



Board of Trustees Meeting Minutes

Upper Arlington Public Library
Tuesday, February 18, 2025 at 5:00 PM
@ 2800 Tremont Road - Meeting Room B

In Attendance

Present:

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

Also Present: Beth Hatch, Director; Kate Porter, Assistant Director; Greg Ramage, Director of Support Services; Lori Piergallini, Fiscal Officer; Jen Jimison – Executive Assistant

Guests: Jane Federer, Audrey Harkonen, Elizabeth Neal, Abby Brigner, Jenn Willke

Call Meeting to Order

The meeting was called to order at 5:02 p.m.

Consent Agenda

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

RESOLUTION 05-25 **JANUARY 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	Annual Report Name	Campaign
\$ 500.00	250 - Restricted Fund	Charles Schwab & Co - William & Susan Westbrook	Lane Road Youth Improvements Project
\$ 250.00	130 - General Fund	The Columbus Foundation - Melodee Kornacker	
\$ 100.00	250 - Restricted Fund	Jane & Mike Falk	Lane Road Youth Improvements Project
\$ 50.00	130 - General Fund	Morgan Stanley - Ed & Marcie Seidel	
\$ 100.00	130 - General Fund	Gail Kaye	Lane Road Youth Improvements Project

\$ 20.60	130 - General Fund	Carolina Ricco Pereira	
\$ 50.00	130 - General Fund	Sandra Carpenter	Lane Road Youth Improvements Project
\$ 50.00	130 - General Fund	Julia Van Winkle	Lane Road Youth Improvements Project
\$ 50.00	250 - Restricted Fund	Virginia Tuttle	Lane Road Youth Improvements Project
\$ 51.50	130 - General Fund	Russ Douglas	Lane Road Youth Improvements Project
\$ 25.75	130 - General Fund	Mary Quinn	Lane Road Youth Improvements Project
\$ 515.00	250 - Restricted Fund	Binaebi Akah Calkins	Early Learning Play Area LR Public
\$ 200.00	250 - Restricted Fund	Morgan Stanley - Ed & Marcie Seidel	Lane Road Youth Improvements Project
\$ 51.50	250 - Restricted Fund	Robert Noe	Lane Road Youth Improvements Project
\$ 51.50	250 - Restricted Fund	Karen Rossetti	Lane Road Youth Improvements Project
\$ 100.00	130 - General Fund	John Miller	
\$ 250.00	250 - Restricted Fund	John Kulewicz	Lane Road Youth Improvements Project
\$ 51.50	250 - Restricted Fund	Denise Fincher	Lane Road Youth Improvements Project
\$ 100.00	250 - Restricted Fund	Robert Wizeman	Lane Road Youth Improvements Project
\$ 100.00	250 - Restricted Fund	Kristin King	Lane Road Youth Improvements Project
\$ 103.00	250 - Restricted Fund	Barbara Rayo	Lane Road Youth Improvements Project
\$ 103.00	250 - Restricted Fund	laura stillion	Lane Road Youth Improvements Project
\$ 103.00	250 - Restricted Fund	Elizabeth Seely	Lane Road Youth Improvements Project

\$ 103.00	250 - Restricted Fund	Matthew Courser	Early Learning Play Area LR Public
\$ 100.00	130 - General Fund	Tonya Young	
\$ 51.50	250 - Restricted Fund	Amy Pasko	Lane Road Youth Improvements Project
\$ 50.00	250 - Restricted Fund	Jill Kerns	Lane Road Youth Improvements Project
\$ 25.75	250 - Restricted Fund	Josh and Katie Queeney-Cianca	Lane Road Youth Improvements Project
\$ 25.00	250 - Restricted Fund	Jessica Schneider	Lane Road Youth Improvements Project
\$ 103.00	250 - Restricted Fund	Donna Heap	Lane Road Youth Improvements Project
\$ 103.00	250 - Restricted Fund	Stephen Stoll	Lane Road Youth Improvements Project
\$ 100.00	250 - Restricted Fund	Kaiser Consulting	Lane Road Youth Improvements Project
\$ 100.00	250 - Restricted Fund	Kelly Scheiderer	Lane Road Youth Improvements Project
\$ 25.75	250 - Restricted Fund	Jean Woisin	Lane Road Youth Improvements Project
\$ 206.00	250 - Restricted Fund	Joan Retallack	Lane Road Youth Improvements Project
\$ 100.00	250 - Restricted Fund	John & Jude Tyznik	Lane Road Youth Improvements Project
\$ 51.50	250 - Restricted Fund	Neil Czerwiec	Lane Road Youth Improvements Project
\$ 51.50	250 - Restricted Fund	Julie Schulte	Lane Road Youth Improvements Project
\$ 50.00	250 - Restricted Fund	Douglas Files	Lane Road Youth Improvements Project
\$ 50.00	250 - Restricted Fund	Pari Davis	Lane Road Youth Improvements Project
\$ 20.00	130 - General Fund	Norette Wesse	

\$ 225.00	250 - Restricted Fund	Karen Geiger	Lane Road Youth Improvements Project
\$ 51.50	250 - Restricted Fund	Dan Spakowicz	Early Learning Play Area LR Public
\$ 50.00	250 - Restricted Fund	Elizabeth (Wizeman) Dollin	Lane Road Youth Improvements Project
\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 750.00	250 - Restricted Fund	Tremont Center Company	Lane Road Youth Improvements Project
\$ 500.00	250 - Restricted Fund	Kathleen Murphy & Adam Wagenbach	Lane Road Youth Improvements Project
\$ 100.00	250 - Restricted Fund	NANCY EDWARDS	Early Learning Play Area LR Public
\$ 100.00	250 - Restricted Fund	Sue Ralph	Lane Road Youth Improvements Project
\$ 51.50	250 - Restricted Fund	Julia Wilson	Early Learning Play Area LR Public
\$ 250.00	250 - Restricted Fund	Louis Sauter	Early Learning Play Area LR Public
\$ 6,395.35	Total		

SIGNATURE SHEET

Resolution No. 05-25

2/18/2025

Upon the motion of Trustee John Yesso, seconded by Trustee Peter Hahn to accept donations listed fo December:

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

Public Comments: President Kevin Fix welcomed guests.

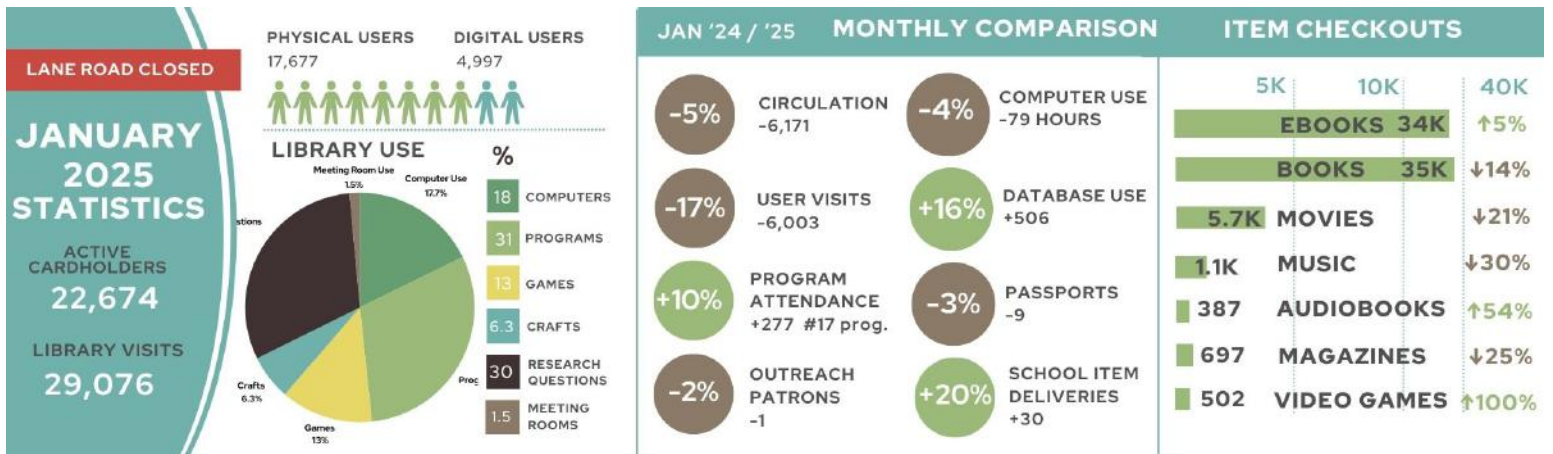
During the public comment period Upper Arlington resident and former Upper Arlington Library employee Jane Federer thanked the Board of Trustees for their dedication and service to the library and the community.

Assistant Director's Report

The Assistant Director reported that we still have tickets for the upcoming Rick Steves event. The Assistant Director also reported that the library will be having a Health Fair on Saturday, March 8th. There will be many organizations and groups present to give out information and answer questions for patrons.

Director's Report

The Director went over the new statics that are in included on the Director's Report, including the Library Use pie chart and the addition of the Outreach Programs. The Director stated that the Quick Picks are still going strong and that the winter Reading program had 493 participates, noting that the Winter Program is quiet a bit smaller than the Summer one.



Author Events

Peter Brown, author of *The Wild Robot*, visited Hasting Middle School on Monday, February 3 as part of the most recent Upper Arlington Public Library Speaker Series! From heartwarming stories to behind-the-scenes insights on the book's journey to the big screen, it was a night to remember. A huge thank you to our partners, the UA Schools, Cover to Cover Books for Young Readers and the Ann Royce Memorial Fund.

Next, we have tickets on sale for Rick Steve's, in partnership with CLC libraries, at Mershon Auditorium on Thursday, at 7pm and Jenny Lawson, author of *Furiously Happy* and more on Sunday, March 2 at 2pm at the Upper Arlington High School.

Winter Reading Program

From December 1-January 31, patrons of all ages could pick up a reading log and track their reading for seven days and track their time on a snow globe coloring sheet or set seven personal reading goals and check them off on a written log. Each time they finished a sheet, they could come back to choose a prize from our prize chest. They were also able to enter for grand prize drawings. Our most popular prizes were the Franklin Park Conservatory Family Membership, Snuggle and Shop, and the Arts and Crafts Basket. We had 493 total participants in the program.

RESOLUTION 06-25

Addition of Patron Services Manager Position

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library approves the addition and deletion of the following positions effective February 18, 2025:

Addition:

Patron Services Manager - Full Time at Pay Range 13

SIGNATURE SHEET

Resolution No. 06-25

2/18/2025

Upon the motion of Trustee John Yesso, seconded by Trustee Peter Hahn, the Board approved Addition of Patron Services Manager Position.

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

Finance Committee

Trustee William Shkurti reviewed the Finance Committee meeting minutes.



Finance Committee Minutes

Upper Arlington Public Library
Wednesday, February 12, 2025 5:00 PM
@ 2800 Tremont Road - Meeting Room B

Attendance

Present:

Members: Kate Hare, William Shkurti, John Yesso

Also Present: Beth Hatch, Director; Lori Piergallini, Fiscal Officer; Greg Ramage, Director of Support Services; Jen Jimison, Executive Assistant

I. Call to Order

The meeting was called to order at 5:01pm.

II. Review Month Financials

The Finance Committee reviewed and approved the monthly financial reports. A discussion was held regarding the projection of Salaries and Benefits being over budget in excess of \$42,452 for the year. The fiscal officer explained that at year end, several employees either requested to obtain health insurance coverage or changed from single to family coverage during open enrollment. The increase from single to family coverage is an increase for the library of \$621 per pay per person. This results in an increase of \$16,146 per person for the year. The fiscal officer was aware of the overage but declined to change the budget last minute since appropriation amendments will be necessary once collective bargaining negotiations are complete. The Library is currently projected to spend more than anticipated, so cost cutting measures will be discussed throughout the year to determine the appropriate actions.

 [Statement of Cash Position.pdf](#)

 [General Fund Report.pdf](#)

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

III. Review Month Checks

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

 [Check Register - Jan. 2025.pdf](#)

IV. Review Bank Reconciliations

The committee reviewed all bank account reconciliations. All accounts are balanced as of January 31, 2025.

 [HNB Bank Statement Register JAN. 2025.pdf](#)

 [Star Ohio Bank Statement Register - Jan. 2025.pdf](#)

 [Star Ohio Restricted Bank Statement Register- Jan. 2025.pdf](#)

 [First Merchant Bank Register Jan. 2025.pdf](#)

V. Resolutions

The Fiscal Officer discussed the Appropriation Amendment Resolution and the committee recommended bringing it to the Board for approval.

 [Cover Sheet - Appropriation Amendment -Fund 130.pdf](#)

 [04-25 Appropriation Amendment Resolution - General Donations Fund 130.pdf](#)

VI. April Finance Meeting Schedule

Due to a schedule conflict there will be no April Finance committee meeting.

VII. Adjournment

The meeting was adjourned at 5:16pm.

SIGNATURE SHEET

Trustee Matthew Courser made a motion to pass the January Financial Reports. Trustee Susan Ralph 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

RESOLUTION 04-25
2025 APPROPRIATIONS AMENDMENT

BE IT RESOLVED, That the Board of Trustees of the Upper Arlington Public Library acknowledges and approve the following amendment to the 2025 Appropriations:

General Fund Donations - Fund 130

Current Appropriations \$ 9,500.00

Appropriation Increase \$ 25,000.00

Total Fund Appropriations \$ 34,500.00+

SIGNATURE SHEET

Resolution No. 04-25

2/18/2025

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

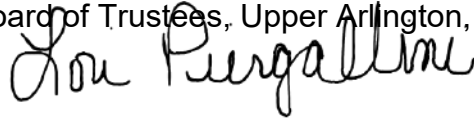
Roll Call Vote:

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 A. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

Operations Committee

Chairperson Susan Ralph reviewed the notes from the February Operations Committee meeting regarding staff expectations and thanked the admin team and the staff for their efforts with fundraising.



Operations Committee Minutes

Upper Arlington Public Library
Tuesday, February 4, 2025 5:00 PM
@ 2800 Tremont Road Meeting Room B

Attendance

Present:

Members: Matthew Courser, Peter Hahn, Susan Ralph

Also Present: Beth Hatch, Director; Kate Porter, Assistant Director; Jen Jimison, Executive Assistant

I. Call to Order

The meeting was called to order at 5:00pm.

II. Staff Expectation Documents

The Director reviewed three staff expectation documents. Expectations are work rules and guidelines, and not Board approved policies. Circulation Collection Philosophy: the Director discussed the process and philosophy on how the collections at all three branches are managed with the inclusion of Quick Picks and Overdrive Advantage.

Missing Child: the Director reviewed the steps that are being taken to implement a missing child, CODE ADAM, procedure. Children under the age of 10 are not permitted in the library without an adult. The library staff will be going through training, and test runs before fully implementing the program.

Unpaid Leave: the Director went over the UAPL policy handbook relating to unpaid leave for employees; mainly, unpaid time off is negotiated by new hires for their first three months of employment because the use of accrued vacation leave is prohibited during the probationary period. All employees have paid leave for time off, and accrued vacation should be used for planning vacations. The use of unpaid leave is limited to emergency

situations and illness when the employee has no more paid sick leave. Leave requests are subject to the needs of the department or branch at the discretion of their manager.

 [Expectations Coversheet.docx](#)

 [Circulating Collection Philosophy.pdf](#)

 [Missing Child.pdf](#)

 [Unpaid Leave.pdf](#)

III. Adjournment

The meeting was adjourned at 5:30pm.

President's Report

The President invited members of the Administrative Team to join the Executive Session.

EXECUTIVE SESSION TO PREPARE FOR COLLECTIVE BARGAINING STRATEGY

SIGNATURE SHEET

Upon the motion of Trustee Susan Ralph, seconded by Trustee Kate Hare, 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 John Yesso made a motion to adjourn the meeting. Trustee William Shkurti seconded the motion.

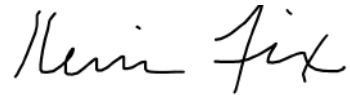
Voting:

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

Susan Ralph
William J. Shkurti
John M. Yesso

Aye
Aye
Aye

The meeting was adjourned at 5:33 p.m.





Kevin Fix, President





Matthew Courser, Secretary