



Board of Trustees Meeting Minutes

Upper Arlington Public Library
Tuesday, May 20, 2025 at 5:00 PM
@ 2800 Tremont Road - Meeting Room B

In Attendance

Present:

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

Also Present: Beth Hatch, Director; Greg Ramage, Assistant Director; Lori Piergallini, Fiscal Officer; Julie Whitt, Human Resources Manager; Jen Jimison – Executive Assistant; Christine Minx, Marketing & Communications Manager

Call Meeting to Order

The meeting was called to order at 5:00p.m.

Consent Agenda

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

RESOLUTION 11-25 **APRIL 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
\$ 103.00	130 - General Fund	Abigail McClain	Library Giving Day
\$ 25.75	130 - General Fund	Abigail McGrath	FOUR Maebel
\$ 51.50	130 - General Fund	Amanda Wheeler	FOUR Maebel
\$ 50.00	130 - General Fund	Amy Wheeler	In memory of Mary Cooper
\$ 51.50	130 - General Fund	Anne Weeks	FOUR Maebel
\$ 25.75	130 - General Fund	Anonymous	
\$ 103.00	130 - General Fund	Caitlin Graham	FOUR Maebel
\$ 50.00	130 - General Fund	Camryn Murley	Library Giving Day
\$ 20.60	130 - General Fund	Carolina Ricco Pereira	
\$ 41.20	130 - General Fund	Carolyn Weeks	FOUR Maebel
\$ 40.00	130 - General Fund	Elfi Di Bella	FOUR Maebel
\$ 200.00	130 - General Fund	Fidelity Charitable Donor-Kennedy Mancini Family Giving Fund	Library Giving Day
\$ 51.50	130 - General Fund	Gretchen Ulery	FOUR Maebel
\$ 25.00	130 - General Fund	Jeanine Hummer	
\$ 25.75	130 - General Fund	Jessica Morris Morris	FOUR Maebel
\$ 100.00	130 - General Fund	Kathleen Dunn	Library Giving Day

\$ 103.00	130 - General Fund	Lida Sethi	
\$ 20.60	130 - General Fund	Marianne Thompson	Library Giving Day
\$ 257.50	250 - Restricted Fund	Melanie Watkins	Lane Road Youth Project
\$ 25.75	130 - General Fund	Morgan McQueen	Library Giving Day
\$ 25.75	130 - General Fund	Myrlyn Reasoner	Library Giving Day
\$ 25.75	130 - General Fund	Sara May	Library Giving Day
\$ 1,422.90	Total		

SIGNATURE SHEET

Resolution No. 11-25

5/20/2025

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

Voting:

Kevin Fix, President	Aye
Susan Ralph	Aye
William Shkurti	Aye
John Yesso	Aye
Kate Hare	Aye
Matthew Courser	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.



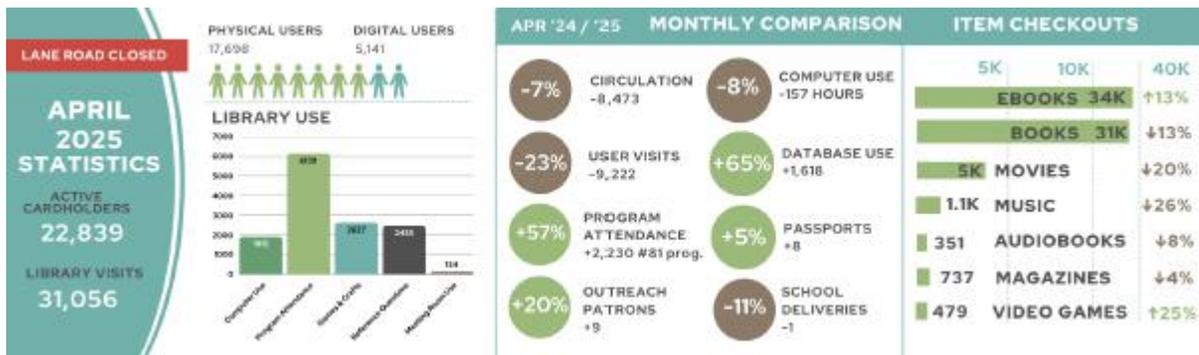

Lori M. Piergallini, Fiscal Officer
Upper Arlington Public Library
Upper Arlington, Ohio

Assistant Director's Report

The Assistant Director gave an update on the Lane Road renovation. Lane Road is on target to reopen on July 7th. Shelving and other deliveries should start after Memorial Day. The staff is also working on the collections for Lane Road updating and ordering new.

Director's Report

The Director reported that the Lane Road branch is set to reopen on July 7th with a ribbon cutting to follow on July 14th. The Director reviewed the monthly status, noting that the decrease in circulation and user visits are due to Lane Road renovation. She also shared that Brittany Harrison will be the new Lane Road Manager and that Eric Vescelius will be the new Customer Service Manager. Lastly she reported that the library will be receiving a donation of \$20,000 from the UA Community Foundation.



Lane Road Grand Re-Opening

We're excited to announce that the Lane Road Branch will officially reopen to the public on Sunday, July 7. While the original plan was to reopen in late spring, we've made the thoughtful decision to postpone the reopening to ensure a smooth and successful return. This extra time allows us to focus on several key priorities: hiring for four vacant positions, onboarding and training staff, and supporting our new branch manager, Brittany Harrison, as she transitions into her different leadership role. In addition to staffing, we're also finalizing the collection and determining which materials will return to Lane for reopening. Our goal is to ensure the branch offers a refreshed and well-curated collection that meets the needs of our patrons from day one. We appreciate the community's patience during this process and look forward to welcoming everyone back in July to explore the newly renovated space and connect with our revitalized team.

Congratulations to Our New Customer Service Manager

Eric Vescelius will be joining the UAPL on May 28 as our new Customer Service Manager. Eric joins us from Columbus Metropolitan Library where he most recently worked as an Information Services Manager. Eric holds a Masters of Library and Information Science

from Kent State University. Many of you may remember Eric as he worked at UAPL as a part-time Public Services Associate in Media from 2012 - 2014.

Finance Committee

Trustee William Shkurti reviewed the May Finance Committee meeting minutes.



Finance Committee Minutes

Upper Arlington Public Library

5/14/2025 5:00 PM EDT

@ 2800 Tremont Road - Meeting Room B

Attendance

Present:

Members: Kate Hare, William Shkurti, John Yesso

Also Present: Lori Piergallini, Fiscal Officer; Greg Ramage, Assistant Director; 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. The Committee discussed the proposed increase for the library's health insurance through the Stark County Consortium that will take affect July 1 of this year. The state budget was discussed as it is now going through the Senate and is scheduled to be passed in June.

 [General Fund Report.pdf](#)

 [Statement of Cash Position.pdf](#)

III. Review Month Checks

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

 [Check Report - April 2025.pdf](#)

IV. Review Bank Reconciliations

The committee reviewed all bank account reconciliations. All accounts are balanced as of April 30, 2025.

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

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

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

 [FMB Bank Register - April 2025.pdf](#)

V. Review of Credit Card Reward Points Balance

As required per the library's credit card policy, the Finance Committee reviewed the credit card rewards balance and usage. Points have been redeemed for gift cards to purchase supplies for the library.

 [Credit Card Reward Points Balance.pdf](#)

VI. Resolution - Approval of the 2026 Tax Budget

The committee recommended presenting to 2026 Tax Budget to the Board for approval. The tax budget is required to be submitted to the Franklin County Auditor by June 2025.

 [-- Cover Sheet - Tax Budget for 2026.docx](#)

 [Res. 10-25 Upper Arlington Public Library - Tax Budget for 2026.xlsx](#)

VII. Adjournment

The meeting was adjourned at 5:16pm.

SIGNATURE SHEET

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

Voting:

Kevin Fix, President	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John Yesso	Aye
Kate Hare	Aye
Matthew Courser	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

RESOLUTION 10-25
Upper Arlington Public Library - Tax Budget for 2026



Topic: Approval of the 2026 Tax Budget

Information: Ohio Revised Code Section 5705.30 requires the library to submit an annual library budget for 2026 by June 2025 to the Franklin County Auditor. This budget is based on current finances and estimates for next year and will be amended once we have final numbers.

Recommendation from Administration:

The Finance Committee recommend Board of Trustees approve the Resolution regarding the 2026 tax budget.

RESOLUTION 10-25					
2026 BUDGET REQUEST TO FRANKLIN COUNTY BUDGET COMMISSION					
	GENERAL FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECTS FUND	TOTAL ALL GOVERNMENTAL FUNDS	
INCOME					
Taxes	\$5,845,513.69				
Public Library Funding	\$3,124,559.19				
Other Income	\$440,450.20				
TOTAL REVENUE	\$9,410,523.08	\$78,500.00	\$1,000,000.00	\$10,489,023.08	
EXPENDITURES					
SALARIES & BENEFITS	\$5,480,153.97	\$0.00	\$0.00	\$5,480,153.97	
LIBRARY MATERIALS	\$1,012,960.00	\$0.00		\$1,012,960.00	
OTHER EXPENSES	\$1,632,945.60	\$78,500.00	\$1,100,000.00	\$2,811,445.60	
TRANSFERS TO BUILDING FUND 402	\$1,000,000.00		\$0.00	\$1,000,000.00	
GRAND TOTAL	\$9,126,059.57	\$78,500.00	\$1,100,000.00	\$10,304,559.57	

SIGNATURE SHEET

Resolution No. 10-25

5/20/2025

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

Roll Call Vote:

Kevin Fix, President

Aye

Susan Ralph	Aye
William J. Shkurti	Aye
John M. Yesso	Aye
Kate Hare	Aye
Matthew Courser	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

Operations Committee

Chairperson Susan Ralph reviewed the May Meeting Minutes.



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, Assistant Director; Jen Jimison, Executive Assistant

I. Call to Order

The meeting was called to order at 5:02pm.

II. Review of the Operations Manual

Director, Beth Hatch reviewed the updates to the UAPL Culture section of the Operations Manual.



Topic: Update to Operations Manual

Information:

As part of this year's comprehensive review of the Operations Manual, we will be updating its content section by section. We are beginning with a revision of our mission, vision, and core values to ensure alignment with the UAPL Culture Guide—originally developed in collaboration with staff and the Board in 2022 and revised in 2023.

These foundational statements were developed through our in-depth engagement with the *Building a Culture of Distinction* process and reflect the principles and aspirations that guide our work.

Recommendation from Administration:

For information only.

INTRODUCTION

The Operations Policies of the Upper Arlington Public Library explain and regulate the manner in which the Library directly interacts with Library patrons and the community it serves. These policies describe the variety, extent, and limit of services and materials offered by the Library and ensure that patrons and staff alike may understand what those opportunities and limits are. Policies are approved by the Upper Arlington Board of Trustees and are reviewed and revised as necessary.

MISSION STATEMENT

~~The central mission of the Upper Arlington Public Library is to build connections that make lives better. The threefold mission of the Upper Arlington Public Library is to help the community explore current topics, UA heritage, and world issues; to provide a central place for citizens of UA to gather and share ideas; and to encourage its residents to grow through a lifetime of learning.~~

VISION STATEMENT

~~We are the premiere resource for our community.~~

~~The Place for Integrated Learning.~~

CORE VALUES

~~We are a 5-star Library.~~

~~Access to abundant, diverse collections~~

~~Engaging and exciting programs for all ages~~

~~Inviting and useful spaces that fit a variety of needs~~

~~Access to technology, computers, and wifi~~

~~We provide excellent customer service and experiences.~~

~~Easy and simple access and use of the Library and its resources~~

~~Interactions are friendly, respectful, polite, and positive~~

~~We adapt so that our services and spaces meet community needs~~

~~**Integrity** — We adhere to professional standards, take care with fiscal stewardship and embrace transparency.~~

~~**Knowledge** — We love to learn and to support lifelong learning that transforms lives.~~

~~**Service** — We focus on providing the best user experience possible.~~

~~**Tradition** — We support and nourish Upper Arlington's spirit, imagination, history and culture.~~



UAPL Culture

Purpose: We build connections that make lives better

What we believe

PHILOSOPHY

We are the premiere resource for our community.

We believe our staff are our most important asset.

We are a great place to work.

How we live our beliefs

PRIORITIES

We are a 5-star Library.

- Access to abundant, diverse collections
- Engaging and exciting programs for all ages
- Inviting and useful spaces that fit a variety of needs
- Access to technology, computers, and wifi

We provide excellent customer service and experiences.

- Easy and simple access and use of the Library and its resources
- Interactions should be friendly, respectful, polite, and positive
- We adapt so that our services and spaces meet community needs

We are a great place to work.

- We value each other for our individual contributions, rewarding hard work, give staff the resources they need, and respect our differences and decisions.
- RESPECT**
- We have a positive, flexible, can-do attitude, embrace change, and work towards solutions.
- POSITIVITY**
- We invite the sharing of ideas and opportunities to work together.
- COLLABORATION**
- We expect everyone to give and receive feedback, actively listen, and provide timely, honest, and clear communication through the appropriate channels in a respectful way.
- COMMUNICATION**
- All staff are given clear guidance on work, expectations for behavior, and goals and are held to the results.
- ACCOUNTIBILITY**

III. Adjournment

The meeting was adjourned at 5:33pm

President's Report

The President had nothing to report.

EXECUTIVE SESSION TO PREPARE FOR COLLECTIVE BARGAINING STRATEGY

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
Kate Hare	Aye
Matthew Courser	Aye

Upper Arlington Public Library Board of Trustees
Upper Arlington, Ohio

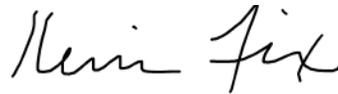
Adjournment

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

Voting:

Kevin Fix, President	Aye
Susan Ralph	Aye
William J. Shkurti	Aye
John M. Yesso	Aye
Kate Hare	Aye
Matthew Courser	Aye

The meeting was adjourned at 5:18p.m.





Kevin Fix, President





Matthew Courser, Secretary