



# Board of Trustees Meeting Minutes

Upper Arlington Public Library

Tuesday, March 18, 2025 at 5:00 PM

@ 2800 Tremont Road - Meeting Room B

## **In Attendance**

### **Present:**

Members: Kevin Fix, Susan Ralph, William Shkurti, 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; Christine Minx, Marketing & Communications Manager

**Guests:** Jane Federer, Magie Tate, Audrey Harkonen, Dianne Alkin

## **Call Meeting to Order**

The meeting was called to order at 5:03p.m.

## **Consent Agenda**

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

### **RESOLUTION 06-25 FEBRUARY 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>Campaign</b>
\$ 51.50	130 - General Fund	Ann Pitsinger	
\$ 20.60	130 - General Fund	Carolina Ricco Pereira	
\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 1,030.00	250 - Restricted Fund	Vin Reddy	Early Learning Play Area LR Public

## **SIGNATURE SHEET**

Resolution No. 06-25

3/18/2025

Upon the motion of Trustee John Yesso, seconded by Trustee William Shkurti to accept donations listed for February:

Voting:

Kevin Fix, President	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.

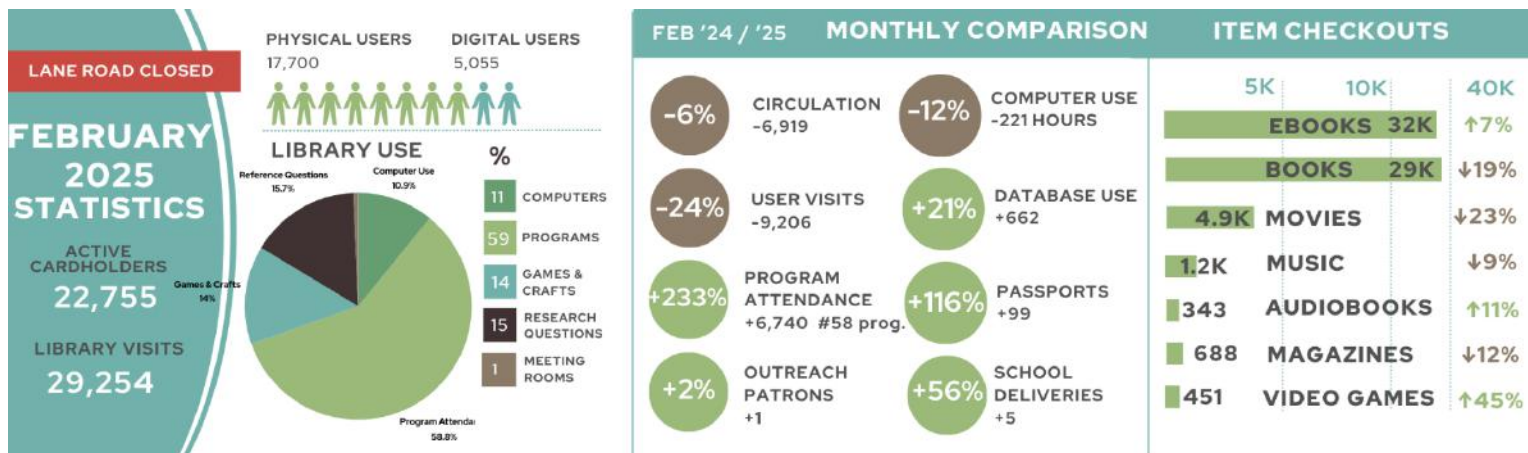
During the public comment period Upper Arlington resident Jane Federer expressed her support for the Upper Arlington Union staff members.

**Assistant Director's Report**

The Assistant Director reported that the library will be having the 2025 Sustainability Fair on April 5, 2025 from 10am-2pm. This will be the fourth year of the event and will include 20 vendors and programming events. The Assistant Director also reported that the Friends Sale will be happening April 6 – 13, 2025. Along with the normal items that are usually for sale there will also be surplus sale of no longer needed library items.

**Director's Report**

The Director reported that Circulation is only down 6% with Lane Road being closed. In addition she reported that Programming had an amazing month with the 2 author visits and Storytime participation. She also bid farewell to Pam Cole the Lane Road Manager as she is leaving the Library after 22 years. Lastly she shared that the Annual Report for the Library will be mailed out at the end of the month and will be available on the website.



## Stellar Month for Programs and Attendance

In February, our programming saw a significant boost, thanks to two high-profile events and strong youth engagement. Rick Steves, in partnership with CLC libraries, drew a remarkable crowd to Mershon Auditorium on Thursday, February 20, at 7 PM. Additionally, bestselling author Peter Brown, known for *The Wild Robot*, delivered two engaging presentations at Hastings Middle School. These offsite events alone contributed an impressive 5,800 attendees to our overall program attendance.

Youth storytimes for children ages birth to five also saw outstanding participation, with 42 sessions held throughout the month, attracting a total of 1,278 attendees. This strong turnout highlights our continued success in early literacy engagement and community outreach.

## Bid Farewell to Lane Road Branch Manager, Pam Cole

Pam Cole is stepping down as the Lane Road Branch Manager after 22 years of dedicated service at UAPL. She has accepted a librarian position and will be pursuing her teaching certification for the Montessori School. While we are sad to see Pam go, we are grateful for her many contributions and wish her the best in this new chapter. In the coming months, we will focus on filling the position in preparation for the branch's grand reopening.

## Finance Committee

Trustee William Shkurti reviewed the March Finance Committee meeting minutes.



## Finance Committee Minutes

Upper Arlington Public Library  
3/12/2025 5:00 PM EDT  
@ 2800 Tremont Road - Meeting Room B

## Attendance

Present:

Members: Kate Hare, William Shkurti, John Yesso

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

I. Call to Order

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

II. Review Month Financials

The Finance Committee reviewed and approved the monthly financial reports. Star Ohio interest rates continue to decline. Our revenue is less than last February however, this is attributed to the tax advances received from the County Auditor. Advances are based on timing and tax payments received. We are awaiting the final first half settlement payment. Our unencumbered ending balance is 12% higher than February of last year. The Committee also discussed borrowing against the PLF proceeds. The Library will complete a design study for renovations this year before we commit to any financing.

 [General Fund Report.pdf](#)

 [Statement of Cash Position.pdf](#)

III. Review Month Checks

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

 [Check Report.pdf](#)

IV. Review Bank Reconciliations

The committee reviewed all bank account reconciliations. All accounts are balanced as of February 28, 2025.

 [HNB Bank Statement Register.pdf](#)

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

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

 [Bank Statement Register - FMB.pdf](#)

V. Approval of Purchase Order

Per the Library Financial policies, all requisitions in excess of \$75,000 must be approved prior to the issuance of a purchase order. The committee approved processing a Purchase Order to Library Design Associates for \$90,622 for shelving and furniture for Lane Road

 [Purchase Order Approval.pdf](#)

VI. Adjournment

The meeting was adjourned at 5:13pm.

**SIGNATURE SHEET**

Trustee Susan Ralph made a motion to pass the February Financial Reports. Trustee John Yesso seconded the motion.

Voting:

Kevin Fix, President	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

## Operations Committee

Chairperson Susan Ralph reviewed the notes from the March Operations Committee meeting regarding Card Access for Minors and Fundraising. The Director reviewed the changes in the Expectations for day passes for minors who have a card but may not have it with them.



## Operations Committee Minutes

Upper Arlington Public Library  
3/4/2025 5:00 PM  
@ 2800 Tremont Road Meeting Room B

## Attendance

**Present:**

Members: Matthew Courser, Peter Hahn, Susan Ralph

Also Present: Beth Hatch, Director; Greg Ramage, Director of Support Services; Jen Jimison, Executive Assistant, Brittany Harrison; Youth Department Manager, Jenn Willke

I. Call to Order

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

## II. Guest Passes for Minor Patrons (Presenters: Brittany Harrison)

Brittany Harrison, Youth Department Manager, reviewed the Library's policy regarding guest passes for minors. Currently any library patron who is under 18 years old without a library card with them or a caregiver present is unable to get a guest pass to be able to use the library computers. It was proposed to allow any minor the ability to have a guest pass for the use of computers if they can verify that they have a library card, as this confirms per the borrower agreement that they have parental permission to use the library's computers. The Library will investigate the possibility of restricting access of the guest passes to the youth computers only.

## III. Fundraising

Sue Ralph and Director, Beth Hatch, reviewed the status of the fundraising campaign for the Lane Road Youth Improvement Project. Sue Ralph also proposed starting a Fundraising Calendar.

## IV. Adjournment

The meeting was adjourned at 5:33pm



## Expectations

### Card Access Without Card Number or Photo ID

Updated: March 18, 2025

#### **Summary**

If a patron does not have a card number or photo ID and the staff member does not know the patron by name, staff can help them with services that require a library card but can NOT change account information.

#### **Expectation**

If a patron does not have their library card and wishes to use it, in all circumstances, staff will first ask to see a photo ID.

In all other cases where the patron does not have their card number or photo ID staff will follow these protocols:

#### **Scenario #1**

Patron, at the library or over the phone, wishes to:

- Checkout material
- Renew material
- Reserve material
- Know the status of a requested title they can name
- Know the due date of titles they can name
- Obtain their library card number

Staff will ask the patron to verify at least three pieces of information about their account in addition to their name. These include:

- Address
- Phone number
- E-Mail address
- Birthdate
- Activity information (items requested, items checked out, last activity, etc.)

If the patron accurately provides this information, staff will assist the patron with the action requested but cannot proactively offer detailed information about titles requested or checked out.

### **Scenario #2**

Patron, at the library or over the phone, wishes to:

- Obtain information about their personal information (address, phone, email, etc.)
- Obtain detailed information (titles) of items checked out or requested they cannot name
- Obtain information about a balance on the account
- Update the address, phone number, or PIN on the account

Staff will politely explain that for their own privacy and protection, the library cannot give out or update this information without a library card number or photo ID.

### **Scenario #3**

Youth Cards:

We can check out items to the child once they have provided the same information we request from Scenario #1 (name, birthdate, address, etc.). However, staff will request the child bring in a parent or guardian to get *their library card number*, a new card, or update information on the account.

If a child wants to use a computer and does not have their library card number, staff will ask the patron to verify at least three pieces of information about their account in addition to their name. These include:

- Address
- Phone number
- E-Mail address
- Birthdate or age
- Activity information (items requested, items checked out, last activity, etc.)

The child will be given a one-day guest pass to be able to use the Library's computer. Youth at Tremont will be limited to the Youth Department computers.

*Reminder:* Without a photo ID or library card number, no information should be altered on the patron's account.

In exceptional circumstances, changes may be made by Staff in Charge who will make exceptions on a case-by-case basis.

### **Scenario #4**

A caregiver looking to use a youth patron's account wants to:

- Checkout material on the youth patron's account
- Renew material

- Reserve material
- Know the status of a requested title they can name
- Know the due date of titles they can name
- Obtain the library card number

Staff will ask the youth patron to verify at least three pieces of information about their account in addition to their name. These include:

- Address
- Phone number
- E-Mail address
- Birthdate
- Activity information (items requested, items checked out, last activity, etc.)

If the youth patron accurately provides this information, staff will assist the patron with the action requested, but not proactively offer detailed information about titles requested or checked out. If the youth patron cannot verify this information we can offer to check out materials on the caregiver's account.

### **Checking out items reserved for someone else**

*If a patron wants to pick up reserved items for someone else and they do not have the other person's card, staff can check out the items on the present patron's card (will have to override the reserve block for each item). Inform the patron of our hold association feature that allows people to checkout each other's reserves at self-checkout.*

## **President's Report**

### **EXECUTIVE SESSION TO REVIEW THE EMPLOYMENT OF A PUBLIC EMPLOYEE**

#### **SIGNATURE SHEET**

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

Roll Call Vote:

Kevin Fix, President	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John M. Yesso	Aye

Upper Arlington Public Library Board of Trustees  
Upper Arlington, Ohio

## **Adjournment**

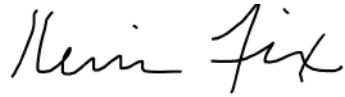
Trustee Susan Ralph made a motion to adjourn the meeting. Trustee John Yesso seconded the motion.

Voting:

Kevin Fix, President  
Susan Ralph  
William J. Shkurti  
John M. Yesso

Aye  
Aye  
Aye  
Aye

The meeting was adjourned at 5:19p.m.



b6  
b7C

Kevin Fix, President



b6  
b7C

Matthew Courser, Secretary