234,475	\$146,870	\$0
REVENUE BREAKDOWN:			
Interfund Transfers/Advances	\$179,041	\$254,367	\$500,000
TOTAL REVENUE:	\$179,041	\$254,367	\$500,000
EXPENDITURES BREAKDOWN:			
Software	101,146	122,755	
Professional Fees	1,037	14,682	
Capital Outlay - Equipment	164,464	263,799	
Undesignated Projects			\$500,000
TOTAL EXPENDITURES:	266,647	401,236	\$500,000
Dec. 31st Cash Fund Balance	146,870	\$0	\$0
Dec. 31st Encumbrances	\$2,291		
Dec. 31st Unencumbered Cash Fund Balance	144,578	\$0	\$0
UNCLAIMED MONIES AGENCY FUND:			
Jan. 1st Unencumbered Cash Fund Balance	\$2,760	\$2,948	\$0
Jan. 1st Cash Fund Balance	\$2,760	\$2,948	\$0
REVENUE BREAKDOWN:			
Interfund Transfers/Advances		\$2,052	
Unclaimed Monies	\$218		\$5,000
TOTAL REVENUE:	\$218	\$2,052	\$5,000
EXPENDITURES BREAKDOWN:			
Other - Unclaimed Monies	\$30	\$5,000	\$5,000
TOTAL EXPENDITURES:	\$30	\$5,000	\$5,000

	2025 Actual Revenue/ Expenditures	2026 Authorized Appropriation	2027 Tax Budget Request
Dec. 31st Cash Fund Balance	\$2,948	\$0	\$0
Dec. 31st Encumbrances	\$0		
Dec. 31st Unencumbered Cash Fund Balance	\$2,948	\$0	\$0

Roll call: Ms. Dembowski, aye; Ms. Herbers, aye; Ms. Mulvaney, aye; Ms. Poklar, aye; Ms. Saputra, aye; and Mr. Saverimuttu. Motion passed.

A motion was made by Ms. Herbers and seconded by Ms. Dembowski to adopt RESOLUTION #04-03-26 to approve conference expense reimbursements for Stefan Langer in the amount of \$308 and Travis Clark in the amount of \$354

Roll call: Ms. Dembowski, aye; Ms. Herbers, aye; Ms. Mulvaney, aye; Ms. Poklar, aye; Ms. Saputra, aye; and Mr. Saverimuttu. Motion passed.

A motion was made by Ms. Dembowski and seconded by Ms. Mulvaney to adopt RESOLUTION #04-04-26 to honor Hillary Kline.

**WORTHINGTON LIBRARIES
RESOLUTION TO HONOR HILLARY KLINE**

WHEREAS, Hillary Kline began working at Worthington Libraries on April 10, 2000 as community relations assistant, changed to communications specialist in 2006, and will retire from the latter position on May 1, 2026 after 26 years of service to the Library;

WHEREAS, Ms. Kline contributed to many library achievements during her tenure, including two successful levy campaigns, the 2007 Library of Year Award, the opening of Worthington Park Library and the 2011 John Cotton Dana Award for Outstanding Library Public Relations; and

WHEREAS, Ms. Kline provided invaluable service to the Friends Foundation of Worthington Libraries, assisting with membership initiatives, helping at author visits and special events; and carrying books for many book sales (which, in the early days, included hours of outdoor labor in all kinds of weather); and

WHEREAS, Ms. Kline is an editor and writer of extraordinary talent who has refined and defined the library’s voice over the last 26 years. From the newsletter to the website, if you’re reading it, Hillary wrote it; and

WHEREAS, Ms. Kline is unmatched for her personal style, sunny disposition and willingness to help however and whenever she can; and

WHEREAS; Ms. Kline never met a costume opportunity she didn’t absolutely slay and made library and staff events so much more fun as we all waited to see what she would come up with next; and

WHEREAS; Ms. Kline was an active participant in library events, supporting the Library at community events, marching in the Memorial Day Parade, and making popcorn for families at movie nights;

WHEREAS, Ms. Kline has been a loyal, dedicated and cheerful employee who has frequently gone above and beyond the call of duty to serve patrons and advance the mission of the Library; and

WHEREAS, Ms. Kline will always be our friend, our family, and the very best example of what it means to serve; and

Now, therefore, be it resolved on this 21st day of April 2026 that the Board of Trustees of Worthington Libraries formally offers Hillary gratitude and appreciation for a job well done and very best wishes for a happy and healthy retirement.

Voice vote: 6 ayes; 0 nays. Motion passed

Ms. Mulvaney moved with a second by Ms. Saputra to adopt RESOLUTION #04-05-26 authorizing contract with Karpinski Engineering for design services for the Northwest Library Branch Cooling Tower and Boiler Replacement Project

Executive Summary: The Director of Support Services recommends authorizing the design services agreement with Karpinski Engineering (“Karpinski”) for the Northwest Library Branch Cooling Tower and Boiler Replacement Project (the Project). The Board authorizes the Director/Chief Executive Officer, Fiscal Officer, and Director of Support Services to negotiate per ORC Section 153.69(B) working with legal counsel, and to execute an agreement and related documents for the design professional services for the Project with Karpinski Engineering and to approve any future Additional Services and execute the necessary amendment(s) to the agreement with Karpinski, in a cumulative amount not to exceed \$50,000 which the Board determines is fair and reasonable, taking into account the estimated value, scope, complexity, and nature of the services.

Rationale:

- The Project is anticipated to include the replacement of the cooling tower and boiler located at the Northwest Library. The Board requires the services of a design professional to prepare drawings and specifications and perform other professional design services as defined by ORC 153.65(C) for the Project.
- The Library has established a file with current qualifications for design professionals, as encouraged by ORC Section 153.66, and ORC Section 153.71(A)(1) permits the selection of a design firm based upon current qualifications included in that file, when the compensation for the design professional services is estimated to be less than \$50,000.
- The estimated professional design fee for the Project is less than \$50,000, Karpinski has current qualifications on file with the Library, and the Director of Support Services recommends that Karpinski is the most qualified design professional for the Project, based upon current qualifications included in the Library’s prequalification file and pursuant to ORC Section 153.71.
- Accordingly, the Director of Support Services recommends soliciting a price proposal from Karpinski for Basic Services and Reimbursable Expenses compensation for the Project and working with legal counsel to negotiate and prepare an agreement for the design professional services for the Project; during the design of the Project, if Additional Services should be performed by Karpinski, the Board wishes to authorize the Director/Chief Executive Officer, Fiscal Officer, and Director of Support Services to approve any such Additional Services and execute the necessary amendment(s) to the agreement with Karpinski on behalf of the Board which, along with the Basic Services and Reimbursable Expenses compensation, do not exceed a cumulative amount of \$50,000.

The Worthington Libraries Board of Trustees resolves as follows:

- The Board approves Karpinski Engineering as the most qualified design professional for the Project, based upon qualifications included in the Library's prequalification file and pursuant to ORC Section 153.71.
- The Board authorizes the Director/Chief Executive Officer, Fiscal Officer, and Director of Support Services to negotiate per ORC Section 153.69(B) working with legal counsel, and to execute an agreement and related documents for the design professional services for the Project with Karpinski Engineering and to approve any future Additional Services and execute the necessary amendment(s) to the agreement with Karpinski, in a cumulative amount not to exceed \$50,000 which the Board determines is fair and reasonable, taking into account the estimated value, scope, complexity, and nature of the services.

Roll call: Ms. Dembowski, aye; Ms. Herbers, aye; Ms. Mulvaney, aye; Ms. Poklar, aye; Ms. Saputra, aye; and Mr. Saverimuttu. Motion passed.

THE GOOD OF THE ORDER, GENERAL GOOD AND WELFARE, OR OPEN FORUM (INFORMAL OBSERVATIONS REGARDING THE WORK OF THE LIBRARY)

Appreciation was expressed to all who attended the Community Breakfast. The event was well attended and successful.

ADJOURNMENT

Ms. Poklar adjourned the meeting at 6:46 p.m.

Bank Balance as of March 31, 2026: \$22,832,619.25

This meeting was digitally recorded and is maintained on file by the Worthington Public Library.